



HERITAGE  
COUNCIL



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# HERITAGE GRANTS PROGRAM

INFORMATION FOR APPLICANTS AND  
GUIDE TO COMPLETING THE APPLICATION FORM



The Heritage Grants Program provides assistance to private owners of State Registered places to undertake urgent conservation works, and allows for grants up to \$100,000 through an annual competitive application process.

The Government values the contribution that private owners make to conserving State Registered places and is committed to providing advice and support to promote the long-term viability of our State's heritage.

### Funding

Grants of up to \$100,000 are available for urgent conservation works, and grants of up to \$20,000 are offered to assist with the development of Conservation Management Plans. The maximum funding any one place can apply for is \$100,000.

### Owner's contribution

Owners are required to contribute at least 50% of the value of the total project.

In-kind contributions will not be considered.

### Who can apply

All private persons and corporations are eligible, provided they have held the Certificate of Title for more than 3 years.

Commonwealth, State and local government-owned properties are not eligible unless leased on a long-term basis to a private person or corporation. Please contact us to discuss.

Please note: If you currently have an open grant for any other works under previous rounds of the Heritage Grants Program you are ineligible to apply until such time as all previous grants have been fully acquitted.

### Eligible projects

Funding is available for urgent conservation works to places entered in the State Register of Heritage Places. Proposed works must be in accordance with the principles outlined in The Burra Charter and consistent with the recommendations of available Conservation Management Plans. Projects will be assessed against the Statement of Significance for each place to ensure that heritage values are preserved.

To be eligible for funding, there must be a current building insurance policy.

### Ineligible projects

Removal of significant fabric without appropriate like-for-like reinstatement or without due cause.

New construction or repairs to new additions.

General maintenance (not heritage specific ie. pruning, cleaning).

Projects already under way or completed (no retrospective funding).

Administrative costs of the owner.

Works that are the subject of a Heritage Agreement or work order.

Works that are claimable or claimed under an insurance policy.

### Professional supervision

A suitably qualified and experienced heritage professional is required to supervise and guide any project that incorporates works to buildings. As a general guide, registered practising architects, structural engineers and chartered surveyors are considered suitably qualified, but they must also hold appropriate professional memberships (e.g. Architect's Board of WA, Registered Professional Engineer, etc) and demonstrate adequate experience in heritage conservation projects.

If you are unsure if your preferred heritage professional meets the Heritage Council's requirements, please contact us to check.

For conservation documentation, your chosen consultant must be suitably qualified and experienced in writing the type of documentation you're applying for. If the document is a conservation management plan or strategy, the writer will need to include all content suggested by the Heritage Council's content guidelines. For a copy of the guidelines, please visit our website or contact us.

To check the heritage status of your place and to view the Statement of Significance, please check the inHerit Places database at [inherit.stateheritage.wa.gov.au](http://inherit.stateheritage.wa.gov.au) or contact the Heritage Council on (08) 6552 4117 or freecall (regional) 1800 524 000.

### Priorities

1. Urgent conservation works to stabilise the place.
2. Essential conservation works to protect significant building fabric.
3. Projects that demonstrate planning for the future.

### Applications will be assessed against the following criteria

Works constitute essential conservation, preservation and/or stabilisation of the significant built fabric.

Consistency with the principles of The Burra Charter.

Statement of Significance.

Cause, effect and solution clearly demonstrated.

Future management of the place (proposed schedule of works, maintenance, financial management).

### Before submitting an application:

ensure that your application is complete with all attachments. Late attachments will not be added to applications.

Applications that remain incomplete at the time applications close will not be assessed.

### Assessing your application

Applicants must complete an application form and answer all questions. In assessing your application, the quality and clarity of the information provided will be taken into account.

We may contact you to discuss your project or to request additional information.

We will respect your privacy and will only use this information in relation to your project application.

### Successful and unsuccessful applications

All successful and unsuccessful applicants will be advised of their application's final outcome in writing.

Successful applicants will be required to enter into a Grant Agreement. Full details of the Grant Agreement are available on our website or you can request a copy by contacting us. Please consider the terms of the agreement and the requirements as outlined in this form before making an application.

