



**Department of Community and
Development Services**

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Heritage Restoration and Improvement Grant Program

The Heritage Restoration and Improvement Grant Program provides financial incentive to owners of commercial, and residential and institutional zoned properties designated under the Ontario Heritage Act.



Who can apply?

Owners of Commercial Industrial, Residential or Institutional properties designated under Part IV or Part V (within the Queen-Picton Heritage Conservation District only 'A' & 'B' buildings), of the Ontario Heritage Act can apply.

What is the maximum grant amount?

The maximum grant amount for eligible properties is \$7,500 per property or 50% of the costs of eligible works, whichever is less.

What conditions must be met to be eligible?

- The owner must enter into a Heritage Grant Agreement with the Town of Niagara-on-the-Lake.
- No work can be carried out until approved by Council and a Heritage Permit has been issued.
- Approved work must be completed and invoiced within one (1) calendar year of the date of approval of the grant by Council.
- Heritage property owners found to be in contravention of the *Ontario Heritage Act* are not eligible for a heritage grant for a period of 2 years after the offense, or otherwise at the discretion of Council.
- Properties that receive a heritage grant for repainting of a building or structure are not eligible to re-apply for repainting of that same building or structure for a period of 3 years after approval of funding by Council.
- A property is only eligible for one heritage grant for one project annually.

- Heritage Grant funding is not provided retroactively. It is important the Staff is able to make a site visit to document and record existing conditions prior to approval for heritage grant funding.
- All work must comply with the description of the works as provided in the grant application form and will be inspected by staff and/or a member of the Municipal Heritage Committee before funds are released.
- All applicants must provide two comparative and detailed quotes by contractors with demonstrated heritage experience and expertise (a Professional Member of the Canadian Association of Heritage Professionals or equivalent at the discretion of the Director of Community and Development Services).
- If contractors or specifications are proposed to change from what was reviewed by the Municipal Heritage Committee and approved by Council, that the property owner is first required to receive approval from Town Staff prior to any change, otherwise the property owner may be ineligible to receive the allocated funding.
- Property Taxes must be in good standing at the time of the application and at the time the project is completed.
- If unapproved demolition, alteration, removal or destruction of heritage fabric that compromises Cultural Heritage Value takes place then all grant payments shall cease, and payments already made will be repayable to the municipality.
- All work must be made pursuant to a Building Permit (if required) and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals.
- All other sources of government and/or non-profit organization funding, whether Federal or Provincial that have been secured for the project must be declared as part of the grant application. The Municipal grant will be reduced on a pro-rated basis accordingly.
- If a Heritage Grant application is unable to be processed in the calendar year due to availability of the grant fund, the application would be processed on priority basis in the following year given that the Heritage Grant program is still in affect.



\$ Is there a fee to apply?

Yes. There is an application fee of \$210 for eligible properties. The fee is non-refundable.

What is the application process?

1

Complete the application form and make sure all of the required supporting documentation is included. The documentation should include two quotes from qualified professionals.

2

Applicants arrange a pre-application meeting with staff in order to determine program eligibility, proposed scope of work, project timing etc.

Incomplete applications will be NOT accepted.

What happens next?

1. Your application will be reviewed by staff and the Municipal Heritage Committee (MHC) in conjunction with the required Heritage Permit application under the Ontario Heritage Act. If necessary, Municipal staff and members of the MHC will make an initial site visit and inspect the property,
2. A recommendation on the grant application will be made by the MHC and forwarded to Council. You will be notified of Council's decision in writing within approximately 4-6 weeks.
3. Once you have received your Heritage Permit you may begin the approved work.
4. When the work is complete, staff and/or members of the MHC will conduct a final site visit to ensure compliance with the Heritage Permit. If work has not been conducted as per the approved specifications, the grant money will not be released.
5. If alterations have been undertaken that damage the cultural heritage value of the property, the grant money will not be released until the damage caused by the alterations is remedied.
6. Photos of the completed work/project must be submitted to staff for review along with a final invoice for the work(s).
7. The Town will issue a grant cheque to the property owner for the approved funding.



Eligible works for a grant/loan include:

1. Works that conserve or enhance elements specified in the List of Heritage Attributes in the applicable Designation By-law or which contribute to the cultural heritage value under the Ontario Heritage Act;
2. Works that preserve, conserve, renew or restore significant architectural features, including:
 - (i) doors, windows, verandahs, cupolas, chimneys, or other decorative trim, parapets, cornices, hood mouldings and any other features

- important to the overall composition of the structure as specified in the Reasons for Designation;
- (ii) fences and outbuildings if specifically referred to in the Reasons for Designation;
 - (iii) original siding and roofing materials including repair and replacement where necessary of wood clapboard or board and batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (slate, wood shingles, tile, etc.);
3. Removal of modern material (synthetic siding, asphalt shingles, etc.) and replacement with documented original materials;
 4. Reconstruction or construction of former and significant architectural features for which the appearance can be clearly determined from documentary sources (photographs, drawings, etc.), e.g. for commercial properties, the reconstruction and restoration of shop fronts which have been altered or replaced. Documentation should be in the form of historic photographs or drawings clearly showing the feature(s) to be reconstructed. Eligible work will be guided by appropriate reference material as deemed appropriate by staff;
 5. Cleaning of masonry buildings if it is necessary for the building's preservation. Abrasive cleaning techniques that degrade the original structure (such as sand blasting, chemical cleaning or high-pressure washes) are not eligible;
 6. All final finishes, such as paint and masonry are eligible for funding subject to approval given, they are the original final finishes of the building;
 7. Interior works specifically referred to in the List of Heritage Attributes, including, but not limited to: woodwork, plasterwork, wall or ceiling murals, or metal work, and other decorative features; and,
 8. Works required to maintain or preserve significant architectural features.

Ineligible Works include:

The following works, including repair, maintenance, reconstruction or improvements to the following are not eligible for grant/loan assistance under this program:

1. Short-term, routine maintenance including minor repairs (such as repairing a broken step or a broken window), and painting (other than as specified above);
2. Landscaping. (Unless it can be demonstrated that such is an important part of the Heritage attributes);
3. Work on modern additions;
4. Work on sheds or outbuildings not specifically referred to in the heritage attributes;
5. Installation of modern doors and windows unless they are replicas of the original with original materials;
6. Installation of aluminum clad storm or screen doors and windows unless replicas of the original with original materials;

7. Chimney repairs other than the restoration of a significant chimney;
8. Repair of eaves trough unless its nature is such that it is significant to the heritage of the structure;
9. Painting or staining of original brick or stone masonry;
10. Any other works that the local municipality may deem inappropriate as identified on a case-by-case basis. Works not included on this list are not necessarily included on the eligible work list;
11. Projects/works for which insurance money is being provided.