BUILT HERITAGE GRANT PROGRAM
Application Package Deadline:
Annually on November 1

The Built Heritage Grant Program provides support to municipalities, Indigenous communities, incorporated not-for-profit organizations, private individuals, and corporations for projects that conserve the heritage value of a building or structure in order to ensure its retention over time. It is recognized that heritage properties are often constructed with durable, long life-cycle materials such as brick and stone and that it may be more costly to repair them when the time comes. To ensure that funds are directed toward conservation, the grant applications are evaluated based on the conservation principles articulated in the *Standards & Guidelines for the Conservation of Historic Places in Canada*. These include, but are not limited to, concepts of "minimal intervention" and "repair before replace" and when replacement is necessary, to replace with "in-kind" materials or ones that are compatible with the historic place.

The grant programs of the Saskatchewan Heritage Foundation are guided by the Vision and Mission of the Agency:

Vision

Saskatchewan residents value the conservation of built heritage for its contribution to sustainable communities, enhancing community pride and a richer sense of place.

Mission

To foster conservation that embodies Saskatchewan's built heritage for the benefit of present and future generations.

<u>Contact the Saskatchewan Heritage Foundation before the deadline</u>
to discuss the application and program requirements:

Shari Hildred - Administrator
306.591.2212
grants@saskheritagefoundation.com

Applications and support material must be delivered on or before the November 1 deadline date.
If the deadline falls on a weekend or holiday, applications will be accepted on the next business day.

Program Amount

The demand for the Built Heritage Grant Program generally exceeds the available resources, and the Saskatchewan Heritage Foundation may not be able to provide funds to all applicants or provide the amount requested. A grant will not exceed $50,000.

All applicants must contribute a minimum of 50% of the total eligible project costs. Projects located north of the 54th parallel are eligible for 75% of the total eligible project costs. The applicant's contribution can be comprised of a combination of funds from any government or non-government source and any donations. **Donations of labour, materials and services cannot exceed 25% of the applicant's share in the application, and donations of labour, materials and services cannot exceed 25% of the program allocation that may be provided.**

Program Deadlines

- Annually on November 1.

Eligibility

- Applications will be considered from municipalities, Indigenous communities, incorporated not-for-profit organizations, private individuals and corporations.
- Properties must be designated as a Municipal Heritage Property (MHP) or Provincial Heritage Property (PHP). Applications will be accepted from owners of heritage property that cannot be legally designated as Provincial or Municipal Heritage Property. This includes structures on Federally regulated land such as train stations, grain elevators and structures on First Nation lands, that are 40 years of age or older.
- Properties that are Federally or Provincially owned are not eligible for funding.
- Out-of-province applicants may apply for direct project costs related to the conservation of a Saskatchewan heritage resource.

Eligible Expenses

The appropriate Authority Having Jurisdiction (AHJ) must authorize all interventions to heritage designated properties, for which funding is being applied. For Municipal Heritage Properties a signature on the grant application form below must be obtained from the municipality and submitted with the application. Similarly, for a Provincial Heritage Property, the intervention must be authorized in writing by the Provincial Heritage Branch and attached to the grant application. Applicants must be aware that authorization from the AHJ does not constitute automatic approval of a funding application to the Saskatchewan Heritage Foundation.

Siding & Windows – Repair of historic siding and windows is favoured over replacement. Selective repair or replacement of the original siding and windows is preferable. (Selective means only those portions of the siding or windows that have deteriorated - not all of the windows or all of the siding). Replacement of the entire original window or siding will be considered only when it can be demonstrated that selective repair or replacement is not possible or practical.

Roofs - In the case of non-visible flat or sloped roofs, selective or full replacement with contemporary, non-historic materials (such as a contemporary membrane roof) that perform as well or better than the original materials, is eligible for funding assistance. For all other visible roof surfaces (i.e. pitched), selective replacement or full replacement with original materials is the standard.

Masonry - Projects involving masonry must demonstrate that an appropriate, compatible replacement mortar is used. The submittal can be in the form of a mortar specification that outlines the strength and composition of the mortar and instructions for the cutting out and pointing-in of the mortar. A second option is to identify a suitable pre-mix mortar for historic buildings. An on-site demonstration of cutting out existing mortar and

pointing in by the contractor at the start of the construction work is highly encouraged. Mortar analysis of existing mortar is an eligible expense.

