

# **Registered Heritage Structure**

## ***Restoration Grants - Conditions and Guidelines***



**Deadlines March 1 and August 15**

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## 1. PURPOSE

Assistance is provided for restoration of Registered Heritage Structures. Funds must be used for exterior restoration only.

## 2. GRANT APPLICATIONS

- a) The maximum grant to a particular designated property must not exceed 30 per cent of the eligible costs, and may go to a maximum amount of \$50,000. All grants are awarded on a 30/70 cost shared basis. Designated properties are eligible to apply for funding up to \$50,000 minus any grant monies already received.

Significant community owned structures such as active churches, lodges and public buildings (not privately owned) may receive three (3) grants of \$50,000 per structure, minus any grant monies previously received.

- b) An application for a grant shall be on the attached Registered Heritage Structure Grant Application and any conditions set forth in that form shall be binding on the applicant.

***A complete and detailed project description is essential when requesting funding.***

- c) Accompanying the formal application should be copies of any other relevant documentation associated with the proposal such as:

- quotes/ cost estimates
- any project drawings/ architectural renderings of the proposed work
- supplemental historical information
- labelled digital colour images on CD or thumb drive
- work schedule
- details of revenue source
- proof of ownership

## 3. CRITERIA FOR PROJECT SELECTION

The criteria for the allocation of funds among grant applications is based on the following considerations:

- heritage merit of the structure
- demonstrated viability of the structure
- established planning and commitment
- whether or not the structure is in imminent danger of serious deterioration or demolition
- project impact
- previous funding from the Heritage Foundation (if any)
- building originality and integrity
- geographic location

## 4. ELIGIBLE WORK ITEMS

Eligible items for cost sharing within the grant include the following, subject to the satisfaction of the Foundation:

- a) Obtaining initial professional advice, cost estimates and the preparation of plans directly associated with the project (on some projects, the commissioning of professional services may be deemed a requirement of the grant).
- b) Any exterior restoration work to repair, preserve, stabilize and/or protect the significant heritage, structural and design features.

## 5. NON-ELIGIBLE WORK ITEMS

The following items are not eligible for a grant, even though they may be part of an officially designated Registered Heritage Structure:

- properties owned by the Crown, its agencies and Boards
- regular maintenance
- work completed and/or materials purchased prior to approval for a restoration grant
- interior work that is not structural in nature
- relocation of the structure
- electrical, plumbing or other building services
- alterations/renovations which serve solely or primarily to promote convenience
- new construction

## 6. TYPES OF MATERIALS TO BE USED

In order to emphasize the historic nature of a structure, assistance will only be provided for repair or restoration of heritage features using original / traditional style materials.

Please note that as of December 2013, all structures approved for grants must install appropriate wooden storm windows. The cost to restore or fabricate storm windows should be reflected in project estimates.

## 7. GRANT CONDITIONS

Grants under this program are provided in association with the designation of Registered Heritage Structures and are subject to the following conditions:

- a) The approved grant will be activated only upon the return of a contract signed by the legal owner.
- b) The grant may be used only to finance work described in the proposal submitted by the applicant. The proposal shall be in accordance with the official designation. An appraisal of the heritage value of the proposed work will be undertaken for each grant approval.
- c) If at any time during the course of the project, the Board is of the opinion that the work is not being performed as prescribed in the original proposal, it may rescind the approval in principle to support the project, in whole or in part. The Board shall then determine the extent of eligible costs of the project to date, and reduce the projected amount of the grant accordingly.
- d) Nothing in the policy statement shall be read or construed as imposing any duty or obligation on the Foundation to grant the maximum amount payable or to grant any amount at all, to an applicant in any fiscal year.
- e) The applicant agrees to indemnify and save harmless the Foundation, of, from and against all claims and demands and causes of action of any nature whatsoever that may be made by reason of any act or omissions against the applicant, the servants, workers, or employees or agents arising from or out of the operation of the site.
- f) Upon completion of the project, the Applicant shall be required to complete a Final Preservation Report outlining the nature of the work undertaken, a financial statement of all income and expenses connected with the project, and the problems encountered.
- g) Overruns will not be funded by the Foundation. Ensure that estimates are precise and fully calculated.

8. GRANT CLAIMS AND PAYMENTS

Payment of a grant will be made only at the completion of the restoration project, and following the submission of a detailed listing of all expenses incurred (actual and contributory), together with the necessary supporting documentation and a written final report, and once a legal easement document has been signed (see 11). Grant payments are made to the legal property owner; it is the property owner's responsibility to pay contractors and carpenters.

9. INTERPRETIVE PLAQUE

A plaque, which shall remain the property of the Foundation and which commemorates the designated Heritage Structure, will be provided by the Foundation and shall be displayed at a suitable location on the exterior of the structure.

10. TITLE/LEGAL OWNERSHIP

Clear title to the property in question shall be established by the owner with the submission of the application in order to facilitate the preparation of the covenant. Applicants must provide a copy of a deed registered with the provincial Registry of Deeds. The document showing legal ownership **MUST** have a description of the property i.e. stating the degrees and what the property is bounded by. If this information is not on the legal ownership document, then the owner must provide a surveyor's report which would consist of a drawing of the property and a written description of same.

11. EASEMENT AND GRANT AGREEMENT

The applicants agrees to enter into a legal easement and grant agreement with the Heritage Foundation to protect the historical and architectural integrity of the building, especially those features of the structure that are pertinent to the grant. These agreements are registered with the Registry of Deeds, and must be signed and notarized before a grant payment is made.

Active churches which have not been deconsecrated may opt out of the easement and grant agreement and sign a restoration contract instead.

**These Grant Guidelines are subject to change without notice. Please consult with the Foundation before submitting an application to ensure that you have the current guidelines.**

**PLEASE NOTE: Restoration work completed and/or materials purchased prior to the approval of any Restoration Grant will NOT be funded. HFNL cannot fund projects retroactively; applicants are cautioned that entering into contractual agreements before receiving written confirmation that their application has been approved is at the applicant's risk.**