

Heritage Grants Program



Introduction

The Heritage Grants Program was established in 1991 and was administered by City staff with applications reviewed by a volunteer board. In 2008, the Central Okanagan Heritage Society (COHS) was awarded the contract to administer the grants program.

The intent of the program is to recognize the value of Kelowna's built heritage. Through the granting process, financial support is extended to assist with the upkeep of properties listed on the City of Kelowna's Heritage Register.

Purpose

The City of Kelowna's Heritage Grants Program promotes the conservation of residential, commercial, industrial, institutional and agricultural heritage buildings by assisting owners with grants for a portion of the costs incurred in conservation work.

Amount of Money Available

Approximately \$35,000 in total is available for distribution annually from the City of Kelowna.

Eligible Applicants

Any property listed on the Kelowna Heritage Register is eligible to apply for this program. This program is limited to exterior and building foundation (stabilization) work.

The conservation work should recognize the importance of "Character-defining Elements" as documented in the Heritage Register Record for the property. This Record can be accessed at <https://www.kelowna.ca/our-community/arts-culture-heritage/heritage/heritage-register>

- Heritage Designated properties will be given first priority in the granting program. Residential properties will receive second priority, followed by non-residential buildings.
- Grants will not be given for work undertaken prior to a successful grant application.
- Municipal property taxes must be fully paid (if applicable).

2019 Application Deadlines

Application and Completion Deadlines:

- March 19th
- June 4th
- September 3rd (New Applications will only be accepted if funds are still available)
- October 29th (Completions only)

Please note: There is limited funding available. An application to the program does not guarantee that funding will be provided.

For more information, please contact Lorri Dauncey at 250-861-7188, ldauncey.cohs@telus.net.

Program Details

The maximum available funding is dependent on the building:

- Buildings with a Heritage Designation are eligible for grants to a maximum of \$12,500 per 3 year period.
- Buildings listed on the Kelowna Heritage Register are eligible for grants to a maximum of \$7,500 per 3 year period.

Grants for Exterior Conservation Work:

- Work including reroofing, prep & new paint; and window, door, siding and porch conservation will not exceed 50% of the cost of the work to be done (exclusive of GST)
- All new roofs require a final inspection by a qualified roof inspector.
- Heritage paint colour schemes using the Historical True Colours palette are required. Exceptions MAY be considered on a case by case basis and as approved by the Committee.
- Paint must be high quality and a minimum of two coats. Appropriate prep for a heritage building is required. This includes NO PRESSURE WASHING.

Grants for Foundation Work:

- Work will not exceed 50% of the cost of work to be done (exclusive of GST)

Except for special circumstances, original materials are to be used. Compatible adaptation of modern materials may be considered on a case by case basis.

Documentation

ALL Applicants must:

1. complete the attached application form in its entirety.
2. include current photographs (in a jpeg format) of the heritage property and specifically of the current condition of the area where the work is to be done.

Grants for Exterior Painting

As well as the required documents for all applications (listed above), applicants applying for a grant for exterior painting of a heritage property need to include in their application:

- Colour scheme and paint colour samples to be used, which must be based on the Historical True Colour Palette.
- Estimate for materials cost if the work is to be done by the owner (up to 100% for materials only).
- Estimates for cost from two contractors. The estimates should clearly indicate a minimum of two coats and that prep will not include pressure washing.

Grants for Reroofing

As well as the required documents for all applications (listed above), applicants applying for a grant for reroofing of a heritage property need to include in their application:

- Proposed colour and roofing materials.
- Estimates for cost from two contractors. Roof Inspection fee may also be submitted.
- One year guarantee for labour and materials AND a roof inspection undertaken by a qualified roof inspector is required; a written copy and the Roof Inspection Report needs to be provided with the "Declaration of Project Completion".

Grants for Exterior & Foundation Work

As well as the required documents for all applications (listed above), applicants applying for a grant for exterior and foundation work of a heritage property need to include in their application:

- Estimates for cost from two contractors.
- One year guarantee for labour and materials MAY be required; a written copy may need to be provided with the “Declaration of Project Completion”. If a guarantee for labour and/or materials is needed, this will be stipulated in the grant approval letter.

Upon Completion of the Work:

Upon the completion of the heritage building conservation project, the following is required before the grant will be paid out:

- a) The attached “Declaration of Project Completion” form and photographs showing the completed project to be submitted by the applicant
- b) Submission of all bills showing ‘paid in full’ with an authorized signature or showing a \$0 balance. Costs of plans and related expenses may be included if provided for in the original application.
- c) Site Inspection by a Committee member or as required by the City of Kelowna.
- d) Written warranties as required for reroofing, foundation and exterior restoration work.

****Completion documentation must be received by the Application/ Completion Deadline***

Timelines & Procedures

1. Once an application has been received (electronically is preferred), it will be screened by the City of Kelowna Heritage Grants Program Manager to ensure the application is complete.
2. The application will be reviewed by the City of Kelowna Heritage Grants Committee.
3. When an application is approved or declined by the Committee, the applicant will be advised in writing.
4. Prior to the commencement of work, any required permits must be in order. A building permit is not required for exterior painting work or reroofing. A building permit may be required for other exterior conservation work. Approval of a grant does not replace the requirement to obtain the appropriate permits.
5. The successful applicant must have the work completed within one year of the grant being awarded. An applicant may ask for an extension in the case of unforeseen circumstances.
6. No application may, in any manner, be considered to form a contractual or other obligation on the part of the City of Kelowna or the Committee.



c/o Central Okanagan
Heritage Society
1060 Cameron Avenue
Kelowna, BC V1Y 8V3
cohs@telus.net

Heritage Grants Program

Application
FORM

HERITAGE BUILDING INFORMATION

I hereby make application for a grant to aid in the conservation of the following heritage building:

| |
|---------------------------|
| Building Name (optional): |
| |
| Address: |
| |

ATTACHMENTS

Check that the following attachments are included with your application:

| |
|---|
| <input type="checkbox"/> Photographs depicting building prior to commencement of conservation work. |
| <input type="checkbox"/> Cost Estimate; 2 cost estimates for contractor work is required. |
| <input type="checkbox"/> Proposed colour scheme and colour samples for any exterior painting and/or re-roofing. |

EXPLANATION

Provide a brief explanation of the Proposed Conservation Work. Please attach any additional information needed.

CONSENT

I, the undersigned being the owner for the above property, hereby consent to this application.

| |
|------------------|
| Owner's Name: |
| |
| Mailing Address: |
| |

| |
|--------|
| Phone: |
| |
| Email: |
| |

Signature: _____

Date: _____



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Declaration of Completion

FORM

DECLARATION

I, _____ of _____
do solemnly declare that the following work relating to my application for a grant from the Kelowna Heritage Grants Program,
dated _____ has now been completed.

DESCRIPTION

Provide a brief description of work completed.

COST

| |
|---|
| Total Cost of all Conservation Work done in conjunction with the granted project: |
| |

ATTACHMENTS

Check that the following attachments are included with your application:

| |
|--|
| <input type="checkbox"/> Photographs depicting building at completion of conservation work. |
| <input type="checkbox"/> All bills and invoices for labour and/or materials marked 'paid in full,' Or showing a \$0 balance. |
| <input type="checkbox"/> Written warranties from the contractor(s), if applicable. |

SITE INSPECTION

Provide details of Committee or City Staff responsible for site inspection. To be filled out by program manager

| |
|--------|
| Name: |
| |
| Title: |
| |

Signature: _____

Date: _____

APPLICANT SIGNATURE

Signature: _____

Date: _____