



Heritage Foundation
Newfoundland & Labrador

Maintenance Grant Application

Owners of provincially designated structures or features may apply for maintenance funding five years following payment of a previous grant. All grants are paid following the successful completion of work and submission of a Final Report and all relevant receipts for work completed. Please see our [Grant Guidelines](#) for additional information.

1. Name of structure/feature: _____
2. Community: _____

Ownership Information

3. Legal owner(s): _____
4. Project coordinator (if different from above): _____
5. Mailing address: _____

6. Primary phone: _____ Secondary phone (optional): _____
7. Email address: _____

Project Description

8. Has the building been assessed by a qualified assessor or architect? Yes No
Assessments are recommended and may be required for projects requiring extensive rehabilitation or where there are significant structural concerns. See: [Assessment Grants](#)

9. Description and scope of work (attach additional pages or assessment if necessary):

10. Anticipated timeline: _____

Project Cost Form

Use this form to estimate project costs. Please provide as much detail as possible in terms of extent of repair or replacement, types of repairs, and materials or details to be used. If engaging a contractor(s), please have them complete a copy or attach their detailed proposal.

Component	Description of work	Labour (\$)	Materials (\$)	Total (\$)
Foundation and sills				
Cladding and trim				
Windows				
Doors				
Storm windows				
Exterior paint				
Roof and eaves				
Chimneys				
Other				
Totals:				

Contractor: _____ Date: _____

Application Checklist

This application form **must be accompanied by:**

- Labelled digital images submitted online or on a USB drive including:
 - Exterior images of all sides of the structure (at least 2).
 - Close-up photos of significant damages or areas of work.
 - Project drawings (if applicable).
- At least one (1) detailed contractors' estimate or completed Project Cost Form.

Declaration

I/We the undersigned attest that we have clear title to the above noted property and that a valid deed and survey are or will be registered with the provincial Registry of Deeds prior to the disbursement of any funds. I/We acknowledge that an easement agreement protecting the historical and architectural integrity of the property is registered against the title and understand the requirements therein. I/We grant permission to HFNL to archive and use any submitted materials in perpetuity for the purposes of fulfilling its mandate as described in the *Historic Resources Act*.

Signature: _____ Date: _____

Signature: _____ Date: _____

Please submit completed application packages to:

Heritage Foundation of Newfoundland and Labrador
P.O. Box 5171
St. John's NL A1C 5V5

e: michael@heritagefoundation.ca
f: 709-739-5413

Personal information is being collected for the purpose of assessing applications under HFNL's designation program. All records are considered confidential and will be handled in accordance with the Access to Information and Protection of Privacy (ATIPP) Act. Questions or comments may be directed to: info@heritagefoundation.ca or 1-888-739-1892