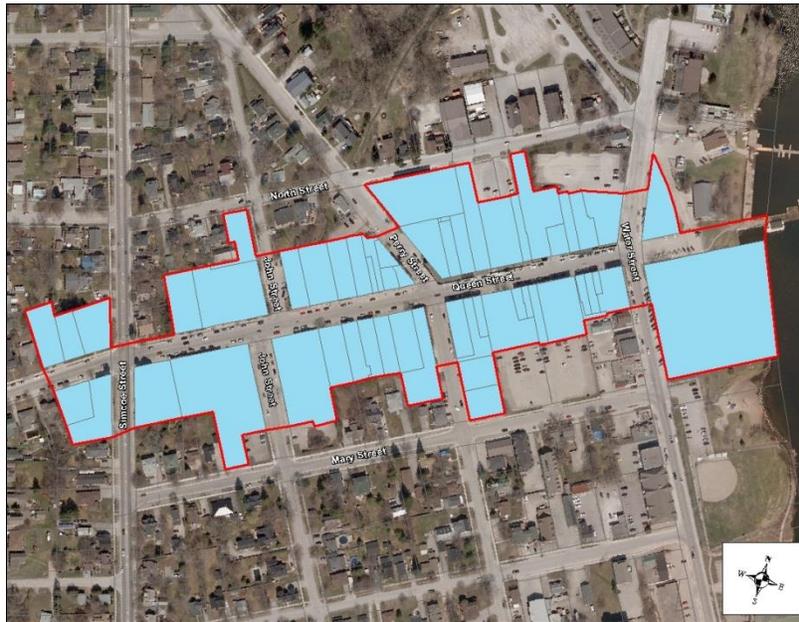


Heritage Conservation District 2021 Grant Program



Scugog Heritage Conservation District 2021 Grant Program

1.0 Purpose of the Program

The purpose of the program is to facilitate a physical upgrading of buildings located within the Heritage Conservation District in Scugog Township. The objectives of the program include:

- To encourage the restoration and improvement of building facades in the Heritage Conservation District.
- To provide financial assistance to both heritage and non-heritage buildings;
- To encourage substantive improvements rather than short-term, cosmetic “patch-ups”;
- To help stimulate the revitalization of the Heritage Conservation District; and
- To promote joint public/private action and investment which will complement and enhance streetscape and other municipal service improvements being carried out by the Township and other groups.

2.0 Eligibility

2.1 Eligible Areas

Buildings on properties located in the Township’s Heritage Conservation District are eligible for the program.

2.2 Eligible Applicants

Building owners are eligible to apply for assistance.

2.3 Eligibility Requirements

The subject property must not be in default of any municipal taxes, local improvements or any other money payable to the Township (fees or penalties). The property must not be the subject of a contravention, work order or outstanding municipal requirements (subject to the satisfaction of the Director of Development Services). A contravention is defined as “an offence under a municipal by-law, Act or regulation for which enforcement proceedings have been commenced that relates specifically to the building or land for which a grant is sought or given”.

Existing use of property must be in conformity with applicable zoning by-law regulations and other relevant planning controls.

3.0 Grant Information

3.1 Amount of Grant Assistance

The assistance is in the form of a 50/50 matching grant, which is paid upon completion of the previously approved work. Approved applicants who undertake at least \$500 in improvements are eligible for a grant of up to 50% of the costs with a maximum limit of \$10,000 per property for eligible work. Buildings identified as heritage structures would be eligible for an additional \$5,000 in matching grant assistance.

Two separate estimates of work are to be provided by a professional or licensed contractor other than the owner. The grant will be calculated based upon the lowest estimate, and will not address cost increases or over runs.

3.2 Frequency of Grant

A building owner may receive one grant per calendar year per street address. If a grant is provided, the work must be completed and inspected before another grant is considered by the Township.

3.3 Completion of Work

Grant commitments are valid until December 10, 2021 and expire if the work is not completed and paid receipts are not submitted within that time period. This timeframe may be extended at the discretion of the municipality.

4.0 Eligible Improvements

For this program, “façade” is defined as follows:

The entire exterior front surface of a building which abuts or faces the street, from grade to eave or fascia line. Improvements above the storefront level, including roof repairs and roof replacement, are only eligible when performed in conjunction with storefront improvements. Where a building abuts two streets or an alley, empty lot, parking area or open space, such building may have other faces considered facades if the Heritage Advisory Committee, at its sole discretion, determines they are highly visible.

