

Application  
Conservation Work Registered Heritage Property



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

**Applicant Information**

Name of Property Owner (your full legal name is required) First \_\_\_\_\_ Middle \_\_\_\_\_  
Last \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Number \_\_\_\_\_ Street Address \_\_\_\_\_ Suite \_\_\_\_\_  
PO Box \_\_\_\_\_ City/Town \_\_\_\_\_ County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**OR**

Name of Organization \_\_\_\_\_

Non-Profit Registration Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Number \_\_\_\_\_ Street Address \_\_\_\_\_ Suite \_\_\_\_\_  
PO Box \_\_\_\_\_ City/Town \_\_\_\_\_ County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Organization Phone \_\_\_\_\_ Email \_\_\_\_\_  
Fax \_\_\_\_\_ Website \_\_\_\_\_

Contact Person Name \_\_\_\_\_  
Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Email \_\_\_\_\_

## Property Information

Name of Registered Property \_\_\_\_\_

Address of Registered Property \_\_\_\_\_

Street Number Street Address

City/Town

County

Province

Postal Code

Is your property a registered provincial heritage property?  Yes  No

Is your property a registered municipal heritage property?  Yes  No

If yes, you must provide a copy of the municipal Notice of Registration.

Is your property located within an approved municipal heritage conservation district?  Yes  No

If yes, what is the name of the district \_\_\_\_\_

What is the property used for

- Single Family Residential
- Multi-Family Residential
- Place of Worship
- Not for Profit/Community Use
- Commercial
- Other \_\_\_\_\_

Does your property generate income (such as rental income)?  Yes  No

## Project Information

What type of conservation work is requested

- Building conservation
- Building maintenance
- Structural integrity

Will the project further the objectives of *Nova Scotia's Culture Action Plan: Excellence in Cultural Stewardship*  Yes  No

If yes, describe

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Briefly describe the scope of work proposed for your registered heritage property.



**Financial Table**

*All applicants are required to complete the financial table below and provide quotes for expenses.*

Project Applicant \_\_\_\_\_

<b>Revenues</b>				
Source	Cash	In-kind	Subtotals	%
<b>Totals</b>				100%

<b>Expenses</b>		
Item	Cost	%
<b>Totals</b>		100%



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.

Have you identified a proposed contractor?  Yes  No

If no, when do you anticipate this can be provided \_\_\_\_\_

If yes, please provide the name of the contractor \_\_\_\_\_

What is the anticipated cost for materials (including HST)? \$ \_\_\_\_\_

What is the anticipated cost for labour (including HST)? \$ \_\_\_\_\_

What is the anticipated cost for this project (including HST)? \$ \_\_\_\_\_

What is the anticipated grant request for this project? \$ \_\_\_\_\_

Did you receive a grant under this program last year?  Yes  No

If yes, what was the grant amount? \$ \_\_\_\_\_

Please note the conservation work grant is based on the anticipated costs to complete the project. Eligible costs are outlined in the guidelines for this program.

The maximum grants for a registered provincial heritage property will be **up to** 50% of the anticipated project costs **up to** a maximum grant of \$10,000. Eligibility criteria can be found in the guidelines for this program.

The maximum grant for an eligible registered municipal heritage property will be **up to** 50% of the anticipated project costs **up to** a maximum grant of \$7,500. Eligibility criteria can be found in the guidelines for this program.

Have you attached a copy of a contractor's quote/estimate or a detailed breakdown of anticipated project costs?  Yes  No

If no, when do you anticipate this can be provided \_\_\_\_\_

When will the work begin \_\_\_\_\_

When is the expected completion day \_\_\_\_\_



## Other Support

Are you applying for a municipal grant to complete this project?  Yes  No

If yes, from which municipality \_\_\_\_\_

Has this municipal grant been approved?  Yes  No

If yes, what amount of municipal support to be provided? \$ \_\_\_\_\_

If no, what amount of municipal support is anticipated? \$ \_\_\_\_\_

What amount of municipal support is anticipated? \$ \_\_\_\_\_

Do you anticipate any donated materials to complete the project?  Yes  No

Do you anticipate any in-kind labour to complete the project?  Yes  No

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.

**Final reports must be submitted by November 15.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Send Application 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)