



City of Cambridge

# Designated Heritage Property Grant Program



CAMBRIDGE  
CANADA  
*It's all right here*

## Table of Contents

1.	Eligible Properties	1
2.	Projects	1
3.	Eligible Projects	1
	a) General Conservation Projects	3
	b) Repair or Restoration of Structural Elements	4
4.	Ineligible Work For Funding	5
5.	Grant Amount	6
6.	Application Checklist	7
7.	Application Review & Decision	8
8.	Project & Grant Process	9
9.	Glossary	10



## 1. ELIGIBLE PROPERTIES

**The City of Cambridge Designated Heritage Property Grant Program** provides matching grants to heritage designated property owners for the conservation and preservation of Cambridge's cultural heritage resources. It is in place to recognize and support both the community and the owners who enjoy the benefit that designated heritage properties provide.

The property must be designated under Part IV or V of the Ontario Heritage Act. The property must be in compliance with the Ontario Heritage Act. For more information concerning the designation or conservation of heritage properties, please contact the Planner - Heritage or phone (519) 621-0740 ext. 0 for assistance

## 2. PROJECTS

Priority will be given to projects that conserve and/or restore elements of the property cited as attributes of cultural heritage value or interest in the property's designation By-law. Property owners are only eligible for one grant per calendar year for one project. Grants are not awarded retroactively for work already completed. It is preferred the work not begin until the grant is approved. However, in extenuating circumstances, such as flood or wind damage,

the work may have to commence prior to the approval of the grant. In this case, a request to commence the work must be provided to the Planner – Heritage. If required, the



Municipal Heritage Advisory Committee may review as well. Once the review has taken place, acknowledgement will be provided in writing that the work may proceed.

### 3. ELIGIBLE PROJECTS

Projects described below will be considered for funding:

- i. Conservation of existing external architectural elements which are significant to the cultural heritage value of the property, such as doors, windows, bargeboard, siding, original roofing, and any other attributes as described in the designation by-law.
- ii. Reconstruction of external architectural elements which still exist but are beyond repair.
- iii. Restoration of external architectural elements which have been lost, but for which there exists documentation to reproduce those elements as per the original. The evidence must be for the property in question, not similar properties.
- iv. External foundation work necessary to restore a building or structure to structural soundness.

Please Note: Replication of external architectural features, including windows, will only be considered when it has been demonstrated that restoration is not feasible.

The replacement elements have to be the same shape, form and material as the original elements.



## **a) General Conservation Projects**

The following is a list of typical conservation projects that would be considered for funding. It is not an exhaustive list but intended to be used as a guide for what would be considered eligible. If you have any questions about your project's eligibility, please contact the Planner – Heritage as soon as possible to discuss.

- i. Repair or replace a chimney based upon archival evidence of the original feature.
- ii. Repair or replace original siding, including stucco where it is an original finish. Stucco must match the original in its composition, texture and colour.
- iii. Repair and re-pointing of masonry to match original in texture, composition, colour and profile subject to and in accordance with the guidelines for historic masonry.
- iv. Repair or replication of wooden storm and screen windows where documentation verifies the use of storms and screens.
- v. Repair or replication of wood windows to match the original size, shape, form, and materials. Aluminum storms, windows which are vinyl, aluminum, or PVC clad will not be eligible for a grant.
- vi. Preparation and painting of wood surfaces.
- vii. Repair or replacement architectural features such as porches, verandas, or bargeboard, where these features can be documented and reproduced in original materials.
- viii. Repair or replacement of gutters, eavestroughs and downspouts or where gutters are built into the cornice of the structure.
- ix. Conserve or replace original roofing materials and flashing. Roofing may include the repair or replacement of the roof deck with matching materials to the original.

## **b) Repair or Restoration of External Structural Elements**

The following projects are only eligible if the structural elements require repair or replacement in order to conserve and stabilize the original structure of the property, i.e. the building has fallen, or is likely to fall, into a state of disrepair:

- i. Replacement or reconstruction of the property's window sill and lintels.
- ii. Repair, reconstruction or rehabilitation of the property's foundation, columns and footings for the sole purpose of supporting and conserving the foundation.



The majority of structural projects require a building permit. Please contact the Building Division to discuss your project to get the necessary permits in place before the work commences.

