

Heritage Project Fund Guidelines

Background of fund

Council adopted the Waikato District Heritage Strategy in 2014. A Heritage Forum has been convened that provides a combined community and Council approach to preservation of heritage and work towards implementing the strategy. Actions within the strategy guide the direction for the Council and community for heritage protection. Some actions will require monetary assistance either from Council or through external source. Council has established the Heritage Project Fund as a means to resource projects identified through the forum and that meet the goals of the Waikato District Heritage Strategy. The Heritage Project Fund Policy will provide the guide for distribution of these funds.

Timing of applications

Funding is considered over three rounds February, June and October (refer to the website for further information).

Application form

Heritage Project Fund Application Form and the supporting documentation relevant to the project are to be provided when making any application for funds.

Policy Statement

1. This fund is provides for projects that are to be under taken to support the Waikato District Heritage Strategy.
2. Funds are contestable and will be allocated in a manner consistent with the Heritage Strategy and the criteria outlined in this policy.
3. Grants can be sought for heritage projects to be completed within one of the heritage areas identified through the Heritage Forum.
4. This fund is available for heritage groups who are working for the betterment of the wider community and identify with the goals of the Heritage Forum.
5. Funding is capped at \$40,000 per year, district wide and to be distributed at the discretion of the Heritage Project Assessment Team.

Assessment criteria

Applications are required to meet the following criteria:

1. Applications are for heritage related projects only which have a community benefit.
2. Grants up to \$5000 can be funded up to 100% at the discretion of the Assessment Team. For grants above \$5000 a funding cap of 75% applies (whichever is the greater) and other funding needs to be sought. Funds cannot be uplifted until all sufficient funds for the project are approved.
3. Applications will be accepted from community groups, non-commercial groups, voluntary organisations or individuals who are working in conjunction with the Heritage Forum.

Applications need to include a project plan which describes:

1. What the project is about
2. Staging (if applicable) for any part of the project
3. A timeline
4. Details of how the monies sought will specifically be used
5. How the balance of the monies (if applicable) required for the project will be obtained
6. A detailed budget for the project

More than one application for a grant within a 12 month period may be applied for provided that the grant being sought is for a different project and an accountability statement has been completed. Grants will not be considered for projects that have already occurred / projects completed (i.e. no retrospective funding).

Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases. Applications from commercial entities will not be considered.

Funds will be paid to the supplier of the goods upon receipt of their invoice.

The fund will be made available for application over 3 rounds per year.

Incomplete or non-complying applications will not be considered. If an application is considered to be incomplete the applicant will be given five working days to submit the required outstanding information. If the required information is not received within five working days the entire application will be returned to the applicant.

Accountability

1. Successful applicants will be notified in writing of the grant.
2. An invoice will need to be provided from your organisation in order for payment to be made.
 - **For non GST registered groups GST is included in the amount granted.**
 - **An invoice will need to be provided that includes:**
 - Only the total amount funded and the statement “Our organisation is not registered for GST”.
 - **For GST registered groups GST is paid on top of the amount granted.**
 - **An invoice will need to be provided that includes:**
 - Your organisations full name, address and GST registration number.
 - The words “Tax Invoice” in a prominent place (the words “Invoice” or “GST Invoice” are not acceptable).
 - The GST exclusive price, the total amount of the GST charged, then the total cost.
3. For projects above \$10,000 funds cannot be uplifted until all sufficient additional funds for the project are approved.
4. Project updates will be required on a basis relevant to the size of the project.

5. Successful applicants **must** complete a project accountability report within 2 months of the completion of the project.

Successful applicants will be required to:

1. Publicly acknowledge Council support received on brochures or sponsorship boards.
2. Expend grants within 12 months of approval (If the monies cannot be expended within a 12 month period, applicants will need to apply in writing for an extension of the grant).