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## VHF's Conservation Grant Programs - FEBRUARY 1, 2019 DEADLINE

Vancouver Heritage Foundation's grant programs provide economic support to building owners for the maintenance, restoration, repair and rehabilitation of their heritage buildings. Projects are required to follow heritage conservation standards and guidelines. Preference is given to buildings that exhibit high standards of maintenance or whose applications illustrate plans for high standards of conservation and repair for compromised or dilapidated buildings.

These grant programs are funded by Vancouver Heritage Foundation (VHF), a charitable organization dedicated to the conservation of Vancouver's built heritage. For information about the activities of Vancouver Heritage Foundation please visit us at [www.vancouverheritagefoundation.org](http://www.vancouverheritagefoundation.org)

Owners of buildings listed on the Heritage Register of the City of Vancouver are eligible to apply for VHF's granting programs designed to assist owners in planning and executing the maintenance, restoration, repair and rehabilitation of their heritage building. A building is listed on the Heritage Register because it has been identified by the City of Vancouver as having heritage value and/or heritage character and is at least 20 years old. To find out if your building is listed on the Heritage Register and for more information on the City of Vancouver Heritage Register [click here](#) or go to the City's website at [www.vancouver.ca](http://www.vancouver.ca) and search "Heritage Register"; or phone the Heritage Planning Department at 604-873-7056.

If your building is not listed, Vancouver Heritage Foundation offers a grant, "Get on the Register", to assist building owners with the City's nomination process through which buildings and sites may be added the Vancouver Heritage Register. Your building must be accepted to the Vancouver Heritage Register before other grants will be given. In some circumstances, you may apply to Get on the Register in conjunction with other grants. Contact us well in advance of the grant deadline so we can assess the potential of your building to be added to the Heritage Register.

Grants are awarded at the sole discretion of Vancouver Heritage Foundation. VHF is under no obligation to award a grant and reserves the right, without incurring any liability, to reject applications even if a house meets all criteria. In exceptional circumstances, larger cash grants may be awarded at the discretion of the VHF Granting Committee.

### **RESTORE IT!**

For the maintenance, repair and restoration of the original exterior fabric of heritage buildings or structures.

**Up to \$7,500 cash grant** per project (maximum of 50% of the cost of the project). Examples of fundable projects are the repair & restoration of original exterior shingles, siding, stucco, windows, doors, chimneys, masonry elements, roofs, porches, gutters, etc.

### **TRUE COLOURS**

For the painting of the original exterior cladding of heritage buildings in historic colours from the historical Vancouver True Colours palette. **Up to \$7,500 cash grant** per project (maximum of 50% of the cost of the project). A Heritage Consultant provided by Vancouver Heritage Foundation will determine the original colour scheme of the building. The paint schemes funded will be from the True Colours palette or original to the building as per the Consultant's report and recommendations.

### **HOUSE CALL**

For a site visit, consultation and drafting of a Conservation Report to assist building owners in planning the maintenance / repair of their building and for development permit applications. **Maximum \$500 cash grant** up to 50% of the cost of the consultation and written report. Grant recipients must hire a Heritage Consultant from a list provided.

*More details on page 4.*

### **GET ON THE REGISTER**

For assistance in the preparation of the required research and documentation for nominating a building to the City of Vancouver Heritage Register. **Maximum \$500 cash grant** up to 50% of the cost of a Heritage Assessment as required by the Heritage Planning Department staff. Grant recipients must hire a Heritage Consultant from a list provided.

*More details on page 4.*

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## Application Process:

Building Owners, Authorized Agents, Stata Councils and Tenants (with a written letter of permission from owners) are allowed to apply for a VHF Conservation Grant.

Please read this application thoroughly, complete, sign and submit the following three application pages, and required additional materials. Photographs should be sent as high resolution JPEGs. You can submit your application by email, mail or in person. Incomplete applications will not be reviewed.

## **A completed application includes:**

- Completed application form
- Photographs (details p3)
- A written explanations of plans (details p3)
- Historical Information (details p3)
- Additional documents (details p4)

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Vancouver BC V6B 1L8

Tel. 604 264 9642  
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[mail@vancouverheritagefoundation.org](mailto:mail@vancouverheritagefoundation.org)

Application deadline for all grants is **February 1<sup>st</sup>, 2019, 5pm** of each calendar year. We will acknowledge receipt of your application by email. If you do not hear from us within three days of sending, please follow up in case we have not received it.

The VHF Granting Committee will meet to review all applications. All applicants will be notified of the status of their application in writing by **March 15<sup>th</sup>, 2019**.

If approved, all funded projects must be completed and grant claim submitted to VHF by **December 31<sup>st</sup> 2019** in the year the grant is awarded.

## **The grant will be paid out upon a written request from the grant recipient after:**

- ✓ The work is complete and is to the satisfaction of Vancouver Heritage Foundation
- ✓ Recipient submits evidence to VHF of full payment to contractor (i.e. paid invoices signed by contractor)
- ✓ Recipient submits to VHF photos of project details and entire building, including photos taken before, during and after completion.
- ✓ An on site inspection is conducted by Vancouver Heritage Foundation

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## Contact Information:

Please check the grant program(s) you are applying for:

- Restore It       True Colours       House Call       Get on the Register

Building Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Original Construction Date \_\_\_\_\_ Evaluation on the Heritage Register (A, B or C) \_\_\_\_\_  
(if known/applicable)

## Position of Applicant:

- Owner       Authorized Agent       Member of Strata Council       Tenant

Applicant Full Name \_\_\_\_\_

Personal Address \_\_\_\_\_  
(if different from above)      Number      Street      Postal Code

Home Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ E mail: \_\_\_\_\_

Project Consultant (if applicable): \_\_\_\_\_ Tel. \_\_\_\_\_  
Architect, Heritage Consultant, Engineer, Contractor etc.

