

Application Deadline: April 1 or until fully allotted.

Guidelines

The Heritage Development Fund (Built Heritage) recognizes the culture and heritage value of our built heritage and supports conservation measures for heritage properties registered under the Heritage Property Act (HPA). This grant program will build the professional capacity of appropriate conservation measures for our architects, engineers and/or qualified persons.

The Heritage Development Fund (Built Heritage) invests in conservation advice projects carried out by the property's owner or eligible organization to ensure the exterior appearance and core structure of the registered heritage property 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.
- *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 conservation plans that adhere to the best practice measures offered in the ***Standards and Guidelines for the Conservation of Historic Properties in Canada***.
- *Professional capacity*: preference will be given to conservation plans prepared by architects, engineers or qualified persons that operate within Nova Scotia.

Eligible Applicants

Eligible applicants must:

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

We encourage applications from eligible applicants whose registered heritage properties represent Nova Scotia's underrepresented and/ or underserved communities.

Eligible Projects

An eligible conservation advice project can be for:

- A building or structure located on a registered heritage property, **or**
- Monuments that are 1) in situ and 2) at least 100 years of age that are located within a cemetery that is a registered heritage property.

Building or Structure

An eligible project for a building or structure would identify the need for professional advice to better conserve the exterior appearance of a registered heritage property or its core structural integrity. Professional advice must be prepared by an architect and/or engineer who are licensed by the relevant association to practice in Nova Scotia and demonstrate knowledge of building conservation standards. In exceptional situations, a qualified person in good standing with a recognized association of conservation professionals (e.g. Canadian Association of Heritage Professionals) and can demonstrate their knowledge of building conservation may be considered.

Cemetery

An eligible project specifically for a cemetery would identify the need for professional advice to better conserve their monuments that are 1) in situ and 2) at least 100 years of age. While an architect and/or engineer may not be required, a qualified person in good standing with a recognized association of conservation professionals (e.g. Canadian Association of Professional Heritage Consultants) or can clearly demonstrate their knowledge of monument conservation may be considered.

Equity, Diversity, Inclusion, and Accessibility (EDIA):

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, diverse, inclusive, and accessible. The information you provide during the application process will help us learn if our programs and processes serve underrepresented and/or underserved communities and are inclusive of Nova Scotia's diverse population. It will be handled in accordance with applicable privacy and confidentiality regulations.

If you encounter any barriers or need accessibility support during the application process, please contact the program representative at least two weeks before the deadline for assistance.

Please be aware of two other provincial programs to improve accessibility, specifically:

Business ACCESS-Ability Grant Program and Community ACCESS-Ability Grant Program.

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

The department may contribute up to **50%** of eligible costs generally up to a maximum of **\$5,000** for the development of a conservation plan prepared by an architect, engineer, or other qualified person. 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 if more than one heritage property is owned by an eligible applicant, not more than 2 properties can be considered for a conservation advice 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 projects that receive funding must submit a final report within 60 days of the project end date. The report will require PDF copies of 1) the final conservation advice plan document prepared by architect, engineer or qualified person, 2) the final invoices and 3) proof of payment (i.e. paid receipts/canceled cheques) for purchases/services rendered in completion of the 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, structures, or cemeteries include, but are not limited to:

- Projects that have been initiated prior to the submission of a grant application, **or**
- Projects where the scope of work for the quote includes 1) new additions and/or interior work for a registered property; include components such as electrical/heating/plumbing services, and/or components such as landscaping/drainage, 2) conservation advice for outbuildings (such as garages/shed/barns) that are not identified as character-defining elements; or 3) conservation advice for monuments within a cemetery that are less than 99 years of age or have been removed from the cemetery.

Total Project Costs entered on the application form **must not include** HST paid on expenses associated with the preparation of a conservation plan or ineligible project costs.

Application Procedures

- Applicants are strongly encouraged to speak with Heritage Property Program staff well in advance of the deadline to discuss the proposed conservation project and the requirements for this application.
- 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 submissions must include as PDFs a completed application form and supporting material.

Application Deadline

The deadline to receive completed application submissions is April 1 or until the fund is fully allotted. While submissions may be accepted after April 1, 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 heritageproperty@novascotia.ca.