

# Heritage Fund Application Form

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

## 1. Property Details:

Legal description of property where the protected feature is located (e.g. Lot 1 DP 00707):

---

Property Valuation No. (from rates demand notice): \_\_\_\_\_

Property location/physical address: \_\_\_\_\_

---

---

## 2. Ratepayer Details:

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

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Contact address: \_\_\_\_\_

---

Contact phone number: day \_\_\_\_\_ night \_\_\_\_\_

## 3. Occupier Details:

*Who occupies/lives on the property where the protected feature/area is located?*

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Contact address: \_\_\_\_\_

---

Contact phone number: day \_\_\_\_\_ night \_\_\_\_\_



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

---

---

**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, please specify (e.g. QEII Open space Covenant, Conservation Covenant, Heritage Register listing etc)**  
*Please attach a copy of all relevant protection documentation to your application.*

---

---

**Please describe how your particular project meets the criteria for projects outlined in the Heritage Fund Criteria & Application Guidelines (outlined on pages 4-8 of the document)**

---

---

*please 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 consents 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, i.e. 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 (i.e. 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 (e.g. labour), or cash.

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

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

**Please 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 please do not include GST in your costs**
- Please attach **quotes** and any other supporting documentation to your application

**Please provide details on the cost of the project, breaking the project down into tasks if appropriate**

Project task	Estimated cost
<b>Total cost of project</b>	<b>\$</b>

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

---

---

---

## 6. Heritage Management Plan

*NB: please skip this section if your project is a research/education project.*

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, please 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 Department) showing the area of concern and the proposed management measures;**
- **A description of the current problem/threats to the area (e.g. 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 proposal contribution?
- If relevant, provided initial details for a Heritage Management Plan outlined under Section 6 of this form?
- Signed & dated the application form?

**If you require any assistance in completing this form, please contact Rob Cross on 04 296 4653 or email: [rob.cross@Kapiticoast.govt.nz](mailto:rob.cross@Kapiticoast.govt.nz)**