

Conserving our heritage, enriching our future

SIMPLE PROCEDURES FOR RUNNING A LOCAL HERITAGE FUND

Please now follow this 4 Step Approach:

- STEP 1. Council calls for applications and decides on the projects to be funded. Use the material in the Heritage Office brochure – *How to Establish a Local Heritage Fund*
- STEP 2. Council issues agreement letters to applicants to proceed, specifying the exact work covered, supervision, completion date and payment only on approval of the heritage advisor. Prior to work commencing photographs should be taken and saved for the final report.
- STEP 3. Council only pays applicants when the job is completed and approved by your heritage advisor, or approved person.
- STEP 4. By 30 May each year Council sends a one page summary report on all completed projects – *follow Example A*. Council also sends a one page per project final report - *follow Example B*. The Heritage Office will arrange to reimburse Council for 50% of total expenditure to the maximum available each year. For 2006/07 and 2007/08 the maximum available per council is \$8,200.

If you have any questions about any of these matters please contact Victoria Throp on (02) 9873 8577.

EXAMPLE A

LIST OF COMPLETED PROJECTS (STEP 4)

INVERELL LOCAL HERITAGE FUND for 2003/04 (Year 6)

Applicant	Property	Works undertaken	Total project cost	Applicant's contribution	Local Fund contribution
Inverell Pioneer Village	Tingha Road	restoration of Robey portable steam engine	\$16,000	\$15,000	\$1,000
Messrs F, M, R & L Baisi	33-35 Byron Street	external wall restoration at Imperial Hotel	\$14,000	\$12,000	\$2,000
Mr William Chivers	143-145 Byron Street	construction of post and beam verandah	\$6,125	\$5,125	\$1,000
Mr & Mrs Whitfield	21 Otho Street	repainting of facade	\$622	\$311	\$311
Mr & Mrs Noel Daley	23 Otho Street	repainting of facade	\$620	\$310	\$310
Mr & Mrs R. Whitfield & MacInnes Estate	25 Otho Street	repainting of facade	\$622	\$311	\$311
Mr & Mrs R. Whitfield & MacInnes Estate	27-31 Otho Street	repainting of rendered decoration and joinery	\$1,160	\$580	\$580
Mr George Devine	43 Otho Street	repainting of parapet	\$525	\$263	\$262
Sam Kee & Co. Pty Ltd	63 Otho Street	tiling of shopfront	\$4,500	\$3,500	\$1,000
Mr Patrick Smith	83 Otho Street	repainting of exterior	\$22,000	\$20,000	\$2,000
Mr & Mrs P. Gianneas & Mr & Mrs R. Fleming	96 Otho Street	retiling of facade	\$15,000	\$13,774	\$1,226
TOTAL			\$81,174	\$71,174	\$10,000 Half of this to be paid by the Heritage Office

EXAMPLE B

EXAMPLE FORMAT FOR FINAL REPORT TO HERITAGE OFFICE (STEP 4)

INVERELL SHIRE COUNCIL LOCAL HERITAGE FUND 2003/04

Project Title: Repainting of exterior
Status: LEP listed
Owner: Mr Patrick Smith
Address: 83 Otho Street, Inverell

Project Description:

One of the landmark buildings in Inverell. This former CBC Bank was painted white and was externally in poor condition. External wall surfaces were repaired and the entire building repainted.

Supporting Evidence:

Early photographs of this building showing a number of major changes had occurred in the design of the front verandah which was originally open. The colour scheme is not based on evidence from the building but on typical colour schemes of the period.

Date Commenced: June 2003
Date Completed: October 2003
Total cost of the project: \$22,000
Local Fund Contribution: \$2,000
Applicant's Contribution: \$20,000



BEFORE PHOTOGRAPH



AFTER PHOTOGRAPH