# The Approval Process for City of Melton Heritage

# Assistance Fund Applicants, round 13, 2023

The Fund provides financial assistance to landowners, companies, or community groups to maintain, repair or conserve a heritage place or for preparation of conservation management plans for a heritage place within the municipality. The awarding of public money for works on private property needs to be both rigorous and transparent and therefore is subject to a long process that can take up to five months for approval.

The table below clearly outlines the application and assessment process and things you will need to consider at each stage.

|  |  |  |
| --- | --- | --- |
| Milestones | Date | Things to know and consider |
| APPLIcATION PERIOD OPEN | **18 August 2023** | * Check with Council on your eligibility and the need for a planning permit.
 |
| Application period closes | **22 September 2023** | * Make sure you have obtained quotes and provided adequate documentation for the assessment.
 |
| Applications assessed  | **23 September – 5 October 2023** | * You or your nominated tradesperson may be contacted during this period to clarify quotes and if applicable, permit requirements. Some quotes might need to be modified or require re-quoting.
* A panel of Council officers will assess the applications for eligibility, rate the applications against the guidelines for the fund and score each application.
* The Heritage Advisory Committee (HAC) will make recommendations to Council on how the funds will be allocated.
 |
| HERITAGE ADVISORY COMMITTEE (hac) Meeting | **26 October 2023** | * Recommendations for approval are taken to HAC
* HAC make decisions on applications.
 |
| Council meeting | **18 December 2023** | * The HAC recommendations will be determined by Council.
 |
| Applicants notified | **27 December 2023** | * Applicants will be notified if their application was successful after the Council minutes are released.
 |
| Applicants to complete funds agreement | **January 2024** | * The funds agreement needs to be signed by the applicant before works can commence.
 |