



Heritage Assistance Grants Program

2024/2025

Application Form

To find out more visit rockingham.wa.gov.au/grants



rockingham.wa.gov.au

The City of Rockingham is committed to supporting owners of heritage listed properties within the Rockingham community, to assist with heritage works and documentation that benefit the Rockingham community.

Heritage grants require **30 business days** to process from when the application has been received in full. Applications will not be processed until all required information and supporting documentation (e.g. quotes, insurance etc.) have been received.

Projects that commence within 30 business days of the application being received in full will be deemed ineligible.

Before completing your application, please ensure that you have:

- Discussed your application with a Planning Officer prior to submitting your application, irrespective of whether you have applied for/received grants from the City before.
- Acquitted previous grants successfully prior to submitting any new grant applications. Note: acquittals that are submitted at the same time as new grant applications might be rejected.
- Read the Community Grants Program Guidelines and Planning Procedure No.1.30 Heritage Assistance Grant Guidelines, including all eligibility and ineligibility criteria.
- Received at least two (2) quotes for all expenses you are seeking funding for (conditions apply – please read this application form).
- Heritage works must also be guided by Heritage consultant advice engaged by the applicant.

The seven main steps in this application include:

- | | |
|---------------|----------------------------------|
| Step 1 | Overview |
| Step 2 | Property Details |
| Step 3 | Applicant Details |
| Step 4 | Project Summary |
| Step 5 | Budget and Financial Information |
| Step 6 | Supporting Documents |
| Step 7 | Submission |

Addendum (Organisations)

Step 1: Overview

The place subject to the application	is included on the City's Heritage List (Category A, B, C or Category 1, 2 or 3)
	is privately owned or
	is privately owned by an organisation
The applicant*	is not a government agency or government-related entity
	is able to provide dollar-for-dollar funding toward project costs
	does not have an unfinished project under the City's Heritage Grants program funding round
	does not have a project under the State Heritage Grants program funding round
The project	is to conserve or document significant elements of the place
	will be guided by an appropriate heritage professional or consultant (as applicable to the project)

- * Applicants with State Heritage Grant Funding for heritage works may not apply for funding for new works.
- * Funds requested must be supported by quotations, a minimum of two quotes per project task should be provided. Works are guided by heritage professionals.
- * All projects must be completed within the same financial year of the execution of the Grant Agreement.

For more information, please contact us on **9528 0333** or email customer@rockingham.wa.gov.au

Please check the application close dates.

Late applications will not be accepted.

Step 2: Property Details



2.1 Heritage property details:

Place number(s): Visit inHerit to search the Register of Heritage Places inherit.stateheritage.wa.gov.au/Public/	
Place name:	
Is the place on the City's Heritage List?	Yes No – <i>your application is not eligible</i>
What is the Management Category for the place?	Category A (also Category 1) Category B (also Category 2) Category C (also Category 3) – <i>please check with the City on eligibility</i> Category D (also Category 4) – <i>your application is not eligible</i>
Property address:	

Is the property Strata Titled?	Yes No
Current property owner:	
How long have you owned the property?	
Is the property leased? If the property is leased, please attach a letter from the owner/s acknowledging the grant application and proposed project.	Yes No

Step 3: Applicant Details

Please note, all communication will be with the nominated applicant only.

3.1 Applicant details:

Name:	
Are you the property owner?	Yes
	No
Are you acting for an organisation who own the property?	Yes
	No
If you are acting for an organisation what is your office bearing role:	
Phone number:	
Email:	

3.2 Strata Body details (only for Strata Titled Properties):

Strata Council or Body Corporate name: Note: this should be identical to the Plan of Survey.	
Address:	
Suburb/City:	
State:	
Postcode:	
Do you have Strata Council or Body Corporate approval?	Yes
	No – your application will be deemed ineligible

Step 3: Applicant Details

3.3 Strata Council or Body Corporate Manager contact person details (if applicable):

Name:	
Position:	
Phone number:	
Email:	

3.4 Eligibility questions:

Have you applied for, or been awarded a State Heritage Grants Program for the heritage works which is also the subject of this Heritage Assistance Grant application?	No
	Yes – <i>your application is ineligible</i>
Do you have an overdue Council Rates Debt owing on the property?	No
	Yes – <i>your application is ineligible</i>
Is there a Conservation Management Strategy or Conservation Management Plan in place to guide the works?	No
	Yes
Have you applied for Development Approval for the works or are they included in a current Development Approval?	No
	Yes <i>Please check with the City's Planning Services if you answer no, as Development Approval is usually required.</i>
Have you already commenced the heritage works?	No
	Yes – <i>your application is ineligible</i>
Does a Building Insurance Claim cover the heritage works already?	No
	Yes – <i>your application is ineligible</i>

Step 3: Applicant Details

3.5 Previous City of Rockingham funding received:

Have you applied for, or been awarded a grant under the City's Community Grants Program for the heritage works?	
Yes	No – <i>please proceed to the next question</i>

	Title of program/event	Date of funding received (DD/MM/YY)	Amount of funding received \$	+Acquittal status
1				
2				
3				
4				
5				

+Acquittal status

Completed: This means that you have provided a detailed report of how the grant money was used, and provided receipts, photos etc.

