



## Heritage Incentives Program

**Grants for exterior conservation work for privately-owned, municipally registered heritage properties.**

### Program aim

The aim of the Heritage Incentives Program is to encourage the conservation of privately owned, municipally registered heritage properties. The program provides matching grants of up to \$15,000 for residential properties and \$25,000 for commercial properties to support eligible exterior conservation work.

### Application requirements

Applications will be accepted between **Sep.1, 2024 & Dec. 1, 2024** and may be submitted:

By email: Shaoqiu.Gong@halifax.ca

By mail: HRM Heritage Property Program  
PO Box 1749  
Halifax, NS B3J 3A5

In person: Heritage Property Program  
HRM Planning & Development Services  
5251 Duke Street, Duke Tower  
Suite 300, 3rd Floor

*Note: Late or incomplete applications will not be reviewed. Additionally, work that has been undertaken prior to the application being made will be deemed ineligible.*

### Applications must include:

1. A completed and signed application form;
2. Recent photographs of all sides of the building, with attention taken to the areas of work for which the grant is applied;
3. Two contractors cost estimates for each of the proposed work types; and
4. Buildings governed by a Condominium by-law must also provide a copy of the Board of Director's minutes approving the submission of the application.

## **Priority criteria:**

1. Preference will be given to first-time applicants;
2. Higher priority will be given to preservation and restoration of historic structural and weather-proofing elements than to cosmetic improvements. For example, the restoration of cladding, windows, doors or roof has greater priority than painting;
3. Preference given to restoration of publicly visible features. For example, the restoration of a front porch would have higher priority than a rear porch restoration;
4. Balance sought between applications from different geographic regions of the municipality; and
5. Preference given to applications supported by a Building Conservation Plan prepared by an architect, building inspector, engineer or other qualified restoration professional. The Plan may be a drawing or a report which reasonably illustrates work required for the building.

*Note: Properties currently under investigation or prosecution for Land-use, Building or Fire Code, or Heritage Property Act violations, or subject to an Order to Comply, or has liens/ taxes outstanding are not eligible.*

## **Heritage alteration approval**

Under the Heritage Property Program approval is required for any exterior alteration. This approval is a necessary pre-requisite for a grant application to ensure that the municipality's Standards and Guidelines for Heritage Properties have been met prior to the granting of funds. Additionally, building Permits may be required, and grant applications cannot be approved without building permit approval, where required.

## **Application deadline**

- The application Form must be completed and returned to the Heritage Property Program Office before Dec.1, 2024.
- Applications will not be considered complete unless all required supporting documentation has been submitted. Incomplete application forms will be returned, and will be ineligible for grants.

### ***Check List***

*With your completed application form, have you included:*

*Two quotes*

*Recent photographs*

*Building conservation plan (optional)*

*Condo board minutes (condos only)*

## **Collection and use statement:**

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected on this application form will only be used by municipal staff and, if necessary, individuals and/or organizations under service contract with the Halifax Regional Municipality for purposes relating to administration of the Heritage Incentives Program.

If you have any questions about this form, please call 311 or email [contactus@311.halifax.ca](mailto:contactus@311.halifax.ca).

Office use only	Date received:	Date completed:	Application No.
Civic address & name of heritage property:			
Name of applicant:			
Applicant mailing address:			
Home phone:	Email:		
Work phone:			
Is the applicant the property owner? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, please indicate name below:			
Name of property owner:			
Property owner mailing address:			
Describe the proposed work (use extra pages if necessary):			
Quote 1 (excluding HST): \$	Grant request (50% of the higher quote):		
Quote 2 (excluding HST): \$	\$		
Building permit application # (if applicable):			
Quote details – company name, address & phone #:			
1. Name:			
Contact:			
2. Name:			
Contact:			
Applicant signature (if different from owner):		Date:	
Property owner signature:		Date:	