



ADDITIONAL INFORMATION FORM

Conservation of Cultural Heritage Grants

Please attach this Form to the Lotterywest Grant Application Form and submit to Lotterywest by 6 November, 2009.

The completed forms must be received or postmarked no later than the closing date for the Conservation of Cultural Heritage grant round.

Whilst the information provided in this Additional Information Form should be kept brief it should provide sufficient indication that the proposal is likely to meet all criteria (as listed in the Conservation of Cultural Heritage Grants Information Package). You may also attach other relevant documents, if you think these are important to your proposal.

Additional notes are available at the end of this Form as a guide to assist you with providing accurate technical information. The Guide should be carefully read prior to completing the application. If the points are not fully addressed, your application may lack sufficient information for assessment.

Please contact a member of our grants team for further information or to discuss ideas for a Conservation of Cultural Heritage Grant.

Phone: (08) 9340 5270
Toll Free: 1800 655 270
TTY: (08) 9340 5236
Fax: (08) 9340 5274
Email: grants@lotterywest.wa.gov.au
Web: www.lotterywest.wa.gov.au/grants

Street Address: Lotterywest (Grants and Community Development)
74 Walters Drive
Osborne Park WA 6017

Postal Address: Lotterywest (Grants and Community Development)
P O Box 1113
Osborne Park WA 6917



Additional notes are available at the end of this Form as a guide to assist you with providing accurate technical information.

A. BACKGROUND TO PROJECT

This section asks for information about the project for which you are applying for a grant. All questions must to be answered.

Name of Project: _____

Address/Location: _____

Certificate of Title No. or Crown Lease No.: _____

Project description: This question requires a brief description of your project and what you intend to achieve.

Who owns the place/ object? Please provide proof of ownership.

Has a Conservation Plan or Treatment plan been prepared? **Yes** **No**

If yes, date of preparation: _____ *Prepared by:* _____

Please supply a full copy of the Conservation or Treatment Plan with your application.



Does this application include the preparation of a Conservation or Treatment Plan? Yes No

If yes, supply two written quotes from conservation practitioners to undertake the conservation plan or treatment plan. Conservation Plans for places should be in accordance with the Heritage Council's brief.

Please note: Lotterywest reserves the right to make the Conservation Plan or Treatment Plan available to organisations which are involved in the assessment of the application.

FOR PLACE OR INDIGENOUS HERITAGE SITE APPLICATIONS: PLEASE ANSWER THE FOLLOWING QUESTIONS:

Is the place listed with the Australian Heritage Commission? Yes No

Is the place entered in the Heritage Council of WA Register? Yes No

Is the place entered in the list of Classified Places (National Trust)? Yes No

Is it entered in a Municipal Inventory (Local Government Authority)? Yes No

Is the site listed with the Heritage and Culture Branch of the Department of Indigenous Affairs? Yes No

FOR MOVEABLE CULTURAL HERITAGE PLEASE ANSWER THE FOLLOWING TWO QUESTIONS:

Is the object listed on any Local Authority list of significance eg the Municipal Inventory? Yes No

If no, then provide a copy of any other documentation that establishes the heritage significance of the object.

Please describe what processes your group has for the ongoing conservation and maintenance of the object and how these will be implemented. If you have collection management documentation that guides your decisions about the preservation and maintenance of objects in your care, please include a copy. If you do not have collection management procedures please include a statement detailing how the object will receive ongoing care at the end of this project.



ALL APPLICANTS TO ANSWER THIS QUESTION

How will the ongoing care and conservation of the place/object be resourced?



B. SUMMARY OF PROJECT COSTS

	Cost \$ (excluding GST)	GST \$	Total \$
Cost of Proposed Work			
Cost of Conservation/Treatment Plan			
Practitioner's Fee (Supervision)			
Practitioner's Fee (Travel Costs)			
TOTAL COST OF PROJECT			

CONTRIBUTION BY APPLICANT \$ _____

AMOUNT REQUESTED FROM LOTTERYWEST \$ _____

Contribution by Others		Confirmed	
Source: _____	\$ _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Source: _____	\$ _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Source: _____	\$ _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

TOTAL PROJECT COST \$ _____

NB. Total Project Cost = Grant requested + Applicant contribution + Other contributions

C. CONSERVATION PRACTITIONER DETAILS

Please provide name and contact details of the recognised Conservation Practitioner/Conservator who will be involved in the project.

