



Premier  
& Cabinet



# Local Heritage Places Grant Application Guidelines

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## **Local Heritage Fund purpose**

The aim of the program is to encourage the conservation of heritage items within the Cootamundra-Gundagai Regional Council Local Government Area and promote a positive community attitude to heritage conservation.

The local heritage fund funds projects:

- for conservation and maintenance works for original features (repair, painting, etc.)
- to meet Building Code Australia upgrades (fire, services, and access) for ongoing and new uses
- for replacement of building/business advertising signage with heritage sympathetic advertising design Repair of original features
- applications open in July each year.
- demonstrates ability to **complete** the project by **30 April, 2026**

For heritage items and items in conservation areas in the Cootamundra Local Environmental Plan 2013 & Gundagai Local Environmental Plan 2011 and items of heritage significance.

## **Funding**

A dollar for dollar grant from \$500 up to \$5,000

## **Who can apply for grants from the local heritage fund?**

All owners and managers of heritage items or items in a conservation area in Council's Local Environmental Plans can apply for grants from the local heritage fund or significant places in Cootamundra, Gundagai, Wallendbeen, Stockinbingal, Nangus, Tumblong, Muttama & Coolac.

You cannot apply for funding if you are a state government agency (but may be involved as a project partner).

## **Funding Available for:**

Heritage items that are either;

- Listed as heritage item in the Cootamundra Local Environmental Plan 2013 & Gundagai Local Environmental Plan 2011, or
- Buildings within the Cootamundra, Stockinbingal or Wallendbeen Heritage Conservation Areas as identified in Cootamundra Local Environmental Plan, or
- Listed as proposed heritage item or identified in the Council Heritage Studies or Inventories, or
- Supported by your local council's heritage advisor or other heritage specialist as being of heritage significance.

### **What projects cannot be funded by the local heritage fund?**

Funding will not be available from the local heritage fund for;

- Completed projects will not be funded retrospectively
- Routine maintenance (eg lawn mowing, gutter cleaning or carpet cleaning)
- Projects where adequate funding is available from the applicant or other sources.
- New commemorative monuments or works
- Purchase of heritage buildings
- Relocation of buildings or work to relocated buildings
- Private headstones, unless there is no possibility of descendent support for the project
- Flood lighting of heritage buildings
- Purchase of equipment
- Movable railway heritage items.

### **Agreed Funding Priorities**

Priority will be given to projects that are;

- fire, service and access upgrades for compliance with the Building Code of Australia
- for urgent maintenance works to avert management risks, e.g. severe deterioration, demolition, or demolition by neglect
- for ongoing or adaptive reuse of heritage item(s)
- for heritage item(s) with public access and visibility
- for heritage item(s) in a well-maintained heritage streetscape or landscape setting
- for properties and buildings within the Conservation Areas or buildings outside the main street or heritage study area that are identified by Council's Heritage Advisor as having heritage significance

### **Common Selection criteria**

Funding is targeted to projects with;

- Public benefit to a precinct eg main street
- Sustainable long term heritage benefits
- Public benefit and enjoyment
- Innovation and leadership
- Capacity and commitment to undertake the project
- Funding equity and cost effectiveness

### **Applying for funding**

To apply for funding for a project from the council's local heritage fund;

- Read the application form so you know what information you need and if your project fits the types of funding offered.
- Do some background research on your heritage item so you can include all relevant information in your project proposal.
- Prepare a list of project tasks to be completed.
- Get at least two quotes for each of the project's tasks.
- Ensure you have relevant plans and sketches – depending on the size of the project, you may need to include these in your application.
- Take 'before the project' and 'after the project' photographs.
- Complete the application form and keep a copy for your records.
- Talk with your council heritage officer or heritage advisor about your project.

### **Submitting your application**

Before you submit your application for funding, you must discuss your project with the heritage officer or the heritage advisor contact Council's Planning Officer, to arrange a suitable time on 1300 459 689.

**Email** your completed project application with attached digital images and other information to [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)

**OR**

**Post to** - Cootamundra-Gundagai Regional Council  
PO Box 420, COOTAMUNDRA NSW 2590

Please either email or post your application. Do not do both.

Council will accept applications up to **5pm Friday 22<sup>nd</sup> August 2025**.

### **Processing your Project Application**

Cootamundra-Gundagai Regional Council will acknowledge receipt of your application within 21 days of the closing date.

Projects will be assessed and approved by Council. The quality and clarity of the information provided in your application will be key factors in the assessment process.

Successful applicants will typically receive a funding offer and agreement in September/October.

Once Council receives your completed grant acceptance form, your details will be forwarded to Council's finance department. They will enter your information into EFTsure, a secure platform used to verify your payment details.

You will then receive a separate email with instructions prompting you to enter and submit your name and banking details via EFTsure.

#### **Please Note:**

Grant payments will only be made after the project is completed and signed off by the heritage advisor. Payments are scheduled for release at the end of the project.

Cootamundra-Gundagai Regional Council will advise unsuccessful applicants.

The Cootamundra-Gundagai Regional Council Local Heritage Fund is a targeted funding program. Projects must meet eligibility criteria, funding priorities and common selection criteria. However, in exceptional circumstances, Council reserves the right to recommend funding for projects that may not fully meet these requirements

### **Further information**

For further information you can contact Cootamundra-Gundagai Regional Council's Planning Officer on 1300 459 689.

Applications can be found on Cootamundra-Gundagai Regional Council's Website or can be picked up from Cootamundra-Gundagai Regional Council's Offices at 255 Sheridan Street, Gundagai or 81 Wallendoon Street, Cootamundra.