

# Heritage Grant - Online Application Form

## Form Preview

### Introduction

\* indicates a required field

The City of Port Adelaide Enfield, through its Heritage Grant Program, aims to encourage owners of Local Heritage Places and Representative Buildings to maintain, conserve or restore places of local heritage significance.

Applicants must be the owner of a Local Heritage Place or Representative Building (as identified on the [SA Heritage Places Database](#)) within the City of Port Adelaide Enfield. The value of the work must be at least \$1,000 for actual conservation/restoration to the exterior of the building that has a visible impact from the streetscape, as determined by Council's Heritage Advisor. Internal works to Local Heritage Places where public access is readily available will also be considered.

A maximum of 50% of the cost of the conservation/restoration work (capped at a maximum amount of \$5,000 per grant) may be approved to eligible applicants. The grant is paid as a reimbursement once the proposed conservation works have been completed satisfactorily.

Please note that a property listed as State Heritage Place will be considered eligible under specific criteria noted in the [Information Sheet](#).

**Please note that no work can commence until applicants are advised in writing by Council of the outcome of their Heritage Grant application. If the work has already begun (or if it's been completed) your application will be considered ineligible for funding.**

Please note:

- 1. Applicants must complete all sections of this application form and attach relevant documentation to this application to be eligible to be funded.**
- 2. All grants are subject to availability of funds, eligibility and assessment requirements.**
- 3. A submission of an online application for the City of Port Adelaide Enfield's grants programs is an acknowledgement that applicants will abide by the conditions of any grant approval.**

**Prior to submitting your application, we recommend you contact Council's Heritage Advisor (available on Wednesdays) on 8405 6600 or at [heritage.grants@cityofpae.sa.gov.au](mailto:heritage.grants@cityofpae.sa.gov.au)**

**Prior to submitting your application, please read**

[Heritage Grant Information Sheet](#)

[Heritage Grant Supplementary Information](#)

[Heritage Grant Building Works Notes](#)

### Assessment

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Please note that applying for a Heritage Grant does not guarantee your application will be automatically funded - please be mindful of this when engaging contractors and scheduling the conservation/restoration work.

Online applications will be assessed as they are received and applicants will be notified of the outcome of their application within 4 weeks of submission date.

Applications will be assessed by Council's Heritage Advisor against the priority levels outlined in the [Heritage Grant Information Sheet](#). The decision of awarding grants will be made by City of PAE staff with appropriate delegations.

Should your application be successful, Council will provide its in-principle approval for the proposed conservation works. At that point, you can engage a suitably qualified and insured contractor to do the works. The works will need to be completed within 6 months from the in-principle approval. This approval may lapse if the works are not completed within the required timeframe.

Once the works are completed, you will need to pay the contractor in full and submit an online grant acquittal form to Council, including copies of paid invoice(s) as well as photos of agreed upon works. If the works are deemed appropriate by Council's Heritage Advisor, a reimbursement will be made within 4 weeks.

Please note that it will be the property owner's responsibility to ensure they are satisfied with the work. Council's Heritage Advisor will not inspect/assess any completed works prior to you paying your contractor in full.

## Eligibility Checklist

Before submitting your application, please check that you meet the eligibility criteria - all boxes must be ticked for your application to be eligible for this grant.

### **The applicant: \***

- is the owner of a Local Heritage Place or Representative Building located within the City of PAE
- proposes to undertake conservation/restoration works valued at least \$1,000 to the exterior of the building that has a visible impact on the streetscape
- has not commenced or completed the proposed conservation/restoration works prior to grant submission
- does not have any outstanding debts (including arrears with rates) to the City of PAE
- does not have any outstanding acquittals for any previous funding received from the City of PAE
- has not received Heritage Grant funding in the last 3 years
- is not an Elected Member or employee of the City of PAE

## Applicant Details

\* indicates a required field

### **Applicant \***

Individual       Organisation

Organisation Name

# Heritage Grant - Online Application Form

## Form Preview

Title      First Name      Last Name  
           

**Contact Phone Number \***

Must be an Australian phone number.

