

THE CITY OF  
GREATER GEELONG

# GEELONG HERITAGE GRANTS

2024–25 GUIDELINES

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# About this booklet

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A grant is money given to an organisation or individual for an agreed reason.

This booklet contains information about the City of Greater Geelong's Geelong Heritage Grants. Please read it before you apply for this grant. It explains the following:

- the reason for the grant
- the amount of grant money available
- who can apply
- what you can and can't apply for
- how to apply
- when to apply and other important dates
- how to contact us
- how we choose who gets a grant
- what we will do and what you must do.

Important words have been explained at the back of this booklet (page 18).

## **ACKNOWLEDGEMENT OF COUNTRY**

We Acknowledge the Wadawurrung People as the Traditional Owners of the Land, Waterways and Skies.

We pay our respects to their Elders, past, present and emerging. We Acknowledge all Aboriginal and Torres Strait Islander people who are part of our Greater Geelong community today.

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# About these grants

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The purpose of the Geelong Heritage Grants is to help conserve heritage buildings within the Greater Geelong region that contribute to the visual character of the city's streetscapes and public space, and enhancing community amenity.

The objectives of these grants are as follows:

- to enhance the appearance and grandeur of heritage buildings through appropriate restoration and reconstruction of exterior heritage features to a significant period of the building's history
- to enhance the visual quality of the city's streetscapes and public spaces
- to support property owners in delivering conservation work beyond routine maintenance
- to encourage heritage restoration projects that have been identified through heritage studies, or other investigations, as beneficial to the city's streetscapes and public space
- to celebrate and raise awareness and appreciation for our heritage.

Our funding priorities are as follows:

- major conservation works or repairs to key facades or street frontages of buildings
- removal of street front additions or alterations that are unsympathetic to the historical character or style of the building
- reinstatement of street front heritage features that have been altered or removed over time, including verandahs and balconies, parapet details, shopfronts, windows and entranceways, historic signage and so on
- heritage tourism works that will increase visitation and provide indirect benefits to the local community.

The grants are competitive. This means not everyone who asks for a grant will get one either because too many people apply, or because their applications may not fit the criteria.

If you would like to apply for a grant, you can ask for up to 70 percent of your project cost (to a maximum of \$40,000).

The total amount of funding available for all Geelong Heritage Grants is \$100,000.

Grant Type	What can you apply for?	Grant amount
Geelong Heritage	Building or streetscape projects that are visible to the public and focus on presentation to a street or public space that have an identified historic value	Up to 70% of eligible project costs (to a maximum of \$40,000)*

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\*You can only submit one application for this grant per financial year

## HERITAGE PROJECTS

For the purposes of this grant, heritage projects refer to places that:

- are included within a heritage overlay as an individual place
- are included within a heritage overlay as a heritage precinct or character area.

If you are unsure if the subject of your application fits this definition, please confirm eligibility with the Built Heritage Coordinator by emailing [urbandesignandheritage@geelongcity.vic.gov.au](mailto:urbandesignandheritage@geelongcity.vic.gov.au)

## HOW TO APPLY

To apply for a grant, you must read this booklet, call the Grants Unit and then complete an online form on SmartyGrants.

There are two ways to get to the online form:

1. Go to the Community Grants page on the City of Greater Geelong's website
  - i. Select the grant program you wish to apply for from the list.
  - ii. Click the 'Apply online' button that appears on the page.
  - iii. Log-in or create an account.
2. Visit <https://geelong.smartygrants.com.au/applicant>
  - i. Log-in or create an account.
  - ii. Select 'current rounds' at the top right of the page.
  - iii. Select the grant you wish to apply for.

## CONTACT THE GRANTS UNIT

Please contact the City's Grants Unit before applying to discuss your eligibility, proposed activity and other grant matters.

