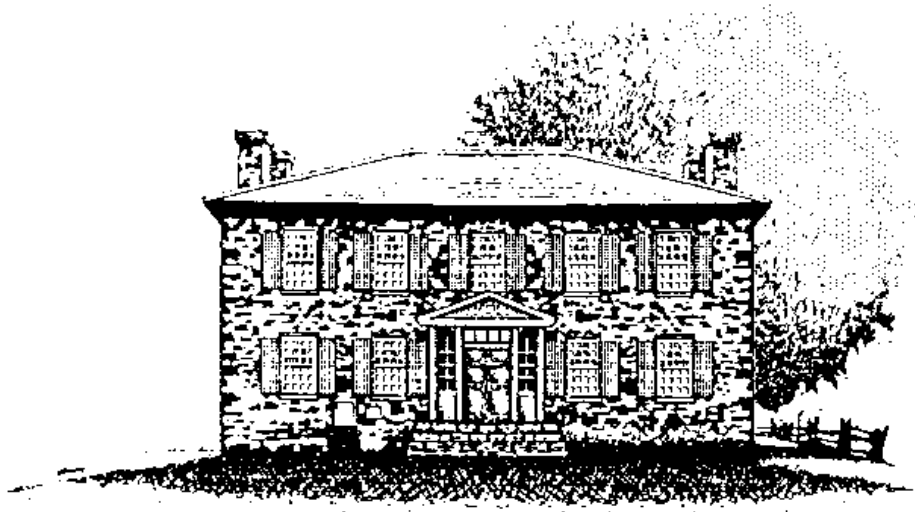


# Sault Ste. Marie Heritage Committee



## Guidelines for the Application of a Designated Property Grant

City of Sault Ste. Marie

[saultstemarie.ca](http://saultstemarie.ca)

## **Designated Property Grants**

### **Introduction**

Owners of properties designated under the Ontario Heritage Act as having cultural heritage value or interest with the City of Sault Ste. Marie are eligible to receive grants toward the conservation and restoration of the heritage features of their properties.

Through the Designated Property Grant Program, an owner may make application to receive one grant per calendar year for work done on the heritage elements of the designated property. The maximum grant is normally not more than 2/3 of eligible costs. Grants do not often exceed \$3,000.00. Grant funding is capped at \$12,000 annually.

In general, to be considered eligible for a grant, a project must be directed toward the conservation and/or restoration of those elements of the property cited in the Reasons for Designation, which form part of the designation bylaw for the property. Some examples of the type of projects which may be eligible include the restoration of an original porch, the conservation of period window trim and the restoration of other decorative trim such as decorative fascia. In exceptional cases, grants may be considered for repairs to the exterior structure of a building not considered as heritage features. In such cases the integrity of the heritage building would be negatively impacted without the repairs. The acceptability of each proposal will be determined by City Council on the advice of the Sault Ste. Marie Municipal Heritage Committee. The decision is final.

### **Eligible Properties**

Any property which has been designated under Part IV of the Ontario Heritage Act is eligible. Grants can only be paid when the designation bylaw has been passed and registered.

### **Frequency of Grant**

A property may receive one grant per calendar year. Applications will be considered on April 30<sup>th</sup> and August 30<sup>th</sup> of each year. Requests received after these dates may be referred to the next grant period.

### **Eligible Projects**

Only those projects described are eligible for grant funding. If there is doubt about the interpretation of these eligibility guidelines in relation to a specific project proposal, the Sault Ste. Marie Municipal Heritage Committee should be contacted for clarification prior to the approval of the proposal.

## Properties Designated Under Part IV

- 1) **General** – Any work which conserves or enhances elements specified in the Reasons for Designation:
  - Poor or defective work is not eligible.
  - Short-term, routine maintenance is not eligible (broken windows, painting\*, etc.)
  - The conservation of existing architectural elements which are significant (doors, windows, roofing materials, etc.)
  - The reconstruction of significant architectural features which still exist, but which are beyond conservation or repair (only ACCURATE reconstructions will be considered).
  - The restoration of significant architectural features which have been lost, but for which the appearance can be clearly determined from documentary sources (sources must pertain to the particular property for which funding is requested).

