

Regional Culture and Heritage Fund FAQ Sheet

- The Regional Culture and Heritage Fund (RCHF) is a broadened contestable fund for capital projects replacing the Regional Museums Policy for Capital Construction Projects (RMP). The RCHF is administered by Manatū Taonga Ministry for Culture and Heritage.
- This document provides additional guidance for applicants. It does not replace the Regional Culture and Heritage Fund Policy, Criteria and Checklist document. Applicants will be considered against that criteria in that document.

DISCLAIMER: While every effort has been made to ensure that this supporting document is as clear and accurate as possible, the information it contains is general guidance only, and does not constitute legal advice. In the event of any uncertainty, the applicant should obtain independent legal advice. The Ministry for Culture and Heritage, its employees and agents accept no responsibility or liability to any person whatsoever for any loss or damage resulting from an error or omission in this document or arising from reliance on this document.

What is the purpose of the RCHF?

- The RCHF's primary focus is to support capital projects outside the main centres (Auckland, Wellington, and Christchurch).
- To clarify, projects located in Auckland, Wellington, and Christchurch metropolitan areas are able to apply to the RCHF. However, applicants from these areas should note that priority may be given to other competing projects which meet the RCHF criteria.
- Applications must relate to arts, culture and heritage facility projects focussed on renovating, restoring, adding to, and constructing buildings in which arts, culture and heritage activities take place. Examples of facilities that can qualify for funding under the RCHF are:
 - performing arts venues
 - museums
 - art galleries
 - buildings which will house collections of demonstrated importance to a region (e.g. heritage buildings or buildings at heritage sites where collections are or will be housed and exhibited)
 - whare taonga.

What types of capital work qualify within the scope of the RCHF?

- Grants will be for the construction of new buildings and basic infrastructural redevelopment work to existing buildings which may include permanent/long-lived specialist fittings such as computerised plant and fixed audio-visual equipment to operate lighting and sound shows, energy-saving measures, security alarms, fire suppression, and environmental controls.
- Museums, Galleries and Theatres are places where crowds gather and things of value are housed.
- Seismic strengthening proposals to achieve higher than minimum standards will be considered on a case-by-case basis. Note the recommendations in the New Building Standards for public buildings assigned Importance Level 3 to such structures.

What is out-of-scope for RCHF funding?

- Other educational facilities located in schools and universities; libraries, archives, and science centres (which are not intrinsically embedded parts of the facilities for which this fund was created); churches, where the primary purpose is religious, but cultural activities are also hosted; and community centres.
- The focus of this new fund is on improving existing building stock and adding new buildings to our nation's network of arts, cultural and heritage facilities. General deferred maintenance costs will normally be considered the responsibility of the building owner.
- Operational costs and activities such as performances and exhibitions will not be funded.

Do our collections still need to be nationally significant for us to apply?

- Under this fund, the threshold for consideration is no longer set at nationally significant collections, however the importance of collections will still be taken into account.
- Applications for projects involving collections must include a collection statement about the nature and importance of the collection holdings and provide independent expert views from outside the organisation to support the applicant's own findings.
- When reflecting on the relative importance of their collection holdings, many New Zealand museums find it useful to use the Australian-developed tool called Significance 2.0. A pdf version of that self-assessment guide is available from the following web page:

<http://arts.gov.au/resources-publications/industry-reports/significance-20>

- A number of helpful guides on a range of topics are available from Te Papa National Services Te Paerangi:

<https://www.tepapa.govt.nz/learn/for-museums-and-galleries/how-guides/resources-and-reports>

Do projects need to meet all the RCHF key criteria?

Priority is given to projects that:

- can clearly demonstrate a strong regional impact, particularly in the identified priority areas
- will make a substantial contribution to the region's cultural life and address a demonstrated need
- will contribute to a national network of quality cultural facilities and benefit value for significant section(s) of the regional community within which the facility exists and the wider community
- protect and conserve moveable cultural collections and make them available to communities of interest/the general public.

How big is the fund?

- The new contestable fund has been established with \$29.527 million (GST exclusive) over its first three years for allocation to qualifying projects by June 2019. How and when these funds are allocated is decided by the Minister and is subject to the calibre of applications received.

Is there a limit set on the size of the grants made?