E: [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

P: 5272 5560

## KEY DATES

Applications open:	1 June 2024
Applications close:	19 August 2024 by 5pm (applications received after this won't be accepted)
Notice of outcome:	13 December 2024
Activity start and end:	If your grant is successful, your activity cannot start until after you have signed a funding agreement with us. You must complete your activity within 12 months of the start date in your agreement.

## MAKING CHANGES TO AN APPLICATION

If you contact us before the closing date, we can help you make changes to your application.

If you contact us after the closing date, you will not be able to make any changes.

## OUR COMMUNITY GRANTS PROGRAM

These guidelines apply to the Geelong Heritage Grants; however, we offer grants in a variety of areas. While you can apply for other City of Greater Geelong Community Grants, you can only do so if you are applying for different projects, events and activities.

Please do not submit the same application for more than one grant.

More information about our other community grant opportunities, please visit: [geelongaustralia.com.au/grants](https://geelongaustralia.com.au/grants)

# Who can apply

The following information will help you determine whether you are eligible to apply for this grant.

Being eligible means that you are allowed to receive a grant. It does not guarantee that your project will be funded.

To be eligible to apply for this grant, you must:

- deliver the proposed activity within the City of Greater Geelong’s municipal boundaries
- be defined as a ‘heritage project’ as outlined in the previous section (see page 5)
- be **at least** one of the applicant types listed as a ‘yes’ in Table 1
- be **none** of the applicant types listed as a ‘no’ in Table 1 (this will override all other eligibilities).

## ABOUT APPLICANT TYPES

Please read through all the applicant types carefully to make sure you and your organisation are eligible. If you are unsure what sort of applicant you are, please check your details online.

- Incorporated associations – go to [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)
- Companies – go to <https://connectonline.asic.gov.au>
- Individuals or sole traders with an ABN – go to <https://abr.business.gov.au>
- Charities – go to [www.acnc.gov.au/charity/charities](http://www.acnc.gov.au/charity/charities)

Table 1: Eligible and ineligible applicant types

Applicant types	Can you apply?
Owners or authorised land managers of eligible properties	Yes
User groups of eligible properties who have the support of the owner or authorised land manager, including: <ul style="list-style-type: none"><li>• Not-for-profit, incorporated bodies, co-operatives or associations</li><li>• Registered charitable organisations – refer to the Australian Charities and Not-for-profits Commission</li><li>• Unincorporated bodies with an auspice</li></ul>	Yes
Owners or other persons who have undertaken works on the property without an appropriate permit or approval within the last 10 years.	No
Applicants that have received funding from this grant program in the current financial year (applies only when a second grant round is offered by the City)	No
Applicants with outstanding acquittals for grant funding from the City – including auspices	No
Applicants with outstanding debts or arrears to the City of Greater Geelong or in legal proceedings with the City	No
Organisations involved in legal proceedings related to winding up its operations, and individuals/organisations experiencing insolvency or bankruptcy (this includes any legal bankruptcy-related actions against the organisation’s directors or officers)	No

## **IF YOUR ORGANISATION IS NOT INCORPORATED**

If you are a not-for-profit organisation group, collective or partnership, you can still apply by using an auspice. An auspice is an organisation that meets our eligibility criteria and agrees to support your grant application. The auspice receives the grant money on your behalf so you can undertake the work.

### **If you use an auspice**

To apply with support from an auspice organisation, you must:

- get approval from the auspice to apply for the grant before you complete the online form
- ask the auspice to sign the application form and funding agreement.

### **If your grant application is successful**

Your auspice organisation will be responsible for:

- signing the grant funding agreement
- receiving the grant money and paying you
- ensuring all grant activities are completed
- submitting the evaluation and financial report on your behalf by the required due date.

**Note:** Some auspice organisations may charge a fee.



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# Supporting documents

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Supporting documents help us check that you are legally and practically able to deliver the project you need funding to help deliver.

These supporting documents must be included with your online application. Please allow enough time to get all the necessary documents and upload them with your application.

