



## Conservation Plan Grant Application

CONSERVATION  
plans

As the owner of a building listed on the heritage register of the City of Vancouver you are entitled to apply for a grant to assist you in completing a conservation plan for your building. Grants are for 50% of the cost of the conservation plan to a maximum of \$2500 per plan. For information on the City of Vancouver Heritage Register go to the City's website at [www.vancouver.ca](http://www.vancouver.ca) and search <Heritage>; or phone the city at 604 873 7056.

**Conservation Plans** is a granting program funded by the Vancouver Heritage Foundation, a charitable organization dedicated to the conservation of Vancouver's built heritage. For information about the Vancouver Heritage Foundation, including downloading applications and guidelines for grant programs, please visit us on the web at [www.vancouverheritagefoundation.org](http://www.vancouverheritagefoundation.org).

**What is a Conservation Plan?** A conservation plan is a document which explains why a site is significant and how that significance will be retained in any future use, alteration, development or repair. The same approach can be used for historic gardens, landscapes, buildings, archaeological sites, collections or even a ship. The plan takes into consideration the multiple layers of history in the site. **Conservation plans** have many different uses. The preparation of a conservation plan should be the first step in thinking about any alterations, repairs or management proposals. It could be useful for prospective buyers or anyone planning development on an historic site. **Conservation plans** also make it possible to work cumulatively – so often we waste time and money when the understanding or work of previous generations or owners is lost. The document is passed from owner to the next.

**Conservation plans** eligible for this grant must be conducted by a heritage consultant who is a member of the BC Association of Heritage Professionals or a heritage consultant approved by the VHF grants committee. The Conservation Plan must include a history of the site, a Statement of Significance (SOS), site description, description of all exterior architectural elements, their condition, their conservation guidelines, and a maintenance plan. The document should also include images of the building, the building's neighbourhood context, its architectural elements, and their condition.

**Address** \_\_\_\_\_  
Number Street Postal Code

**Heritage Register Evaluation (A,B or C)** \_\_\_\_\_ **Construction Date** \_\_\_\_\_

**Owner(s)** \_\_\_\_\_

**Owner Address** \_\_\_\_\_ **Home Tel.** \_\_\_\_\_  
(if different from above) Number Street Postal Code

**Work Tel.** \_\_\_\_\_ **E mail** \_\_\_\_\_ **Fax** \_\_\_\_\_

As the owner or authorized agent for the above property, I hereby state that taxes on the above property are not in arrears, there are no liens on the property and that the property is covered by home, fire and earthquake insurance. I shall obtain all necessary authorization and permits from the City of Vancouver before work commences. I agree that photographs and documents submitted to the Vancouver Heritage Foundation may be used for educational and fundraising purposes. The applicant shall not involve the Vancouver Heritage Foundation in any action, between any contractors, estimators, employees, works or agents and the applicant, arising from the renovation of a heritage building. No application will be considered to form any contractual or other obligation on the part of the Vancouver Heritage Foundation.

**Signature** \_\_\_\_\_

If authorized agent: Name \_\_\_\_\_ Work Tel. \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**The following must be included with this application:**

1. Photos of the house, including its neighbourhood context, views of all four facades of the house. Please date all photos. Include copies of any archival photos that are available.
2. Include any historical information about the house that you know.

**Is My House Eligible?**

Your house is eligible for a grant if:

- ❖ It is listed on the Heritage Register of the City of Vancouver. To find out visit [www.vancouver.ca](http://www.vancouver.ca) and search <heritage>.
- ❖ Its property taxes are paid and there are no liens against the property.

**When Do I Apply?**

Applications can be downloaded from [www.vancouverheritagefoundation.org](http://www.vancouverheritagefoundation.org), or they are available from the Vancouver Heritage Foundation by phoning 604 264 9642. Completed applications must be received by the Vancouver Heritage Foundation **before October 31<sup>st</sup> of each year**. Successful applicants will be notified in writing before December 31<sup>st</sup>. All applications of eligible houses will be considered.

**How Do I Apply?**

Complete the application form in full, including the requested photographs and any known historical information. Application forms can be downloaded by visiting [www.vancouverheritagefoundation.org](http://www.vancouverheritagefoundation.org); or, by phoning 604 264 9642 to receive an application package by mail.

**Where Do I Submit My Application?**

Send your completed application to:

**Vancouver Heritage Foundation  
402 – 510 W. Hastings St.  
Vancouver, BC V6B 1L8**

For more information or to discuss your project please contact:

**Vancouver Heritage Foundation  
Tel. 604 264 09642  
Fax 604 264 9643  
[mail@vancouverheritagefoundation.org](mailto:mail@vancouverheritagefoundation.org)**