

THE CITY OF  
GREATER GEELONG

# GEELONG HERITAGE GRANTS



2022-23 GUIDELINES

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# About these grants

The purpose of these grants is to assist owners in conserving heritage buildings within the Greater Geelong region that contribute to the visual character of the city's streetscapes and public space and/or provide community amenity.

The objectives of these grants are:

- to enhance the appearance and grandeur of heritage buildings through appropriate restoration and reconstruction of exterior heritage features to a significant period of the building's history.
- to enhance the visual quality of the city's streetscapes and public spaces.
- support property owners in delivering conservation work beyond routine maintenance.
- encourage heritage restoration projects which have been identified through heritage studies and/or other evidence as beneficial to the city's streetscapes and public space.
- celebrate and raise the awareness and appreciation of our heritage.

Our priority is to support

- major conservation works or repairs to key facades or street frontages of the building.
- removal of streetfront additions or alterations that are unsympathetic to the historical character or style of the building.
- reinstatement of streetfront heritage features that have been altered or removed over time, including verandahs and balconies, parapet details, shopfronts, windows and entranceways, historic signage, etc.

There is a total grant pool of \$100,000

The grant is divided into two categories (see table below) and our aim is to help property owners and occupiers with the cost of conserving heritage buildings that benefit the greater Geelong community.

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites:

- [www.dhhs.vic.gov.au/coronavirus](http://www.dhhs.vic.gov.au/coronavirus).
- [www.vic.gov.au/coronavirus-covid-19-restrictions-victoria](http://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria).

CATEGORY	WHAT WILL BE FUNDED	MAXIMUM FUNDING PER APPLICANT
Conservation works	Building or streetscape projects that are visible to the public and focus on presentation to a street or public space and have an identified historic value.	Up to 70% of eligible project costs with a maximum of \$50,000
Planning	Feasibility and investigation projects to provide technical, planning, project scoping advice for future restoration projects.	Up to 100% of eligible project costs with a maximum of \$10,000

## DEFINITIONS

### Heritage Projects

For the purposes of this grant, heritage projects:

- are subject to a heritage overlay
- are within an identified heritage precinct
- have historic significance in a referenced study or strategic document in the Greater Geelong Planning Scheme
- have historical significance that can be supported by early building plans, historical photographs, references in heritage studies or other strategic documents, drawings or evidence.

Applicants are encouraged to confirm eligibility of their heritage project with the City's Senior Heritage Planner before applying.

## HOW TO APPLY

Applications for this grant must be made via our Smarty Grants online system.

There are two ways applicants can access the online application form:

1. Visit the [Community Grants page at the Geelong Australia website](#), select the grant program you wish to apply for from the list, click the 'Apply online' button that appears on the page, log-in or create an account.
2. Visit <https://geelong.smartygrants.com.au/applicant>, select 'current rounds' at the top right of the page, select the grant you wish to apply for, log-in or create an account then complete and submit the form.

## KEY DATES

Applications will be accepted until 5.00 pm on the closing date. Late submissions of applications will not be accepted.

Applications open:	4 June 2022
Applications close:	5:00pm 22 August 2022
Notification to applicants:	16 December 2022

## PERMITS AND APPROVALS

Proposed projects may require permits or approvals.

Applicants must consider whether the proposed works will require any permits or approvals for example, a building permit, planning permit or heritage assessment.

These processes are separate to the grant application process and may require additional time and expense. Applicants can start the permits and approvals process at any time including prior to applying for grant funding

You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant. The City may choose not to make any grant payments until the relevant permits and approvals are secured and submitted with the funding agreement.

You must demonstrate that you are aware of the necessary permits and approvals in your application. Please refer to the assessment criteria under 'well-planned project' on page 8.

## CONTACT INFORMATION

To discuss your project or request help with the application process, please contact our grants team at [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au), or call our grants team on 5272 5560.

## NOT THE RIGHT GRANT FOR YOU?

There are a variety of other funding opportunities available. Find out more by visiting [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants)

# Who can and can't apply?

The City's grants are primarily offered to not-for-profit community organisations with some exceptions to suit the objectives of individual grants.

All applicants must possess an Australian Business Number (ABN) or provide a Statement by a Supplier Form available from the ATO website <https://www.ato.gov.au>.

