



## HOUSE GRANTS PROGRAM 2012 APPLICATION REQUIREMENTS

### 1. General Guidelines

#### Eligibility

As a homeowner in the City of Victoria, you may be eligible for a grant towards the cost of your building's maintenance, repair and rehabilitation if:

- The house is Heritage Designated or Heritage Covenanted or in the process of being Designated
- The house was originally single family or duplex
- Taxes are fully paid
- You are not involved in any zoning or bylaw disputes with the City of Victoria
- You are covered by current comprehensive home insurance

#### House Grants

- Grants are a percentage of a maximum \$20,000 project cost per year.
- The percentage varies based on the current year's number of applicants and cost of projects.
- In recent years the percentage has been between 25% and 30%.
- Grants for any one house over a ten-year period will normally be limited to a total of \$20,000.
- Grants will not be paid for work undertaken prior to grant approval.
- Owners of newly Designated houses or new owners of a Designated house may apply for a house grant at any time within that first year. These may be approved if funding becomes available.

#### Special Grants

In addition to the regular house grants, the Board may consider the following "special grants" on a case-by-case basis and subject to the availability of funds. Contact the Victoria Heritage Foundation (VHF) for more details.

#### Emergency Grants

- An Emergency Grant can be provided when an immediate hazard threatens a Designated building.
- Applications for 50% of an emergency repair up to a **NEW!** maximum project cost of \$2,000 are reviewed on an individual basis at any time.
- The Emergency Grant is intended to address unpredictable or unforeseen building problems that have recently arisen, such as new leaks, fire or weather damage, or falling masonry.
- It is not meant to be for building-wide issues, maintenance or repairs that are part of a larger plan.
- The need to undertake the work must qualify under one or more of the following circumstances:
  1. Presents a hazard to people inside or outside the property.
  2. Endangers the stability or integrity of the structure.
  3. Jeopardizes important architectural elements of the exterior or a designated interior feature.
- Requests for emergency funding must be accompanied by a grant application form. Immediate inspection by VHF is a requirement. In some cases remedial work may have already commenced and two estimates may not be required.
- VHF may request permission to contact the homeowner's Insurance Adjuster to verify that the cost is not covered by insurance.
- The work must be commenced immediately upon approval and completed within **2 months** or the grant may be forfeited.

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## Specialist Fees

VHF will consider advance grants of 50% of consultant's or specialist's fees for specifications and drawings, to a maximum grant of \$750. The work may be done the following year on a separate grant. Some examples are:

- Engineer's fees for seismic upgrading specifications or structural design
- Professional consultant's fees for Building Conservation Plans
- Colour consultant's fees (*see page 4, Colour Scheme Requirements*)

## Reconstruction of Missing Features

VHF encourages the reconstruction of missing architectural elements, as indicated by documented or photographic evidence. These projects may be funded at a higher rate than the regular house grant. Some examples are:

- decorative brackets, ridge cresting or finials
- bay window features
- verandah details

## Banked Grants

Where the nature, size or cost of a project makes it impractical to complete within a year, VHF will consider applications to "bank" grants for projects to be completed in a subsequent year. Some examples are:

- reroofing of a large residence
- extensive seismic upgrading
- the replacement of missing elaborate architectural elements such as on a verandah
- **NEW!** In order to be considered for a banked grant, the applicant must submit a rehabilitation plan complete with cost estimates and timelines.
- **NEW!** The maximum number of banked grants shall be **two**. They must be used in the third year or all banked grants will be cancelled.

## 2. The House Grants Program

### ***What Work is Eligible for Funding?***

The Victoria Heritage Foundation funds a broad range of heritage conservation work. An overall Building Conservation Plan is highly recommended. VHF considers funding projects based on the following priorities:

1. Structural work, seismic upgrading, foundations, perimeter and storm drains, chimneys and masonry work, fascias, gutters and downspouts, roofs (once per 30 years)
2. Exterior rehabilitation and repairs of the building's historic character - exterior cladding, woodwork and trim, doors and windows, including wood storm windows
3. Exterior preparation and painting (once per approximately 10 years)
4. Reconstruction of missing significant architectural elements
5. Reconstruction of documented, historically-accurate Designated outbuildings, fences, gates and masonry walls
6. Designated interior features

