

TO APPLY FOR A COMMUNITY HERITAGE GRANT, PLEASE VISIT:

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Centre Wellington

COMMUNITY HERITAGE GRANT PROGRAM GUIDELINES

TOWNSHIP OF CENTRE WELLINGTON

INTRODUCTION

Owners of properties designated under the Ontario Heritage Act may be eligible to receive grants towards conservation work on their property. The Community Heritage Grant Program is designed to assist designated property owners by providing financial assistance through grants, under certain terms and conditions, as outlined in By-law 2024-01. The following procedures and guidelines are to be used in administering the program.

ELIGIBILITY FOR A GRANT

In order to be eligible to apply for a Community Heritage Grant, the property must:

- 1. Be designated under Part IV (individual) or Part V (district) of the Ontario Heritage Act.
- 2. Be located in the Township of Centre Wellington.

Most projects will require a heritage permit upon submission of a grant application or as a condition, prior to beginning any work. A property owner may receive one grant per property per year.

PRE-CONSULTATION PROCESS

Property owners that are considering applying for a grant are encouraged to consult with staff as early as possible to determine eligibility, application requirements, and to avoid unnecessary delays in processing. Contact details are provided below.

GRANT AMOUNT

Property owners that are seeking to alter an eligible heritage property in accordance with the Ontario Heritage Act may apply for a matching grant of up to fifty percent (50%) of the actual project cost, to a maximum of \$10,000.

APPLICATION PROCESS

Eligible property owners, or their authorized agent, can apply for a matching grant by submitting an application to the Township prior to the application deadline each year.

The application form shall be accompanied by the following:

- 1. Confirmation that the property is an eligible heritage property (attach designation by-law or number);
- 2. A detailed description of the proposed alteration(s), including any relevant plans, specifications, drawings or photos, all materials and methods to be used and/or additional materials as requested by staff;
- 3. The length of time the proposed alteration to the eligible heritage property will take (note: the proposed alteration should be completed within the calendar year in which the grant application was approved);
- 4. Whether, or in what way, the proposed alteration to the eligible heritage property will impact the relevant heritage attributes, as identified in the heritage designation by-law or as determined by staff;
- 5. Whether the proposed alteration to the eligible heritage property is urgently required to ensure a building's structural stability;
- 6. Confirmation that the proposed alteration to the eligible heritage property has all the necessary approvals required by the Ontario Heritage Act (or acknowledgement that the necessary heritage approvals will be sought);
- 7. Whether the proposed alteration is receiving funding or financial incentives from another program or source;
- 8. The estimated project cost, which shall be supported by a minimum of two (2) written estimates (for the same scope of work). Please note that donated labour or materials shall not form part of the estimated project cost;
- 9. Written permissions for Township staff to inspect eligible heritage property to ensure compliance with all requirements of the program (before and after work is completed, at a mutually agreed upon time); and,
- 10. Any other information or material as may be deemed necessary by the Township.

APPLICATION REVIEW PROCESS

Following the application deadline date, applications will be reviewed by Township staff, with the support of members of the Heritage Centre Wellington Committee. Applicants will be notified if their application has been approved, approved with conditions, or refused, within approximately 30 days. Note that additional information may be required before a decision can be made, as determined by staff.

Applications will be evaluated based on the criteria outlined above and upon adherence to the generally accepted practices and principles as set out in the Standards and Guidelines for the Conservation of Historic Places in Canada. However, priority will be given to applications that include significant structural elements in need of immediate repair.

HOW TO RECEIVE YOUR GRANT

Once the application has been approved, and all applicable conditions and requirements have been met as outlined above and in the corresponding by-law, the grant monies will be provided to the property owner, so long as all alterations have been completed and inspected, and evidence of the actual costs has been provided (and reconciled). In no case shall the grant exceed 50% of the actual costs.

Grounds for rejection or revocation of approval of an application can be found in the Community Heritage Grant Program By-law 2024-01.

CONTACT US:

heritage@centrewellington.ca