

Town of Grimsby

Heritage Restoration and Improvement Grant Program

*“Creating a vibrant future by enhancing
the present and respecting the past”*

Application Form & Administration Guidelines



AN INITIATIVE TO ENHANCE DOWNTOWN GRIMSBY

Town of Grimsby
Planning Department
P.O. Box 159
160 Livingston Avenue
Grimsby, Ontario
L3M 4G3

www.grimsby.ca

Town of Grimsby

Heritage Restoration and Improvement Grant Program



Application Form

A General Information and Instructions

1. Before filling out this form please read the attached Administration Guidelines and arrange for a pre-consultation meeting with the Planning Department staff. The Administration Guidelines describe the purpose and basic terms of the *Heritage Restoration and Improvement Grant Program*.
2. If an agent is acting on behalf of the property owner, please ensure that the required authorization is completed and executed by the owner as provided in Section E of this application form.
3. It is the responsibility of the applicant to contact and formally retain the services of a design consultant. The grant will be paid by the Town to the approved applicant. Any costs incurred above and beyond the grant amount are the sole responsibility of the applicant.
4. Please ensure that you:
 - a. Attach a letter of engagement or contract with the specified design consultant;
 - b. That the letter of engagement / contract includes the information specified in the Administration Guidelines;
 - c. Attach all required information to this form (current photos of existing building, plans, design drawings, contractor quotes, invoices); and
 - d. An application will not be considered complete until all required information and documents have been submitted.
5. Please ensure that the application form is complete and all required signatures have been supplied.
6. If you find insufficient space on this application form to respond to any of the questions, please provide additional information on a separate page and attach to your completed application form.
7. Please print (black or blue ink) or type the information requested on the application form.
8. There is no application fee.
9. You may deliver or mail your application to:

P.O. Box 159
160 Livingston Avenue
Grimsby, ON, L3M 4G3
10. If you have any questions about this program or about your application please contact Janice at the Town of Grimsby Planning Department: 905-945-9634 ext. 2109.

Personal information contained on this application form is collected pursuant to the Downtown Grimsby Façade Improvement Grant Program and will be used for the purposes of responding to your application and if approved may be used by the Town to promote the Town of Grimsby. Questions about this collection should be directed to the Director of Planning, Town of Grimsby Planning Department at 905-309-2002.

Registered Property Owner Information Mr. Mrs. Ms. Dr.

First Name

Last Name (Corporation)

Unit Number

Street Address

Municipality

Province

Postal Code

Telephone

Fax

Email

Applicant Information (Same as above) Mr. Mrs. Ms. Dr.

First Name

Last Name (Corporation)

Unit Number

Street Address

Municipality

Province

Postal Code

Telephone

Fax

Email

Agent Information Mr. Mrs. Ms. Dr.

First Name

Last Name (Corporation)

Unit Number

Street Address

Municipality

Province

Postal Code

Telephone

Fax

Email

Design Professional Information Mr. Mrs. Ms. Dr.

First Name

Last Name (Corporation)

Unit Number

Street Address

Municipality

Province

Postal Code

Telephone

Fax

Email

C Property Data

Municipal address(es) of property for which this application is being made:

List all addresses

Tax Roll Number _____

Legal Description of Property:

Lot and Plan Numbers

Existing Use(es) of Property:

List all Uses

Is the property designated under Part IV of the Ontario Heritage Act? Yes No

Are the Property taxes in good standing for this property? Yes No

Are there any outstanding work orders on this property? Yes No

D Project Description

Please describe the conservation, restoration and maintenance works that are eligible for the matching grant. (See the attached *Administration Guidelines* for a list of eligible examples).

Approximate date of construction: Commencement: _____ Completion: _____
M / D / Y M / D / Y

E Authorization

I / We owner(s) of the property that is the subject of this application, and I / we hereby authorize my agent / solicitor to make this application and to act on my / our behalf in regard to this application.

Dated at the _____ of _____, this _____ of _____, _____ Year
City, Town Municipality Day Month

Name of Owner (Please Print)

Signature of Owner

F**Sworn Declaration**

I / WE HEREBY APPLY for a grant under the Heritage Restoration and Improvement Grant Program.