\* A one-time grant for exterior painting may be considered where special circumstances exist.

- 2) **Exterior** – Eligible projects must include the conservation or accurate reproduction or restoration of significant architectural features such as:
  - Doors
  - Windows
  - Verandahs
  - Cupolas
  - Significant chimneys (exterior only)
  - Decorative fascia or other decorative trim
  - Shop fronts which have been altered or replaced
  - Any other features important to the overall composition of the structure as specified in the Reasons for Designation
  - Fences and outbuildings if specifically referred to in Reasons for Designation

Eligible work **does not** include:

- Work on modern additions
  - Sheds or outbuildings not specifically referred to in the Reasons for Designation
- Modern doors and windows unless replicas of the original
- New storm or screen doors and windows
- Chimney repair other than restoration of a significant chimney
- Repair of eaves trough unless its nature is such that it is significant to the heritage of the structure

- 3) **Interior** – Interior work is not eligible except for the conservation of features specifically referred to in the Reasons for Designation.

Eligible interior features, if specified in the Reasons for Designation, include woodwork, plaster work, wall or ceiling murals, etc.

New services (electrical, plumbing, heating) and insulation are not eligible.

- 4) **Structure** – Work necessary to restore the building to structural soundness, but not including structural work to accommodate modern renovations, is eligible.

This includes the correction of serious structural faults which threaten the building's survival, but does not include routine maintenance.

Structural work necessitated by modern renovations (eg. a new supporting beam over the opening for a new door) is not eligible.

- 5) **Architects' & Engineers' Fees** – Professional fees to a maximum of \$900.00 of the \$3,000.00 grant are eligible under the Designated property Grant program for work directly related to proposed conservation and rehabilitation projects. Funding is strictly limited to professional fees which are directly related to completed eligible projects.

*For more detailed information on eligible project types, contact the Sault Ste. Marie Municipal Heritage Committee.*

### **Application & Grant Process**

- a) The property owner should consult with the Recreation and Culture Division of the City of Sault Ste. Marie as early as possible in the process of planning a project. This pre-consultation helps to avoid ineligible proposals. **Work conducted before it is approved will be ineligible unless pre-approved by the Municipality.**
- b) The property owner submits an application for a grant to the Municipality, on application forms provided by the City. This application must include all details necessary for a full understanding of the proposed work (eg. materials to be used, dimensions, mortar mixes, cleaning chemicals for masonry, etc.)

Where necessary, the Municipality may request additional plans, specifications, drawings or photos. The professional fees for the preparation of such material may be grant-eligible.

It is the Municipality's responsibility to ensure that properties are designated under Part IV of the Ontario Heritage Act.

- c) The application is reviewed by the Municipality. Project proposals will be referred to the Sault Ste. Marie Municipal Heritage Committee. If approved the owner undertakes the work. Two to three quotes are preferred from qualified contractors.

The owner is required to contact the Municipality concerning any changes to the project which are proposed during the course of the work.

Nothing contained in this application relieves the applicant from obtaining required Municipal Permits. All work must be carried out in accordance with the requirements of the Ontario Building Code and Municipal Bylaws.

- d) Work undertaken must be inspected to ensure conformity to the proposal submitted.

Inspections may be carried out by Municipal staff or, where acceptable, by members of the Municipal Heritage Committee.

- e) The grant is paid to the property owner by the Municipality, on the basis of receipts for project costs and the final approval of City Council.

Each claim must include details of the work which was carried out (eg. materials, dimensions, mortar mixes), and clear “before” and “after” photos of the project.

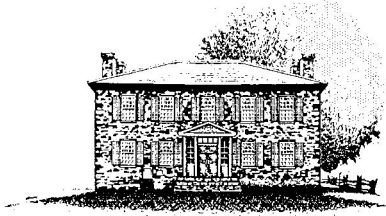
### **Grant Amount**

The grant amount for the City of Sault Ste. Marie is normally not more than two-thirds of the eligible costs. Grants do not normally exceed \$3,000.00.

The grant is based on the owner’s actual expenditures as verified by invoices. Donated labour and materials are not considered part of the costs or part of the owner’s matching contribution.

Funds for eligible project costs in excess of the Designated Property Grant may come from any other source, including other government programs. Funds for other non-eligible costs may come from any other source.

