Heritage Fund

Fund Criteria and Application Guidelines

Heritage Fund Criteria and Application Guidelines

Please read the fund criteria and guidelines BEFORE filling in your application form.

Reading these will save you time!

Please note: These guidelines specify procedures and conditions that are legally binding for successful applicants.

Aim of the Heritage Fund

"The Kāpiti Coast District Council's Heritage Fund aims to assist and actively encourage landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the district including ecological, geological, historical and cultural sites."

Funding Categories

Applications must fall into one of the following categories to be eligible for funding:

1. PRESERVATION

   Heritage feature preservation – includes fencing and permanently protecting by covenant areas of native vegetation, heritage trees, wetlands or other heritage features.

2. RIPARIAN MANAGEMENT

   i.e. retiring stream banks from farming; fencing and planting; pest animal and weed management.

3. MANAGEMENT

   Heritage feature management – includes activities such as plant and pest management in protected native bush, heritage feature maintenance activities e.g. painting, restoration, pruning, planting, and reimbursement of resource consent fees for management projects.

4. RESEARCH/EDUCATION

   For example historical research/ information gathering, education/promotion campaigns, signage, production of educational material like flyers, brochures or the running of presentations, seminars or workshops.

NB:

I. The Heritage Fund is contestable and each application will be assessed on its merits.

II. Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.

III. Registered sites/features (e.g. identified in the District Plan Heritage Register, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.

1. Preservation Projects

For a project to be eligible in this category it must meet all of the following criteria:

    a) It is for an area of native vegetation, specific tree, a wetland or other natural area;

    b) It shall not be planted with any exotic vegetation once protected;

    c) Domestic stock must be excluded from the area to be protected;

    d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);

    e) It must meet the General Criteria listed in this document; and

    f) It must have a heritage management plan.

Preservation is limited to those areas which require permanent retirement from forestry, farming or general land use.

A high priority for funds will be given to preservation of heritage features under this category.

2. Riparian Management Projects (Stream Bank Retirement)

For a project to be eligible in this category it must meet the following criteria:

    a) The area must be permanently retired from grazing;

    b) Domestic stock must be excluded from the area;

    c) It must be for a length of stream no less than 100m;

    d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);

    e) It must meet the General Criteria listed in this document; and

    f) It must have a heritage management plan.

A high priority for funds will be given to projects under this category, especially in water catchment areas such as upstream of the water intake on the Waikanae River.

3. Management Projects

For a project to be eligible in this category it must meet the following criteria:

a) Be a registered heritage feature (registered in the Kāpiti Coast District Plan Heritage Register, the New Zealand Archaeological Association Site Recording Scheme, or the Historic Places Trust Register); OR

   Be any other heritage feature (including trees, buildings, wāhi tapu or wāhi taonga, heritage objects, or archaeological, historic or geological sites) BUT it must meet the General Criteria listed in this document; and

b) It must have a heritage management plan.

With respect to (a) above, the site does not have to be listed in the District Plan Heritage Register at the time the funding is applied for. It is sufficient to agree to registration in the District Plan's Heritage Register.

Management under this category includes heritage features that cannot be easily modified through land use activities. For example, an eligible heritage feature could be an old steam boiler located in a paddock or it could be a historic building. There is no requirement to fence off or covenant heritage features under this category.

The funding for heritage features in this category may go towards maintenance of the feature. Any heritage feature recorded in the District Plan's register will require a resource consent if they are to be modified, altered or destroyed in any way unless it is a minor work as defined in the District Plan or it is pruning in accordance with approved arborcultural practices.

4. Research/Education Projects

For a project to be eligible in this category it must meet the following criteria:

a) Involves a heritage feature listed in the District Plan Heritage Register; or

b) Involves any other heritage feature that meets the General Criteria listed in this document;

c) Will result in the protection and better management of a heritage feature that meets the criteria under (a) or (b) above; and

d) Will provide new information about the heritage feature and will assist in public interpretation and understanding of the feature.