In the Heritage Conservation District, a number of former residential buildings have been converted to commercial uses. These forms of buildings are also considered eligible for assistance under this grant program.

4.1 Contributing Properties

Eligible facade improvements on **contributing heritage properties** may include:

- Repair or restoration of original features or an approved facsimile (cornices, parapets, eaves, other architectural features);
- Repair, restoration or replacement of windows and doors;
- Cleaning of masonry in a sensitive manner where proven necessary (excluding sandblasting);
- Re-pointing of masonry in a traditional manner;
- Removal of non-original siding or facing;
- Removal of inappropriate signage;
- Repair or restoration of authentic historic storefront treatment;
- Painting in original or period colours – only as part of a larger façade improvement project;
- Exterior lighting improvements;
- Awnings;
- Installation of new signage in accordance with the Township of Scugog Sign By-Law 40-15, only as part of a larger façade improvement project;
- Structural improvements necessary for continued use; and
- Other capital improvements which the Scugog Heritage Advisory Committee, in its sole discretion, determines are important to incorporate as an integral part of the total façade improvement design.

4.2 Non-Contributing Properties

Eligible façade improvements on **non-contributing properties** may include:

- Renovation of existing storefronts in accordance with standard principles of traditional storefront design (fascia board for signage above storefront, appropriate display windows, removal of incompatible alterations, etc.);
- Improvements to the principal facades of incompatible buildings being sympathetic and compatible with the historic character of the area and the policies of the heritage conservation district plan;
- Re-cladding in more traditional materials complementary to the district character;
- Installation of traditional awnings; and
- Other capital improvements which the Scugog Heritage Advisory Committee, in its sole discretion, determines are important to incorporate as an integral part of the total façade improvement design.

4.3 Ineligible Projects

The following types of work are not grant eligible:

- Manufacture of commemorative plaques;
- Insulation;
- Restoration or renovation of building interiors;
- Structural works to the exterior to accommodate modern renovations;
- Sandblasting of brick;
- Security systems;
- Interior window coverings;
- Non-permanent fixtures; and
- Murals

4.4 Eligible Expenses

Eligible costs shall be the cost of materials, equipment and contracted labour to complete eligible improvements, as supported by invoices to the satisfaction of the Township. Labour provided by the applicant or tenant of the building will not be an eligible cost. Other reimbursable expenses include professional, legal and architectural/ design fees, to a maximum grant of \$1,000.

4.5 Eligibility Considerations

The following considerations will apply when reviewing all applications for grant assistance:

- a) The project must comply with the policies and guidelines of the area's Heritage Conservation District Plan;
- b) Preference will be given to applications proposing work on contributing buildings;
- c) On heritage properties, conservation and restoration of original architectural features will occur to the extent possible;
- d) There will be a monetary participation by the applicant (for eligible work) equivalent to that being requested from the Township;
- e) The grant program should not reward poor stewardship;
- f) All grants are subject to the availability of funds in the approved Township of Scugog budget.

5.0 Application Details

5.1 Application Deadline

Grants are to be awarded on an annual cycle following a request for applications within an established deadline. Applications for this program will be due on or before a date identified by the municipality.

5.2 Application Requirements

1. Application Form

The applicant is required to fill out an application form available from the Municipal Office – (Corporate Services).

2. Information to Accompany the Initial Application

The initial application must include all the details necessary for a full understanding of the proposed work, and is to include:

- a) A description and rough drawing of the proposed work.
(Professionally scaled drawings of the building showing the proposed improvements will be required after a completed pre-consultation. See section 5.3;
- b) Photographs of the existing building facade; and
- c) Samples of proposed materials or colours, and any product information.

5.3 Application Process

The Scugog Heritage Conservation District Grant Program will be administered by Scugog Township's Corporate Services and Development Services Departments. Given the eligible areas are buildings/properties in the Heritage Conservation District, the Scugog Heritage Advisory Committee will consider all applications.

