

Application
Conservation Work Registered Heritage Property



Notice to applicants using Mac OS systems: please ensure that you complete the form using the free Adobe Acrobat Reader (get.adobe.com/reader/). Right click or option-click and select Adobe Reader to open the file. If you complete the form in Preview mode the information on the form will not save or print correctly.

Application Deadline: April 1, May 1, June 1, July 1

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 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 advice 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 _____

Revenues				
Source	Cash	In-kind	Subtotals	%
Totals				100%

Expenses		
Item	Cost	%
Totals		100%

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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? \$ _____

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

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 December 15, 2018.

Applicant's Signature _____ Date _____

Send Application to

Heritage Property Program
Department of Communities, Culture and 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
E-mail: kevin.barrett@novascotia.ca
Web: cch.novascotia.ca