



**One-Time Grant for Non-Designated Commercial Heritage Property
Application Package
Deadlines: March 1 and October 1
(Updated: April, 2016)**

This one-time grant provides up to \$10,000 to assist the owners of undesignated heritage property. The goal is to promote the conservation and adaptive re-use of commercial heritage buildings in Saskatchewan and raise awareness of the benefit of heritage designation.

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

Vision

We imagine a future in which Saskatchewan residents are engaged and aware of the value of heritage in contributing to sustainable communities and a richer sense of place. Through meaningful and strategic investment in the heritage resources of Saskatchewan, the Saskatchewan Heritage Foundation motivates a collaborative approach to heritage conservation that heightens understanding and appreciation of our diverse heritage. The connection between heritage, community identity, pride and quality of life is embraced. Our vision is realized through strong private and public partnerships.

Mission

The Saskatchewan Heritage Foundation's mission is to foster conservation of the heritage resources that embody Saskatchewan's heritage for the benefit of present and future generations.

Contact the Saskatchewan Heritage Foundation before the deadline

to discuss the application and program requirements

Shari Hildred, Interim Manager

306-787-4188 or shari.hildred@gov.sk.ca

Suzanne Pambrun - Grants/Finance Officer

306-787-2105 or suzanne.pambrun@gov.sk.ca

Deliver or mail the original application to:

One-Time Grant for Non-Designated Commercial Heritage Property

Saskatchewan Heritage Foundation

Main Floor - 3211 Albert Street

Regina, SK S4S 5W6

Applications and support material must be delivered or postmarked on or before the deadline date.

Electronic copies will be accepted. A confirmation receipt will be sent when an application is received electronically. Please keep this receipt as proof of being received. Please send electronic applications to:

Suzanne.pambrun@gov.sk.ca. If the deadline falls on a weekend or holiday, applications may be delivered or postmarked on the next business day.

Program Amount

The maximum one-time grant is \$10,000. Demand for funding 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). All grants are made on a cost-share basis.

If you require more than \$10,000, we encourage you to consider designating your building as a municipal or provincial heritage property and applying for our Built Heritage Grant. That program has no maximum grant amount, and you can re-apply as many times as you would like.

Program Deadlines

- There are two program deadlines each year for this program: March 1 and October 1.
- When possible and reasonable, the Saskatchewan Heritage Foundation Technical Advisor will conduct a site inspection following the deadline. This report will be reviewed by the Saskatchewan Heritage Foundation, and provided to the applicant. The report will provide an opinion on the proposed work and will advise if further information is required.

If follow-up requirements are within the Technical Advisor's report, applicants MUST respond to the SHF Technical Advisor's report and provide the required additional information and/or revised budgets (OR provide a response as to why the advice is not being taken into consideration) within 2-4 week timeline.

Eligibility

- Applications will be considered from the owners of commercial properties with significant heritage value. To qualify, the building must be at least 40 years old and contain one or more commercial enterprises.
- Buildings must be zoned as commercial property.
- Out-of-province applicants may apply for direct project costs related to the conservation of a Saskatchewan heritage resource.

Eligible Expenses

The Saskatchewan Heritage Foundation supports the Standards and Guidelines for the Conservation of Historic Places in Canada (herein Standards & Guidelines) (<http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>). Exceptions may be considered by providing a justifications Statement to the Saskatchewan Heritage Foundation outlining the extenuating circumstances for non-compliance. Eligible items include:

- ♦ Siding & Windows - Selective 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 replacement is not possible or practical.
- ♦ Roofs - In the case of non-visible flat or sloped roofs, selective or wholesale replacement with contemporary, non-historic materials that perform as well or better than the original materials are eligible for funding assistance. For all other visible roof surfaces (i.e. pitched), selective replacement with original materials is preferable, but wholesale replacement will be considered.

- ♦ Masonry - Projects involving masonry re-pointing and “matching to the existing mortar” must include written acknowledgement that the new mortar matches the historic mortar or that an appropriate mortar is used. Mortar analysis is an eligible expense.
- ♦ Foundations and Structural Elements - The preference is for repair or use of in-kind materials. Replacement with materials demonstrated to be superior in ensuring structural integrity of the building may also be considered. (e.g. steel posts replacing timber posts; load bearing walls; roof trusses)(Repair or replacement of existing foundations that have failed).
- ♦ Eaves Troughs & Downspouts - Repair or replication of original eaves troughs and downspouts on buildings and structures. Replications must include archival photographic evidence in the application.
- ♦ Removal of Window Coverings - Removal of Lexan and other window coverings.
- ♦ 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).
- ♦ Removal of Inappropriate Materials - Removal of inappropriate materials when that material will be replaced with historic in-kind material.
- ♦ In-Kind Materials - Replacement with in-kind materials when the historic material is too deteriorated to be practically repaired.
- ♦ Substitute Materials - The use of substitute materials only when a conservation-based condition assessment report provides justification that aligns with the *Standards and Guidelines*. Substitute materials should be explored only after all other options for repair and replacement have been ruled out, and will only be considered when original materials or craftsmanship is no longer available, when the original materials are of poor quality or damage adjacent character-defining materials, or when specific regulations rule out using hazardous materials. Note: the substitute material must be as similar as possible to the original material, both visually, materially and functionally.
- ♦ 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)
- ♦ Historic Signage - Signage that was part of the original building design.
- ♦ Aerial Photography - pertaining specifically to building features addressed in the application.

