

1. Program Description

This program provides a financial incentive in the form of a grant for structural/stability work required to conserve and restore heritage features of properties, the conservation and restoration of heritage features of properties, and for heritage studies/reports/assessments for properties that are designated under Parts IV or V of the Ontario Heritage Act (OHA).

2. Who can apply?

Only owners of properties designated under Parts IV or V of the Ontario Heritage Act or owners who have entered into a heritage conservation easement agreement with the Town under the Ontario Heritage Act that meet the program eligibility requirements are eligible to apply. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application.

The Town retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the Town or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application and grant agreement.

3. How does the program work?

The program is structured as a matching grant where the Town and the Region will provide a grant equal to 50% of the cost of eligible building façade and storefront improvement and restoration works, up to a maximum grant per project of \$10,000. At the discretion of Council, the maximum grant per property may be increased to \$30,000 for commercial properties which have more complex restoration requirements.

4. What types of work are eligible for a grant?

The following types of building conservation, restoration and maintenance works on properties designated under Parts IV or V of the OHA are considered eligible for a grant under this program:

- (i) The correction of serious structural faults that threaten the building's survival; stabilization works to retain portions of the property; underpinning of building structures; repair/new roofs.
- (ii) The conservation of significant architectural elements which may include the restoration of doors, windows, bargeboard or other decorative trims, and any other elements important to the overall composition of the structures as specified in the *Reasons for Designation, the Statement of Cultural Heritage Value or Interest or, a description of the Heritage Attributes accompanying the designating by-law under the OHA.*
- (iii) The conservation of fences and outbuildings if specifically referred to in in the *Reasons for Designation, the Statement of Cultural Heritage Value or Interest or, a description of the Heritage Attributes accompanying the designating by-law under the OHA.*
- (iv) The conservation or renewal of original siding and roofing materials including repair and replacement where necessary.
- (v) Removal of modern materials and replacement with documented original materials.
- (vi) The reconstruction of former and significant architectural elements for which the appearance can be clearly determined from documentary sources (photographs, drawings, etc.)
- (vii) The reconstruction of store fronts which have been altered or replaced.
- (viii) Cleaning of masonry buildings may be eligible if it is necessary for the building's preservation.
- (ix) Exterior painting in documented original colours may be eligible.

5. What conditions must be met to be eligible for a grant?

In addition to the General Program Requirements, the following program specific requirements must also be met:

- (a) The grant is conditional upon a Heritage Permit; or easement approval; or other Town approval, being issued for the heritage component.
- (b) Professional design/ architectural drawing(s);
- (c) Eligible works must be in accordance with the Standards and Guidelines for the Conservation of Historic Places in Canada (2010), and, where applicable, the Town of Lincoln Design Guidelines, as amended from time to time, and appropriate reference material as determined by Town staff;
- (d) For buildings designated under the *Ontario Heritage Act*, the façade restoration and improvement works should be supported by documentation in the form of historic photographs or drawings clearly showing the element(s) to be restored or reconstructed;
- (e) The applicant will be required to submit at least two cost estimates from bona fide licensed contractors, including a breakdown of costs; and
- (f) Proposed work is to be completed within 1 year from the date of approval.

6. Is there a fee to apply?

No.

7. When will the grant funds be advanced?

The grant will be advanced in full when:

- (a) A Grant Agreement has been signed and executed;
- (b) Construction is complete;
- (c) The building has been inspected by municipal staff; and
- (d) The applicant provides proof that all contractors have been paid.

8. What are the default provisions?

The default provisions are contained in the Grant Agreement. Payment of the grant may be cancelled if:

- (a) Property taxes in arrears;
- (b) The building is demolished or any of the heritage features are altered in any way that would compromise the reason for designation;
- (c) The applicant declares bankruptcy;
- (d) The applicant uses the grant for works that are not eligible for this program;
- (e) The applicant fails to maintain the improvements as required in the Grant Agreement; and
- (f) The applicant is in default of any of the provisions of the Grant Agreement.

9. How do I apply for a grant?

- (a) Arrange a pre-application meeting with Staff in order to determine program eligibility, proposed scope of work, project timing, etc.; and
- (b) If authorized to apply for a grant, complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all required documentation as shown in the required documents checklist.

10. What happens next?

- (a) Applications and supporting documentation are reviewed by Staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing;
- (b) Staff may request clarification or additional supporting documentation;
- (c) Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary);
- (d) A recommendation on the grant application will be made by staff and forwarded to Council or Council's designate;

- (e) If your application is approved by Council or Council's designate, the Grant Agreement is then executed by the Town. A copy of the executed agreement(s) is then returned to you for your records;
- (f) Construction of the approved works may now commence, subject to issuance of a building permit(s);
- (g) Work must commence within six months of grant approval and be completed within one year of grant approval;
- (h) Contact Town staff toward work completion;
- (i) Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) (as necessary) to ensure compliance with the Grant Agreement, Commercial Façade Design Guidelines and any permits pursuant to the *Ontario Heritage Act*;
- (j) Submit to the Town, copies of paid invoices and "after" digital picture(s) of the completed works;
- (k) Upon review and approval of all submitted documentation, the Town will issue a grant cheque to the applicant for the full amount of the approved funding;
- (l) The applicant will be asked to complete a grant receipt form and return this to the Town; and
- (m) The Town reserves the right to audit the cost of the works prior to advancing the grant payment.

For further information on this program, please contact the Planning & Development Department.