## REQUIRED DOCUMENTS

1. A copy of the organisation's certificate of incorporation, if incorporated
2. A completed Statement by Supplier form (if you don't have an ABN)
3. A certificate of currency for public liability insurance to cover the proposed activity
4. Applicants that are not property owners must provide a signed support letter from the property owner indicating the owner is both fully informed and fully supportive of the proposal (this includes projects related to private or public properties)
5. A resume of the project manager
6. A statement or outline of the heritage skills of the consultants or tradespersons that will be engaged to undertake the works, and their abilities (including examples) to plan and undertake works of a similar nature – for example, projects involving conservation repairs to heritage buildings
7. A detailed project plan that includes a clear description of the works, an outline of key tasks, timelines and indications that the project is ready to proceed
8. Historical plans, photographs and other documents to clearly outline the intended works
9. A clear budget that details all expenses including contingency and all income sources relevant to the grant
10. Quotes or price estimates for all expenses the grant funding will be covering (see page 10)
11. A current copy of title for the land – this can be obtained online at [www.landata.vic.gov.au](http://www.landata.vic.gov.au) or by visiting the Land Information Centre located at Level 10, 570 Bourke Street, Melbourne
12. A copy of any live planning permit and endorsed plans related to the property, inclusive of conservation-related or general development works.

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# What you can apply for

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The Geelong Heritage Grants seek to support heritage projects relating to a building or streetscape with identified historic value and must take place within the City of Greater Geelong.

As mentioned above, projects must meet the agreed definition of a 'heritage project' (see page 5).

- To help you work out whether your project is the sort of thing we are looking to fund, we have developed the following list of example projects and costs we might cover:

## EXAMPLES OF PROJECTS

- Rejuvenation of building facade
- Replacing non-heritage building elements with heritage building elements
- Re-instating verandahs and balconies
- Window repairs or replacement
- Re-instating heritage elements that have been removed
- Repairing finials, chimneys, gables, gargoyles or leadlight features

## COSTS THAT MIGHT BE COVERED BY A GRANT

We can fund applications of up to 70% of eligible projects costs (to a maximum of \$40,000). Appropriate costs that might be covered by a grant include:

- Heritage specialist trades
- General trades
- Materials
- Painting

**Note:** For any activities with a First Nations theme you are strongly encouraged to contact our grants team to ensure you have engaged with the appropriate First Nations Communities and understand any requirements under the Aboriginal Heritage Act (2006).

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# What won't be funded

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The following items, activities or projects will not qualify for funding under the Geelong Heritage Grants.

- Building conservation works that involve substantial change to the original design and significant fabric – for instance painting a building in a colour that historically never existed, installing a verandah on a building that historically did not have a verandah, and installing metal windows on a building that historically had timber windows
- Interior works or works that are not easily visible to the public
- Works to outbuildings which are not easily visible to the public and ancillary minor structures including fences
- Works which have been required by a building or emergency order issued by the City of Greater Geelong
- Projects for properties where monies (including rates) are owing to the City of Greater Geelong
- Works that have been completed, or have commenced, before we notified you of the application outcome
- Works that would generally be considered routine maintenance on most buildings – heritage or otherwise. This exclusion may be waived at our discretion in exceptional circumstances, such as:
  - situations where the cost or complexity of such work is far greater than the owner of an equivalent non-heritage property would face and/or
  - the nature of the building or organisation limits the capacity to provide money for essential maintenance works

## GENERAL EXCLUSIONS

The following items, activities or projects will not be funded by any of the City's Community Grants.

