

Application Form - Heritage Assistance Fund 2026/27

Form Preview

Eligibility Check

* indicates a required field

Introduction

Before completing this application, please ensure you have:

- Read the [Heritage Assistance Fund Guidelines](#)
- Read the [Municipal Heritage Inventory](#) or [Local Planning Policy: Heritage Area Guidelines](#) to understand the significance of the property
- Read [Local Planning Policy: Development Guidelines for Heritage Places](#) and [LPP: Heritage Area Guidelines](#) to understand the development requirements
- Spoken to a member of the Strategic Planning team at **mail@vincent.wa.gov.au** or on **08 9273 6000** to discuss your project and determine if any approvals or permits are required
- Sought **two quotes** for your proposed works
- Sought consent from the property owner if you are not the owner.

Regularly save your application by clicking 'Save Progress' button which appears at the top of your screen.

Incomplete applications and late submissions will not be considered.

The place subject to the application *

- ☐ is listed on the City of Vincent Heritage List
- ☐ is listed in the State Register of Heritage Places
- ☐ is located in a Heritage Area
- ☐ is privately owned
- ☐ is leased

At least 1 choice must be selected.

Refer to the City's Municipal Heritage Inventory for further information.

What is the heritage classification of the property *

Refer to the Municipal Heritage Inventory for further information

The Applicant *

- ☐ is able to provide dollar-for-dollar funding towards project costs
- ☐ does not have an unfinished project under a previous Heritage Assistance Fund round

At least 1 choice must be selected.

Applications from applicants with an unfinished grant from previous rounds may not apply for funding for additional funding

The Project

- ☐ is to conserve elements of the property
- ☐ is to seek advice, plans and/or specifications that will assist in making decisions about a heritage listed place and to guide future development.

Previous Applications

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Have you previously applied for grant funding? *

- ☐ Yes
☐ No

If yes, please provide documentation of previous grants

Attach a file:

Eligibility Check

*

- ☐ I can confirm I have read and understood the Heritage Assistance Fund Guidelines
☐ I can confirm I have spoken to a Strategic Planner regarding my proposed project and to determine if any approvals or permits are required

Application Details

* indicates a required field

The Heritage Property

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Personal Details

Applicant *

- ☐ Individual ☐ Organisation
Organisation Name

First Name

Last Name

Who would be the main point of contact between the City and the applicant

Applicant Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Primary Email *

Must be an email address.

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Who would be the main point of contact between the City and the applicant

Applicant Primary Phone Number *

Must be an Australian phone number.

Who would be the main point of contact between the City and the applicant

Project Details

* indicates a required field

Which project category are you under? *

Refer to Heritage Assistance Fund Guidelines

Please give a brief summary of the project *

Be specific - what works are you proposing, where are they located, who will be undertaking the works

Is there a Conservation Management Strategy or Conservation Management Plan in place to guide the works?

- ☐ Yes
☐ No

How does the project meet the Assessment Criteria of the Heritage Assistance Fund Guidelines? *

Refer to page 4 of the Guidelines

Have you applied for Development Approval for the works or do the works relate to an existing DA? *

- ☐ Yes
☐ No

Upload development approval if applicable

Attach a file:

Will you require any additional approvals and/or permits to complete the project?

* *

- ☐ Yes
☐ No

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A Strategic Planner at the City of Vincent will be able to assist you in understanding which permits and approvals may be required for your project. Contact them on 08 9273 6000 or mail@vincent.wa.gov.au to discuss your project

How will you ensure the works are completed by the 29 May 2026? *

Please outline the proposed lifecycle of your project including planning and procurement, applying for approvals or permits and scheduling works

Proposed project end date *

Must be a date.

Do you own the property? *

- ☐ Yes
☐ No

If your project relates to your building or any other private property then you will need to receive documented consent from your property owner. If the works involve the footpath, the road or any other public land then your project will need to comply with all of the City's relevant local laws and policies. A Strategic Planner at the City of Vincent will be able to assist you in understanding which permits and approvals may be required for your project. Contact them on 08 9273 6000 or mail@vincent.wa.gov.au to discuss your project.

If you're not the property owner, please upload evidence of the property owners consent

Attach a file:

Project Budget

* indicates a required field

Quotes

Upload evidence of quotes (2 minimum) for all project elements - i.e. labour, materials, consultant fees

Attachment 1 *

Attach a file:

Attachment 2 *

Attach a file:

Attachment 3

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Attach a file:

Attachment 4

Attach a file:

Attachment 5

Attach a file:

Is there any relationship between the applicant and any of the contractors or consultants who have provided quotes? *

- ☐ Yes
- ☐ No

Chosen Quote

What quote have you chosen and why

Project Cost and Grant Amount

Total project cost *

Must be a dollar amount.
Amount to be exclusive of GST

Total Amount Requested *

Must be a dollar amount.
What is the total financial support you are requesting in this application? Amount to be exclusive of GST. Cannot exceed 50% of the project cost to a maximum of \$5000

Project Budget (exclusive of GST)

Project expenses - i.e. labour, material, \$ approvals, permits (exclusive of GST)

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Total Project Expenses

Total Expenditure Amount *

This number/amount is calculated.

Project Timeline

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Stage 1 - Submission Submit the Application Form and supporting documentation.

Stage 2 - Assessment After the submission, City staff will undertake assessment on the application to understand if it is eligible or not. If it is not eligible or information is missing, the applicant will be advised.

Stage 3 - Assessment and Letter of Offer of Funding

After the closing date of the round, the City staff reserve the right to make a decision on fund allocations based on the following:

- 1.The number of applications received in that round;
- 2.The proposed cost of the projects; and
- 3.The availability of the funding for that round.

Within one month of the application period closing, the City will advise the applicant to confirm if the application for funding is successful. If successful, applicant will be advised about the approved funding amount.

Stage 4 - Conditions of Funding and Schedule of Works Successful applicants complete and return **(1) Conditions of Funding** and **(2) Schedule of Works** within 28 days of being notified of eligibility to the Heritage Assistance Fund to confirm the acceptance of the funding.

Stage 5 - Commencement of Works Once the applicants have submitted **(1) Conditions of Funding** and **(2) Schedule of Works**, conservation project works may commence according to the approved documentation.

Stage 6 - Upon Completion of Work

- Applicant submits an Acquittal form.
- Present proof of payment to the City, a Certificate of Completion (if any) and photographs of the completed works.
- Arrange a site inspection with City staff
- A cheque/Direct debit of the agreed amount will be sent to the property owner.

DISPUTES The City of Vincent reserves the right to make the final decision in case of any disputes

