



2018 Guidelines

Designated Heritage Property Grant Program

Grant applications are due
Friday, March 23, 2018 by 4:30 PM



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Mississauga Designated Heritage Property Grant Program

This program provides matching grants to heritage designated property owners for the conservation and preservation of Mississauga's built heritage resources.

Eligible Properties

The property must be designated under the *Ontario Heritage Act*. (A property must have had its designation by-law adopted by Council and registered.) This includes individually designated properties and properties in heritage conservation districts. However, a property within a heritage conservation district that does not contribute to the cultural heritage value of the district, such as those categorized as "Other," are not eligible.

The property must not be currently receiving other grants from the City of Mississauga. The property must be in compliance with the *Ontario Heritage Act* and any City of Mississauga bylaws and have no taxes or other monies owing to the City. Designated heritage properties owned by any level government (City, Regional, Provincial and Federal) are not eligible for funding.

Priority will be given to projects that conserve and/or restore elements of the property cited as attributes of cultural heritage value or interest. Property owners are only eligible for one grant per calendar year. For each grant, the property owner can only request funds for one project. Grants are not available for work which has been completed prior to the applications submission. It is preferred the work not begin until the grant is approved. However, if the work must begin prior to the approval of the grant, a request must be provided to Heritage staff so they can provide an acknowledgement that the work may proceed.

For more information concerning the designation or alteration of heritage properties please contact a member of the Heritage Planning team at heritiage.planning@mississauga.ca.

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 images that provide an overview of the building's exterior
- ✓ Recent images of the specific area for the proposed project
- ✓ Any relevant historical images of the project area
- ✓ Any relevant plans, documentation or studies
- ✓ Timeline indicating when the work will begin and the expected completion date

For projects involving the repair or restoration of structural elements (page 9) applicants must also include:

- ✓ Engineer Condition Assessment

When appropriate, the City may request additional information before an application may be processed. Once a project is approved for funding property owners may be required to submit/obtain engineering or Architectural drawings and a heritage permit. Please ensure you are aware of all the necessary materials prior to undertaking the project as they can impact the time required to complete the work.

Applications must be submitted by **4:30 p.m. on Friday, March 23, 2018.**

City staff will review the applications to determine eligibility and completeness. All accepted applications will then be forwarded to the Heritage Property Grant Subcommittee for recommendation. 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. The early staff consultation will assist the owner in clarifying project eligibility. Late applications will not be accepted.

Eligible Projects

Only projects described below will be considered.

- a) Conservation of existing 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.
- b) Reconstruction of architectural elements which still exist but are beyond repair.
- c) Restoration of architectural elements which have been lost, but for which there exists documentation to reproduce those elements as per the original, including materials. The evidence must be for the property in question, not similar properties.
- d) Work necessary to restore a building or structure to structural soundness.
- e) A grant may be given to include one half the costs of architect's and engineer's fees, to a maximum of \$750 per project, directly related to proposed conservation project.

What follows is a more detailed list of eligible projects, broken down into the funding categories of: (1) General Conservation; and (2) Repair or Restoration of Structural Elements.

Please Note: Replication of 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. Projects which conserve and protect heritage elements will be given priority over other projects.

Eligible Projects

1) General Conservation

- Conserve or replace original roofing materials and flashing (slate, wood, tile, metals such as copper, zinc, tin orterneplate, clay), except for asphalt shingles. Roofing may include the repair or replacement of the roof deck with matching materials to the original
- Repair or replace original siding, including stucco where it is an original finish. Stucco must match the original in its composition, texture and colour
- Repair and re-pointing of masonry to match original in texture, composition, colour and profile
- Repair or replication of wooden storm and screen windows where documentation verifies the use of storms and screens
- 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
- Preparation and painting of wood surfaces, based on documentary evidence of original colours. The cost of a paint analysis may be an eligible cost. A property will receive one grant only for exterior painting within a ten year period
- Repair or replace architectural features such as porches, verandas, or bargeboard, where these features can be documented and reproduced in original materials
- Repair or replacement of gutters, eavestroughs and downspouts which are of now rarely-used materials such as copper or lead, or where gutters are built into the cornice of the structure
- Conservation of interior architectural attributes which are specified in the heritage designation by-law

Eligible Projects

Ineligible Work

- ✖ Projects that do not contribute to the heritage attributes of the property, such as the introduction of new features or additions
- ✖ Projects that may be considered routine maintenance such as the repair of a broken window, repair of siding or roofing
- ✖ The repair, replacement or installation of asphalt shingles
- ✖ Synthetic stone
- ✖ Vinyl, Aluminum, or PVC clad windows or doors, including insulated doors
- ✖ 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
- ✖ Landscaping 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

Eligible Projects

2) Repair or Restoration of 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.

