

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 number (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 _____

4. Application details

Funding category being applied for (please circle one):

Preservation project

Riparian management project

Management project

Research or education project

Please describe the details of your proposed project, e.g.

- what is the heritage feature/item you are managing/protecting/enhancing, eg. wetland, native bush, notable tree, heritage building, cultural site etc?
- what do you propose to do?
- what resources will be required?
- who will be involved?
- how long will the project take to complete?

Please attach any relevant supporting information, e.g. photos.

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's 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 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 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 you can demonstrated that it's essential for the project (i.e. it can't 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's 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 applicant 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 don't 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
Total cost of project \$	Contribution to be made to the project cost by the applicant

6. Heritage Management Plan

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 proposed 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 need any help completing this form, please contact Rob Cross on (04) 296 4653, or email: rob.cross@kapiticoast.govt.nz