- Projects or activities outside of the City of Greater Geelong municipality
- The cost of council services where fees are charged – for example, council rates, waste removal, parking and so on
- Existing staff and salary costs, although funds to cover costs for extra staff or contractors needed to deliver the funded project will be considered if evidence is provided
- Requests to use the money for purchases, projects, or activities that began before being notified of the application outcome
- Fundraising events where the aim is to directly fundraise for a charity, including your own group
- Prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers
- Political or gambling activities
- Expenses that can be considered core business, such as ongoing projects and activities, administration overheads (utilities, insurances and fees) or similar
- Additional funding for previously successful applications
- Projects, activities or events that could commit the City to ongoing funding
- Projects, activities or events that better meet the criteria of another City of Greater Geelong grant or program
- Applications that duplicate existing activities, programs or events, unless there is a compelling reason to do so

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# How we assess applications

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All applications go through an assessment process. This means we check your application carefully to make sure it is eligible and then rate it to make sure it is the best possible use for the grant money.

The complete list of checks we do on each grant application include:

1. **Eligibility checks** – we check the applicant and proposed activity are eligible (see pages 7 to 11).
2. **Officer panel assessment** – if the applicant and activity are eligible, employees with relevant experience assess the application using the three assessment criteria (see table below) and the prioritising process (on page 13).
3. **Independent (community) panel assessment** – a panel of community members review the officer assessments and recommend funding allocations to Council in a council report.
4. **Council review and endorsement** – funding recommendations are further reviewed by Council and, if it agrees with the recommendations, endorsed.

## ASSESSMENT CRITERIA

Applications will be assessed on a **weighted average scoring system**, as shown in the tables below. The higher the percentage next to the key criteria, the more influence it has over the final score.

	Key criteria	Weighting	How we assess this
1	Heritage benefit	40%	<ul style="list-style-type: none"><li>• Evidence that the project will result in a positive heritage conservation outcome such as:<ul style="list-style-type: none"><li>– delivering major conservation works to a façade/street front</li><li>– removing unsympathetic alterations and additions from a façade</li><li>– reinstating lost heritage features on a façade.</li></ul></li></ul>
2	Community benefit	40%	<ul style="list-style-type: none"><li>• Evidence that the project will deliver a visible enhancement to a streetscape or public space, through enhancing the presentation and condition of the heritage place</li><li>• There is a demonstrated public need for the project based on a net community benefit</li><li>• The project will act as a catalyst for change within a streetscape that provides significant opportunities for heritage restoration projects</li></ul>

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	Key criteria	Weighting	How we assess this
3	Well-planned project	20%	<ul style="list-style-type: none"> <li>• Evidence that the applicant (or a project manager, consultant or tradesperson engaged by the applicant) has the necessary expertise or experience to deliver the project, ideally having comparable project experience on heritage buildings</li> <li>• A clear description of the work included, or excluded from, the project (scope) with an outline of key tasks and indication that the project is ready to proceed</li> <li>• A clear budget outline that outlines: <ul style="list-style-type: none"> <li>– overall project cost</li> <li>– the expected contributions of the applicant and requested grant</li> <li>– costs of specific key tasks or acquisitions, in cases where the project includes acquisition of replacement features such as doors, windows, decorative elements and so on</li> <li>– contingencies and any other additional sources of funds that will contribute to the total project income</li> <li>– evidence that the project is accurately costed and represents value for public money – this will be assessed based on written quotes or cost estimates you provide from suppliers, tradespersons or consultants</li> <li>– supporting documentation, including permit application documents, historical plans, photographs and other documents to clearly outline the intended works</li> <li>– in cases where the applicant is proposing other works to a building, such as alterations to improve amenity (which are not conservation work), then the works documentation and budget must clearly identify what is, and what is not, conservation work intended to be funded by the grant.</li> </ul> </li> </ul>

## EXPENSE DETAILS REQUIRED

It is important that you include information that explains how much your project will cost. You can do this by uploading any of the following with your application:

- quotes with the supplier's business name ABN/ACN and contact details
- screenshots from online retailers including the item description, price and supplier's business name
- project staff/contractor costs calculated from industry awards or codes of practice.

