## Heritage Conservation Grants Program

## Pre-Application Planning

Please use the following document to plan and prepare your grant application. All the information required for the application is below and will follow the same format online. If you have questions or would like clarification, please contact VHF at mail@vancouverheritagefoundation.org.

\*Indicates a specific question requires a response on the online application.

PART ONE: APPLICANT INFORMATION

Position of Applicant\*

[ ] Owner

[ ] Authorized Agent

[ ] Member of Strata Council

[ ] Tenant

*(if an Authorized Agent or Tenant)\**

Please indicate below who the owner of the building is?

Building owner contact information (email or phone number).

Primary Applicant:\*   
(Full Name)

Secondary Applicant:  
(Full Name)

Applicant Address:\*  
Street Address  
City  
Province  
Postal Code

Contact Number\*

Email\*

*(if an Authorized Agent or Member of Strata Council)\**

Organization or Strata Name/Number:

Position of Applicant(s) within the organization or strata:

Relationship of Applicant(s) to the site:

Address of the organization or strata:

PART TWO: SITE INFORMATION

Site Name (if applicable):

Site Address (if different from applicant’s address above):  
Street Address  
City  
Province  
Postal Code

Type of Site\*:

[ ] Residential Building  
[ ] Commercial Building  
[ ] Monument  
[ ] Structure  
[ ] Historical landscape  
[ ] Historical Sign

Original Construction Date (please specify information source)\*:

Status on the Heritage Register\*:

[ ] A

[ ] B

[ ] C

[ ] Not on the Register  
[ ] Do not know

Does the site have Heritage Designation (municipal or provincial legal protection)?

[ ] No

[ ] Yes

Provide a short description of the site’s history including architectural significance and cultural heritage associated with it, previous owners and any changes that have been made to the site.\* [2500 Characters]

Provide a short description of your long-term plans for the site and its conservation, as well as any development plan, intentions to sell or subdivide the property, etc. [2500 characters]

**Document Checklist: please upload**  
[ ] Images of site, a minimum of five current photos (high resolution dpi jpeg), front, back, side and view of the entire building / site in its surroundings including neighbouring buildings or immediate area. (required)  
[ ] Statement of Significance (if available)  
[ ] Historical image(s) of the structure/site (if available)  
[ ] Historical images of the people associated with the building or place (if available)  
[ ] Additional documentation (if available)

PART THREE: PROJECT DESCRIPTION

Type of Project (select all that apply)\*

[ ] Planning Project  
[ ] Conservation Project

Please indicate if you are applying to paint your building in an authentic historical colour scheme using VHF’s True Colours paint palette.\*

[ ] No  
[ ] Yes

If yes, please indicate the following:

[ ] I have read and understood VHF’s Painting Project and True Colours Guidelines.

Provide a description of the project and your conservation goals. [2500 characters]

Please describe how you will accommodate the use of the [Standards and Guidelines for the Conservation of Historic Places in Canada](https://www.historicplaces.ca/en/pages/standards-normes.aspx) in your plan.\* [2500 characters

Is this site part of a Development Permit Application with the City of Vancouver?\*

[ ] Yes  
[ ] No

Please provide an estimated timeline for the work to be completed from start date to finish date.\* [850 characters]

If the project has multiple components, please identify each component and list them in order of priority.\* [850 characters]

**Document Checklist: please upload**

[ ] A minimum of 2 current photos (high resolution 300 dpi jpeg) of the area of the building or site where the proposed work will be undertaken. (required for Conservation Project Grant Application).

[ ] Current/past conservation or maintenance plan (if applicable)

[ ] Site drawings/project drawings for proposed work (if applicable)

Are you applying on behalf of a non-profit organization?

[ ] Yes  
[ ] No

If yes, please provide your BC Society #\*

**Document Checklist for applicants from non-profit organizations: please upload\***

[ ] List of Board of Directors

[ ] Last AGM Meeting Minutes

[ ] Last approved financial statements for the previous year, signed by the Board Treasurer

[ ] Current year budget

**How did you hear about the VHF Conservation Grant program?**

If you found the program online, please specify where.

PART FOUR: BUDGET

Funding Amount Requested\*:

**Upload Completed Budget Form (excel)**The budget form can be downloaded from the VHF Get-A-Grant, Heritage Conservation Grants Program [webpage](https://www.vancouverheritagefoundation.org/get-a-grant/heritage-conservation-grants/).

