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**Application Deadlines: March 15 and May 15**

**Objective**

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To provide financial assistance to owners of properties protected under the Heritage Property Act, in support of their efforts to properly conserve this important resource, and to ensure adherence to the spirit and tenets of the Heritage Property Act.

**Eligible Applicants**

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**Provincially Registered Heritage Properties**

Owners of Provincially Registered Heritage Properties are eligible.

**Municipally Registered Heritage Properties**

Only registered municipal heritage properties used either for religious worship or community, non-profit purposes are eligible.

Applicants must be either a) the property's owner; or b) an organization that has a long-term lease to use the registered heritage property and are responsible for the building's maintenance. An organization applying must provide a non-profit registration number and be a registered not-for-profit society or not-for-profit cooperative in good standing with the Provincial Registrar of Joint Stock Companies or federally registered under the Corporations Act as a not-for-profit society or cooperative based and operating in Nova Scotia.

**Please note, if your property has municipal and provincial heritage registration, consideration under this program will be made solely as a provincial heritage property.**

**Ineligible Applicants**

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- Registered municipal heritage properties that are owned privately by individuals or corporations are not eligible.
- Registered heritage properties owned and maintained by the Province or municipalities are not eligible.

### General Project Criteria

1. Applications should be received six weeks prior to project commencement. All project work must be completed within the fiscal year and a final report be submitted by **November 15**.
2. A completed, signed and dated application form must be received by the Department of Communities, Culture and Heritage (the Department) before approval can be given.
3. The application deadlines are March 15 and May 15. While applications may be received after May 15, they will be assessed based on date of receipt and the program's fiscal ability.
4. All eligible grant submissions will be reviewed and scored by a panel based on materials provided by the applicant and budget availability. Priority will be provided to provincially registered properties and first-time applicants; to conservation projects that use traditional materials; and to further the objectives of *Nova Scotia's Culture Action Plan: Excellence in Cultural Stewardship*. The panel's recommendation will be advanced for Minister's consideration.
5. All grants are provided at the discretion of the Minister responsible for the administration of the Heritage Property Act (the Minister); the Minister may approve applications with or without conditions.
6. All grants are subject to provincial audit; all project and financial records must be kept for a period of at least two years and provided on request to the Minister or the representative of the Minister.
7. No assistance will be provided retroactively for any work started before the grant application has been received by the Department.
8. All grant monies must be disbursed within the fiscal year in which the grant is awarded. Payments are issued on a 50/50 percent basis. The final payment will be issued following staff's review and acceptance of the final report. Applicants who do not receive the amount they requested may be required to submit a revised budget based on the approved amount. If the project is not undertaken after payment of the grant has been made, the recipient must return the funds to the Province of Nova Scotia. If the project generates a surplus of revenues over expenses, recipients will be required to return the surplus funds to the Province of Nova Scotia.
9. At any point during the course of a funded project, the Minister may require his or her staff to investigate the progress made to date.
10. No grants or disbursements will be made for work that does not meet acceptable conservation standards. If at any time during the course of a funded conservation project, the Minister, at his or her sole discretion, considers that the work being undertaken does not meet conservation standards, or is not being undertaken as proposed in the grant application, the Minister may terminate further payment of grant funds for that project.
11. The Province's support must be recognized as outlined in the *"Requirements for Acknowledging Funding"*.

## Notification of Results

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Applicants will be informed of funding decisions by letter, typically within 60 days after the respective deadline (March 15 and May 15), then on an as-needed bases.

## Conservation Work

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### Specific Criteria

#### 1. Eligible Project Costs

Conservation of the historic exterior fabric of heritage properties and structural needs (painting, cladding repair, roof replacement, chimney repair and repair or rebuilding of existing windows or doors that have heritage significance).

#### Ineligible Project Costs

Landscaping, electrical/heating/plumbing services; new construction of a building's addition; accessibility ramps; exterior egress stairs; and/or out/accessory building; non-traditional materials such as vinyl siding, vinyl windows, and/or steel doors; new windows and doors that do not maintain the heritage character of the building; in-kind contributions are not included; supplies needed to carry out the work (such as paint brushes and tools); delivery and/or tipping fees; and unpaid labour by property owners or individuals are not included.

2. If this work might be considered a substantial alteration to your registered municipal heritage property, approval by municipal council will be required. Please contact your municipal heritage office for further information.
3. If this work might be considered a substantial alteration to your registered provincial heritage property, approval by Governor in Council will be required. Please contact the provincial heritage property program at 902-424-6396 for further information.
4. A detailed conservation proposal, with a specific cost estimate (and contractor's estimates or quotes) must be submitted with the application.
5. Evidence of municipal heritage registration/designation **must be provided** with the application (copy of the Notice of Registration or location within a Heritage Conservation District).

## Financial Criteria

### Provincial Heritage Properties

1. Grants will provide **up to** 50% of the eligible costs of a project, **up to** a maximum grant of \$10,000 (project costs are based on actual expenses; in-kind contributions nor donated material are not included).
2. A maximum of **up to** \$10,000 in conservation work grants may be made to any applicant within any two-year period<sup>1</sup>.
3. Grants will be provided support at 50% upon the approval of the grant application and 50% upon completion of the project, upon receipt of the final report, outlining the actual project costs. If actual project costs are less than estimated on the application, then the final disbursement will reflect the initial grant calculations. All awarded grant information may be published by the Department.
4. The final report will describe the activity undertaken and results achieved will be completed and submitted to the Department upon completion of the project. Using the financial table, this report will include a detailed financial accounting of actual revenues (if applicable) and eligible expenses related to the project (original receipts as well as photographs documenting the completed project). The final report will be submitted no later than **November 15**.

### Municipal Heritage Properties

1. Grants will provide **up to** 50% of the eligible costs of a project, **up to** a maximum grant of \$7,500 (project costs are based on actual expenses; in-kind contributions nor donated material are not included).
2. A maximum of **up to** \$7,500 in conservation work grants may be made to any applicant within any two-year period<sup>2</sup>.
3. Grants will be made at 50% upon the approval of the grant application and 50% upon completion of the project, upon receipt of the final report, outlining the actual project costs. If actual project costs are less than estimated on the application, then the final disbursement will reflect an overall maximum 50% support. All awarded grant information may be published by the Department.
4. The final report will describe the activity undertaken and results achieved will be completed and submitted to the Department upon completion of the project. Completing a final financial table, this report will include

<sup>1</sup> For property owners with **more** than one registered provincial heritage property, the maximum amount for conservation work will be limited up to \$20,000 (in total) in any two year period.

<sup>2</sup> For property owners with **more** than one registered municipal heritage property, the maximum amount for conservation work will be limited up to \$15,000 (in total) in any two year period.

a detailed financial accounting of actual revenues (if applicable) and eligible expenses (original receipts) related to the project, as well as photographs documenting the completed project. The final report will be submitted no later than **November 15**.

Partial funding gratefully acknowledged from Support4Culture, a designated lottery program of the Nova Scotia Provincial Lotteries and Casino Corporation with funds administered by the Department of Communities, Culture and Heritage and Arts Nova Scotia.

### Send Completed Application Form to

Heritage Property Program  
Department of Communities, Culture and Heritage

In person/Courier      3<sup>rd</sup> Floor, 1741 Brunswick Street  
Halifax, NS B3J 3X8

By regular mail      PO Box 456  
Halifax, NS B3J 2R5

### For further information

Contact: Kevin Barrett, Coordinator  
Phone: 902-424-6396  
E-mail: [kevin.barrett@novascotia.ca](mailto:kevin.barrett@novascotia.ca)  
Web: [cch.novascotia.ca](http://cch.novascotia.ca)

**Please note: if the Final Report becomes overdue, no funds can be released for any subsequent grant approved through either the Department of Communities, Culture and Heritage's or Arts Nova Scotia's programs until the overdue report has been received.**