This building is part of a Development Permit Application with the City of Vancouver:  Yes       No

How did you hear about VHF and our granting program? \_\_\_\_\_

Please add me to VHF's bi-weekly email list  Yes       No

Once your work is complete, would you be interested in featuring your home on one of our Heritage House Tours or Neighbourhood Tours? If so, our Program Manager will be in touch to discuss details:

- Yes       No       Maybe in a few years' time

## Required documents for all granting programs:

**High quality colour photographs** Enclose current photographs or e-mail high-resolution 300 dpi jpeg images to [mail@vancouverheritagefoundation.org](mailto:mail@vancouverheritagefoundation.org). Please include a **minimum of five photos**: front, back, each side and a view of the entire building in its surroundings (with neighbouring buildings or immediate area). Please date all photos. Include copies of any archival photos that you have.

**Any historical information** you have or know about the building, if applicable. Previous owners, any previous renovations, names of builders/architects etc.

**A written explanation** of your long-term plans for the property, including heritage conservation plans, development plans, intentions to sell or subdivide property, etc.

Vancouver Heritage Foundation may request additional information to assist in assessing your application.

## Additional documents required for Restore It grants:

- High quality colour photos of the area on the building where the proposed work is to be undertaken.
- Up to three professional quotes for the proposed work. If providing less than three quotes, please provide an explanation of why. Ensure quotes provide detailed scope of work and separation of materials and labour costs.

## Additional documents required for True Colours grants:

- Three quotes for the painting of your building from an approved painter (see list on True Colours webpage). You may also submit a quote from a painter that is not on our list. However, they will need to contact us and provide references for us to consider their quote. Please ensure that any painters not on our list are willing to follow our Guidelines (found on our True Colours webpage) before asking them to provide a quote for your project.

## Additional information about the Get on the Register grant:

The House Call Grant goes towards a Heritage Assessment by a Heritage Consultant approved by the VHF Granting Committee.

A **Heritage Assessment** must include:

- Building permit and/or Water Application
- Summary of ownership/tenancy by year
- Archival images (if available) – not just of the building but also any people associated with it
- Fire Insurance Maps
- Photos of all sides of the building, and interior where notable
- Photos of neighbouring site(s) to provide context

## Additional information about the House Call grant:

The House Call Grant goes towards a Conservation Report by a Heritage Consultant approved by the VHF Granting Committee.

A **Conservation Report** must include:

- The history of the site
- The building's neighbourhood context
- A Statement of Significance (SoS)
- Site description
- Images
- A description of all exterior architectural elements and their condition
- Conservation guidelines
- A maintenance plan

This formal document explains why a house or building is significant, assesses its condition, and outlines how it will be repaired, retained, and maintained for the long-term conservation of the structure. It takes into consideration the layers of history at a site and it should be the first step in the process of making decisions about a structure to help save time and money and to help prioritize planned work. Any planned work on a structure should be incorporated into the document and be informed by heritage conservation guidelines. The document is a living document and is passed from one owner/manager to the next.

## Conditions of VHF grants:

As the applicant for a VHF grant, I agree to the following conditions as set out by the City of Vancouver Heritage Conservation Foundation dba Vancouver Heritage Foundation (VHF):

1. As part of the review of applications, VHF staff and consultants may visit the site to assess accuracy of the application submitted.
2. There are no municipal taxes owing on the property.
3. There are no liens on the property.
4. There is an owner / homeowner's insurance policy for the building and property that includes home, fire and earthquake insurance.
5. If I am chosen for a grant, to allow for publicity and promotion of the work done at our house during all phases of the grant program and for any future promotion of VHF. I agree that photographs and documents submitted to Vancouver Heritage Foundation may be used for promotional, educational and fundraising purposes.
6. If I am chosen for a grant, I shall obtain all necessary authorizations and permits from the City of Vancouver before work commences.
7. If I am chosen for a grant, to allow a temporary sign to be erected on the property describing the grant program for promotional purposes.
8. If I am chosen for a grant, to engage the services of one of the contractors or consultants listed by Vancouver Heritage Foundation for the grant program I am applying for, or in the case of a Restore It grant, one of the contractors submitted with our application package. (Note: If the project is to be completed by someone other than those listed in your application package you will need to seek approval from Vancouver Heritage Foundation in order to be eligible for your grant funds. VHF reserves the right to reject quoting contractors if VHF believes their work does not follow professional heritage conservation standards and practices.)
9. I understand that for liability reasons, Vancouver Heritage Foundation cannot legally recommend any trades or companies. Any names provided are contacts that have been passed on to VHF by homeowners and professionals who have been happy with their services and know that the contacts have experience working with old buildings, renovations or heritage restoration.
10. If I am chosen for a grant, to hold harmless Vancouver Heritage Foundation granting programs, Vancouver Heritage Foundation, its staff and consultants from damage or injury caused to property or person involved in undertaking the work of the grant programs. I shall not involve Vancouver Heritage Foundation in any action, between any contractors, estimators, employees, works or agents and myself, arising from the work on this building.
11. If I am chosen for a grant, the cash grant will be paid out by VHF upon completion of the project to the satisfaction of Vancouver Heritage Foundation; and upon payment in full to the contracted trades and professionals for the project.

Date: \_\_\_\_\_

Signature(s) of Applicant: \_\_\_\_\_

Name(s) of Applicant: \_\_\_\_\_