

## Local Heritage Assistance Fund Standard Conditions



By entering into a Project Funding Agreement with Dubbo Regional Council, (the Council), you agree to comply with the following conditions:

### THE PROJECT FROM START TO FINISH

**1. Acceptance of offer** You agree to accept the funding offer before 5 pm on **(late September 2017 – date to be confirmed)** otherwise it will be withdrawn.

**2. Project approvals** If necessary, you agree to separately arrange for appropriate works' approvals for the Project as required by the Council's planning and building requirements and the Heritage Act.

**3. Project milestone dates** You agree to meet the Project Milestone 1 date.  
You also acknowledge that the Council's Local Heritage Fund operates on an annual budget allocation and Council cannot carry forward any unclaimed funds for the Project. If you fail to meet the Milestone dates, your funding may be reviewed and/or revoked.

**Milestone 1** The Project must be completed and all funding claimed from Council by **Friday 4 May 2018**.

**4. Project compliance certification** When the Project is completed and before Council will pay any funding, Council's Heritage Advisor will inspect the Project and certify that it has been carried out in accordance with the Project Funding Agreement.

### FINANCES

**5. Advising any change in the source and/or amount of funding** You agree to advise the Council if the cost of the works, as stated in your application, reduces.

**6. GST** The Council considers the full cost of the Project to be the GST-inclusive amount.

**7. Claiming your grant funding** You agree to submit paid invoices for payment. You also agree that unless requested, and the Council agrees, all cheques or electronic transfers will be made payable to you or your ABN-registered name.

## OPERATIONAL ISSUES

- 8. Revocation of funding** You agree that this financial assistance may be reviewed and/or revoked at any time under any of the following circumstances:
- Failure to comply with the Project Funding Agreement;
  - Unsatisfactory work;
  - Failure to meet time schedules;
  - Failure to provide progress reports;
  - Non-disclosure or misleading or false disclosure of information; and
  - Inadequate additional funding being provided from another source.

- 9. Reusable equipment** You agree that funding provided for this Project will not be used for expenditure on reusable equipment without the prior written approval of the Council.

- 10. Transactions between persons not at arm's length** You agree to advise the Council immediately of any transaction where the applicant and another party, or parties, to any transaction involving expenditure on this Project, are not dealing with each other at arm's length eg paid work by a relative. If the Council considers that the expenditure exceeds the amount that would have been incurred if the parties had been dealing with each other at arm's length, the Council may disregard the excess in any claim made to the Council.

- 11. Acknowledgment of funding** You agree to acknowledge the funding assistance during the Project and upon completion in any form required and approved by the Council.

- 12. Publicity** You agree that the Council may publicise your Project through its newsletter, website, media release and liaison with journalists.

- 13. Project signage** At the commencement of the Project, you agree to erect a temporary Council sign (to be provided by Council) acknowledging the Local Heritage Assistance Fund.

- 14. Best practice heritage and project management** You agree that all work will be carried out in a best practice heritage manner and, in particular, in accord with the publication *How to Carry out Work on Heritage Buildings and Sites* available from the Office of Environment and Heritage's website at [www.heritage.nsw.gov.au/publications](http://www.heritage.nsw.gov.au/publications)
- You also agree to administer the Project in accordance with best practice management.

- 15. Insurance** You agree to insure and keep insured at all times the item for which this funding is granted.