Foundations and Structural Elements - The preference is for repair or replacement with in-kind materials. Replacement with materials demonstrated to be superior in ensuring structural integrity of the building may also be considered. Due to the potential life safety issues with this work, consultation with a structural engineer licensed in the province of Saskatchewan is required.

Painting - Exterior painting of a building or structure is an eligible expense, but will only be considered for funding assistance once every ten years.

Re-instatement of Features - Re-instatement of features that were part of the original design and that were built during the initial construction period. (e.g. these are features that were originally built but have since been removed). This must be based on careful research and documentation, usually photographic or original drawings, that is submitted with the funding application.

In-kind Materials - Replacement should occur with in-kind materials when existing historic materials are too deteriorated to be practically repaired. "In-kind" means "with the same form, material and detailing as the existing".

Removal of Inappropriate Materials – Some historic places have had inappropriate interventions in the past, covering historic wood siding with vinyl, for example. Reversing these interventions and returning to compatible historic materials is an eligible expense.

Non-Historic Materials in Non-visible Alterations - Non-historic materials providing the materials are at least equivalent to original materials in strength and durability, providing they are not visible and do not in any way impact character-defining elements of the building or structure. (e.g. materials used in the repair of flat or sloped roofs, basement or foundation support elements)

Private Residences - Conservation work for private residences where the residence possesses a meaningful degree of architectural, historical or associative significance. Associative in this context means a residence that has played an important role in Saskatchewan's history. (e.g. Tommy Douglas residence, Turgeon residence)

Historic Signage - Signage that was part of the original building design.

Site Grading - In some instances site grading may be considered an eligible expense to direct water to drain away from a building.

Ineligible Expenses

- *Crown Assets* - Properties owned by the provincial or federal government.
- *Operational Costs* - Regular operational expenditures associated with the building or structure.
- *Salaries* - Salaries and benefits of the applicant and/or employees of the applicant sponsoring the project.
- *Purchase or Relocation Costs* - Purchase or relocation costs of building or structure.
- *New Foundations* - New foundations, where a foundation did not exist previously.
- *Interiors* - Interior conservation work (unless directly related to structural integrity); (e.g. lighting, mechanical and electrical systems, interior painting, floor coverings, energy upgrades and insulation)
- *Tree Removal* - The removal of trees.

- *Painting of Wood Shingles* - Work that involves painting wood shingles.
- *New construction* - New construction including memorials and cairns.
- *Instatement of Features* - Instatement of features that were part of the original design but were never built.
- *Cost of obtaining price quotes* - Costs associated with securing quotes for conservation work.
- *Local History Markers & Plaques* - Local history markers and plaques.
- *Capital Expenditures* - Capital expenditures including but not limited to: buildings, machinery, equipment, computers, and cameras.
- *Work prior to the Adjudication / Notification Date* - Unless prior approval to accept a retroactive application has been received in writing from the SHF, any work undertaken previous to the adjudication will not been considered.
- *Costs for preparation of the application* - All costs associated with the preparation of the application are the responsibility of the applicant.

Other Ineligible Expenses:
The SHF does not fund the following:

- community and/or family histories
- publications
- educational workshops
- promotional material the
- artifact purchase or restoration
- collections purchase or restoration
- moveable property (e.g. a projector in a movie theatre, operating equipment inside a plant)
- multi-year requests

Adjudication

The Adjudication Committee is comprised of all members of the Saskatchewan Heritage Foundation Board of Directors and the decisions of the Adjudication Committee are final.

Adjudication Criteria
Applications will be assessed by the following criteria:
To ensure that funds are directed toward conservation, the grant applications are evaluated based on the conservation principles articulated in the *Standards & Guidelines for the Conservation of Historic Places in Canada*.

Impact on the historic place:

- The applicant has considered the threat to the heritage resource should conservation work not take place, and the proposed work will help to ensure retention of the heritage resource over time.
- The proposed project has the potential to contribute to a culture of heritage conservation in the province.