## **4. INELIGIBLE WORK FOR FUNDING**

- i. Projects that do not contribute to the conservation of heritage attributes of the property, such as the introduction of new features or additions
- ii. Projects that may be considered routine or short term maintenance such as the repair of a broken window or repair of siding or roofing through patching
- iii. The replacement of original roofing materials, such as slate or cedar shakes, with asphalt shingles
- iv. Synthetic stone
- v. Vinyl, Aluminum, or PVC clad windows or doors, including insulated doors

## Heritage Property Grant Program

- vi. Power washing, sandblasting and cleaning of masonry surfaces will not be eligible unless it can be proven that the cleaning of the masonry is necessary for the conservation of the structure
- vii. Landscaping, such as driveways, will not be eligible unless it is noted within the designation by-law or can be proven to be a restored element original to the property

The above items may still be approved by the Municipal Heritage Advisory Committee to proceed, but will not receive a grant from the City in order to be done.

Please Note: A property owner who has the proven ability to carry out the work on their property in a professional manner in accordance with best practices for heritage conservation work, as set out by the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada, may do so. However, property owners will only be eligible for direct material costs and cannot claim labour or durable goods costs. Family construction companies are also exempt from claiming labour and durable goods costs.

If you have any questions about what are direct materials versus durable goods (see Glossary), please contact the Planner – Heritage to discuss your project.



## 5. GRANT AMOUNT

All Designated Heritage Property Grant applicants are eligible to apply for a maximum of half the eligible project costs as outlined above. For all grants, whether for general conservation or structural projects, applicants can request a minimum of \$500 to a maximum of \$5,000 in funding.

Grants are matching up to one half the cost of the work to be carried out up to a maximum of \$5,000.00 per calendar year.

The Municipal Heritage Advisory Committee may include conditions with their grant approval.

Please Note: The amount of funding for the Designated Heritage Property Grant Program is determined on an annual basis by Council and may vary from year to year. As the grant funding is limited, the program may be over-subscribed from time to time. In that case, successful applicants may be granted an amount lower than requested or outlined above.

Designated property owners may also apply for funding from the Waterloo Regional Heritage Foundation's Grants program. For more information, please visit: <http://www.wrhf.org/grants/>

For properties within the Core Areas, funding is available through the Building Revitalization Program. For more information, please visit the City's website.



## 6. APPLICATION CHECKLIST

- Completed application form, including a detailed project description.
- A minimum of two cost estimates. The estimates must clearly itemize labour and material costs.
- Recent photographs or digital images that provide an overview of the building's exterior.
- Recent photographs or digital images of the specific area for the proposed project.
- Any relevant plans, documentation or studies.

When appropriate, the City may request additional information before an application may be processed.

For example, some projects require a building permit.

City staff will review the applications to determine eligibility and completeness.

Failing to provide a detailed project description with the application may result in the application not being accepted.

All accepted applications will then be forwarded to the Municipal Heritage Advisory Committee's Heritage Grant Review subcommittee before being forwarded to the full committee for consideration. Further consultation may be required with the applicant.

Please Note: Applicants are encouraged to contact the City as early as possible when planning a project. Early consultation with staff will assist the property owner in clarifying project eligibility.



## 7. APPLICATION REVIEW & DECISION

Completed applications (please refer to the applications checklist above) must be submitted to the Planner – Heritage by the last business day of January each year to be considered. The Heritage Grant Review subcommittee will review all the applications on a priority basis to ensure that all proposed work is in keeping with the Ontario Heritage Act and accepted heritage conservation practices. The Subcommittee will make recommendations to the Municipal Heritage Advisory Committee (MHAC) at their March meeting each year. All requests for funding will be authorized by the Deputy City Manager, Development & Infrastructure or designate for final approval or rejection of grant proposals. All applicants will receive notice of the funding decision in writing after the March MHAC meeting so that the work can proceed.

In certain, unforeseen circumstances, a grantee may not be able to complete their project in that calendar year. Should this be the case, the grantee must inform the Planner – Heritage as soon as possible if they are unable to complete the project. This will allow the Heritage Grant Review subcommittee to allocate these funds to another property owner.

If a project cannot be completed, the property grant approval for that year will be lost. Grants cannot be carried over into the next calendar year. A property owner will have to reapply for the next calendar year. If a grantee receives approval and does not complete their projects for two consecutive years, that grantee will not be permitted to apply for another Designated Heritage Property Grant for a period of one calendar year.

Designated Heritage Property Grants will be awarded one grant per application for each legal municipal building lot and not by the number of municipal addresses.

## 8. PROJECT & GRANT PROCESS

The project must be completed by November 1 of each year. The property owner will permit City staff and any members of the Municipal Heritage Advisory Committee to enter the property to assess the work while it is in progress and when complete to determine if the work was carried out in conformity with the grant application. Photographs of the work will be taken and the project must be visible from the exterior. The grantee is required to contact the City concerning any changes to the project which are proposed during the course of the work. The grantee must submit copies of all final paid invoices



once the work has been completed and inspected by the City. Invoices are due by the last business day of November of each year. All contractor invoices must be issued by a registered business and include a valid business number. Property owners undertaking their own work, must also submit their direct material cost receipts no later than the last business day of November.

