

APPLICATION TO HERITAGE ASSISTANCE FUND

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz.
- Please ensure you have read the [Heritage Assistance Fund Guidelines](#) prior to completing the application form (*these are updated from time to time*).
- I have read and understood the guidelines for the funding application form:
Yes No
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.
Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

Waikato District Heritage Project Fund

Section I - Eligibility Check

Please confirm by ticking that the project does **not** involve any of the following:

- Work that does not relate to a listed heritage item;
 - Construction of new buildings or structures (other than stabilisation structures) not for the purpose of preserving heritage values;
 - Additions and/or extensions to existing buildings;
 - Complete reconstruction or replicas of missing buildings or structures;
 - Removal, relocation or demolition of buildings or structures;
 - Insurance, debt repayments, re-financing, legal or administration costs;
 - Purchase of land or buildings;
 - Purchase or conservation of portable heritage objects;
 - New commemorative monuments or works;
 - Projects that have already been completed;
 - Purchase of equipment;
 - Work that requires application for resource consent and no consent has been granted.
 - Work to heritage trees
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Section 2 – Your details

1. Name of your organisation and contact person

2. What is your organisation's purpose/background *(who are you? what do you do?)*

3. Phone number/s

4. Email / Address *(Correspondence will be emailed from funding@waidc.govt.nz)*

5. If you are a Registered Charity *(we require your registration number & confirmation that your organisation registration is current)*

6. If you are applying as anything other than an individual what is the legal status of your organisation?

Trust Incorporated Society Company Other _____

Section 3 - Property Details of Heritage Item

1. Name and Number of Heritage Item

*(For further information please refer to **Waikato District Plan 2013** - Appendix C ([Waikato Section](#)) under Part 3 Appendices/C Historic Heritage or Schedule 8A Historic Buildings ([Franklin Section](#)) under District-Wide Issues – Parts 5 to 15/Part 8 Cultural Heritage)*

2. Address of Property

3. Property Owner

4. Record of Title details *(Please attach recent copy of Record of Title - previously referred to as computer registers or certificates of title)*

5. What is the aim of the project? (Maximum 50 words. Be clear and precise as this may be used for publicity purposes)

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6. What work is proposed and why is this considered the priority? (In detail - attach photographs, plans, reports)

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Start date:	___/___/___	Finish date:	___/___/___
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7. What maintenance programme have you considered for the building?

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8. Is the heritage item accessible to the public or visible to the public?

Yes No

9. Has a Conservation Management Plan been prepared for the site?

Yes No (If YES please attach to your application)

10. Who will manage the project? (This is the person who will be contacted in regards to the project.)

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Name:

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Postal Address:

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Daytime Phone:

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Mobile:

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Email:

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Section 4 - Budget (Please supply supporting documentation i.e. quotes, letters, etc.)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project	\$	\$
Total Cost A	\$	\$

Income – (how is finance made up)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Applicant Cash Contribution	\$	\$
Applicant Labour/Time Contribution	\$	\$
Other Cash Sources	\$	\$
Other Non-Cash Sources	\$	\$
Total Income B	\$	\$

1. How much money are you applying for? (i.e. A minus B)

\$

1. If there is a shortfall how will you meet this? (ie you receive less than this request)

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Are you GST registered? No Yes GST Number ___/___/___

2. Have you received funding from the Waikato District Council for any previous work in 2016?
(If so list below)

Project	Amount Received	Date

Section 5 - Declaration

I hereby declare that the information supplied is correct and I agree that:

- The information in the application and information subsequently generated in relation the this application may be made available if required under the Local Government Official Information and Meetings Act 1987;
- Compliance with all applicable regulatory requirements is the responsibility of the applicant (eg resource consent and building consent applications);
- The Council and its agents will have the right to enter the property for inspection of the heritage values and the proposed and completed work;
- The applicant will provide further information if this is needed to substantiate or assess the funding application;

- If funding is granted the Council will have the right to publicise the project and Council's involvement in it;
- No material information has been omitted or withheld from this application;

I consent to the Waikato District Council collecting the personal contact details provided in the application and using these details. This consent is given in accordance with the Privacy Act 1993.

Name: _____ **Date:** _____

I certify that the funding information provided in this application is correct.

Name: _____ **Date:** _____

Position in organisation (tick which applies) Chairman Secretary Treasurer

**Incomplete applications will not be accepted and will be returned*

Section 6 – Checklist

Include all of these with your application:

- Encoded Deposit Slip (DO NOT INCLUDE BANK STATEMENTS)
- Record of Title Copy
- Photographs
- Plans
- Reports
- Quotes no more than 3 month old

Keep a copy of this application for your own reference