Community Impact:

- The project has the potential to provide heritage value to 1) the community and 2) the province.
- The application and project demonstrates a benefit to the community.

Project Plan:

- The proposed work, priority of work, *projected costs* and timelines as appropriate.
- The project has community support (financial or in-kind) and/or has the ability to receive community support.

Program Payments

Program Agreement
When a grant has been awarded, a Grant Agreement will be prepared outlining the conditions and terms of the Agreement. Until a signed agreement is on file no payments or extensions may be granted. Payments are initiated by a signed Claim Form and evidence of completed and approved work.

Program Interim Payments
To initiate an interim payment, the applicant must submit a completed Claim Form to the Saskatchewan Heritage Foundation and support the request with evidence (e.g. photographs and invoices) that eligible work (i.e. work approved by the SHF and for which the allocation is intended) is underway or has been completed. Total interim payments will not exceed 75% of the award amount.

Holdback
The Saskatchewan Heritage Foundation will hold back 25% of the total committed award until the completion of the project and a Final Report and all supporting documentation have been received. Final payments are made in accordance with the Grant Agreement.

Forfeits
If a project has not commenced during the term outlined in the Grant Agreement and no confirmation of an extension has been issued, the project will be considered to have expired and the monies forfeited.

Retroactive Payments
The SHF will not issue retroactive payments, and applications for work undertaken before the adjudication/notification date are not eligible for funding assistance, unless prior approval in writing has been issued by the SHF.

Final Report

In order to close the file on a Grant Agreement and receive final payment, all applicants are required to submit a final report which must contain:

- A brief description of the work undertaken, and any issues arising as a result of this work;
- One copy of any report, communication and media articles;
- One copy of "During" and "After Work has been Completed" photographs; and
- A signed Claim Form requesting payment.

Recognition of the Saskatchewan Heritage Foundation

Program recipients are required to acknowledge the funding assistance of the Saskatchewan Heritage Foundation in any project advertising through the use of the Saskatchewan Heritage Foundation's logo (available by contacting the Saskatchewan Heritage Foundation); or through the addition of "*This project has received funding assistance from the Saskatchewan Heritage Foundation"* in written reports and speeches. The Saskatchewan Heritage Foundation would like the applicant to be aware that signage is available to grant recipients for display at the property. Please contact the Administrator to request signage.

Confidentiality of Information

The personal and confidential information that the applicant provides in the application, is collected, used and disclosed in accordance with the provision of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection and Electronic Documents Act*. This information is required to process the application. The applicant's personal and confidential information will only be disclosed as necessary to the Saskatchewan Heritage Foundation and adjudicators. If awarded funding, the applicant's name and funding amount will be announced publicly.

Date Received:

File:
Project:
(for Office Use only)

BUILT HERITAGE APPLICATION FORM

- **APPLICATION DEADLINE: Annually on November 1**

Name of Applicant/Organization:		
Incorporation No. of Organization:		
Contact Person:		
Email:		(FAX):
Telephone (HOME):	(WORK):	(CELL):
Address: City/Town/RM :	Postal Code:	
Alternate Contact Person:		
Email:		
Telephone (HOME):	(WORK):	(CELL):

Project Title:	
Proposed Commencement Date:	Proposed Completion Date:
Total Project Costs:	**TOTAL GRANT REQUEST:**

Name of Building or Structure:
Site Owner's Approval (if different from applicant):

Municipal Approval to do the Work:

This site was designated a Municipal Heritage Property on_____ by_____.
(Bylaw Date) (Municipality)

The work proposed in this application has been reviewed and approved by the Municipality.

_____ _____

(Date) (Administrator/Clerk)

Provincial Approval to do the Work: ** Enclose written authorization from the Saskatchewan Heritage Branch if the application is for a designated Provincial Heritage Property.

Application Requirements

Jurors will only adjudicate eligible components of an application. Applicants must be clear in describing the project and how Saskatchewan Heritage Foundation funding is being used.

Following the format (headings) below, applicants must respond to sections #1 through #4 and provide support material as outlined in #5 below.

IMPORTANT: All submissions must be digital, in PDF format with the application form, supporting documentation and photographs combined in one document. Section 1, 2 and 3 should be kept to a minimum, please try to not exceed more than 3 typed pages. If a single PDF is not submitted, the application will be returned and the applicant will be notified to resubmit in the approved PDF format.