I / WE HEREBY AGREE to abide by the terms and conditions of the grant program.

I / WE HEREBY AGREE to enter into a grant agreement with the Town of Grimsby that specifies the terms of the grant.

I / WE HEREBY AGREE to abide by the terms and conditions of the grant agreement and understand that a grant agreement for the grant amount shall be registered against the title of the property prior to the Town releasing the funds.

I / WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Town of Grimsby by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I / WE HEREBY GRANT permission to the Town, or its agents, to inspect my / our property that is the subject of this application.

I / WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I / WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and / or change at any time by the Town in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into a grant agreement with the Town of Grimsby will continue to receive their grant, subject to their grant agreement.

I / WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the Town of Grimsby. Notwithstanding and representation by or on behalf of the Town of Grimsby, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant agreement. The Town of Grimsby is not responsible for any costs incurred by the Owner / Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Dated at the	_____	of	_____	, this	_____	of	_____	,	_____
	City, Town		Municipality		Day		Month		Year
_____					_____				
Name of Owner (Please Print)					Signature of Owner				



Administration Guidelines

Program Information

The *Heritage Restoration and Improvement Grant Program* is intended to provide 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.

Who Can Apply?

The applicant must be the property owner of a historically designated property or, any person whom the owner of such property has assigned the right to receive the grant, to be eligible to apply for the program. 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 grant is contingent on properties being designated under Parts IV or V of the Ontario Heritage Act or a Municipal Conservation Easement Agreement under the Ontario Heritage Act being registered on title of the subject property.

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.

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.

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.

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:

- The grant is conditional upon a Heritage Permit; or easement approval; or other Town approval, being issued for the heritage component.
- Professional design/ architectural drawing(s);
- Eligible works must be in accordance with the Standards and Guidelines for the Conservation of Historic Places in Canada (2010), and, where applicable, the Downtown Grimsby Design Guidelines, as amended from time to time, and appropriate reference material as determined by Town staff;
- 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;
- The applicant will be required to submit at least two cost estimates from bona fide licensed contractors, including a breakdown of costs; and
- Proposed work is to be completed within 1 year from the date of approval.

Is there a fee to apply?

No.

When will the grant funds be advanced?

The grant will be advanced in full when:

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

What are the default provisions?

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

- Property taxes are more than three (3) months in arrears;

- The building is demolished or any of the heritage elements are altered in any way that would compromise the reason for designation;
- The applicant declares bankruptcy;
- The applicant uses the grant for works that are not eligible for this program;
- The applicant fails to maintain the improvements as required in the Grant Agreement; and,
- The applicant is in default of any of the provisions of the Grant Agreement.

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, and other details relating to your application.
- b) If authorized to apply for a grant, complete and submit an application form and ensure that your application includes all of the information requested in the application form and the required documents checklist.

What are the time limits for the completion of an approved project?

Work must commence within 6 months of approval, and be completed within 1 year of approval. You may request extensions to both time limits. The Planning Director may grant discretionary extensions when justified.

You've submitted your application. What happens next?

- 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 in writing;
- Staff may request clarification or additional supporting documentation;
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary);
- A recommendation on the grant application is made by staff and forwarded to Town Council, along with a Grant Agreement signed by the applicant;
- If your application is approved by Council, the Grant Agreement is then executed by the Town. A copy of the executed agreement(s) is then returned to you for your records;
- Construction of the approved works may now commence, subject to issuance of a building permit(s);
- Work must commence within six months of grant approval and be completed within one year of grant approval;
- Contact Town staff toward work completion;
- 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 and any permits pursuant to the *Ontario Heritage Act*;
- Submit to the Town, copies of paid invoices and "after" picture(s) of the completed works;
- 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; and
- The owner is to contact the Planning Department in advance of any deviations from the approved design and the Heritage Restoration and Improvement Grant Program agreement. Additional Council approval may be required to maintain eligibility if there are any changes.

How long will the program be in place?

The Heritage Restoration and Improvement Program will be available on an annual basis, subject to final budget approval.

For further information about this program, please contact Janice Hogg, Planner I at 905-945-9634 x 2109 or jhogg@grimsby.ca