Not required: This means that the grant did not require an acquittal.

In process: This means that the acquittal is not yet due but will be completed.

The City requires some grants to be acquitted using the Grants Acquittal Form before applying for another grant. If you are unsure, please contact a Statutory Planning Officer.

Step 4: Project Summary

4.1 Title of your heritage project:

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4.2 Please provide information about your heritage project:

Is this a new heritage project?	
Yes – <i>how long has it been running?</i>	No

What specific issue(s) will this project address?

What appears to be the cause of this issue? <i>If you have sought professional advice regarding the cause and solution, please provide a copy of any reports/instructions issued.</i>

What steps have you taken to address the cause or prevent damage? <i>Include detail of any regular maintenance undertaken, including pest control (if appropriate).</i>

What is your proposed solution to the issue? <i>If the proposed solution has been recommended by an industry professional, please provide a copy of the guidance issued to you.</i>

Step 4: Project Summary

4.3 Where and when will the heritage project take place?

What is the location?	
Address:	
Suburb/City:	
State:	
Postcode:	

Please indicate the estimated completion date of the project:

How many payment claims do you intend to submit?
Initial claim (25%), progress claim (50%) and final claim (100%)
Progress claim (50%) and final claim (100%)
Final claim (one claim only for 100% of grant funds)

4.4 Sustainability of your heritage project:

Is this a one-off heritage project?
One-off – <i>proceed to next question</i>
Ongoing – <i>complete additional information below</i>

If it is an ongoing heritage project, explain how it will be sustained after the funding period ends:

Step 5: Budget and Financial Information

5.1 Project budget

Please provide details of your budget for **ALL** costs associated with this specific program, project, event or activity.

Notes:

- Applicants must demonstrate a matched contribution 50% of all costs.
 - A minimum of two (2) quotes must be submitted for heritage works.
 - A minimum of two (2) quotes must be submitted for heritage professional fees.
 - After you have selected your preferred quotes they can be included in the budget and financial information below.
 - Do not include GST (where appropriate, 10% will be added to successful grants).
 - Please ensure that the total income equals the total expenses, and that the total requested grant (income) equals the total amount requested (expenditure).
 - Quotes must be supplied for all purchases as per the CGP Guidelines.
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Quotes:

- Quotes should be provided for the full amount of the item, and as per the guidelines.
- Invoices will not be accepted.
- Please note, only items listed are funded, not a 'bucket of funding'.

How much funding are you requesting from the City?
\$

Funded 50:50 matched contribution – i.e. project costs are met 50:50 by the Applicant and City, up to the agreed grant value.

Step 5: Budget and Financial Information

Income	\$ (ex GST)
Land owners cash contribution:	
City of Rockingham financial contribution sought:	
Total	

Expenditure (list ALL expenses for your project)	\$ (ex GST)
List all items that you are requesting City of Rockingham funding for:	
Heritage Professional Fees*	
Heritage Professional:	
Heritage Works (list here)*	
Subtotal	

Step 5: Budget and Financial Information

Other expenses (not requesting City of Rockingham funding for):	
Subtotal	
Total (requested funding + other expenses)	

All heritage works must be guided by an experienced Heritage Consultant on the State Heritage Office recommended supplier list for Heritage Professional (Heritage Documentation).*

All contractors, which are experienced Trade Services are on the State Heritage Office recommended supplier list (Heritage Works).*

No in-kind work will be included as part of the owner's contribution.