1. Project Profile / Impact on the Historic Place:
   a) A brief description of the historic place and its materials and historic use. Attaching a Statement of Significance or designation bylaw describing heritage values is encouraged.
   b) A brief description of the work to be undertaken, and what aspects of the project are to be funded by the Built Heritage Program;
   c) A brief overview of the threat posed to the building or structure should conservation efforts not take place;
   d) A description of how the proposed project supports the Mission and Vision of the SHF.
   e) If applicable, a brief description of previous conservation work that has been completed, particularly work that was previously funded by the SHF.

2. Project Benefits / Community Impact:
   a) Evidence of designation as a Municipal Heritage Property, Provincial Heritage Property or property that cannot be designated;
   b) A description of the heritage value of the building or structure: 1) to the community and 2) to the province;
   c) A description of the benefits associated with the project related to present and future community use and/or community benefit such as: current/proposed use and frequency of use; community-based business improvement, economic diversification, social and/or recreational development, tourism development;
   d) Current and future use plans for the building or structure.

3. Project Plan / Proposed Work:
   a) A detailed outline of the proposed work for the project including the related timelines for the work and priority of work to be done;

4. Budget:
   a) The budget template must be balanced and it should ONLY include eligible costs related to the physical conservation of the building that is being applied for, along with a breakdown of confirmed and projected funding resources for eligible expenses.

5. Support Materials:
   a) *Historic photographs, if available* - Historic photographs may show the appearance of historic doors, windows, exterior finishes or features that no longer exist or have been concealed or

altered. All applicants to the Built Heritage program must make every effort to provide historic photographs of the building or structure for which funding assistance is being sought. Photographs should include the approximate date on which they were taken.

b) *Depicting the Current State of the Historic Place* - photographs depicting the current state of the building or structure, and detailed photographs depicting specific areas for conservation efforts related to the application.
Photographs should include: Two photographs of the entire building or structure in its current setting, as well as several photographs detailing the specific area(s) where the conservation work is proposed. (e.g. detailed shots of window casings, exterior finish, character-defining features).

c) *Related Studies* - If any related feasibility studies, architectural and engineering drawings and specifications exist, please provide the Executive Summary. If an Executive Summary is not available, please provide a summary of the report findings.

d) *Quotes* - Documentation from suppliers and/or contractor(s) clearly describing the material of each component and identifying the cost of each component of the project is required.

e) *Work Authorizations from Authority Having Jurisdiction* - Letter authorizing the work from the site owner, if the site owner is different from the applicant; signature from the Municipality on the application form authorizing the scope of work on a MHP; written approval from the Provincial Heritage Branch authorizing the scope of work on a PHP.

Applicant Responsibilities

- Applicants are responsible for obtaining the necessary investigation, conservation, development or construction permits from the appropriate Municipal, Provincial or Federal agencies before commencing a project.
- Applicants must submit a completed and signed Application Form, including all required information, support material, signed Checklist, and Budget Template Form.
- In certain situations, especially where structural, building code and life safety issues exist, it is strongly recommended to secure professional opinions from architects and/or engineers and that these be included with the application.

Notification

Applicants will be notified of the results of their application after Adjudication is complete, typically no later than January 31.

Budget Template

(Additional items/lines may be added to the template as required).

- **Refer to Application Guidelines** for eligible and ineligible costs.
- **List all revenue and expenses**. Only include eligible items that are directly related to the request for funding.
- **The budget must balance; donation of work should be included in both revenue and expenses** (total revenue must equal total expenses).

Budgetary Notes:

Cost Sharing
All applicants must contribute a minimum of 50% of the total eligible project costs. Projects north of the 54th parallel are eligible for 75% of the total eligible project costs.

Applicant's Contribution
The applicant's contribution can be comprised of a combination of funds from any government or non-government source and in-kind donations.