Applicants must have fully acquitted previous successful (funded) applications as required and have no outstanding debts or arrears to the City of Greater Geelong.

The following table describes who is and isn't eligible to apply for funding through these grants:

APPLICANT TYPE	YES	NO
Not-for-profit, incorporated bodies, co-operatives or associations	✓	
Registered charitable organisations – refer to the Australian Charities and Not-for-profits Commission	✓	
Unincorporated bodies with an auspice	✓	
Profit-making organisations, commercial entities, businesses	✓	
Owners and/or occupiers of properties	✓	
Organisations (and individuals if applicable) with outstanding debts or arrears to the City of Greater Geelong or experiencing insolvency or bankruptcy.		X
Organisations that have not satisfactorily acquitted previous funding from the City as required - this includes organisations that have acted as an auspice for an unincorporated group		X
Organisations that have already received funds within the current financial year from this grant (note: this does not prevent applicants applying to different grants in the same financial year for a different project)		X
Organisations who have undertaken works on the property without an appropriate permit or approval		X

## AUSPICE INFORMATION

Your application will require an auspice if your not-for-profit organisation is either:

- not incorporated; or
- is not one of the other types of legal entities listed above.

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the grant funds will be paid directly to the auspice, who must then pass them on to you.

If you are planning on using an auspice, you must:

- obtain approval from your proposed auspice before you submit your application
- ensure the auspice is involved in making the application and all project aspects and progress.

Be aware that some auspice organisations may charge an auspice fee. This is at their discretion and should be negotiated between the applicant and the auspice.

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# What can you apply for?

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Applicants must offer a project within the City of Greater Geelong municipality.

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites:

- [www.dhhs.vic.gov.au/coronavirus](http://www.dhhs.vic.gov.au/coronavirus)
- [www.vic.gov.au/coronavirus-covid-19-restrictions-victoria](http://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria)

## Category 1 – Conservation Works

In this category we are seeking to support projects relating to a building or streetscape with identified historic value. Project ideas include:

- Rejuvenation of building facade
- Replacing not-heritage building elements with heritage building elements
- Reinstating verandahs and balconies
- Window repairs or replacement
- Reinstating heritage elements that have been removed
- Repairing finials, chimneys, gables, gargoyles or leadlight features

Eligible projects costs include:

- Heritage specialist trades
- General trades
- Materials
- Painting

## Category 2 - Planning

Funding up to 100% of eligible projects costs to a maximum of \$10,000.

In this category we are seeking to support project feasibility and investigation of works directly relevant to conserving the heritage significance of the building. Suggested ideas include:

- Technical investigations and design
- Planning
- Project scoping

## APPLICATION CHECKLIST

Information you need for your application

- a current copy of title for the land. This can be obtained online at [www.landata.vic.gov.au](http://www.landata.vic.gov.au) or by visiting the Land Information Centre located at Level 10, 570 Bourke Street, Melbourne.
- applicants that are not property owners must provide signed support letter from the property owner indicating the owner is both fully informed and fully supportive of the proposal.
- a copy of any live planning permit and endorsed plans related to the property, inclusive of conservation-related or general development works.
- a statement or outline of the heritage skills of the consultants or tradespersons that will be engaged to undertake the works, and their abilities (including examples) to undertake traditional work and repairs associated with heritage buildings.
- confirmation whether the consultant or contractor being engaged is listed on the consultant's directory provided by Heritage Victoria at <https://www.heritage.vic.gov.au/consultants-directory> (for planning grants).

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# What won't be funded?

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## GEELONG HERITAGE GRANTS

The following items, activities or projects will not be funded by the Geelong Heritage Grants

- projects associated with works that do not seek to restore original historic fabric associated with the building (e.g. painting a building in a colour that historically never existed, installing a verandah on a building that historically did not have a verandah, installing metal windows on a building that historically had timber windows).
- interior works or works which are not easily visible to the public.
- works which have been required by a building or emergency order issued by the City of Greater Geelong.
- projects for properties where monies (including rates) are owing to the City of Greater Geelong.
- works that have been completed or have commenced at the time of submitting the application.
- works that would generally be considered routine maintenance on most buildings (heritage or otherwise). This exclusion may be waived at the discretion of Council, in exceptional circumstances such as:
  - where the cost or complexity of such work is far greater than the owner of an equivalent non-heritage property would face and/or
  - the nature of the building or organisation limits the capacity to provide money for essential maintenance works.