## HOW WE PRIORITISE APPLICATIONS

If the total request for funding is more than the money available, we may choose to prioritise:

- applications that will deliver the greatest heritage and community benefit as per the weighted assessment criteria
- applicants that did not receive money from this grant in the previous financial year
- applications from organisations that do not receive money from electronic gaming machines or gambling.

## **HOW WE ALLOCATE FUNDING**

Our grants are a competitive process. This means even if your application meets the criteria, it might be ranked lower than other applications and may therefore not be funded.

You cannot rely on this grant for ongoing or recurrent funding. However, we will consider funding a project again if there are compelling reasons, in line with the objectives of this grant. Any decision to award further funding will be based on the merit of the application.

In some cases, we may offer you partial funding to run a reduced or modified project.

We generally only fund projects once.

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# How we notify you of the outcome

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Once we have decided who is going to receive a grant, we will let you know of the outcome of your application, even if it was unsuccessful.

If we notify you that your application was successful, this does not guarantee funding. There are additional steps you must complete.

**Note:** We will not make any grant payments without a signed funding agreement, so please do not start your project until you have returned a signed agreement.

## SUCCESSFUL GRANT APPLICATIONS

1. You will be notified in writing by the date listed on page 6 of this booklet.
2. One of our employees will contact you to outline the next steps in the process.
3. You will be sent an email link to a funding agreement explaining the grant terms, conditions and payment details (see Funding agreements section below).

**Note:** There may be a considerable time between close of applications and finalising a funding agreement. This should be factored into project timelines, expiry dates on quotes and project cashflow.

4. You must complete your funded activity within 12 months of the start date in your funding agreement.
5. You must submit an **evaluation and financial report** no later than 14 days after the agreed completion date of your activity (see Reporting on page 16 for more information about this).

## UNSUCCESSFUL GRANT APPLICATIONS

1. You will be notified in writing by the date listed on page 6 of this booklet.
2. We strongly encourage you to email us at [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au) to ask why your application was unsuccessful. This may help if you plan to apply again in future rounds.

**Note:** If there are funds remaining in the grant pool, we may choose to offer a second round of grants. While you would be eligible to re-apply, we recommend you revise the application to make sure it fits the assessment criteria before doing so.

## FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement that will include:

- a. the terms and conditions of funding
- b. the details of the activity
- c. what you are expected to deliver
- d. your reporting requirements and
- e. the schedule of payments.

If do not understand the agreement, or have questions, please contact us immediately at [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

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# General information

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The following information applies to all City of Greater Geelong grants.

## PERMITS AND APPROVALS

Some projects or events may need a permit or approval. These processes are separate to the grant application process and require additional time and budget in your project plan.

While you do not need to secure permits or approvals before applying, securing them will be a condition of the grant if your application is successful. As such, we may choose not to pay you any money until the relevant permits and approvals are secured.

You must demonstrate that you are aware of the necessary permits and approvals in your application. We will consider this information when assessing your application under the 'well-planned project' criteria on page 13.

## INSURANCE

You must arrange public liability insurance (PLI) to cover the activity detailed in your application and include the PLI certificate of currency with your application. Applicants using an auspice would include a certificate from the auspice organisation.

A policy statement or receipt of payment is not an acceptable substitute for the certificate of currency.

## REPORTING

If you receive a grant, you must submit an evaluation of your activity and a financial report within fourteen days of your activity finishing.

The evaluation report tells us about your activity and the financial report includes all income and expenses for the grant. It demonstrates you have spent the money how you said you would.

We may request meetings with you to check your progress or ask for an audit of your financial records to prove you have spent the grant as you said you would. As such, you must keep accurate financial records and make them available to us if requested.

## PAYMENT

We will only pay grant money to the applicant (or auspice).

A tax invoice is required before we pay any grant funds. Our team will contact successful grant applicants to arrange this.

If you do not provide either an ABN or a 'Statement by a Supplier' form, we may have to withhold tax from the grant payment at the top marginal rate of 45%.