Step 1 Determine if you are eligible (pre-application consultation)

- a) Fill out the Heritage Grant Application form as detailed in section 5.2 above. (Professional drawings and cost estimates are NOT required at this stage);
- b) Schedule a pre-consultation meeting with the Scugog Heritage Advisory Committee to:
 - i) Determine if the property is eligible to receive funding;
 - ii) Discuss and review any high level restoration or rehabilitation proposal and receive input/feedback from the committee and its Heritage consultant;
- c) Discuss any restoration or rehabilitation proposal with the Building and Planning sections of Development Services to determine any zoning or other building regulations.

This pre-application consultation stage should help to avoid ineligible proposals and reduce costs to applicant.

Step 2 After the pre-consultation, submit your final, completed application

Submit a completed application with all required materials before the 2nd deadline date. Additional information that is required at this stage includes 2 estimates from contractors, and professional drawings of the work to be undertaken.

Step 3 Grant Review Committee

The review of all grant applications will be undertaken by the Scugog Heritage Advisory Committee for its consideration and recommendation. The Scugog Heritage Advisory Committee may recommend one or more applications to Council for approval. The submissions will be reviewed against a set of criteria (Appendix 1), and grants will be recommended for the most deserving project(s). The focus of the program is to encourage substantive improvements rather than short-term cosmetic “patch-ups”.

Step 4 Approval by Council

All grants will require approval by Council.

Step 5 Notification/ Legal Agreement

Applicants who secure grant approval will be required to enter into a Grant Agreement/ Letter of Understanding with the Township. This agreement establishes a formal arrangement between the applicant and the Township and outlines the amount of the grant, and the project completion date. The agreement must be signed and returned to the Township. If an application is unsuccessful, a letter will be sent confirming that a grant will not be issued.

Step 6 Undertaking the Improvements

Nothing contained in the grant application procedures or approval relieves the applicant from obtaining all necessary municipal planning and building department approvals. All work must be carried out in accordance with the requirements of the Ontario Building Code and municipal by-laws.

The applicant is required to contact the Heritage Advisory Committee concerning any changes to the project which are proposed during the course of the work for re-approval of the project changes.

Step 7 Issuing the Grant

Grants will not be payable until such time as all work has been completed to the satisfaction of the Township. When the work to the building's façade has been completed, the applicant must submit copies of all paid invoices for approved work as well as photographs of the new façade.

Designated Scugog Heritage Advisory Committee member(s) will be responsible for the inspection of all grant- assisted properties to ensure that works have been completed in accordance with the terms of the application as reviewed by the Scugog Heritage Advisory Committee and approved by Council.

If the cost of the completed work is less than the approved amount, a cheque will be issued for 50% of the new costs.

The Township reserves the right to reduce the amount of the grant upon completion of the project where it is of the opinion that unapproved modifications diminish the beneficial effects of the project.

6.0 General Information

6.1 Funding Availability

Funding for this grant program will be considered on an annual basis by the Township of Scugog Council as part of its overall annual budget process. Individual grants are approved subject to the availability of funding.

6.2 Continuation of the Program

The Township, in its sole discretion, may change or discontinue this program at any time.

For further information, please contact:

Township of Scugog
Corporate Services
181 Perry St.
PO Box 780
Port Perry, ON L9L 1A7
905-985-7345, ext. 115
charrison@scugog.ca

CRITERIA FOR EVALUATING HERITAGE GRANT APPLICATIONS

Does the proposed work preserve, restore, repair, or replicate a significant heritage feature of the building?

Does the proposed work **accurately** restore or replicate a significant architectural feature of the building based on archival photographs, physical evidence, or appropriate local historic examples, either existing, or obtained from archival photographs?;

Is the proposed work visible from the public realm?

Is the long term preservation of the building threatened if the proposed work is not undertaken?

Has the applicant already received a grant from the municipality for restoration work?

Is the proposed work related and required due to the policies and guidelines of the Heritage Conservation District Plan, or is related to the routine maintenance of any structure regardless of its heritage significance?

What is the relative impact of the proposed work on the street, relative to that of other proposals?

Is the proposed work for a contributing building, or non-contributing building?

Was the application complete? Is the scope of the proposed work clear? Are there at least two competitive quotes from qualified contractors provided for the proposed work?

Does the proposed work have any potential negative impacts on the building such as overly harsh cleaning procedures?

Is the proposed work for the restoration or repair of an original heritage feature, or is to replace that feature with a new copy?