

2024-2025 Local Heritage Grant Application Form

Form Preview

Important Notes

* indicates a required field

This online form captures the information required by Redland City Council to assess and manage your application for funding through the Local Heritage Grants Program.

BEFORE you submit an application please ensure you have read the Local Heritage Grants Program Guidelines.

If you require assistance completing your application please contact the Community Grants team, to discuss the eligibility requirements in more details you are encouraged to contact the Strategic Planning team.

Both teams can be contacted by telephone on (07) 3829 8999 or email Grants@redland.qld.gov.au.

Please note:

- Applications are funded based on a competitive process and the total funding pool available.
- Only information provided in this application will be used to assess your application.
- Applicants will receive formal notification of the outcome of their application within two (2) months.
- Projects will not be funded retrospectively.
- Applicants are responsible for ensuring all relevant development permits are obtained prior to assessable development commencing on site.

I have consulted with the Redland City Council Strategic Planning team. *

- ☐ Yes
☐ No

I have read and understood the Local Heritage Grant Program Guidelines *

- ☐ Yes
☐ No

Application Details

* indicates a required field

Important Information

Note: All fields must be fully completed. Where a field is not applicable to you indicate those as N/A

Program Selection

Please select which grant program you are applying for:

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- ☐ For general or high priority works
- ☐ For consultancy services

Applicant Details

Note: All grant correspondence will be directed to this contact person.

To be eligible to apply for funding the applicant must:

- Be either the owner or occupier of the local heritage place, or a person employed on behalf of the owner/occupier to undertake the work (i.e. consultant/contractor, etc.).
- Where the applicant is not the owner, the applicant must obtain the consent of the owner for the lodgement of the application.

Please indicate applicant *

- ☐ Owner
- ☐ Occupier
- ☐ Employed on behalf of the owner/occupier to undertake the work (i.e. consultant/contractor, etc.)

If not owner, please provide land owner consent. Please refer to mandatory criteria document attachment at the end of the form.

Applicant name *

Organisation Name

Applicant postal address *

Address

Suburb State Postcode

Applicant phone *

e.g. (07) 1234 5678

Applicant email *

Contractor / Consultant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	

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ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

If applicant is employed by owner / occupier, please provide ABN. Not Applicable for owner / occupier

Project Location (Address of Local Heritage Place)

Address *

Address

Lot and Plan number *

Project Details

* indicates a required field

Project / Activity Information

Project title *

Project description *

Word count:

Must be no more than 200 words.

Provide a short description of the project including key activities e.g repairs to timber framing, painting or to engage a heritage expert

What stage of readiness is the proposed project at? *

- ☐ Conceptual stage
- ☐ Detailed stage
- ☐ Signed contract
- ☐ Tender

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- ☐ Sketch plans
- ☐ Ready to proceed
- ☐ Other:

Why is the project / activity required? *

What are the expected outcomes of the project / activity? *

How will these outcomes be measured? *

Briefly describe the changes / benefits of the project

How will the outcomes be sustained and maintained once the project has been completed? *

e.g. if the project is to replace external timbers, what is the plan to maintain them

Who will carry out the project / activity and what qualifications and /or experience do they have to complete the project / activity? *

e.g. name and address of consultant or building, are they a qualified heritage professional (M.ICOMOS) or do they hold experience working on local heritage places

Project duration

What is the estimated project start date? *

Must be a date.

What is the estimated project end date? *

Must be a date.

No more than 6 months from start date

Budget

* indicates a required field

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What is the total budgeted cost for this project? *

\$

Must be a dollar amount.

Include total budget including the funding amount requested

What is the grant amount requested? *

\$

Maximum amount \$5,000

Applicants are required to make a 20% cash contribution where funding is requested towards consultancy services including to fund a new or updated conservation management plan, heritage impact assessment or structural engineering report.

How to calculate your total cash contribution:

Total consultancy cost x .20 = your cash contribution. For example:-

If the total consultancy cost is \$2,000 then the cash contribution is \$400 (20% of \$2,000).

If the total consultancy cost is \$5,000 or above the total cash contribution is \$1,000.

Have you applied for funding towards this project from another funding source?

☐ Yes

☐ No

Please specify the name of the funding source/s, amount (\$) and when you expect to be notified of the outcome.

Project Income budget

Provide a breakdown of the total project / activity income

Some fields may not be applicable to you in the income table, please indicate those as 'N/A' in the description and enter a value \$0.00.

Expenditure	\$
Your financial (cash) contribution	\$
Other grant funding / contributions	\$
Other income e.g bank loans	\$
Redland City Council Local Heritage grant	\$
Other income	\$

Project expenditure budget

Provide a breakdown of the costs essential for the delivery of the project/activity.

Ensure you have read the Local Heritage Grant Guidelines for conditions on what items are eligible for funding.

Please ensure you include two (2) written quotes for the grant expenditure item. Quotes must be uploaded at the end of the application form.

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Expenditure - Itemised description	\$
Please list all items the funding will be used for	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Assessment Criteria

* indicates a required field

The Local Heritage Grants Program is guided by Council's Liveable Neighbourhood objectives outlined in *Our Future Redlands - A corporate Plan 2026 and Beyond* which seeks to support the unique character and identity of the Redlands Coast.

Applications will be assessed on the following criteria:

For general or high priority works

- The extent to which the activities meet the objectives of the program to protect and conserve the local heritage listed place
- The urgency of the proposed works
- Merit of application (sound proposal, documents clearly detail the works, at least two written quotes, appropriate conservation methodology, evidence of applicants contribution if the total cost exceeds \$5,000)

For consultancy services

- Need for the proposal (e.g. is it necessary to support further works that will conserve the local heritage values of the place)
- How the activity will contribute to the long term protection, conservation and / or enhancement of the local heritage place.
- Merit of application (sound proposal, documents clearly detail the works, at least two written quotes, appropriate conservation methodology, evidence of applicants contribution)

Please describe how the project addresses the objectives of the Local Heritage Grants Program *

You must describe the project and activity and provide information that demonstrates how your project / activity will protect, conserve and enhance the heritage significant aspects of the local heritage listed place and how maintains, protects and/or conserves the local heritage listed place. Supporting documents can be uploaded at the end of the application form.

Application Declaration

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* indicates a required field

To be acknowledged by the applicant.

I confirm that: *

☐ I consent to the information contained within this application being disclosed to Redland City Council for the purpose of assessing, administering, reporting and monitoring my current and any future Redland City Council grant applications

*

☐ I understand that if Redland City Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with Redland City Council

*

☐ I understand that if Redland City Council approves the grant I will be required to accept the terms and conditions of the grant in accordance with Redland City Council's contractual agreement

*

☐ I understand that Redland City Council reserves the right to publish successful applicant details

*

☐ I certify that to the best of my knowledge the statements made in this application are true

Name *

Date of Submission *

Must be a date.

Mandatory criteria

Please attach all mandatory documents and supporting information.

Quotes - written quotes are required for each expenditure item *

Attach a file:

Evidence of relevant approval/s to complete works (if required)

Attach a file:

Additional information in support of your application

Attach a file:

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Additional information in support of your application

Attach a file:

Land owners consent to undertake the works (if the landowner is not the applicant)

Attach a file: