

**Application Deadline: April 30**

## GUIDELINES

The Heritage Development Fund (Built Heritage) recognizes the culture and heritage value of our built heritage and supports conservation measures for properties registered under the Heritage Property Act (HPA). This grant program will build capacity by our local heritage carpenters, contractors, and property owners to complete the conservation work projects.

The Heritage Development Fund (Built Heritage) invests in conservation work projects carried out by the property's owner or eligible organization to ensure their exterior appearance and core structure maintains the property's unique heritage values.

## Program Criteria

Eligible projects will be reviewed against the following program criteria:

- *Heritage registration:* what level of registration does the property have under the HPA.
- *Project rationale:* how the applicant demonstrates why the project is necessary to better conserve the heritage property. Preference will be given to submissions supported by a conservation plan prepared by an architect, engineer or qualified person.
- *Project work, capacity and budget:* how the applicant demonstrates the capacity to complete the project on time and within scope, and that project costs are reasonable. Preference will be provided to projects that adhere to the best practice measures offered in the [Standards and Guidelines for the Conservation of Historic Properties in Canada](#).

## Eligible Applicants

Eligible applicants must:

- Be an individual or corporation that is the legal owner of a registered provincial heritage property, OR
- Be a registered not-for-profit Society in good standing that is the legal owner of a registered provincial or municipal heritage property, OR
- Be a federally registered Charity or not-for-profit Corporation (i.e. a place of worship such as a church, temple, mosque, or synagogue) in good standing that is the legal owner of a registered provincial or municipal heritage property, OR
- Be a Nova Scotian Mi'kmaw band/council that is the legal owner of a registered provincial or municipal heritage property.

We encourage applications from eligible applicants whose registered heritage properties represent Nova Scotia's diverse and equity-seeking communities (both historic and current).

A tenant of a registered provincial or municipal heritage property may be an eligible applicant provided 1) they are a registered not-for-profit Society or a federally registered Charity or not-for-profit Corporation, and 2) the lease-agreement is for more than 3 years and requires the tenant to maintain the exterior appearance of the property. Eligible applicants who own a registered property with unique heritage values associated with Nova Scotia's diverse communities are encouraged to apply.

## Eligible Projects

An eligible conservation work project can be for, but are not limited to:

- Buildings or structures located on a registered heritage property that have heritage value are eligible for proposed conservation work projects that better conserve their exterior appearance and/or core structure integrity, OR
- Cemeteries registered as a heritage property are eligible for only conservation work projects of its monuments that are 1) in situ and 2) at least 100 years old.

### Legislative Compliance

Applicants must comply with all necessary legislative requirements such as, but not limited to, the Fire Safety Act, the Building Code Act, the Accessibility Act, and the Heritage Property Act.

### Funding

Proposals will be considered in two tiers:

- **Tier 1:** Owner or eligible organization that are responsible for a registered provincial heritage property. The department may contribute up to **50%** of eligible costs generally up to **\$10,000** over a two-year period. In-kind support can be used when there is a demonstrated value of the services and/or materials that relate directly to the expenses of the project.
- **Tier 2:** Owner or eligible organization that are responsible for a registered municipal heritage property used either 1) as a place of worship such as a church, temple, mosque, or synagogue or 2) by registered not-for-profit organization. The department may contribute up to **50%** of eligible costs generally up to **\$7,500** over a two-year period. In-kind support can be used when there is a demonstrated value of the services and/or materials that relate directly to the expenses of the project.

Please note that only one of the two Tiers of funding can be considered per property. If more than one heritage property is owned by an eligible applicant, not more than 2 properties can be considered for a conservation work grant per fiscal.

Funding is based on estimated project costs. Funding terms include, but are not limited to:

- Successful applicants will be advised of the funding amount for the approved conservation project. If the funding amount is less than requested, the applicant must confirm their ability to complete the scope of work as proposed.
- Successful applicants recommended for funding will be responsible to secure all necessary municipal building permits and if it involves a registered municipal heritage property, approval of the proposed scope of work from the municipality. When requested, proof of these permits/approvals will be required before the release of funding.
- Successful projects that receive funding must submit a final report within 60 days of the project end date. The report will require PDF copies of final invoices and proof of payment (i.e. paid receipts/canceled cheques) for purchases/services rendered in completion of the project. The report will also require photos of the completed conservation project.
- The Province's support must be recognized as outlined in the [Requirements for Acknowledging Funding](#).
- Once funding has been provided, no substantial changes can be made to the project without the written consent of the Program's Coordinator. Funds are to be returned if not completely used for the project.
- Once funding has been provided, the applicant must support the publishing of their awarded grant amount, brief project description and the name/address of the registered property.

## Ineligible Projects

Ineligible projects for buildings or structures, and cemeteries, but are not limited to:

- Projects that started prior to the submission of a grant application, OR
- Projects for a registered heritage property owned by a municipal and/or provincial government, OR for a registered municipal heritage property owned by an individual or corporation, OR
- Projects that will substantially alter the exterior appearance of a registered heritage property unless written support by the municipality and/or Minister is provided, OR
- Projects that include interior electrical/heating/plumbing services; accessory buildings (including sheds/garages); exterior landscaping/drainage work; the use of non-traditional materials (such as vinyl siding, vinyl windows, steel doors); new additions or features to a registered heritage property (such as decks or fire egress stairs), OR
- Projects that include signage work unless the signage is a character-defining element, OR
- Projects that include work on exterior stairs/decking that are not character-defining for the registered heritage property, OR
- The scope of work includes monuments within a cemetery that are less than 99 years of age or have been removed (not in situ) from the cemetery.

Total Project Costs entered on Page 2 of the Application Form must not include labour costs provided by the property's owner or employed staff within the Total Project Costs; HST paid on material, labour and/or rental equipment; expenses for the purchase of tools, supplies (such as tarps, paint brushes, rollers) and eco fees (for paint) by the owner or contractor; expenses for the delivery of materials used for the conservation project and removal of debris (including tipping fees).

## Application Procedures

- Applicants are strongly encouraged to speak with the Coordinator, Heritage Property Program well in advance of the deadline to discuss the proposed conservation project and the requirements for this application.
- Application submissions must include as PDFs a completed application form and supporting material(s).
- If the proposed project affects a registered municipal heritage property or is located within an approved municipal heritage conservation district, applicants are strongly encouraged to speak with the municipality to discuss the proposed conservation project.
- All projects must have a defined start and end date. If these dates need to be adjusted after funding is awarded, the coordinator must be informed.

## Application Deadline

The deadline to receive completed application submissions is **April 30**. While submissions may be accepted after this date, they will be assessed based on need and the program's fiscal ability.

## Office Information

Program staff at Communities, Culture, Tourism and Heritage are here to help you with your application. If you have any questions or concerns, contact:

Kevin Barrett, Coordinator, Heritage Property Program.  
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