Upon satisfactory project completion, the Municipality will pay the owner the grant.



## **Sault Ste. Marie Municipal Heritage Committee**

### **APPLICATION FOR A DESIGNATED PROPERTY GRANT**

To be completed by the applicant and returned to the Sault Ste. Marie Municipal Heritage Committee, c/o the Manager Recreation & Culture.

*Note:* In order to be eligible for this grant, properties must be within the City of Sault Ste. Marie and designated under The Ontario Heritage Act, 1975. **For specific criteria refer to the document "Guidelines for the Application of a Designated Property Grant."**

**1. Applicant**

Name	Telephone (include area code)
Address	Postal Code

**2. Property for which application is being made:**

**3. Have you previously received a Designated Property Grant for this property?**

Yes       No      (If "Yes, give date and amount)

Date	Amount

**4. Provide a description of the project and cost breakdown. Include details such as materials to be used, sizes, mortar mixes, etc. Enclose all drawings, project photos and/or other material necessary for a complete understanding of the proposed work (use additional sheets as required). Please include any available historic photographs.**

Description	Cost

**5. List all sources and amounts of funding requested for project**

Heritage Grant Amount	Amount
	\$
Other Level of Government Funding	\$
Private Funds	\$

I certify that to the best of my knowledge the information provided in this application for a Designated Property Grant is accurate and complete.

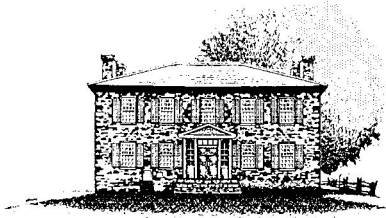
**Applicant**

**Date**

Nothing contained in this application relieves the applicant from obtaining required Municipal Permits. All work must be carried out in accordance with the requirements of the Ontario Building Code, Municipal By-laws and the City of Sault Ste. Marie Purchasing Policy.

**To be completed by the applicant and returned to the Sault Ste. Marie Municipal Heritage Committee c/o the Manager of Recreation and Culture**

*Personal information on the Application for a Designated Property Grant is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 M.C.M. 56 and will be used solely to determine applicable information necessary for application. Questions about this collection should be directed to the Sault Ste. Marie Municipal Heritage Committee, c/o the Manager of Recreation & Culture Division.*



## ***Sault Ste. Marie Municipal Heritage Committee***

Project Address: \_\_\_\_\_ Description \_\_\_\_\_

### **FOR MUNICIPAL USE ONLY**

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Application received by

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

### **Sault Ste. Marie Municipal Heritage Committee Decision**

\_\_\_\_\_  
Date of referral to Sault Ste. Marie Municipal Heritage Committee

Project  Accepted (conditions)

Not Accepted (reasons)

\_\_\_\_\_  
Municipal Heritage Committee Chairperson

\_\_\_\_\_  
Date

### **Municipal Council Decision (if required)**

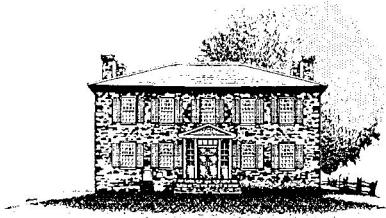
Accepted (conditions)

Not Accepted (reasons)

\_\_\_\_\_  
Manager Recreation and Culture

\_\_\_\_\_  
Date

Attachment: a) Copy of "THE APPLICATION FOR A DESIGNATED PROPERTY GRANT"  
b) Copy of Municipal Heritage Committee Resolution



## Sault Ste. Marie Municipal Heritage Committee

### POST PROJECT REPORT

1. Background				2. Property Address
	Day	Month	Year	
Application Received.....				
M.H.C. Approved.....				
Project Completion.....				
Grant Payment .....				

3. Provide a brief project description and list eligible costs. Include details such as materials used, sizes, mortar mixes, etc.

Description	Costs

4. Amount of Grant paid ( <i>normally to a maximum of \$3, 000.00</i> .....)	\$
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5. Comments

6. Attachments
- (a) Photos of project (not Polaroids), both before the work was undertaken and after completion.
  - (b) Copy of paid invoices.