Name: _____

Position: _____

Address: _____

Phone No: _____ **Fax No:** _____



D. THE WORK TO BE DONE

Provide a description of each element in the project. This should include details of how the project will be carried out.

*Provide a detailed budget listing the cost of each works item **excluding GST**. Material and labour costs can be combined.*

Provide evidence that the works are in accordance with the Conservation Plan or Treatment plan. (Refer to relevant pages/policies in the Conservation Plan or conservation report and schedule.)



Explain how each works item is urgently needed to conserve parts of the place(s)/ object(s). (Priority will be given to works that will prevent deterioration of significant elements).

Indicate which components of the proposed works are grant priorities. For large projects, please indicate if the works can be staged.

If the project is located within a precinct, please provide a site plan clearly indicating the parts of the precinct for which a grant is being requested.

If possible, please provide photographs (or clear photocopies) of the place or object indicating the scope and position of the conservation work required. (Please note that images cannot be returned).



E. COMMUNITY BENEFIT

Your answers to the following questions are used to establish the importance of the project to your community and are a vital part of determining whether your application will proceed to technical assessment. Where the project forms part of a larger complex or collection, these questions relate to the individual object or place specific to this request.

Describe why the project is needed in your community and how you know that these needs exist. Provide evidence of community support for this project. This could include letters of support from organisations in your community. Letters of support should provide an indication of your organisation's ability to achieve what it has set out to do.

How will this project help build community cohesion? For example, will it bring a range of community members together? (eg. school children, seniors, people of diverse cultural backgrounds).



How will the project contribute to and strengthen community identity?

How have other community stakeholders been involved in developing this proposal? How will this project contribute to partnerships with other organisations?

Provide as much detail as you can about the people or groups who will benefit from this conservation project. State how they will benefit, eg. improved access, educational benefit, economic benefit to the community etc.



Checklist

Before submitting your application, please ensure you have enclosed the following information:

Lotterywest Grant Application Form	<input type="checkbox"/>
Incorporation Certificate	<input type="checkbox"/>
Constitution	<input type="checkbox"/>
Additional Information Form - Please complete all sections of the form and attach the form to the Grant Application form	<input type="checkbox"/>
Demonstrated Ownership of the Place or Objects	<input type="checkbox"/>
Conservation Plan where this has been completed	<input type="checkbox"/>
Two written quotes for a Conservation Plan where this forms part of the request	<input type="checkbox"/>
Two written quotes for work where the cost of the work to be done is more than \$3,000 and this forms part of the request	<input type="checkbox"/>



Additional Guide to Applicants

IMPORTANT: The following points should be carefully read prior to completing the application. If these are not fully addressed, the application may contain insufficient information for assessment.

Conservation Plans

- A statement must be provided by the conservation practitioner confirming that the report will be prepared in accordance with the Heritage Council's publication "Conservation Plans: A Standard Brief for Consultants".
- If the proposed conservation practitioner is not on the Heritage Council's Directory of Consultants, a CV must be submitted outlining their specific experience in the preparation of Conservation Plans.
- **Note: The Standard Brief and the Directory of Consultants are available on-line at <http://www.heritage.wa.gov.au/> or by phoning the Heritage Council on 9221 4117.**

Conservation Works

- Proposed works must be directly related to the conservation of significant fabric and it is generally expected that they will be based on (and cross referenced to) the recommendations of the Conservation Plan.

A full copy of the Conservation Plan (on loan), or of relevant extracts, is essential for the assessment of works proposals. A draft copy of the Conservation Plan may be acceptable provided it adequately addresses all aspects required by the brief.

- Where the works have not been clearly identified in the conservation plan, a statement must be obtained from a conservation practitioner demonstrating the urgency to conserve significant fabric.
- If the proposed works are not fully in keeping with the recommendations of the Conservation Plan the reason for the variation must be clearly described (for example, if the Conservation Plan recommends repairs to the roof, but full replacement is being requested; or if the proposed works have not been specifically noted on the Conservation Plan).
- All works are to be supervised by a conservation practitioner (unless of a very minor nature). If the proposed conservation practitioner is not on the Heritage Council's Directory of Consultants, a CV should be submitted outlining their specific experience in this field.
- If the Conservation Plan recommends further investigation (such as a report by a structural engineer), it is generally expected that this will be completed before



proposals for related works are developed. The application can include a quote for this investigation.