General Criteria

NOTE: Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.

a) Ecological Sites

Representativeness*
- contains an ecosystem that is rare or under-represented in Kāpiti ecological districts*

Rarity
- contains threatened ecosystems *
- contains threatened species *
- contains species that are endemic to the ecological district*
-
Diversity
- diversity of ecosystems, species, vegetation *

Distinctiveness
- contains large/dense population of viable species *
- largely in its natural state or restorable *
- uninterrupted ecological sequence *
- contains significant land forms *

Continuity & Linkage within Landscape
- provides, or has potential to provide, corridor/buffer zone to an existing area *

Cultural Values
- traditionally important for Maori
- recreational values
- significant landscape value
- protection of soil values
- water catchment protection
- recreation or tourism importance
- aesthetic coherence

Ecological Restoration
- ability to be restored *

Landscape Integrity
- significance to the original character of the landscape
- isolated feature, does it stand out or blend in
- does it have a role in landscape protection

Sustainability
- size and shape of area
- activities occurring on the boundaries which may affect its sustainability
- adjoins another protected area
- links

- easily managed

b) Historical and Cultural Sites

General Values
- The extent to which the place/feature reflects important or representative aspects of New Zealand history
- The association of the place/feature with events, persons or ideas of importance in New Zealand history
- the potential of the place/feature to provide knowledge of Kāpiti Coast District and New Zealand history
- the community association with, or public esteem for, the place/feature
- The potential of the place/feature for public education
- The potential for recreation and access

Tangata Whenua Values
- traditionally important to iwi
- urupa or marae
- wahi taonga or wahi tapu
- archaeological site

c) Individual Trees

- Trees which, in the opinion of Council, are significant and worthy of protection; or
- Trees which have been assessed using the RNZIH Standard Tree Evaluation Method (STEM) for New Zealand (or equivalent) as having a score of 140 or greater.

NB: Copies of the RNZIH Evaluation Method are available for perusal at the Council Civic Building, 175 Rimu Road, Paraparaumu.

d) Geological and Soil Sites

- Listed in the New Zealand Inventory of Soil Sites of International, National and Regional Importance
- The extent to which the place reflects important or representative aspects of New Zealand geology
- The representative quality and/or a quality or type or rarity that is important to the district

Heritage Management Plans

Heritage Management Plans are generally required for Heritage Fund applications under the categories of Preservation, Management or Riparian Management Projects. Exceptions may be made for applications relating to heritage features managed under the conditions of a QE II Trust covenant deed, or in accordance with a Greater Wellington Regional Council Key Native Ecosystem restoration plan. In these cases, applicants should reference the covenant deed or the Key Native Ecosystem plan in their applications, and include an assurance that the protective management practices specified in those documents are being undertaken and will be ongoing.

The landowner must comply with the heritage management plan once an application has been approved for funding.

A Heritage Management Plan:

a. Is a document which sets out the approach to works and/or maintenance of the feature/site for future years;

b. May have conditions (as is appropriate) that the landowner will be required to meet such as fencing, weed and pest control, keeping stock/domestic animals out of the area and restoration;

c. Will help ensure that the site is managed in a manner that protects and enhances the heritage feature;

d. Does not have to be complex and typically involves the following:
   - A line drawing of the property/farm on a A4 aerial photograph (photo 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);
   - The proposed annual work/maintenance programme to be carried out over the next 3 – 5 years.

The Council can provide free advice on preparing heritage management plans.

Timing of Applications

In each financial year, there will be one round of funding under the Heritage Fund. Advertisements will be placed in local newspapers advertising the annual funding round.

Applications will be considered by Council's Grants Allocation Committee.

Financial Details

In the application form sufficient details are required to enable the proposed project to be fully costed.

- 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.

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 scheme. Labour contributions are eligible as a project cost but should ideally not form more than a third of the total project cost.

What Level of Grant Assistance Can I Get?

The maximum total grant allocated under the scheme is **$5,000** (excluding GST). There is no minimum grant amount.

A maximum grant of **$500** (excluding GST) applies to administration costs (includes photocopying, mailouts/postage etc) and the reimbursement of resource consent 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 costs.

Example: Project cost $2,000 at 50% (excl. GST):
Heritage Fund Grant $1,000
Individual share $1,000
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 applicant is GST registered;
- the project is part of the applicant's taxable activity; and
- the GST number is supplied on the application form.

How Can the Council Staff Assist Me?

Applicants are encouraged to complete the application form themselves.