**Email Address \***

**Postal Address \***

Address

  

Suburb      State      Postcode

            

**Applicant ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

## Proposed Conservation/Restoration Work

\* indicates a required field

Overview of proposed work

**Location of proposed work \***

# Heritage Grant - Online Application Form

## Form Preview

The site address of where the work is to take place (must be a Local Heritage Place or a Representative Building in the City of Port Adelaide Enfield)

### Details of the proposed conservation work \*

Word count:

Must be no more than 150 words.

Provide a short, detailed description of the proposed works you intend to undertake.

### Please provide drawings, photographs or any other supporting documentation relevant to the proposed work \*

Attach a file:

Please ensure to give each document a name so we know what it is.

### Schedule of proposed work

Please note that work that has already commenced (or been completed) is ineligible for funding.

### Estimated Start Date \*

Works must start at least a month after this grant application's submission date.

### Estimated Completion Date \*

Works must be completed within a 6-month period from estimated start date.

### Cost of proposed work (including GST)

Please provide at least two written quotes for the proposed conservation/restoration work. Quote 1 will be considered as your preferred quote. This quote should have all the necessary details as outlined in the grant [information sheet](#) and [supplementary information](#). If Quote 1 is the only quote available and it does not provide the necessary details, this may affect the outcome of your application.

**Quote 1 - reference number**   **Builder/Tradesperson**   **Cost**

**Please attach a copy of the quote**

Quote 1 - reference number	Builder/Tradesperson	Cost	Please attach a copy of the quote
		\$	
			Please ensure to give the document a name so we know what it is.

**Quote 2 - reference number**   **Builder/Tradesperson**   **Cost**

**Please attach a copy of the quote**

# Heritage Grant - Online Application Form

## Form Preview

		\$	
			Please ensure to give the document a name so we know what it is.

### Further information regarding supplied quotes (optional)

Please provide any additional information that would provide further clarity on the quotes associated with the proposed conservation/restoration work.

### Total Amount Requested \*

What is the total financial support you are requesting in this application? Please note that you can request up to 50% of the total cost of the conservation/restoration works, capped at \$5,000.

## Terms and Conditions

\* indicates a required field

***A submission of an online application for the City of Port Adelaide Enfield's grants programs is an acknowledgement that applicants will abide by the conditions of any grant approval.***

I, being the owner of the property making this declaration, certify and agree with the following terms and conditions:

- 1.The statements (including attachments) made in this application are true and correct.
- 2.Failure to comply with these conditions may preclude me from accessing further grant funds in the future.
- 3.I agree to abide by the conditions under which the City of PAE may approve funding of this request.
- 4.I understand that prior to the work commencing I am responsible for obtaining any approvals that may be required under the Development Act.
- 5.I will submit an appropriate acquittal to Council once the conservation/restoration works are completed and within the timeframe outlined by the approval letter.
- 6.I understand that if the works are not completed satisfactorily or are not completed within the timeframe outlined in the grant guidelines and/or in the approval letter, my grant application and related approvals may lapse, and I will no longer be able to claim the grant funding.
- 7.I confirm that I have read and understood the conditions for funding as outlined in the City of Port Adelaide Enfield's [Heritage Grant Information Sheet](#) - I confirm that I accept and agree to abide by the conditions therein.
- 8.I confirm that I have also read the [Heritage Grant Supplementary Information](#) and the [Heritage Grants Building Works Notes](#).
- 9.I also agree to acknowledge Council's funding of the project in any publicity or promotion.

# Heritage Grant - Online Application Form

## Form Preview

10. further agree that monies received from the City of PAE will be expended as outlined in this application and in accordance with Council's approval letter. Any monies not expended will be returned to the City of PAE.

11. Any changes to the agreed expenditure of Council's grant funds must be negotiated in writing with the City of PAE's Heritage Advisor.

### **I agree to abide by the above Terms and Conditions \***

Yes, I agree

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in the City of Port Adelaide Enfield's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles City of Port Adelaide Enfield's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.