



## 2017 HOUSE GRANTS PROGRAM GUIDELINES & CONDITIONS

### Introduction

The Victoria Heritage Foundation (VHF) House Grants Program promotes the conservation of residential heritage buildings by assisting owners with grants for a portion of the costs incurred in restoration and rehabilitation work.

The awarding of grants is subject to the demand for and availability of funding. If applications received exceed the available budget, the following priority ranking will be used:

- Houses that have not previously received grants
- Projects that demonstrate the highest standards of heritage conservation
- Projects that include the maximum retention of the historic fabric
- Work necessary to restore the building's structural integrity

### Eligibility for a Grant

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

- The house is Heritage-Designated or Covenant or in the process of being Designated
- The house was originally single-family or duplex
- City of Victoria 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

### Rehabilitation Grants (30-40%)

Applicants should contact VHF well in advance of the deadline to avoid delays or ineligibility. Ensure that your project and quotes conform to the VHF *Rehabilitation Requirements*. They are available on our website or by contacting our office. Adherence to the *Rehabilitation Requirements* is mandatory. It is the homeowner's responsibility to ensure that work is done per the requirements. Failure to comply with these requirements will likely affect payment of your grant in full or part. To ensure full compliance please provide prospective contractors with a copy of the applicable requirements for the project and ask them to specify these requirements in their quotes. The contractor's on-site representative should also be provided with a copy before work commences. Use skilled contractors who have experience working on heritage houses and with positive references you can personally verify. Although owner's labour is not eligible for a grant, materials are eligible.

- Grants will not be given for work undertaken prior to an approved grant application.
- Grants are a percentage of a maximum **\$21,000** project cost per year.
- The percentage and the maximum amount are subject to change depending on the program budget.
- The minimum project cost eligible for a grant is **\$1,000**.
- Grants for any one house will be limited to a total of **\$21,000** per 10-year period.

### Eligible Projects

Eligible projects may include but are not limited to:

- Structural work, such as foundation repair
- Repair of deteriorated original significant features including windows, doors, masonry.
- Restoration of original building features using materials that accurately match the original forms, materials and detailing, based on sufficient physical or documentary evidence.
- Reroofing (once per 30 years)
- Exterior painting in approved historic colours (once per 10 years)

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- Repointing masonry
- Wood storm windows

## Ineligible Projects

Ineligible projects may include but are not limited to:

- Projects of a non-historic nature such as the introduction of new features (double-glazing, skylights, insulation).
- Work on existing features that are not regarded as having heritage value.
- Work deemed routine maintenance such as gutter cleaning, moss removal, repair of broken steps, touch-up painting.
- Work that is not of a standard or authenticity acceptable to VHF.
- Work that was commenced prior to approval.
- Work that does not comply with the specific work approved.

## Special Grants (up to 50%)

In addition to the Rehabilitation Grants, the Board may consider the following Special Grants on a case-by-case basis and subject to the availability of funds.

### New Designations

- Recently-designated houses may be eligible for an increased percentage grant for one year from the date of designation.

### Professional Fees (up to 50% of \$3,000)

- Engineer's fees for seismic upgrading specifications or structural design.
- Professional consultant for Building Conservation Plans.
- Colour consultant or professional paint analysis.

### Seismic Retrofits

- Seismic retrofits that have been designed by a Professional Structural Engineer.

### Exterior Painting in Original Colours

- One-time grant for painting in professionally-documented original colours.

### Reconstruction of Missing Features

- Reconstruction of missing significant architectural elements, as indicated by documented or photographic evidence. Some examples are:
  - decorative brackets, ridge cresting or finials
  - bay window features
  - verandah details

## VHF Rehabilitation Requirements

The complete VHF *Rehabilitation Requirements* are available on our website or by contacting our office. Adherence to the *Rehabilitation Requirements* is mandatory. Failure to comply with these requirements will likely affect payment of your grant in full or part. To ensure that your contractors are familiar with them, you should provide them with a copy of the relevant requirements when obtaining quotes. Contractors should confirm the applicable requirements in their written quotes.

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.

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- New work should accurately match the original forms, materials and detailing, based on sufficient physical or documentary evidence.

## Application and Grant Process

### When to Apply

- Work on eligible projects shall not commence prior to the awarding of the grant.
- The deadline for applications is **March 31<sup>st</sup> 2017**. Completed applications and supporting documents must be received by this date.
- Applicants should consult the VHF well in advance of the deadline to avoid delays or ineligibility.
- There may be a **second intake** of applications on **September 15<sup>th</sup> 2017**, if additional funds become available through cancellations. Contact VHF for details including completion deadlines for this option.
- It is the applicant's responsibility to understand and comply with all aspects of the House Grants Program policies. Failure to understand and comply with the policies may result in the denial of a grant.
- Owners of recently-designated houses or new owners of a designated house may apply for a grant throughout the first year. Such grants may be approved, subject to available funds.
- 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 detailed quotes for each of the trades involved in your proposed work (the lowest quote need not necessarily be accepted). Use skilled contractors who have experience working on heritage houses and with positive references that you have personally verified.
- Ensure that your quotes take into account all aspects of your project. The grant, once approved, will be based on these quotes. Additional funding for cost increases may not be possible.
- Photographs (*see page 5, Photographs*) 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 for paint schemes (*see page 5, Paint Colour Scheme Requirements*).

### 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.
- Grants will be either conditionally approved or refused.
- Applicants will be advised in writing of the decision after VHF receives confirmation of its funding from the City of Victoria, usually late April.
- Once projects are conditionally approved, unauthorized changes are neither accepted nor funded.

### When to Commence Work

- No work shall commence before being notified in writing that your grant has been approved.
- Work shall commence as soon as possible following grant approval, but no later than **September 15<sup>th</sup>**.
- Work on major exterior painting must commence no later than **September 1<sup>st</sup>**.
- Contact VHF to pick up a VHF sign. The VHF sign acknowledging the funding grant must be prominently displayed while work is underway or for 10 days, whichever is greater.
- Notify the VHF House Grants Inspector assigned to your project when work is about to commence and keep them informed of the progress.
- 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.

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## When Work is Completed

Work on approved projects should be completed no later than **February 28, 2018**. Grants for projects not completed by this date will be **forfeited except in exceptional circumstances**, as determined by the VHF Board. Upon completion, VHF must receive the following before the grant funds can be released:

- The VHF House Grant Inspector's report indicating work is completed per 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 5, Photograph Requirements*). At least one photograph of the VHF sign on the property must be included.
- Evidence of full payment to contractor. **We require receipts or paid invoices signed by the contractor.** Cancelled cheques and credit card receipts are **not** accepted.
- A list totalling the receipts (*if applicable*).
- Return the VHF sign (\$25 charge if not returned).

## Grant Payment

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

## 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 Department 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's Heritage Planners for further information.

## 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.

**High quality** colour photographs (digital images preferred) to be taken before, during and after of the specific details of the construction projects. Poor quality photos from your printer are not acceptable.

- 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).
- Photographs should indicate the date and address.
- At least one photograph of the VHF sign on the property must be included.

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## Paint 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, Professional Fees*). Although the choice of colour scheme is open to discussion, colours and their placement 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.

## Historically-Appropriate Colour Schemes

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

1. Professionally-documented original colours.
2. A colour scheme following the *Historical True Colours for Western Canada* paint palette (available by request at Benjamin Moore paint stores). Be sure to understand what style your house is (e.g. Queen Anne, Italianate, Craftsman, etc.) when referring to these sources. Refer to *Your Old House, True Colours* (see VHF website) for more information.

## 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 illustrating colours and their placement on the architectural elements of the house.