



## Conservation Advice Registered Heritage Property Guidelines

### Application Deadlines: 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:

Owners of all Provincially Registered Heritage Properties, Municipally Registered Heritage Properties, and properties located within an approved municipal Heritage Conservation District.

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.

#### General Project Criteria:

- 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 **January 15, 2018**.
- 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.
- 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.
- 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.
- No assistance will be provided **retroactively** for any work completed or started before a grant has been approved.
- All grant monies must be disbursed within the fiscal year in which the grant is awarded.
- 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.
- No grants or disbursements will be made for work that does not meet acceptable conservation standards, as identified in the *Standards and Guidelines for the Conservation of Historic Places in Canada*. If at any



## Conservation Advice Registered Heritage Property Guidelines

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.

- The Province's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which can be found at: <https://cch.novascotia.ca/support4culture/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 May and ending in July, then on an as-needed basis.

### Conservation Advice

#### *Specific Criteria:*

1. Eligible costs include fees and expenses paid to conservation professionals to prepare conservation plan; or to provide needed advice to the property owner regarding conservation of the building's exterior and/or structure, or the property's character-defining features, as identified in the *Standards and Guidelines for the Conservation of Historic Places in Canada*.
2. Architects and engineers engaged under this program must be licensed by the relevant association to practice in Nova Scotia, and demonstrate knowledge of building conservation standards. In exceptional situations, persons in good standing with a recognized association of conservation professionals (e.g. Canadian Association of Professional Heritage Consultants) and can demonstrate their knowledge of building conservation may be considered.
3. Applications must include a proposal from the consultant, outlining the conservation plan strategy, or the nature of advice sought, together with an estimate of total cost (consultant fees, expenses, taxes). This proposal should also indicate how the consultant meets criterion 2 above.
4. It is the responsibility of the applicant to select the consultant to be engaged. The arrangements between the applicant and the engaged consultant are those generally accepted as between a client and a consultant.
5. The applicant is responsible for ensuring that the conservation plan, or advice, meets accepted professional standards.



## Conservation Advice Registered Heritage Property Guidelines

6. The applicant must ensure that the Department receives a copy of the conservation plan, or of any written or other documentation provided by the consultant to the applicant as part of the contract funded under this program.
7. The Province's and Support4Culture's support must receive credit within the preface to the conservation report.

### *Financial Criteria:*

1. Grants may be made at 50% of the total cost of engaging the consultant, to a maximum grant of \$3,000.00.<sup>1</sup> All awarded grant information may be published by the Department.
2. 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.
3. The final report will describe the activity undertaken 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 copy of the completed conservation plan or report. The final report will be submitted no later than **January 15, 2018**.

*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.*

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<sup>1</sup> For property owners with **more** than one registered heritage property, the maximum amount for conservation advice will be limited to \$6,000 (in total) in any one year period.



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### Send completed application form to:

Heritage Property Program  
Department of Communities, Culture & 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 Fax: (902) 424-0710  
E-mail: [kevin.barrett@novascotia.ca](mailto:kevin.barrett@novascotia.ca)  
Web: [www.cch.novascotia.ca](http://www.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 & Heritage's or Arts Nova Scotia's programs until the overdue report has been received.

Title: Heritage Development Fund (Built Heritage)

Date: 10 March 2017

Contact: Communities, Culture and Heritage

1741 Brunswick Street, 3rd Floor  
P.O. Box 456  
Halifax, Nova Scotia B3J 2R5

Tel: 902 424-6396