

## Manitoba Sport, Culture and Heritage

# Designated Heritage Building Grants Program Guidelines

Completed applications must be received by Historic Resources Branch or your Regional Services Office no later than March 15.

This program is designed to assist the owners and lessees of a building which is of historical significance, and is designated as a heritage site under *The Heritage Resources Act* or *City of Winnipeg By-Law No. 1474/77*. The objective of the program is to ensure that work complies with the **Standards and Guidelines for the Conservation of Historic Places in Canada**. Copies of this publication are available through the Historic Resources Branch or online at <http://www.historicplaces.ca>.

## 1. Preparing Your Application

1. **Read this document carefully.** In particular, sections 2, 3 and 4 will assist you to determine the eligibility of your project.
2. **Seek professional advice regarding your project.** Most projects will benefit from advice from experts such as architects, engineers and specialists. For further information, contact Historic Resources staff.
3. **Obtain three quotes for each work item.** This will ensure that you are receiving a fair price for the work you are undertaking. You are not obliged to use the lowest quote but you should attach a brief explanation for your decision. If you are having difficulty getting three quotes, contact Historic Resources staff.
4. **Complete the application form.** Attach all required documentation, including contractor's quotes, engineering and architectural reports, drawings and photographs. Do not assume that someone will contact you for missing information.
5. **Submit your application on or before the deadline indicated above.** Applications can be sent or delivered to your Regional Services office or to the Historic Resources office. Notification of the success of an application is normally provided approximately three months after the application deadline.

## 2. Eligibility

In order to receive grant assistance, an applicant must meet **all** of the following criteria:

1. Buildings must be legally designated at the time of application under *The Heritage Resources Act* or *City of Winnipeg By-Law No. 1474/77*.
2. The application must be for work that will be undertaken after a grant has been approved (approximately June 12). Grants will **not** be provided for work completed prior to grant approval.

3. Applicant must own or be a long-term lessee of the designated heritage site.

4. If the applicant is a lessee with a long-term lease - for a minimum of ten years beyond the date of application to this program - they must have written permission from the owner to undertake the proposed work on the property.

### 3. Eligible Work Items

Eligible project costs ( **in descending order of priority** ) include:

1. Structural repair, building stabilization, moisture control.
2. The repair and energy upgrading of existing, original windows.
3. Exterior restoration, including: the conservation of original, existing material; the restoration of deteriorated material and; the reconstruction of missing components (historic documentation of such components must be attached to your application).
4. Exterior historic paint colours (an analysis of the historic paint colours must be attached to your application).
5. New windows that match the original windows in their details, operation and materials but only if the original windows no longer exist or are in irreparable condition (historic documentation regarding the original windows and/or a detailed report outlining the condition of the deteriorated windows must be attached to your application).
6. Handicap access requirements (note that the work must demonstrate minimal impact to historically significant exterior and interior features).
7. Restoration of original interior features where the building is accessible to the public on a regular basis.

Applicants are encouraged to obtain professional advice (architectural, engineering, specialized consultants) with resultant fees eligible as costs regarding any of the work items listed above. All work must comply with the **Standards and Guidelines for the Conservation of Historic Places in Canada**.

Ineligible project costs include:

- Modern siding (such as aluminum or vinyl), modern roofing (such as asphalt shingles); new windows that replace existing, original windows; new construction (such as drywall, insulation products), building additions or mechanical/electrical upgrading.
- Moving of buildings to new locations.
- Interior restoration work in privately owned buildings.
- Landscaping or site development.
- Sandblasting or other masonry cleaning methods that will result in deterioration to the masonry units.
- Construction or maintenance of historic cairns, markers, or plaques.
- Operations and ongoing maintenance costs (such as lawn cutting or cleaning eavestroughs) or short term, routine building maintenance (such as repairing steps or general painting).

## 4. Application Assessment

Historic Resources Branch staff will assess your application. A staff person from the Branch may contact you or your organization. Approval of an application will be based on project merit and demonstrated need, using the following criteria:

1. **Importance to overall conservation of the building.** Priority will be given to projects that undertake critical conservation work, such as structural repairs, roof repairs.
2. **High quality restoration.** Work complies with the **Standards and Guidelines for the Conservation of Historic Places in Canada.**
3. **Applicant's ability to complete the project.** Applicants that can demonstrate that their funding is in place and that the project can be completed within one year of approval of a grant will be given priority.
4. **Financial need of the owner.** Applicants will be given priority where the grant is crucial to their ability to undertake work (e.g. where project costs are very high and/or the availability of alternative funding sources are minimal).
5. **Community benefit.** Applications that will contribute to the economic well being of the community and/or will provide community services that contribute to the well being of the community will be given priority.
6. **Integrity of the heritage site.** Buildings that have been well preserved in the past and where the proposed work will build upon that foundation of quality will be given priority. Buildings preserved on their original sites will be given priority.