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)
- ♦ New Eaves Troughs & Downspouts - The installation of new eave troughs and downspouts unless evidence is provided that these elements were part of the original building construction.
- ♦ Addition of Window Coverings - Lexan and other window coverings.
- ♦ Site Grading - Site grading.
- ♦ Tree Removal - The removal of trees.
- ♦ Painting & Oiling of Wood Shingles - Work that involves painting or oiling 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.
- ♦ Modern Substitute Materials - Modern substitute materials such as vinyl siding, asphalt shingles or non-original metal doors unless a conservation-based condition assessment report provides justification that aligns with the *Standards and Guidelines*.
- ♦ Historic advertisements - Historic advertisements (plaques, murals, etc.), but funding may be considered for historic signage (which was usually affixed to the building facade) which is integral to the original design of the building.
- ♦ Quotes - Costs associated with securing quotes for conservation work.
- ♦ Fundraising Initiatives - Costs associated with fundraising.
- ♦ 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 - Any work undertaken previous to the adjudication / notification deadline.
- ♦ Costs for preparation of the application - All costs associated with the preparation of the application are the responsibility of the applicant.
- ♦ Top-Up Funds - Applicants may not 'top-up' an approved allocation in a subsequent intake to move them closer to the SHF's funding of 50% for a project, and/or a particular phase of a project.

Other Ineligible Expenses:

The SHF does not fund the following at this time:

- community and/or family histories
- publications
- educational workshops
- promotional material
- genealogy studies
- 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. Adjudications and notification takes place by the last week of April or the last week of November.

Adjudication Criteria

Applications may not exceed two pages and will be assessed by the following criteria.

Impact on Heritage Conservation:

- 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 (including the advice of the technical advisor if a site inspection has been conducted), priority of work, and timelines are 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.

Poor or Defective Materials or Workmanship

The SHF will only fund materials and workmanship that meets the *Standards and Guidelines*. If an approved project has any of the following issues, the project will not be funded:

- ❖ inappropriate materials were used;
- ❖ materials and work specified in the agreement were not executed as outlined; or
- ❖ workmanship is not acceptable.

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.

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.

Any applicant not submitting a final report or any component of the final report requirements will not receive a final payment, and they will not be eligible to apply to the SHF in the future until the file on the previous project is satisfactorily closed.

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 staff 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 employees of 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)

One-Time Grant for Non-Designated Commercial Property Application Form

- ❖ APPLICATION DEADLINES March 1 and October 1.
- ❖ INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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:
Age of Building:
Names of Businesses Operating in Building:

Zoning Confirmation:	
I confirm that the property in question is zoned as commercial property.	
_____	_____
(Date)	(Administrator/Clerk)

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.

PLEASE DO NOT STAPLE OR BIND APPLICATION MATERIAL. (Please note: Section 1, 2 and 3 shall not exceed 2 typed pages).

1. Project Profile / Impact on Heritage Conservation:
 - a) Provide a brief description of the work to be undertaken, and what aspects of the project are to be funded by the one-time grant;
 - b) A brief overview of the threat posed to the building should conservation efforts not take place;
 - c) A description of how the proposed project supports the Mission and Vision of the SHF;
 - d) If applicable, a brief description of previous conservation work that has been completed.

2. Project Benefits / Community Impact:
 - a) A description of the heritage value of the building: 1) to the community and 2) to the province;
 - b) A description of the community benefits associated with the project;
 - c) Current and future use plans for the building.

3. Project Plan / Proposed Work:
 - a) Proposed work must adhere to the SHF Guidelines for the Standards & Guidelines for Historic Places in Canada (or a Justification Statement outlining the extenuating circumstances for non-compliance);
 - b) 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.

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 date on which they were taken.
 - b) Current State - Photos 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 identifying the cost of each component of the project is required.

Applicant Responsibilities

- ♦ Saskatchewan Heritage Foundation Staff provide support to the program applicant in advance of an application deadline by directing the applicant to information and other potential funding sources, and clarifying aspects of the application as needed.
- ♦ Applicants are encouraged to contact the Saskatchewan Heritage Foundation well in advance of an application deadline.
- ♦ 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.
- ♦ Applications will be assessed for their completeness by staff, and incomplete applications will not be considered.

Notification

Adjudications and notification will take place by the last week of May and the last week of November.

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** (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.

In-kind Donations

In-kind donations of labour, materials and services cannot exceed 25% of the applicant's share in the application, and in-kind donations of labour, materials and services cannot exceed 25% of the program allocation that may be provided.

Volunteer Labour

Volunteer labour is calculated at the current rate of minimum wage. If a grant is awarded, on a separate page, you must indicate 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)

In-Kind Materials and Equipment

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

Travel

In-province transportation, accommodation and meal expenses (if an eligible expense) will not exceed established Provincial Government rates

	Column 1: <u>Confirmed</u> Revenue	Column 2: <u>Projected</u> Revenue	Explanatory Notes	
REVENUE:				
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)				
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 , including what aspects of the project are to be funded by the one-time grant
	Initials on Release of Information and signature on Declaration
	- 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 exist
	- Description of the heritage value to 1) the community, and 2) the province
	- Adherence to eligible items as supported by the <i>Standards and Guidelines</i>
	- Budget – detailed balanced budget showing confirmed and projected sources
	- Current day color photographs on 8 ½ x 11 paper
	- Related Studies (if any exist)
	- Quotes for each component of the proposed work
	- Current and future use plans
	- Historical photographs

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. (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 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 official - 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