Donations of Volunteer Labour
Donations of labour, materials and services may count as part of the applicant's contribution and will not count for more than 25% of the applicant's share. Volunteer labour is calculated at the current rate of the provincial minimum wage. If a grant is awarded, the proponent must indicate, on a separate page, the number of volunteer personnel and the number of volunteer hours for each individual to accompany your claim form. (PLEASE CONTACT THE SHF FOR THIS FORM, if required)

Donated Materials and Equipment
On a separate page, list donated materials and equipment, their value and the donor.

See next page for Budget Template (Additional items/lines may be added to the template as required).

	Column 1: Confirmed Revenue	Column 2: Projected Revenue	Explanatory Notes	
REVENUE:				
Federal Government Grant				
Other Provincial Grants (list)				
Municipal Grant				
Donation Contributions (cannot exceed 25% of the Applicants Contribution):				
- Materials				
- Labor				
- Equipment				
Fundraising				
Cash Donations				
Other (provide detailed list)				
Applicant's Contribution				
Sask. Heritage Foundation Request				
TOTAL REVENUE:			**TOTAL CONFIRMED AND PROJECTED REVENUE:**	
	Do not write in this column	**Column 2: Budgeted Expenses**	**Explanatory Notes**	
EXPENSES: (list actual expenses)				
Donation of Materials				
Donation of Labour				
Donation of Equipment				
TOTAL EXPENSES:				

Application Checklist: Please ensure that all of the following information is included in your application. CHECK OFF each item below and SIGN the bottom of this form.	
	A fully completed Application Form.
	A Project Summary, focusing on items eligible for funding by the grant program.
	Initials on Release of Information and signature on Declaration
	A detailed Project Description including: -Brief description of the historic place and its materials and historic use. Attaching a Statement of Significance or designation bylaw describing heritage values is encouraged. - Brief description of work, including what aspects of the project are to be funded by the Built Heritage program; - Brief description of the threat to the property should conservation work not take place; - Brief description of how the project supports the Mission and Vision of the Saskatchewan Heritage Foundation; - Brief description of previous conservation work, if any carried out; - Evidence of designation as a MHP or PHP or proof that the property cannot be designated; - Description of the heritage value to 1) the community (MHP); and 2) the province (PHP); - Description of a conservation approach that aligns with the *Standards and Guidelines*;
	- Budget – detailed balanced budget showing confirmed and projected sources
	Support Material including: - Historical photographs - Current color photographs with specific reference to the proposed work items. - Related studies (if any exist) - Quotes for each component of the proposed work - Approval from the appropriate authority having jurisdiction (AHJ)
	Work Authorizations including site owner approval, and permits if applicable
	Current and future use plans for the historic property

I have read the Program Information and understand that items on the above Checklist must be provided with my application in order for it to be adjudicated.

_____ _____

(Signature of Applicant) (Position)

_____ _____

(Print name legibly) (Date)

Release of Contact Information:

The Saskatchewan Heritage Foundation is frequently approached by members of the media or elected officials for contact information on successful program applicants. Please initial beside the options below to authorize the release of this information and SIGN this form. (Please note your contact information will not be released for any other purpose without your consent.)

_____ I authorize the Saskatchewan Heritage Foundation to provide my phone number and/or email address to members of the media and/or other project applicants of the SHF in response to inquiries about the project for which I have received Saskatchewan Heritage Foundation funding.

_____ I authorize the Saskatchewan Heritage Foundation to provide my mailing address to elected officials - i.e. Members of the Saskatchewan Legislative Assembly (MLAs) and Saskatchewan Members of Parliament (MPs) - if this information is required for the specific purpose of writing me a congratulatory letter for receiving Saskatchewan Heritage Foundation funding.

Declaration:

I, the undersigned, certify that the statements and information contained in this application are accurate and true; and avow that none of the work described in this application has been undertaken as of the application date, and will not take place until after the adjudication/notification date.

I, the undersigned, agree that should my application be approved in whole or in part:

- I will abide by the Saskatchewan Heritage Foundation's Grant Agreement;
- I understand that supporting documents will become the property of the Saskatchewan Heritage Foundation and will not be returned to me;
- I understand that submitted material may be used in any promotions of the Saskatchewan Heritage Foundation; and
- I authorize the Saskatchewan Heritage Foundation to publish the applicant organization's name, location and grant amount.

_____ _____

Signature Name (print clearly)

_____

Date