



Guidelines for the Heritage Grant Program for Building Restoration

Original Approval: November 2013

Updated: August 2019

1. Description of Program

The Heritage Grant Program for Building Restoration (Heritage Grant Program) is a matching grant program to assist owners of designated heritage resources with restoration projects. The grant program is based on availability of funding which is approved by City Council as part of the annual budget. The program is administered by the Heritage & Urban Design Branch, Planning, Infrastructure and Economic Development Department.

2. Definitions

Built Heritage: Includes buildings, structures and sites that contribute to an understanding of our heritage and are valued for their representation of that heritage. They may reveal architectural, cultural, or socio-political patterns of our history or may be associated with specific events or people who have shaped that history. Examples include buildings, groups of buildings, dams and bridges.

Cultural heritage value: The historic, design or contextual significance for past, present or future generations. The heritage value of an historic resource is embodied in its heritage attributes.

Heritage attributes: Those attributes of a building that reflect its heritage value. Attributes may include architectural elements or building location.

Restoration: The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value

Rehabilitation: The action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, while protecting its heritage value.

Preservation: The action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.

3. Eligibility

Owners of properties designated under Part IV or Part V of the *Ontario Heritage Act* can apply for grant funding once every two years. Owners of Category 4 or “Non-Contributing” buildings located in heritage conservation districts are not eligible for funding under this program. Owners of multiple properties can apply for one grant per property every two years. Government owned properties and properties owned by foreign missions, embassies or school boards are not eligible for funding under the Heritage Grant Program.

Property owners who were awarded funding, however did not proceed with the project are unable to apply again for a grant for two years.

3.1 Project Eligibility

Only heritage restoration, preservation and rehabilitation projects are eligible for funding under the Heritage Grant Program. All projects must conform to the Council-approved “Standards and Guidelines for the Conservation of Historic Places in Canada.” Applicants are strongly encouraged to consult with staff in the Heritage Services prior to submitting an application. Heritage staff will determine the eligibility of the project, provide technical advice and assist with the application process.

Eligible projects may include but are not limited to:

- Rehabilitation of heritage attributes including the protection and repair of existing materials, form and integrity.
- Replication of heritage attributes which still exist, but which are beyond restoration. This can include windows, porches, decorative woodwork or masonry.
- Restoration of heritage attributes that have been lost, where there is documentary evidence showing the missing feature. The documentary evidence should be related to the specific building for which grant funding is requested. In special circumstances, contextual evidence from the local neighbourhood may be appropriate.
- Structural work, such as foundation repair, at the discretion of heritage staff.
- Restoration of cladding such as returning a building to its original paint colour or repointing or non-abrasive cleaning of masonry. Note that paint restoration and masonry cleaning are only grant eligible once for an individual property.
- Technical studies including, but not limited to, building condition assessments, engineering/stabilization reports, paint analysis.
- Interior restoration work where the specific building element is included in the designation and listed in the Statement of Cultural Heritage Value.

Ineligible projects include but are not limited to:

- Interior work where the interior of the building is not designated.
- Ongoing building maintenance that is the normal responsibility of a property owner such as painting.

- Technical studies such as building condition assessments where the building is proposed for demolition
- Work that has already been started at the time of application. No retroactive funding is available.

In exceptional circumstances, retroactive grant funding may be approved on an emergency basis.

4. Application Requirements

Applications are accepted from January 1 until the last business day in February. If funding is still available after the February deadline, a second round of applications may be accepted. A complete application for a heritage grant includes:

1. Completed application form (available on the City of Ottawa website).
2. Photographs of the building and area(s) where restoration work is being proposed.
3. Copies of two quotes for the work that will be completed. If the property owner wishes to complete some or all of the work themselves, a detailed quote must be submitted regarding material costs.

Applications can be submitted in hard copy or electronically to the Heritage & Urban Design Branch, Planning, Infrastructure and Economic Development Department. A heritage planner will contact the applicant if further information is required.

Applications will be assessed based on the information provided at the time of application. Applicants are encouraged to provide detailed information, description and photos of their proposal. Providing incomplete or insufficient information may result in an application being denied.