## CITY'S COMMUNITY GRANTS

In general, the following items, activities or projects will not be funded by any of the City's Community Grants.

- projects or activities that occur outside the City of Greater Geelong municipality (where activities also have outcome/s that occur outside the Municipality, only the portion taking place within Greater Geelong is eligible).
- cost of Council services where fees are normally charged e.g. Council rates; waste removal; building or planning permit fees; parking fees, etc.
- staffing costs, although we will consider funding if the costs are related to the specific proposed project – such as costs to engage an external facilitator, consultant or contractor – if they can supply an ABN and written quote.
- requests for retrospective purchases or projects, or where activities commence prior to submission of application.
- fundraising events, prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers.
- political, gaming or gambling activities.
- activities that could be considered core business i.e. those associated with the application organisation's normal or day-to-day operation (including regular projects and activities, administration, staffing costs, insurances and permits).
- projects, activities or events that could potentially commit Council funding on an ongoing basis.
- projects, activities or events that have already received support from the City's grants.
- projects, activities or events that better meet the criteria of another City of Greater Geelong grant or program.

# How are applications assessed?

All applications received will go through the following assessment process:

- Eligibility checks – applications are checked against the criteria on pages 5 and 7 to determine their eligibility.
- Officer panel assessment – eligible applications will be assessed according to the assessment criteria (see tables below).
- Independent (Community) panel assessment – the panel reviews the internal officer assessments and recommends funding allocations to Council in a council report.
- Council review and endorsement – funding recommendations are further reviewed by Council then endorsed.

## ASSESSMENT CRITERIA

Applications will be assessed on a weighted average scoring system, as shown in the tables below:

CATEGORY	
Key criteria – weighting	What we look for when assessing a project grant application
<b>Heritage Benefit –30%</b>	<p>The application must demonstrate</p> <ul style="list-style-type: none"><li>• That the project will result in a positive heritage conservation outcome such as:<ul style="list-style-type: none"><li>– deliver major conservation works to a façade/streetfront</li><li>– remove unsympathetic alterations and additions from a façade</li><li>– reinstate lost heritage features on a facade</li></ul></li></ul>
<b>Community Benefit – 30%</b>	<p>The application must demonstrate</p> <ul style="list-style-type: none"><li>• that the project will deliver a visible enhancement to a streetscape or public space, through enhancing the presentation and condition of the heritage place.</li><li>• there is a demonstrated public need for the project based on a net community benefit.</li><li>• the project will act as a catalyst for change within a streetscape that provides significant opportunities for heritage restoration projects.</li></ul>
<b>Well planned project – 40%</b>	<p>The application must:</p> <ul style="list-style-type: none"><li>• demonstrate that the applicant (or a project manager, consultant or tradesperson engaged by the applicant) has the necessary expertise to support the delivery of the project, and have experience working on similar projects associated with heritage buildings.</li><li>• include a clear, balanced budget that shows total income equals total expenditure. Budgets must describe and show the total cost of the project including contingency and list any other additional sources of funds that will contribute to the total project income.</li><li>• demonstrate that the project is accurately costed and represents value for public money by providing written quotes.</li><li>• include supporting documentation, including plans, photographs and other documents to clearly outline the intended works.</li><li>• clearly describe what is included in the project (scope) and that the project is ready to proceed.</li><li>• Where the applicant is proposing other works to the building such as addition of alterations to improve amenity - which are not conservation work – the works</li></ul>



## CATEGORY

documentation and budget should clearly identify what is and what is not conservation work intended to be funded by the grant.

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**TOTAL 100%**

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## PRIORITISING APPLICATIONS

If the total request for funding exceeds the grant funds available, we will prioritise

- Applications that have not received funding from the City in the previous financial year
- Applications from organisation that do not receive funding from electronic gaming machines
- Applications that will deliver the greatest heritage and community benefit

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# What happens next?

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## IF YOUR APPLICATION IS SUCCESSFUL

Successful applicants will be notified in writing within one week after funding recommendations are endorsed.

If you are successful, you will be sent a funding agreement explaining the terms and conditions of our offer. Once you sign and return the agreement, we will send your funding within 30 working days.