Where the Heritage Council deems necessary, a condition of the grant may be the completion of a Conservation Management Strategy.

### Project timing and claiming of funds

Successful applicants will have nine months to complete the approved works from the date of approval. An extension of time for a period of up to six months may be granted at the discretion of the Heritage Council where it is demonstrated that the works have substantially commenced and further time is required for its completion.

Funding will be released in stages on a matched funding basis once a progress report, prepared by the appointed heritage consultant, is submitted and reviewed, along with supporting invoices.

In order to be claimed, invoices must be paid in full.



## Submitting your application

Applications can be submitted by mail, email or in person. Applications sent by fax will not be accepted.

Acknowledgement of your application will be made within five days of receipt.

Applications must be received by the closing date specified in the application form.

Incomplete or late applications will not be accepted. All attachments must be included with your application at the time of lodgement.

*Grants are made at the absolute discretion of the Heritage Council, who reserves the right to recommend funding for projects that may not fully meet the program selection criteria.*

## Please forward completed applications to:

by post to: Heritage Grants Program  
Locked Bag 2506  
Perth WA 6001

or deliver to: Bairds Building  
Level 2, 491 Wellington Street Perth  
or email to: [grants@stateheritage.wa.gov.au](mailto:grants@stateheritage.wa.gov.au)

any queries: Please contact the Senior Grants Administrator  
(08) 6552 4117 or 1800 524 000 (freecall regional)



# GUIDE TO COMPLETING THE APPLICATION FORM

## Property details

If you are unsure if the place is entered in the State Register of Heritage Places, please visit [stateheritage.wa.gov.au](http://stateheritage.wa.gov.au) and search the inHerit database or contact us.

## Applicant/ownership details

The applicant is the entity that will be awarded the grant, be responsible for the project and required to make the owner's contribution. If the applicant is not the owner, a letter from the owner supporting the submission is required along with a copy of the lease.

## GST

If you are unsure about your GST registration status or if GST is applicable in your circumstances, please contact your taxation accountant or the Australian Taxation Office.

## Project summary

What is the current and proposed future use of the place? For example, is the place a private residence or commercial shop? Is the place vacant, occupied by the owner or leased?

Consider the other impacts of your project, such as benefits to tourism, reduction of risks from natural hazards, the use of innovative solutions and the long term benefits of the project.

## Works project details

Two quotes are required for all proposed works. All quotes must be broken down to clearly illustrate the cost of each element of the project. Please ensure that all elements of the project are included in the quotes and costings (for example, scaffolding, equipment hire, painting). Late quotes will not be accepted.

## Works task details

Provide a clear description of what the problem is, what is causing the problem and the works proposed to resolve the problem. For example, the roof is rusted through in multiple areas and water ingress is causing damage to the ceilings. So it is proposed to re-roof the whole building using short sheet galvanised metal.

Materials or methods/products used must be clearly identified in this section. Where a modern material is being introduced, you must provide justification as it is expected that original materials be reinstated or retained and non-intrusive methods used wherever possible.

## Photographs

For your application to be considered, current colour photographs of the place as a whole and the areas that are the subject of the application must be included with your application. Photographs will be used to help assess the urgency of the works. Late submission of photographs will not be accepted.

## Project funding

All applications will be considered for funding on a matched basis. Applicants may be required to verify source of matching funds.

## Future planning

Please provide details of any other urgent conservation works that are likely to be required within the next five years.

## Building maintenance

Detail your regular building maintenance schedule, or attach a copy to your application if it is a separate document.

## Acknowledgement

Please ensure that the acknowledgement section is signed by the applicant.

## Final check

Please check your application to ensure that all questions have been answered and all relevant information (owner's consent, colour photographs, quotations etc) have been attached. Late information or photos will not be added to your application.

**APPLICATIONS MUST BE RECEIVED BY  
THE HERITAGE COUNCIL BY THE CLOSING  
DATE LISTED IN THE APPLICATION FORM.**