A small amount of the annual budget will be reserved for emergency applications where the integrity of the heritage resource is threatened. The application requirements are the same but applications for emergency funding can be submitted at any time. Potential applicants must contact Heritage Services prior to submitting an application.

5. Approval Process

Applications for the heritage grant program must be submitted by the last business day of February. All applications will be reviewed by the Heritage & Urban Design Branch, Planning, Infrastructure and Economic Development Department staff who will submit their recommendations for funding allocation to the Program Manager, Heritage & Urban Design Branch, Planning, Infrastructure and Economic Development Department. The Program Manager shall provide final approval to contributions under the Heritage Grant Program for Building Restoration provided that such allocations,

a) collectively, do not exceed the value of the budget provision approved for such contributions, and

b) contributions are assigned in accordance with the list of priorities set out in section criteria.

If the applications received exceed the available budget, the following priority ranking system will be used (in no particular order):

- Newly designated properties.
- First time applicants.
- Projects that demonstrate the highest standards of heritage conservation.
- Projects that include the maximum retention of the historic fabric.
- Projects where the integrity of the heritage resource may be threatened if the work is not undertaken.

The decision of the Planning, Infrastructure and Economic Development Department is final.

Applicants will receive a letter notifying them of the result of their application. If the grant is approved, the letter will contain the amount of the grant, a standard agreement for the application to sign including the reporting requirements. If the grant is not approved, the letter will outline the reasons.

All successful applicants will be required to enter into a standard agreement with the City of Ottawa in accordance with the City of Ottawa Grants and Contributions Policy. The Program Manager, Heritage & Urban Design Branch, Planning, Infrastructure and Economic Development Department will sign these agreements on behalf of the City of Ottawa.

6. Funding Formula

The Heritage Grant Program for Building Restoration provides a matching grant of up to 50% of the total cost of conservation work. The City "matches" every dollar the property owner spends to a maximum of \$10,000 for small-scale buildings (such as single detached, or row houses), and \$25,000 for large-scale buildings (such as churches or schools). If, for example, the total eligible restoration work was \$4,000 the grant would be \$2,000, if \$10,000 the grant would be \$5,000. The decision on categorizing small-scale and large-scale buildings is at the discretion of staff in the Planning, Infrastructure and Economic Development Department.

The maximum grant for technical studies is 50% of the total cost of the consultant fees to a maximum of \$1500, whichever is less.

If the property owner plans to complete some or all of the work him/herself, grant funding will be based on 50% of the cost of eligible materials. No funding will be provided for labour.

The maximum grant is subject to change depending on the program budget.

7. Disbursement of Funds

Once the work has been completed and paid for, the applicant must submit a Project Report as outlined in the contribution agreement which includes: a brief description of the project, proof of payment (copy of invoices marked paid, cancelled cheque or other appropriate proof) and photographs of the completed work to the Heritage & Urban Design Branch, Planning, Infrastructure and Economic Development Department. Upon receipt of these documents, a heritage planner will schedule a site visit to verify that the work has been completed to approved restoration standards.

All work must be completed by December 31 in the year that the funding is approved. All documentation for the disbursement of grant funding must be submitted to the Heritage & Urban Design Branch, Planning, Infrastructure and Economic Development Department by January 31 of the following year.

Once all work has been verified, the heritage planner will request disbursement of the grant funds. The cheque will be issued forty-five (45) days after the completion of the Project as certified by the contractor in the Certificate of Completion. If the property owner cannot complete the work by December 31 in the year that the funding is approved, a special request for an extension may be made in writing to the Heritage & Urban Design Branch, Planning, Infrastructure and Economic Development Department. Extensions will be approved by the Program Manager, Heritage & Urban Design Branch, Planning, Infrastructure and Economic Development Department.

8. Monitoring

These guidelines were originally approved by City Council on November 13, 2013 through report ACS2013-PAI-PGM-0199.

These program guidelines will be reviewed every five years and updated as required. This document was last reviewed in August 2019.