## IF YOUR APPLICATION IS UNSUCCESSFUL

Unsuccessful applicants will be notified in writing. If you would like further feedback on why your application was unsuccessful, please contact [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

If there are funds remaining in the grant pool, we may choose to offer a second round of grants. While unsuccessful applicants are eligible to reapply, we would recommend revising the application to make sure it fits the assessment criteria before doing so.

## FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement that will establish:

- a. the terms and conditions of funding;
- b. the details of the activity;
- c. the deliverables;
- d. acquittal, evaluation and reporting requirements; and
- e. the schedule of payments.

Successful applicants must not commence their project until the funding agreement is finalised and signed.

**Please note:** It may take up to three months after notification of a successful grant for the City to finalise a funding agreement and make an initial payment. Applicants should factor this into their project timelines, expiry dates on quotes and project cashflow.

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# General information

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The following information applies to all City of Greater Geelong grants.

## GRANT ALLOCATION INFORMATION

Applications can be made to multiple grant programs for relevant and distinct projects or programs.

A single project, event, activity or program will only be funded in one grant program category within a given financial year. This means we will not fund part of a project in one grant program, and part in another.

We generally only fund projects once. Applicants cannot rely on this grant for ongoing or recurrent funding. However, we will consider funding a project again if there are compelling reasons, in line with the objectives of this grant. Any decision to award further funding will be based on the merit of the application.

Priority will be given to applicants that did not receive funding in the previous financial year.

Projects or programs that have already commenced prior to the application submission may not be eligible under some grant programs, please refer to individual grant guidelines or contact the Grants team for clarification.

Grant amounts allocated are specific to the grant category as detailed in each individual program guidelines.

Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations.

As grants are a competitive process, not all applications will necessarily be funded even if they are eligible. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

## ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Successful grant applicants must acknowledge the City of Greater Geelong as a funding source.

This can be done by using the City's logo in marketing and publicity materials, acknowledgement at launches and/or invitations for Councillors or City representatives to attend events.

## ACQUITTAL, EVALUATION AND REPORTING

The acquittal, evaluation and reporting requirements will be confirmed with successful applicants as relevant to individual grant programs and be reasonable and commensurate with the purpose and amount of funding.

An online acquittal, evaluation template form will be provided to the funding recipient.

Where progress payments form part of the funding allocation arrangement, an online template will be provided for the funding recipient to complete to demonstrate the agreed deliverables have been achieved prior to the release of the next scheduled payment.

Council officers may request meetings with the Applicant to check progress or undertake an independent audit of the books and records of the Applicant as they relate directly to the grant.

Accurate financial records of the recipient organisation must be maintained and made available to Council in the event of any further audit by Council into the use of the grant.

Organisations that do not submit a completed acquittal/evaluation form, including provision of an accurate statement of actual expenditure of funds will be ineligible to apply to City of Greater Geelong for future grants.

## INSURANCE

If required, applicants must arrange Public Liability Insurance (PLI) to cover the activity detailed in the grant application and include a PLI Certificate of Currency with their application. Applicants using an Auspice would include a certificate from the Auspice organisation.

A policy statement or receipt of payment is not an acceptable substitute for the Certificate of Currency.

## **PAYMENT OF GRANTS**

Grant payments are made to the applicant (or Auspice).

A Tax Invoice is required prior to releasing any grant funds. the Grants Team will contact successful grant applicants to arrange this at the appropriate time.

If successful applicants do not provide either an ABN or a "Statement by a Supplier" form the City may be required to withhold the top marginal tax rate (i.e. 46.5%) from the grant payment.

## **TIMING**

Successful applicants must spend their allocated funds within 12 months of Notification unless their funding agreement extends beyond 12 months or otherwise negotiated.

The City reserves the right to withdraw funding if we do not receive a Tax Invoice within the financial year the grant was awarded or by the due date/s included in the agreement.

All funds must be acquitted within one month of the agreed completion date for the project.

## **VARIATION TO FUNDED PROJECTS**

Projects are funded for delivery as described in the Funding Agreement. Successful applicants must seek approval in writing from the City if changes need to be made. This includes delays to the original completion date or the ability to fully expend the grant funds within the agreed timeframes.

The City reserves the right to withdraw funding if the applicant is unable to confirm alternative arrangements within a reasonable time frame.

If a project is discontinued or the grant funds are no longer required, all funds must be repaid to the City.