## WITHDRAWING FUNDING

We reserve the right to withdraw funding if we do not receive a tax invoice within the financial year in which the grant was awarded, or by the due date/s included in the agreement.

We can also withdraw funding if you are in breach of your funding agreement.



## MAKING CHANGES TO YOUR FUNDED ACTIVITY

Projects are funded for delivery as described in your funding agreement.

If you need to change something about your grant, you must seek our approval in writing. This includes:

- changes to your proposed completion date
- changes to the nature of your activity
- changes to how you want to spend the money.

We reserve the right to withdraw funding if:

- we do not support your request for changes
- your request is not made within a reasonable timeframe
- you make changes without our knowledge.

If a project stops or the grant funds are no longer required, you must repay all funds to the City of Greater Geelong.

## ACKNOWLEDGING OUR SUPPORT

You must acknowledge the City of Greater Geelong if you receive a grant. This should be done in the following ways:

- using our logo in marketing and publicity materials (we will provide this)
- acknowledging our support in social media, launches and events
- inviting our councillors or City representatives to attend events.

## IF YOU ARE DEAF OR HAVE A HEARING OR SPEECH IMPAIRMENT

### National Relay Service (NRS)

If you are deaf, or have a hearing or speech impairment, and you wish to contact us, you can do so through the National Relay Service (NRS) and ask for 03 5272 5272. Our call centre team will then connect you with the grants team.

Our business hours are Monday to Friday, 8.30am–5.00pm.

- TTY users – call 13 36 77
- Speak & Listen (voice relay) users – call 1300 555 727
- SMS relay users – message 0423 677 767

**Note:** Area code must be included for each call.

Further information and NRS call numbers can be found on the Access Hub website:

[www.accesshub.gov.au/about-the-nrs/nrs-call-numbers-and-links](http://www.accesshub.gov.au/about-the-nrs/nrs-call-numbers-and-links)

## IF YOU NEED AN INTERPRETER



If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to call the City of Greater Geelong on 03 5272 5272. Our business hours are Monday to Friday, 8.30am–5.00pm.

# Definitions

Following are definitions for some of the words we use in this document. If you find other words that you are not familiar with, please contact us for help.

Word	Explanation/definition
ABN	Australian Business Number
Application	The form you fill out to ask for money
Assessed	How your application was considered
Auspice	An organisation that can apply for a grant on your organisation's behalf (if you are not incorporated)
Budget	A plan or prediction of how much money you will have to spend (income) and what you will spend it on (expenses)
Categories	Some grants have more than one type of funding available
Community panel	A group of community members that work together to assess (consider) all the applications and make funding recommendations.
Eligibility	If you are allowed to apply for a grant and/or if your activity is allowed to be funded
Evaluation and financial report	Report you must complete when your activity is finished to account for how well the planned activity went and what you spent the grant money on
Expenditure	All the things you spent money on to complete your activity
Funding agreement	A document that explains why we are agreeing to pay you grant money and the conditions you must observe when spending it.
Grant	A grant is money given to an organisation or individual for an agreed reason.
GST	Goods and Services Tax
Income	Money that you have for the activity, or that will be generated by the activity – this can include grant money from the City, fundraising, sponsors, tickets or other grant funding.
Incorporated	Description of a group or organisation that has followed a process to become a legal entity
Insurance	A contract you have with an insurance company to protect you against losses if something goes wrong
Log in	Your contact details and password for SmartyGrants
Not for profit	An organisation that does not pay money to shareholders
Officer panel	A group of City officers that work together to assess (consider) all the applications and make funding recommendations
Online	Available on the internet
Quote	An estimate of how much something will cost.
SmartyGrants	An online computer program we use to manage all the grant applications we receive
Submitted	Completing your application form in SmartyGrants and hitting the submit button
Weighted average scoring	A decision-making technique that uses a mathematical calculation to add greater importance to some aspects of a decision than others – in this case, the higher the percentage allocated to a criteria, the more influence it has over the final score