

Program Aim

The Halifax Regional Municipality (HRM) Heritage Incentives Program is administered by the Heritage Property Program (Community Development) to encourage the conservation of privately-owned, municipally registered heritage properties in residential or commercial use. Within the limits of the annual approved budget, the Heritage Incentives Program provides matching grants of up to \$10,000 for eligible exterior conservation work.

Operational Criteria

- The Heritage Incentives Program operates on a fiscal year basis from April 1st to March 31st.
- 25% of the annual heritage incentives budget is allocated to applications relating to commercial heritage properties. This is a proportionate allocation based on the fact that commercial buildings make up 25% of the HRM heritage registry. Any funds not used by commercial applications will be made available to residential applications.

Application Requirements

- Applications will be accepted between January 1st and March 1st and may be submitted to:

HRM Heritage Property Program
P.O. Box 1749, Halifax, NS B3A 3J5

or by hand delivery to:

Heritage Property Program
HRM Heritage & Design
Alderney Gate, 40 Alderney Drive, Dartmouth
Telephone: (902) 490-4419

- Email or faxed applications will not be accepted.
- Late or incomplete applications will not be reviewed.

Applications must include:

- A completed application form.
- Recent photographs of all sides of the building, with close-ups of the areas of work for which the grant is applied for.
- Two contractor estimates for the proposed work.

Eligibility of Property

- Property must be a privately-owned, registered municipal heritage property located in HRM.
- Property must be in residential or commercial use.
- Property owner must be in good standing with HRM and shall not have unpaid taxes or any other legal claim outstanding.

Eligible Work & Materials

Projects which restore exterior architectural elements significant to the heritage character of the registered heritage property, including any of the following:

- **Preservation** of existing exterior architectural elements. This includes, for example, repair of deteriorated windows and doors, cladding, roofing, foundation, cornices, moldings, architectural trim, and other significant features.
- **Replacement** of architectural features which still exist but which are beyond preservation or repair. This includes replacement in kind of deteriorated doors and windows, cladding, roofing, cornices, moldings, architectural trim, and other significant features, using accurate reconstruction and materials, sizes, and configurations that match the original.
- **Restoration** of significant architectural features which have been lost but for which the appearance can be clearly determined from physical evidence or documentary sources such as historic drawings or photographs.
- **Painting** in colours appropriate to the period of the heritage property. Generally, colours from the heritage palette of the major paint manufacturers are preferred.
- **Preservation/restoration of historic outbuildings or landscape features**, such as fences, walls or gates which form part of the original, documented heritage character of the property.
- Projects must use traditional materials (wood, stone, brick, etc.) and traditional designs.

Ineligible Work & Materials

- Modern materials such as vinyl or aluminum clad windows, steel doors, vinyl siding, or EFIS cladding.
- Short-term, routine maintenance. Including minor repairs to non-original siding or roofing
- Poor or defective work.
- Work carried out prior to submission of the application.
- Owner Labour.

Project Evaluation

Projects will be evaluated using the HRM *Heritage Building Conservation Standards* and the *Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada*.

Priority Criteria

- Preference given to first-time applications.
- Higher priority given to preservation and restoration of historic structural and weatherproofing elements than to cosmetic improvements, e.g., restoration of cladding, windows, doors, or roof has greater priority than painting.
- Preference given to restoration of publicly visible features, e.g., an application for restoration of a front porch would have higher priority than a back porch restoration.
- Balance sought between applications from different parts of HRM, e.g., Halifax South End, Halifax North End, Dartmouth, Bedford, South-Western shore, Eastern Shore, etc.
- Preference given to applications supported by a Building Conservation Plan prepared by an architect, building inspector, engineer, or other qualified restoration professional. The Building Conservation Plan may be a drawing or report which reasonably illustrates all work required for the building.

Application Review Process

- Applications will be screened for basic eligibility as they are received. Applicants will be notified promptly if their application is ineligible.
- Eligible applications will be reviewed and evaluated by Heritage staff in consultation with the Heritage Advisory Committee in March.
- Notification of approval or rejection will be mailed to applicants in April.
- Approval of grants will be conditional on approval of program budget and available funds.
- Due to limited funds, not all eligible applications may receive approval.

Maximum & Minimum Grants & Multiple Applications

- Grants are awarded on a 50% cost-sharing, matching grant basis.
- The maximum annual grant is \$10,000.
- The minimum annual grant is \$500.
- The number of grants per property is limited to one per year and two in any four year period.

Conditions of Approval & Payment of Grant

- Projects must be completed within the fiscal year for which they are approved.
- Grant payment is conditional on satisfactory completion of approved work, photographic documentation of completed work, and submission of receipts and paid invoices.
- Deadline for submission of receipts and paid invoices is March 15th. This is necessary to enable grant payments to be processed by end of fiscal year.
- Grant funding for projects not completed by the end of the fiscal year will be forfeited except in exceptional circumstances.
- Grants are tied to specific approved work. Additional work beyond what is budgeted for and approved will not be funded.
- The applicant shall notify HRM of any changes to the approved work prior to it being undertaken and shall not proceed with the work without supplementary approval by staff. Work that deviates from the approved work without a supplementary approval may not be eligible for funding and, at the discretion of HRM, such funding may be withheld and re-allocated to another heritage property.
- For projects which result in a cumulative grant of \$10,000 or more, no funds shall be paid until after the applicant has signed an *Agreement to Waive Section 18 of the Heritage Property Act* and filed the agreement at the Registry of Deeds. (See Draft Agreement in Attachment E).

Appeals

- Refusal of a grant application or withholding of an approved grant payment may be appealed by the applicant within fourteen days of written notification of the decision.
- Appeals shall be in writing, addressed to the chair of the Heritage Advisory Committee c/o the Heritage Property Program and shall give reasons for the appeal.