- Yes. Typically, this fund will not grant any more than a third of the project's total cost and the proportion of the cost funded by government will be determined on a case-by-case basis.
- Additionally grants will reflect what is considered to be an appropriate balance between national and regional accountabilities and the significance of the project to its local community.
- As a fund of last resort the expectation is to receive applications for shortfalls in funding with all applicants demonstrating they have made reasonable efforts to raise funds from other known sources.

When will funding rounds be held?

Each year, the Minister for Arts, Culture and Heritage will decide when to call for applications. Rounds are typically held annually.

- ***Who*** makes funding decisions?
- All funding decisions are made at the discretion of the Minister for Arts, Culture and Heritage.

- Prior to this the Ministry assesses the applications received and provides the Minister with advice.
- All decisions in a given round are final.

At what stage of a project should we apply?

- Because the RCHF was established to provide support when all other reasonable avenues of funding have been exhausted, planning and documentation of your project should be well advanced before you apply.
- Feasibility, business, and fundraising plans for your project should already exist and be in proven use and the architectural design of your project should be well advanced.
- By the time government has completed its funding assessments for the grant round applied for applicants must be able to demonstrate that they have secured unencumbered resource consent(s), or are likely to have secured them.
- Retrospective funding will not normally be granted to projects that were already completed at the time of application.

What is the process for making an application?

- **Expression of Interests (EOIs)** are typically submitted once architectural concept drawings exist and development approval has been granted by your approving core funder, e.g. your Council. (NB: EOIs are a valuable step as they enable us to give early feedback on projects suitable for RCHF funding and signal your intent to apply for funding.)
- **Full Applications** should only be submitted on well advanced projects that clearly demonstrate, backed by substantive evidence, all the key criteria are met.
- Intending applicants are advised to contact Ministry officials for guidance on which type of application to submit.

What if my project is transitioning from the RMP to the RCHF?

- If you have previously submitted an EOI or Full Application to the previous round of the RMP you can proceed straight to submitting a Full Application to the RCHF for the same project. (NB: Applicants transitioning between the two funds are welcome to contact us to discuss their readiness and changes that should be made to reflect the new criteria.)

Is there an application form?

- As each project is distinctive there is no overarching application form, however all applicants are required to complete the Applicant Declaration Sheet – which is available from the Ministry's website www.mch.govt.nz.
- All applications should be in writing and include a covering letter and copies of supporting evidence.
- All parts of the application should be provided in both a hard copy and electronic copy formats.

What sort of evidence is needed?

- A high standard of robust verifiable evidence is expected from all applicants.
- Applications will need to demonstrate that a robust needs analysis has occurred for either a new building or an extension or upgrade to an existing building.
- Reports and letters demonstrating that appropriate expert advice has been sought and applied to project choices to ensure that they will meet both longevity and legal requirements for that type of facility.
- A checklist of recommended supporting evidence can be found at the back of the criteria document.
- Applicants are advised to check all the relevant information is contained in the application; please email us immediately if you believe you have accidentally left something out.

Who can apply?

- Grants can only be made to legal entities (e.g. incorporated societies, charitable trusts and companies with charitable status). If the organisation making the application is not the land/or building owner, they must provide a letter from the legal owner(s) stating that they support the project and that the general public will have ongoing access to the building as described in the building application. More information on registering is available on the Charities Commission website: www.charities.govt.nz.
- The land and building owner must be either local government, a charitable trust, or an iwi post-settlement governance entity. If the organisation making the application is not the land/or building owner, they must provide a letter from the legal owner(s) stating that they support the project and that the general public will have ongoing access to the building as described in the building application.
- Applicants must also be able to demonstrate effective relationships with key stakeholders in the facility/venue and the wider community, including Māori, as appropriate.
- Funding will be dependent on evidence supplied in the application that the general public will have ongoing access to the building. Suitable trust arrangements must be in place to safeguard the use of public funds and the ongoing use of the facility.
- To be considered, all applicants must be able to demonstrate their good governance and stewardship of resources.
- Intending applicants should refer to the criteria document for more specific guidance information on these matters.
- This fund is not intended for institutions established by government departments.

Can I ring or email the Ministry to ask more questions?

- Yes, please do.
- Please also visit our website to use the Cultural Funding Guide which is a database for philanthropic sources for funding: www.mch.govt.nz

Our Contact Details are.

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