



# Heritage NL

## Maintenance Grant Application

Owners of provincially designated properties may apply for maintenance funding five years after receiving a Restoration Grant. All grants are paid following the successful completion of work and submission of a Project Report and all required documentation. Please see our *Preservation Policies* – available online under Restoration > Forms, Policies and Guides – for more information.

1. Name of property: \_\_\_\_\_

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 work or where there are significant structural concerns. Ask us about Assessment Grants.

9. Description/scope of work (attach additional pages or reports if necessary):

Developed by:	<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Architect/assessor/other professional

10. Anticipated timeline: \_\_\_\_\_

## Project Cost Form

Complete this form with estimated project costs. Provide as much detail as possible in terms of extent of repair/ replacement, types of repair, and materials to be used. If engaging a contractor 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				
Contingency* at ____% (\$):				
<b>Totals (\$):</b>				

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**\* A contingency of 15-25% is recommended depending on project scope, number of unknowns, etc. Please note that any changes to the scope of work must be approved by HNL staff prior to new work being carried out. Unapproved work and cost overruns will not be covered after the fact. If including a contingency above 25% please attach an explanation.**

## Application Checklist

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

- Digital images submitted online or on a USB drive including:
  - Exterior images depicting all sides of the structure (at least 2).
  - Close-up photos of specific issues or areas of work.
  - Project drawings (if applicable).
- At least one (1) detailed contractor's estimate or completed Project Cost Form.
- Proof of insurance for the property.
- Proof of ownership (if not previously submitted or if ownership has changed).

## Declaration

I/We the undersigned attest that we have clear title to the above noted property and that a valid deed is 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 Heritage NL permission to archive and use in a non-profit capacity 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 complete application packages to: **michael@heritagenl.ca**

**Heritage NL**  
**P.O. Box 5171**  
**St. John's NL A1C 5V5**

*Personal information is being collected for the purpose of assessing applications under Heritage NL's granting 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@heritagenl.ca or 1-888-739-1892*