Anyone experiencing difficulty in filling in the form should contact the Council's Programme Manager Biodiversity. The Programme Manager Biodiversity or delegated Council officer can help prepare your Heritage Management Plan. (NB: Staff assistance does not imply success or preferential treatment in the approval process).

Inspections of projects allocated funding will be undertaken by Council staff.

How Will the Council Select Successful Applications?

As the number of projects and their total value may exceed the amount of grant money made available by Council each year, funding will be prioritised.

Heritage Funding will be prioritised in the following order:

1. Preservation projects, where areas to be protected will be fully fenced off with no stock permitted and a covenant entered into;

2. Riparian management projects, where the stream banks will be fully fenced off with no stock permitted and a covenant entered into;

3. Management projects for heritage features, areas or items such as restoration work, identification and on-going works/maintenance;

4. Research projects, including education campaigns or historic investigations into heritage features.

NB:

1. Funding will only be allocated for projects taking place on land within the boundaries of the Kāpiti Coast District Council.

2. Registered sites/features (e.g. identified in the District Plan, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.

3. Features may be protected by a section 221 consent notice (issued under the Resource Management Act)

4. Discussion and consultation will be undertaken with other agencies such as the Department of Conservation, Greater Wellington Regional Council and the QE II National Trust, as appropriate.

How Will Applications be Processed?

Applications should be addressed to Council's Programme Manager Biodiversity. All applications will be acknowledged within 10 working days of receipt.

Applications will be checked to ensure they have been completed correctly and sufficient detail has been provided. Where applications are considered incomplete or deficient, they will be returned to the applicant for further information or clarification.

Where an application is referred back to the applicant for further clarification or information, the applicant will be given a set period to respond.

At the close of the application period, applications will be sorted into two categories:

1. Applications that will be reported to the Grants Allocation Committee for full consideration; and

2. Applications that are considered to fall outside the criteria and/or contain insufficient information.

Meetings of the Grants Allocation Committee are advertised and any member of the public is welcome to attend.

The applicant will be notified in writing within 10 working days of the Grants Allocation Committee making a decision on their application. Where an application is approved, the applicant will be sent a letter of approval specifying the grant.

.
The following conditions apply to any grants made:

1. Any expenditure on a project prior to the application being lodged will not be accepted for funding.

2. All costs associated with the project are first paid by the applicant unless another arrangement is approved in writing by Council. Receipts should be forwarded to the Programme Manager Biodiversity for processing. The grant will only be paid for approved costs.

3. The applicant must notify the Programme Manager Biodiversity once the project has been completed.

4. Any grant approval is personal to the applicant and cannot be reassigned without written approval from Council.

5. Grants must be uplifted within the time specified in the approval.

6. Grants are made subject to the Grants and Allocation Committee being satisfied that the information given is true and correct and that there has been no omission of any relevant fact or any misrepresentation given. Council retains the right to refuse payments to approved applicants in cases where it determines that it has been misled by the applicant or if the applicant has been placed in receivership or declared bankrupt.

7. In all cases, the decision of the Grants Allocation Committee shall be final and there will be no rights of appeal or review.

8. The Kāpiti Coast District Council reserves the right to visit any project or use it for promotional purposes where grant assistance has been given. In all cases the applicant will be notified of a visit.

9. The Kāpiti Coast District Council reserves the right to suspend and to refuse further grant payments if in the opinion of the Grants Allocation Committee the grantee wilfully or through neglect causes the project to fail. The decision of the Council shall be final and there shall be no rights of appeal or review and no right to compensation or damages of any nature.

Once I have an approved grant, how do I claim it?

All accounts are first paid by the applicant, unless another arrangement is approved in writing by Council.

Receipts are sent to the Council officer administering the grant.

A maximum claim value of $5,000 applies (excluding administration/resource consent fee costs where a $500 maximum claim value applies)

Completed projects are inspected by a Council Officer.

Can I Change the Contract?

Once the cost of a project and the grant rate has been approved by the Grants Allocation Committee that amount may not be increased or any new categories of expenditure introduced.

Progress Reporting and Notification of Project Completion

All successful applicants will be required to report regularly on progress in completing the project, particularly the completion of significant milestones.

Successful applicants must notify the Council officer administering the grant once their project has been completed.