When the City confirms the project has met all conditions of the grant, staff will issue a cheque to the grantee for up to one half of the approved actual eligible project costs, from a minimum of \$500 to a maximum of \$5,000.

## 9. GLOSSARY

**Accepted Heritage Conservation Practices:** Heritage conservation practices refer to the guidelines and standards as provided by the Ontario Ministry of Culture, Tourism and Sport, Parks Canada or other sources as quoted by the municipality.

**City:** Refers to The Corporation of the City of Cambridge.

**Conservation:** All actions or processes that are aimed at safeguarding the character defining elements of a cultural resource so as to retain its heritage value and extend its physical life. This may involve “Preservation,” “Rehabilitation,” “Restoration,” or a combination of these actions or processes.

**Direct materials:** The raw materials and components required to construct/reconstruct or repair/restore an exterior architectural or structural element. These materials become a fixture of the house and remain in place if the property is sold. Examples of such direct materials would include, but are not limited to: lumber, poured cement, bargeboard, bricks, nails, lime mortar and paint.

**Durable goods:** Products that do not become part of the architectural or structural fixtures of the house. These products can often be reused in other projects and can include items such as hand or power tools, wood or steel clamps, files and reusable saw blades or drill bits.

**Grantee:** The applicant which may be the owner of the property or their agent acting on behalf of the property owner in writing.

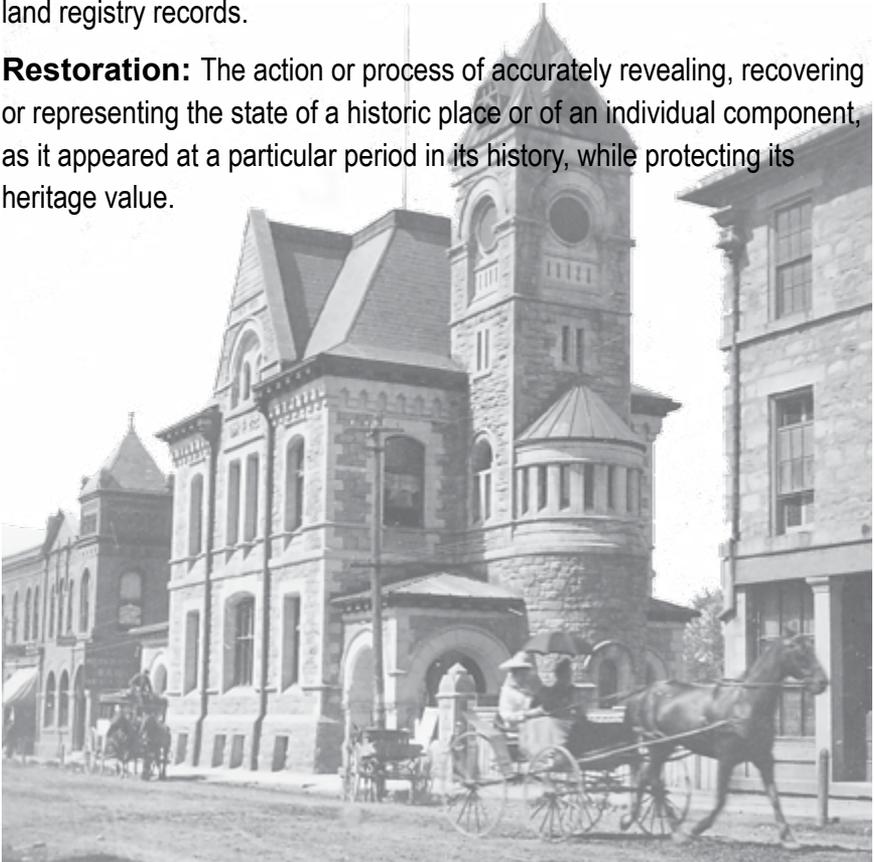
**Heritage Attributes:** Are the character defining elements of a property such as building materials, size, shape, form, spatial elements, associations whether historical and/or contextual and exterior features or fixtures that have been identified and must be maintained in order to protect the property’s cultural heritage value. Heritage attributes are the reasons for designation and are listed in the designation by-law for the property.

**Heritage value:** The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

**Maintenance:** Routine, cyclical, non-destructive actions necessary to slow the deterioration of an historic place. It entails: periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; and/or replacement of damaged or deteriorated materials that are impractical to save.

**Property Owner:** The current registered property owner according to land registry records.

**Restoration:** The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.



Corporation of the City of Cambridge  
Development and Infrastructure Department