## 5. Level of Assistance

Provincially Designated Heritage Sites and Municipally Designated Heritage Sites are eligible for grants up to \$35,000.00 on a 50% Department, 50% applicant basis. Typically, maximum grant amounts are only approved for special projects. The average approved grant amount is about \$8,000.00. **The average approved grant amount for a single-family house is about \$3,000.00.**

Due to demand on the grant program, some grants may be provided over two or more fiscal years (for example, a \$35,000 grant may be split into \$17,500.00 in one year and \$17,500.00 in the following year). Reapplication will be required for each year.

Volunteer labour, calculated at prevailing wage rates for the type(s) of labour volunteered, and donated materials and equipment valued at actual costs, may be included as part of the applicant's share. Donated or leased land will not be accepted as part of the applicant's share.

The applicant's share can include grants from other federal and municipal government sources, or from other private organizations.

Grants will be limited to amounts which, when combined with other provincial funding sources (including lotteries umbrellas), do not exceed 50% of the total project costs.

Owing to budget limitations, all projects may not receive approval or be granted the maximum allowable level of assistance for those eligible costs submitted.

## 6. Method of Payment

1. Prior to the start-up of the project, the total project value will be confirmed. This will enable a reimbursement rate to be established, equivalent to that percentage of the total project value that will be covered by the grant.

For example: if a grant of \$25,000.00 were approved to assist with the \$100,000.00 total value of the project, the reimbursement rate would be 25%.

2. Approved grants are paid out to project sponsors on a progress billing basis by reimbursing approved, paid project cost expenditures and the approved value of volunteer labour and donated materials that has been contributed to the project.

3. Progress payments are claimed by submitting Financial/Activity Reports to the Historic Resources Branch in Winnipeg. The payments will be based on the reimbursement rate established for the particular project.

**Due to budget limitations in a given fiscal year, the reimbursement of requests for progress payments may be delayed until the following fiscal year.**

## 7. General Conditions

1. The Department reserves the right to inspect your building before and during the work period.

2. The Department may require reasonable public access to the restored portion of the building or site after project completion.

3. Successful applicants must agree to include a mutually agreeable form of credit for Manitoba Culture, Heritage and Tourism in publicity and promotional material related to funding or funded activities under this program.

4. The applicant must make a commitment to complete the project by a specific date.

5. No further grant application for any one building site will be acceptable until completion of the project.

6. Grants obtained through this program may only be used to finance work described in the application. Grants may not be used to enable the applicant to transfer financial resources to other uses or to generate a financial surplus.

7. The applicant agrees that the Minister is not liable for any claims, demands, or causes of action that may be made against him or her because of any act, or omission, by the applicant, or the applicant's employees or agents, resulting at or from the building site.

## 8. Application Checklist

This checklist can be used to ensure that your application is complete.

**All necessary documents must be attached to your application before it can be considered.** Do not assume that someone will contact you for missing information. If you have questions or if you need help, contact Historic Resources or your Regional Services staff.

### Did you...

- ☐ Read, and do you understand, the Program Guidelines?
- ☐ Discuss concerns and questions with the Historic Resources Branch or your Regional Services Office?
- ☐ Clearly fill in **all** sections of the Application form?
- ☐ Check that all descriptions are complete and accurate?
- ☐ Check that figures and calculations are correct?

### Have you completed and enclosed the following documents?

- ☐ If is an organization, a Resolution of the Governing Organization form.
- ☐ If you are a lessee, an Owner Authorization form.
- ☐ Legible copies of all contractors' estimates.
- ☐ A brief explanation if you have not selected the lowest quote for a particular work item.
- ☐ Copies of any reports, documentation or analysis that is required for the work items you are applying for.
- ☐ Cost Estimate Summary.
- ☐ Donated Materials form.
- ☐ Volunteer Labour form.
- ☐ Declaration form.

