

# 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.

## Eligible Applicants

Any property listed on the Kelowna Heritage Register is eligible for this grants 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>

- Residential properties listed on the Kelowna Heritage Register and Heritage Designated properties will be given first priority in the granting program.
- Grants will not be given for work undertaken prior to a successful grant application.
- Municipal property taxes must be fully paid (if applicable).

## 2017 Application Deadlines

Application deadlines: **March 21, June 6, September 5 and October 31**. Please note: there is limited funding.

Grants applied for later in the year *may* have to wait for the next funding cycle.

For more information, please contact Lorri Dauncey at 250-861-7188, [ldauncey.cohs@telus.net](mailto:lداuncey.cohs@telus.net).

## Grants

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** 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, to a maximum of \$7,500 (Heritage Register) or \$12,500 (Designated) per 3 year period.

*\*Heritage paint colour schemes, such as Benjamin Moore's "Historical True Colours for Western Canada" collection, are strongly recommended by this program.*

**Grants for Foundation Work** will not exceed 50% of the cost of work to be done, to a maximum of \$7,500 (Heritage Register) or \$12,500 (Designated) per 3 year period.

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

## Documentation

### For All Applications:

1. All applicants need to include current photographs of the heritage property, and specifically of the area where the work is to be done, in their application.
2. All applicants need to complete the attached application form.
3. At the completion of the work, the grant money will be allocated when the attached "Declaration of Project Completion" form and detailed requirements are submitted by the application deadline and the work is approved by the committee.

### Grants for Exterior Painting

As well as the required documents for all applications (1, 2 & 3 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. \*Benjamin Moore Historical True Colour Palette is highly recommended
- Estimate for cost if work is to be done by the owner (up to 100% for materials only).
- Two estimates if work is to be done by a contractor.

### Grants for Reroofing

As well as the required documents for all applications (1, 2 & 3 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.
- One year guarantee for labour and materials; a written copy needs to be provided with the "Declaration of Project Completion". \*Roof inspection is highly recommended.

### Grants for Exterior & Foundation Work

As well as the required documents for all applications (1, 2 & 3 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.

## Timelines & Procedures

1. Once an application has been received, 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 municipal building permits must be applied for. A building permit is not required for exterior painting work or reroofing. A building permit may be required for other exterior conservation work.
5. The successful applicant must have the work completed within one year of the grant being awarded. An applicant can ask for an extension in the case of unforeseen circumstances.
6. Upon the completion of the heritage building conservation project, the following is required by the Committee before the grant will be paid out:
  - a) Photographs showing the completed project.
  - 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.
  - c) The attached "Declaration of Project Completion" form must be submitted to the Committee.
  - d) Site Inspection by Committee member or as required by the City of Kelowna.
  - e) Written warranties as required for reroofing, foundation and exterior restoration work.

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

7. No application may, in any manner, be considered to form a contractual or other obligation on the part of 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.

## 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.'
<input type="checkbox"/> Written warranties from the contractor(s), if applicable.

### SITE INSPECTION

*Provide details of Committee or City Staff responsible for site inspection.*

Name:
Title:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### APPLICANT SIGNATURE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_