### ***What Work is Not Eligible for Funding?***

- Work deemed routine maintenance, such as cleaning gutters
- Inappropriate replacement of original historic materials with new materials (e.g. vinyl siding, double-glazing, aluminium or vinyl windows)
- New additions
- Insulation
- Skylights

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- Work that is not of a standard or authenticity acceptable to VHF
- Work that does not comply with the specific work approved
- Owner's labour

## ***VHF Rehabilitation Dos & Don'ts***

The complete *VHF Rehabilitation Dos & Don'ts* are available on our website or by contacting our office. Relevant excerpts of the *Rehabilitation Dos & Don'ts* will be included in the letter of approval sent to homeowners. Adherence to the *Rehabilitation Dos & Don'ts* is mandatory. Ensure that your contractors are also familiar with and adhering to them. These are some general policies:

- Regular maintenance will minimize the need for extensive repairs.
- Repairs to the basic structure, foundations and roofs should be done first.
- Repair of original materials is preferable to replacement with new work.
- New work should accurately match the original forms, materials and detailing, based on sufficient physical or documentary evidence.

## ***Permits***

- The City of Victoria Building Bylaws require a **Building Permit** for most construction, alteration, addition, reconstruction or demolition. For more information on Building Permits, please contact the Permits and Inspections Division of the City of Victoria.
- VHF does not provide Building Permits. The homeowner is responsible for determining if a Building Permit is required. If required, you will be inspected by a **City of Victoria Building Inspector**. VHF House Grants Inspectors are not to be confused with City of Victoria Building Inspectors.
- Alterations or additions needing a Building Permit and affecting the Designated portions of the building cannot be made, without approval by the City of Victoria. They may require a **Heritage Alteration Permit**. Please contact the City of Victoria Heritage Planners for further information.

## **3. The Application Process**

### ***When to Apply***

- Owners of Heritage Designated or Heritage Covenant houses will be mailed an invitation to apply in late January.
- The deadline for applications is **March 31<sup>st</sup> 2012**. Complete applications and supporting documents must be received by this date.
- **NEW!** There will be a **second intake** of applications on September 15<sup>th</sup> 2012, if additional funds become available through cancellations. Please contact VHF for details including completion deadlines for this option.
- Owners of newly Designated houses or new owners of a Designated house may apply for a grant at any time, subject to available funds.
- Owners are restricted to one application per year per property; however, it may contain more than one project.
- All applications will receive careful consideration but will not necessarily be funded.
- No application shall be considered to form contractual or other obligations on the part of VHF.

### ***How to Apply***

Submit to Victoria Heritage Foundation the following:

- Completed and signed *Application Form*.
- A minimum of **two** current (6 months) detailed estimates for each of the trades involved in your proposed work (the lowest estimate need not necessarily be accepted). Use contractors with positive references that you have personally verified. Ensure that your estimates take into account all aspects of your project. The grant, once approved, will be **based on these estimates**.

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- Photographs (*see page 5, Photo Requirements*) of existing building elevations and areas where work is to occur.
- Archival photographs and historical documentation, if available.
- Detailed drawings for replacement elements.
- Colour schemes with paint chips (*see page 4, Colour Scheme Requirements*).

## **Grant Application Review**

- All applications and accompanying documentation are reviewed by the House Grants Committee.
- The VHF House Grants Committee assigns its volunteer inspectors to review and inspect proposed projects.
- Owners are encouraged to contact VHF with any questions regarding the status of their application.

## **When is the Grant Approval Given?**

- Final approval is given after VHF receives confirmation of its funding from the City of Victoria, usually in April.
- You will be notified in writing if a grant for your project has been approved or declined.
- Once projects are approved, unauthorized changes are neither accepted nor funded.

## **When Should Work Commence?**

- No work should commence before being notified in writing that your grant has been approved.
- **NEW!** Work should commence as soon as possible following grant approval, but no later than **September 15<sup>th</sup> 2012** or the grant **will be cancelled** and the funds will be made available to other applicants.
- Applicants of cancelled projects will become eligible to apply again one year later.
- **NEW!** Cancelled funds will be made available to other applicants through a second intake **September 15<sup>th</sup>**. Contact VHF for second intake details and deadlines.
- Contact VHF to pick up a VHF sign to prominently display on your property once work begins.
- Notify your VHF House Grants Inspector when work is about to commence and keep him/her informed of the progress to ensure ongoing inspection.
- Prep work and repairs must be reviewed and inspected by the assigned VHF House Grants Inspector prior to painting or further work that might conceal the repairs.