- Repair or replacement of any of the Property's structural members
- Replacement or reconstruction of the Property's sill, beams and supporting structural members
- Repair, reconstruction or rehabilitation of the Property's foundation, columns and footings for the sole purpose of supporting and conserving the foundation
- Mitigation of insect infestations that have, or may cause damage to the Property's wooden structural members
- Repair or replace a chimney based upon archival evidence of the original feature
- Restoration of original wood shingle or slate roofing material based upon documentation of the original materials

Grant Amount

All Designated Heritage Property Grant applicants are eligible to apply for a maximum of half the eligible project costs as outlined on pages seven and nine.

For **General Conservation** projects applicants can request a minimum of \$500 to a maximum of \$5,000 in funding.

For the **Repair or Restoration of Structural Elements** applicants can request a minimum of \$500 to a maximum of \$10,000 in funding.

All grants must be matched by an equal contribution by the property owner, verified by invoices.

Please Note: *The amount of funding is determined on an annual basis by Council and may vary from year to year. As the grant funding is limited, not all applicants will be successful or the granted amount may be lower than requested.*

Grants Portal

The City of Mississauga requires all grant applications to be submitted through its Grants Portal.

To access the portal for the first time go to the City of Mississauga's Culture Grants website at www.mississauga.ca/heritageplanning and click **"APPLY NOW"**.

To set up an account follow these steps:

1. Click the "Sign Up" button located in the bottom right corner of the login screen
2. Enter your name and email address
3. Create a password
4. Click "Register"
5. Click "Start" to complete the eligibility form then "Save & Exit"
6. Once the Eligibility Form is completed, click "View Awards" to see a list of awards you are eligible for.
7. Click "Create Submission" to start a submission for an award.

Once you have created your account you will be able to access the Grants Portal during each granting cycle. Certain information entered into the application can be saved for future applications.

Please Note: This site manages the grants for all of the City of Mississauga's Community Services Divisions. Therefore, please ensure you have selected the correct grant program. Also, please note, you can only apply to one grant program.

Application Review & Decisions

The Heritage Property Grant Subcommittee reviews all of the applications and is chosen by the Heritage Advisory Committee for a four year term. This Subcommittee reviews applications to ensure all proposed work is in keeping with the Ontario Heritage Act and accepted heritage conservation practices. The Subcommittee makes recommendations to the Heritage Advisory Committee which in turn recommends to the Director of Culture for approval or rejection of grant proposals. All applicants will receive notice of the decision in writing. Applicants must inform the City if they choose not to continue with the project.

Project & Grant Process

The project must be completed by **Friday, October 26, 2018**.

The property owner will permit City staff 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. 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 invoices once the work has been completed and inspected by the City. Invoices are due by **Friday, November 30, 2018**. All invoices must be issued by a registered business and include a valid business number.

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, or \$10,000 for structural projects.

Please Note:

Under special circumstances exceptions to who can undertake the work can be made by the City of Mississauga's Heritage Advisory Committee. Please contact the Grant Officer for more information.

Extensions of one year can be granted for projects that have experienced delays due to permitting or approvals. To be eligible for an extension a letter must be submitted to the Culture Division Prior to the October 26, 2018 deadline.

Glossary

Property Owner	The current registered property owner according to land registry records.
Grantee	The applicant which may be the owner of the property or their agent acting on behalf of the property owner in writing.
Accepted Heritage Conservation Practices	Heritage conservation practices refer to the guidelines and standards as provided by the Ontario Ministry of Culture, or other sources as quoted by the municipality.
City	Refers to The Corporation of the City of Mississauga



Culture Division

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