Heritage fund application form

Please refer to the Fund Criteria and Application Guidelines for information and guidance on the Heritage Fund.

1. Property details

Legal description of property where the protected feature is located (eg, Lot 1 DP 00707):	
Property Valuation No.: (from rates invoice)	
Property location/physical address:	

2. Ratepayer details

Who pays the rates on the property where the protected feature/area is located?

First name:	
Last name:	
Contact address:	
Contact phone number:	Day: Night:

3. Occupier details

Who pays the rates on the property where the protected feature/area is located?

First name:	
Last name:	
Contact address:	
Contact phone number:	Day: Night:

4. Application details

First name:	
Last name:	
Applicant email address:	
Applicant phone number:	
Funding category being applied for: (please tick one)	☐ Preservation project ☐ Riparian management project ☐ Management project ☐ Research or education project

Please describe the details of your proposed project, eg:

- What is the heritage feature/item you are managing/protecting/enhancing, eg, wetland, native bush, notable tree, heritage building, cultural site etc?
- What do you propose to do?
- What resources will be required?
- Who will be involved?
- How long will the project take to complete?

📎 Attach any relevant supporting information, eg, photos. (Refer to Guidelines document for explanation).

Does your proposed project have support from other people/neighbours/ environmental groups? If so, list these supporters.

Does the heritage feature/ area/item have any kind of formal protection, either at present or being proposed as part of the application? If so, specify:

(eg, QEII Open Space Covenant, Conservation Covenant, Heritage Register listing etc)

📎 Attach a copy of all relevant protection documentation to your application.

Describe how your particular project meets the criteria for projects outlined in the Heritage Fund Criteria and Application Guidelines:

(outlined on pages 4–8 of the document)

Continue on a separate sheet of paper if needed.

5. Funding details

The maximum total grant allocated under the Heritage Fund scheme is **$5,000** (excl. GST). There is no minimum grant amount. A maximum grant of **$500** (excl. GST) applies to administration costs (includes photocopying, mailouts/postage etc) and the reimbursement of resource consent fees.

All grants are allocated on the basis of a cost sharing arrangement. The maximum grant rate for all projects is a cost sharing of 50:50, ie, the Council will only fund up to half of the project cost. The applicant must make a contribution to the cost of the project.

The following costs are **not** eligible:

- Project costs incurred prior to the lodging of the application;
- Any costs involved in preparing the application; and
- Debt servicing.

The purchase of equipment is generally NOT eligible for funding unless it can be demonstrated that it is essential for the project (ie, it cannot be leased, rented/hired etc) and is a reasonable cost. Each item of equipment will be evaluated on its individual merit to the project.

It is recognised that labour contributions (and associated tools and machinery) are an important component of many projects. However, this scheme is not a subsidised employment programme. Labour contributions are eligible as a project cost but should ideally not form more than one-third of the total project cost.

The applicant's share of the cost can be by way of in-kind contributions (eg, labour), or cash.

GST will be paid in addition to the grant where the:

- applicant is GST registered
- project is part of the applicant's taxable activity
- GST number is supplied on the application form.

Provide details on the estimated cost of your proposed project.

Sufficient details are required to enable the proposed project to be fully costed.

- Applicant's GST number (if applicable)
- **If you are registered for GST do not include GST in your costs**
- Attach **quotes** and any other supporting documentation to your application.

Provide details on the cost of the project, breaking the project down into tasks if appropriate:

Project task	Estimated cost $
Total cost of project $	

Contribution to be made to the project cost by the applicant:	

6. Heritage management plan

*NB: skip this section if your project is a research/education project. If your heritage feature is managed under the provisions of a QE II Trust covenant deed or Greater Wellington Regional Council Key Native Ecosystem plan, there is no need to submit a Heritage Management Plan. Please reference the covenant deed or Key Native Ecosystem plan in your application. Otherwise Heritage Management Plans are required for Heritage Fund applications made for **Preservation, Management** or **Riparian Management** projects.*

Successful applicants must comply with an agreed Heritage Management Plan once an application has been approved for funding.

A Heritage Management Plan is essentially a straightforward document which sets out the approach to works and/or maintenance of the feature/site for future years, and may set out specific conditions to be met.

To support the preparation of a heritage management plan for your project, provide the following information:

- [ ] A line drawing of the property/farm on a A4 aerial photograph (can be obtained free of charge from the District Planning team) showing the area of concern and the proposed management measures.

- [ ] A description of the current problem/threats to the area (eg, cattle grazing undergrowth of remnant forest, plant pests or animal pests like possums, goats, stoats etc which need controlling/eradicating).

- [ ] An indication of the annual work/maintenance programme required over the next 3 to 5 years.

7. Signature of applicant

Signed:	
Date:	

Checklist:

Have you…

☐ Completed all sections of this form?

☐ Attached all relevant supporting documentation, including copies of quotes, copies of covenant documents etc?

☐ Included a description of your project, including what is involved, resources required, expected timeframe etc?

☐ Included a description of how your project meets the Heritage Fund criteria?

☐ Provided details on the estimated cost of the project & your proposed contribution?

☐ If relevant, provided initial details for a Heritage Management Plan outlined under Section 6 of this form?

☐ Signed & dated the application form?