- Works that relate primarily to health and safety and/or to the current/future use of the place are generally not covered under this Program.

Note: The total amount requested usually greatly exceeds the amount available under this grant area. The highest priority is therefore given to works that are urgently required to conserve significant fabric. A low priority is generally given to conservation works that are related to the final presentation/use of the place (eg. polishing floor boards, replacing intrusive elements in a more sympathetic style, replacing damaged ceilings, upgrading internal paintwork, etc).

- The priority of works shown on the application should clearly reflect the above points and the level of urgency must be demonstrated. Where the building fabric is in a deteriorated condition, detailed descriptions in the Conservation Plan, a report from the conservation practitioner and/or photographs can greatly assist in demonstrating urgency.

Proposed works are to be presented and discussed in the application in descending order of priority.

- If the priorities in the application do not correspond with the priorities as set out in the Conservation Plan, please provide a statement from the conservation practitioner or other confirmation that they are the most urgent works required for the place at this time.
- For large applications (ie. over \$70,000) options for staging urgent works are required.

Note: Conservation works are not usually funded prior to the preparation of a Conservation Plan unless it can be demonstrated that significant fabric is likely to be severely damaged or lost if the works are not undertaken immediately. In this case a joint application for a Conservation Plan and urgent works is recommended.

- If it is considered that the works are of immediate urgency the application should indicate what 'temporary' (non invasive) works may be carried out to protect the fabric while the Conservation Plan is being prepared. If 'permanent' urgent works are required, a detailed statement from a conservation practitioner should be provided, demonstrating that they will be based on a thorough understanding of historical evidence and best conservation practice.
- Where the project involves ground disturbing works that might impact on an Aboriginal heritage site, applicants should obtain consent for the works from the Minister for Indigenous Affairs as required under section 18 of the Aboriginal Heritage Act 1972. A copy of the consent letter should be included with your application to Lotterywest. For advice on the provisions of the Aboriginal Heritage Act 1972 visit the Heritage section of the Department of Indigenous Affairs website at www.dia.wa.gov.au or contact the Registrar of Aboriginal sites on (08) 9235 8000.



Quotes

Please note that two quotes are required for both the conservation practitioner and for all works over \$3,000. Copies of all quotes must be included with the application.

- Estimates or single quotes will generally only be considered under the following circumstances:
 - ◆ It can be demonstrated that the work is a continuation of existing work on the site and the quote represents value for money. For example, where a conservation practitioner has previously prepared the Conservation Plan for the place, the use of the same conservation practitioner to supervise the works is acceptable, provided the consultant's fees represent value for money.
 - ◆ Where a tradesman has previously been selected for other work on the site based on competitive quotes, and the proposed work is directly comparable in nature, the use of the same contractor may be acceptable provided the quote represents value for money.
 - ◆ It can be demonstrated that two quotes could not be obtained due to the isolation of the site or the specialist nature of the work. Attempts to obtain competitive quotes should be clearly documented. A statement should also be obtained from the conservation practitioner confirming that the quote represents value for money for that project.
 - ◆ It can be demonstrated that quotes could not be obtained due to current regulations. For example, at the time of application local government authorities may be limited to providing architects estimates only for works over a given value. In this case the cost of the project will need to be confirmed after quotes have been obtained. The grant will not be increased to meet amounts exceeding the estimates and the difference will need to be met by the applicant.
- As priority is given to works that are urgently required to conserve significant fabric, the grant for an individual project will not necessarily match the amount requested. It is therefore essential that the quotes provide a clear breakdown for the various components of the work. (For example, separate amounts should be shown for the repainting of external timber which has been demonstrated to be in a deteriorated condition and for repainting other components to improve the amenity of the place).
- Grants will be based on the lowest quote(s).
- In completing the application care must be taken to clearly distinguish between GST inclusive and GST exclusive amounts.
- For projects outside of the metropolitan area, quotes from the conservation practitioners must provide a separate amount for disbursements relating to travel.
- All quotes must be valid for the whole of the period required for assessing the applications. Please note that notification of successful grants may be 5-6 months after the close of applications