**Please forward the application and all supporting documents to the Historic Resources Branch or your Regional Services Office.**

## 9. Manitoba Sport, Culture and Heritage – Contacts

### Regional Services Offices

Email: [rrs@gov.mb.ca](mailto:rrs@gov.mb.ca)

#### Westman

340 9th Street  
BRANDON, Manitoba  
R7A 6C2  
Phone: 726-6066  
Fax: 726-6583  
Toll Free: 1-800-259-6592

#### Eastman

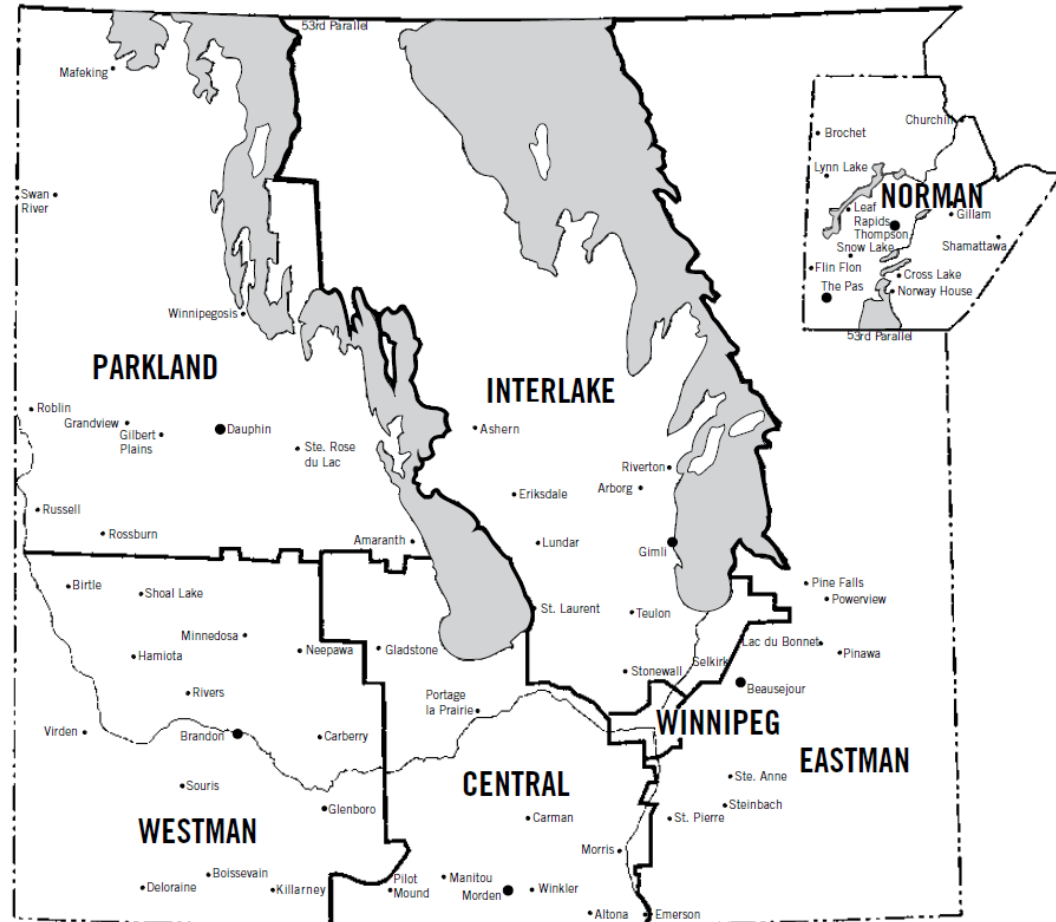
20 1st Street S.  
Box 50  
BEAUSEJOUR, Manitoba  
R0E 0C0  
Phone: 268-6018  
Fax: 268-6070  
Toll Free: 1-800-665-6107

#### Central

225 Wardrop Street  
MORDEN, Manitoba  
R6M 1N4  
Phone: 822-5418  
Fax: 822-4792  
Toll Free: 1-866-346-5219

#### Interlake

62 2nd Avenue  
Box 1519  
GIMLI, Manitoba  
R0C 1B0  
Phone: 642-6006  
Fax: 642-6080  
Toll Free: 1-866-259-5748



#### Parkland

27 2nd Avenue S.W.  
DAUPHIN, Manitoba  
R7N 3E5  
Phone: 622-2022  
Fax: 638-6558

#### Norman

59 Elizabeth Drive  
THOMPSON, Manitoba  
R8N 1X4  
Phone: 677-6780  
Fax: 677-6862

3rd and Ross Avenue  
Box 2550  
THE PAS, Manitoba  
R9A 1M4  
Phone: 627-8213  
Fax: 627-8236

### Manitoba Sport, Culture and Heritage

#### Historic Resources Branch

Main Floor, 213 Notre Dame Avenue  
Winnipeg, MB R3B 1N3  
In Winnipeg: (204) 945-2118  
Toll free in MB: 1-800-282-8069 ext. 2118  
Email: [hrb@gov.mb.ca](mailto:hrb@gov.mb.ca)  
Fax: (204) 948-2384

Website: [www.manitoba.ca/heritage](http://www.manitoba.ca/heritage)