## **What to Do When the Work is Completed**

Work on approved projects should be completed by **February 28, 2012**. Grants for projects not completed by this date will be **forfeited except in exceptional circumstances**, as determined by the VHF Board. Upon completion, or no later than **February 28, 2012** VHF must receive the following before the grant funds can be released:

- The VHF House Grant Inspector's final report indicating work is completed according to VHF standards. **Note:** *It is advisable to contact the VHF Inspector to inspect the work before paying the contractor. VHF will not become involved in any dispute between homeowners and trades people they have hired.*
- Photographs taken in progress and after completion of the project (*see page 4, Photograph Requirements*).
- Evidence of full payment to contractor. **Receipts or paid invoices signed by the contractor.**
- Cancelled cheques and credit card receipts are **not** acceptable.
- A list totalling the receipts (*if applicable*).
- Return the VHF sign (*\$25 charge if not returned*).

## **Grant Payment**

Grant payments can be made after VHF has received its annual funds from the City, usually by July 1<sup>st</sup>. Documentation received by the 15th of the month is considered at a monthly VHF meeting, during which VHF will:

- Review the report from the assigned VHF House Grants Inspector.
- Review the documentation and photographs submitted by the owner.
- Approve the grant payment. **Note:** *The grant may not be paid if the work is not of a standard or authenticity acceptable to VHF.*
- Thereafter a letter and cheque will be sent to the homeowner.

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## 4. Appendix

### Photographs

Photographs of your house are used to qualify your grant application before work commences, and to approve payment after the work is completed. In addition, they are invaluable for VHF's archives and may be used for educational and publicity purposes. Poor quality photos not suitable for reproduction will be rejected.

#### ***VHF Photo Requirements***

- **High quality** colour photographs (enclose colour **prints** or email **high resolution** images) to be taken before, during and after of the specific details of the construction projects. Digital photos should be approximately 4" x 6" at 300 dpi.
- When applying for your first VHF grant, include at least two photos showing the house in the context of the street and/or neighbouring houses.
- Photos should be taken of prep work before it is concealed by subsequent work (e.g. exposed sheathing or plywood in the case of re-roofing, prep work before painting, drainage pipes before backfilling).
- Photographs should indicate the date and address.

### Colour Scheme Requirements

Exterior colours should be chosen that are appropriate to the design, age, style and locale of the building. The Victoria Heritage Foundation encourages owners to choose the colours carefully and in some cases to seek help from a colour consultant. VHF may pay a percentage of a colour consultant's fees (*see page 1, Specialist Fees*). The choice of colour scheme is open to discussion. Placement of colours must be historically correct. For a paint project to be funded by VHF, approval of the colour scheme, preparation and procedure are required. Grant payment is contingent upon the owner following the approved process and colour scheme. Any alteration to the initially approved colour scheme or process must also be approved by VHF prior to painting. VHF reserves the right to refuse funding for inappropriate colour schemes as determined by VHF, and for any project in which quality of preparation, materials or labour is inadequate, as determined by VHF.

#### ***Historically-Appropriate Colour Schemes***

A historically-appropriate colour scheme approved for funding by VHF must be one of the following:

1. Original colours as determined by sampling and/or research as detailed in the brochure *Your Old House: True Colours: Authentic Heritage Colour & Placement*, by Don Luxton & Sharon Halfnight; contact VHF to purchase a copy. There is additional information in the *Rehabilitation Dos and Don'ts* document (*page 6, Historic Colour Schemes*).
2. A colour scheme following the guidelines of several reference books listed in VHF's *Rehabilitation Dos & Don'ts* document (*page 7, Suggested Reading List*). Be sure to understand what style your house is (e.g. Queen Anne, Italianate, Craftsman, etc.) when referring to these sources.

#### ***VHF Colour Scheme Requirements***

Submit the following for consideration and approval by VHF prior to painting:

- Paint chips showing colour, manufacturer, colour number or formula.
- Sketches or coloured-in photocopies accurately illustrating colours and their placement.