Budget totals

Expenditure	Income	Expenditure less Income (must be zero)

Step 6: Supporting Documents

Please attached the following documents at the time of submitting your application:

<p>1. Two (2) itemised written quotes from two separate contractors which are experienced Trade Services on the State Heritage Office recommended supplier list (Heritage Works):</p>	<p>Yes</p> <p>No – <i>your application may not be eligible. Please contact the City of Rockingham Planning team before submitting this grant application.</i></p>
<p>2. Two (2) itemised written quotes for heritage documentation by qualified and experienced Heritage Consultant on the State Heritage Office recommended supplier list for Heritage Professionals:</p>	<p>Yes</p> <p>No – <i>your application may not be eligible. Please contact the City of Rockingham Planning team before submitting this grant application.</i></p>
<p>3. A current copy of Building Insurance and Workers Compensation Insurance – must be current and provide cover for the proposed heritage works. Covers you and your workers against financial hardship due to an accident or illness, through an authorised insurer:</p>	<p>Yes</p> <p>No – <i>your application is not eligible</i></p>
<p>4. For properties in multiple ownership, each owner has provided written agreement to undertake conservation works, and the applicant is the Strata Body corporate or the Strata Council of Owners or Community Title holders:</p>	<p>Yes</p> <p>No – <i>your application is not eligible</i></p>
<p>5. Have you obtained or lodged an application seeking Development Approval for the heritage works:</p>	<p>Yes</p> <p>No – <i>please contact the City of Rockingham Planning Team before submitting this grant application.</i></p>
<p>6. *Organisation's Financial Statement (if the application is for an organisation) – must be financials from your organisation's last endorsed Annual General Meeting (if you are an organisation):</p>	<p>Yes</p> <p>No – <i>your application is not eligible</i></p> <p>N/A – <i>not applicable</i></p> <p><i>*Only answer if you are submitting this form for an Organisation.</i></p>

Step 6: Supporting Documents

7. Please attach a high quality image of the property used for marketing purposes:	Yes
	No

If this application is unsuccessful, how would the project be funded?

Additional requirements for organisations:

Incorporation certificate.
Latest audited financial statements.
Constitution, or have provided a hyperlink to the constitution.
A written agreement between organisation and the Auspicing Body.

Step 7: Submission

Declaration by applicant

All information provided is true and correct to the best of my knowledge, and I understand that any omission or false statement may result in the rejection of the application, withholding of grant funding or termination of the Grant Agreement.

I acknowledge that the City of Rockingham or its representatives may check any of the information contained in this application and agree to provide any additional information they may request in order to assist with application assessment.

I understand that this is an application only and in no way guarantees funding under the Heritage Assistance Grants Program.

I acknowledge that successful applicants are required to engage a suitably qualified heritage professional or consultant, as applicable to the project unless the works are agreed by the City as being exempt.

If I am successful, I agree to acknowledge the funding assistance received for the project or activity in an appropriate manner.

I am aware that I may need to seek approval from the City of Rockingham before undertaking any works.

I understand that if successful, details of this grant will be made public and are subject to disclosure under the Freedom of Information Act 1992.

I grant to the City of Rockingham, a perpetual, non-exclusive licence to display, copy or publish in print or electronic format, all photographs submitted and declare that the photographs are my work or I have full authority to grant such a licence.

I understand that any quotes provided by a person or company that has a direct relationship with the applicant must be fully disclosed at the time of application. I acknowledge that further quotes may be required and the application may be excluded if this disclosure is not provided.

I hereby declare that I am authorised on behalf of the organisation to sign the declaration and the information supplied is, to the best of my knowledge, accurate and complete. The City of Rockingham will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

I understand that any decision made by the City of Rockingham is final and is not subject to an appeal process.

Step 7: Submission

I confirm that I have:

Discussed my application with a Planning Officer prior to submission.
Completed all steps.
No outstanding acquittals.
Read the Guidelines.

Declaration – Print name:	
Position title (if applicable):	
Organisation name (if applicable):	
Date:	

Signature:	
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Please ensure all questions have been answered and all attachments are provided.

Step 5 – Conflict of interest and declaration

Is any member of your committee employed by an organisation that may benefit financially from this grant, if successful?	
Yes (<i>State the nature of this interest below</i>)	No

The City of Rockingham is collecting your personal information for the purposes of this grant application. It may also be used for secondary purposes which would be reasonably expected.

We may share this information with other relevant government agencies in order to assess the application.

If you choose not to provide your personal information, we may not be able to accept the application.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

If you have completed all of the above,
you are ready to submit your application.

If you have any queries, please contact the
City's Community Grants Officer on 9528 0333.

Please submit your application (including attachments) via email, post or in person:

In Person:	By Mail:	Via Email:
Customer Service City of Rockingham Administration Building Civic Boulevard Rockingham WA 6168	Community Capacity Building City of Rockingham PO Box 2142 Rockingham DC WA 6967	customer@rockingham.wa.gov.au Subject: Community Grants Program General Grant



Photograph above: CWA Centre