*Non-profit/charitable organizations only*  
Would your organization like to be considered for mid-project funds disbursement?  
[ ] Yes  
[ ] No

Heritage Consultant or Contractor Name [Quote One]\*

Name/Company:

Address:  
Street Address  
City  
Province  
Postal Code

Website:

Project Quote One\* ($)

Upload consultant quote on company letterhead

Heritage Consultant or Contractor Name [Quote Two]\*

Name/Company:

Address:  
Street Address  
City  
Province  
Postal Code

Website:

Project Quote Two\* ($)

Upload consultant quote on company letterhead

If you have additional quotes, please upload them here. All eligible costs require at least two quotes for the grant committee to evaluate. If your project is highly specialized please contact VHF to discuss options.

APPLICANT AGREEMENT OF TERMS

As owner(s) or the authorized agent of the above-named property, I/we hereby agree that:\*

[ ] I/we are authorized to apply on behalf of the stated owner/organization in this application.

[ ] I/we have read, understood and will comply with the VHF Heritage Conservation Grants Program Guidelines.

[ ] I/we will ensure the work outlined above follows current best practices outlined in the [Standards and Guidelines for the Conservation of Historic Places in Canada](https://www.historicplaces.ca/en/pages/standards-normes.aspx).

[ ] I/we acknowledge that there are no municipal taxes owing and no liens on the property.

[ ] I/we understand that the Vancouver Heritage Foundation may request that a building or structure that is not legally protected from demolition and receives a grant above an established threshold, the owner(s) sign a legally-binding agreement to repay the granted funds to Vancouver Heritage Foundation in the future if the structure or part of the structure that the grant was applied to is demolished or significantly altered. This agreement would expire after a set amount of time and/or would apply to subsequent owners of the building.

[ ] I/we have a current owner/homeowner’s insurance policy in effect for the building and property that includes home, fire and earthquake insurance and can provide proof on request.

[ ] I/we accept the responsibility of acquiring all necessary authorizations and permits from the City of Vancouver before work commences.

[ ] I/we will employ one of the consultants and/or contractors that has been submitted with my/our application if our project is selected as a grant recipient.

[ ] I/we acknowledge that Vancouver Heritage Foundation cannot and does not recommend or endorse specific trades or companies and that I/we are solely responsible to select appropriate trades or companies. I/we further acknowledge that any list of contacts provided by VHF are names referred to VHF by homeowners or others as trades and companies with experience working with old buildings, renovations or heritage conservation and that VHF has not verified the experience, reputation or skills of such companies and VHF has no liability or responsibility to us with respect to our use of such trades or companies.

[ ] I/we understand that if selected as a grant recipient we shall, and do hereby, release and hold harmless Vancouver Heritage Foundation grant programs, Vancouver Heritage Foundation, its staff, volunteers and consultants from all and any claims, damage or injury caused to property or person involved in undertaking the work of the grant programs. I/we shall not involve Vancouver Heritage Foundation in any action between any contractors, estimators, employees, workers or agents and myself/ourselves, arising from the work on the above building/property.

[ ] If I/we are chosen for a grant, the cash grant will be paid out by VHF upon the 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 unless otherwise agreed in writing.

[ ] I/we agree to allow a temporary sign to be erected on the property describing the grant program for promotional purposes.

[ ] I/we acknowledge that photographs of and information about the funded project and site may be used by VHF to promote the grant program and other VHF activities.

[ ] I/we understand the grant can be canceled if it is not started/completed within the required timeframe.

**Collecting of information and privacy policy.**

VHF is collecting, using and disclosing the personal information and Heritage Conservation Grants Program application form and evaluation reports for the purpose of processing and administering your application for a grant, and for evaluating the program. VHF will share information with the City of Vancouver for the purpose of evaluating results of the grant program only. For properties that receive a grant, this may include site name and address, project description, grant amount and photographs, to be included in an annual report to City of Vancouver Council that is available to the public. VHF may also wish to use evaluation information for the purpose of case studies, reports and/or promotion of the Heritage Conservation Grants Program and Vancouver Heritage Foundation activities, including photos.

[ ] I/we consent to the disclosure of the personal information provided on this Application Form in order to confirm my/our eligibility for the program and for the purpose of reporting to the City of Vancouver.

VHF and the City of Vancouver abide by the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA).

**Signature of Owner: Date:**

**Signature of Owner: Date:**