

Application Deadline: Ongoing intake

Objective:

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:

Provincially Registered Heritage Properties

Owners of Provincially Registered Heritage Properties are eligible. Properties owned and maintained by the Province or municipalities are not 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.

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 and that all work must be completed and final report made by **January 16, 2017**.
2. A completed, signed and dated application form must be received by the Department of Communities, Culture & Heritage (the Department) before approval can be given.
3. 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.

4. 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.
5. No assistance will be provided **retroactively** for any work completed or started before a grant has been approved.
6. 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 after a review of the actual project and the final report.
7. 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.
8. 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.
9. The Province's support must be recognized as outlined in the "Requirements for Acknowledging Funding" at: <http://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>

Notification of Results

Applicants will be informed of funding decisions by letter, typically within 60 days after the department receives the submission. Applications are reviewed monthly beginning in April and ending in July, then on an as-needed basis.

Conservation Work

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; new out/accessory building; new windows and

doors that do not maintain the heritage character of the building; in-kind contributions are not included; supplies and equipment 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.

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.

- 3) A detailed conservation proposal, with a specific cost estimate (and contractor's estimates or quotes) must be submitted with the application.
- 4) 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 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 \$10,000 in conservation work grants may be made to any applicant within any two year period.¹
- 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 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. This report will include a detailed financial

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

accounting of actual revenues (if applicable) and expenses related to the project (original receipts as well as photographs documenting the completed project). The final report will be submitted no later than **January 16, 2017**.

Municipal Heritage Properties

- 1) Grants will provide 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 \$7,500 in conservation work grants may be made to any applicant within any two year period.²
- 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 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. This report will include a detailed financial accounting of actual revenues (if applicable) and expenses (original receipts) related to the project, as well as photographs documenting the completed project. The final report will be submitted no later than **January 16, 2017**.

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.

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



Conservation Work Registered Heritage Property Guidelines

Send completed application form to:

Heritage Property Program
Department of Communities, Culture & Heritage

In person/courier:
3rd 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 Fax: (902) 424-0710

E-mail: kevin.barrett@novascotia.ca

Web: www.novascotia.ca/cch

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 & Heritage's or Arts Nova Scotia's programs until the overdue report has been received.

Title: Heritage Development Fund (Built Heritage)
Date: 14 March 2016
Contact: Communities, Culture and Heritage
3rd Floor, 1741 Brunswick St. P.O. Box 456
Halifax, Nova Scotia B3J 2R5
Tel: 902 424-6396