


## Gail Parvin Hammerquist Fund

# City-Wide Heritage Program

## Criteria and Procedures 2017

**Planning, Property & Development Department • Service de l'urbanisme, des biens et de l'aménagement**

***Urban Design Division • Division de design urbain***

For information, contact:

Planning, Property and Development Department
Urban Design Division
City of Winnipeg
15-30 Fort Street
Winnipeg, MB  R3C 4X5

**Rina Ricci**
Heritage Planner
(204) 986-4722
rricci@winnipeg.ca

**Thalia Andreoglou**
Historical Buildings Officer
(204) 986-6751
tandreoglou@winnipeg.ca

## INTRODUCTION

The City-Wide Heritage Program provides financial assistance to individuals and various types of organizations for initiatives that preserve and interpret Winnipeg's rich heritage. Financial assistance is available through Historical Resource Conservation Grants and Heritage Research & Interpretive Grants under the Gail Parvin Hammerquist Fund.

## GENERAL ADMINISTRATIVE PROCEDURES

*How to Apply for a Grant*

- Application forms are available through the office of the Heritage Planner.
- Applicants may wish to consult with the Heritage Planner prior to their submission of application for guidance and assistance.
- Completed application forms, including other required information, are to be submitted to the office of the Heritage Planner.
- A checklist accompanies each application to help with preparing and submitting a complete application. Please ensure that all requirements listed in the grant categories are complete and accurate. Incomplete or inaccurate applications will be returned. Groups involved in joint projects are encouraged to submit a single application.

*When to Apply*

- Application intake dates and forms will be posted with a link to the Gail Parvin Hammerquist City-Wide Program on our website:

  http://www.winnipeg.ca/ppd/historic/historic_incentives.stm

- Please note that applications for funding retroactive work will not be accepted.

*Review Process*

- The application review committee is comprised of the Heritage Planning unit from the City of Winnipeg and the Historical Buildings and Resources Committee (HBRC). The Heritage Planner, with the concurrence of the Historical Buildings and Resources Committee, shall approve grant applications for eligible projects which comply with the grant criteria until funding is committed.
- Evaluation of applications will be based on eligibility of work, purposefulness in demonstrating heritage conservation or awareness, positive impact to the public, compliance with heritage standards and best practices, and the evaluation criteria of each grant category.
- After the committee has reviewed the applications, a letter will be sent out to all applicants advising of the outcome.
- Successful applications will be announced at a meeting of the Historical Buildings and Resources Committee. The Heritage Planner will give notice to successful applicants of the scheduled Historical Buildings and Resources Committee. This meeting is open to the public, and successful applicants may wish to attend.

*Grant Allocation*

- Grants will be allocated on a case-by-case basis, subject to the availability of funds and approval by the application review committee.
- Submitting an application does not guarantee receipt of a grant or a specific grant amount. Annual funds for the program are limited.
- Successful applicants will also receive a Letter of Agreement, which is to be signed and returned within one month.

## HISTORICAL RESOURCE CONSERVATION GRANTS

Historical Resource Conservation Grants are intended to assist projects to conserve heritage value through the restoration of architectural Character-Defining Elements of buildings, structures, or lands that are on the List of Historical Resources under the Historical Resources By-law 55/2014.

*Eligible Work*

Measures to repair, preserve, and restore a designated structure's heritage character, architectural elements and detailing. These measures include:

- Work to conserve original exterior Character-Defining Elements such as cornices, parapets, domes, towers, windows, doors and frames, metal canopies, light fixtures, flagpoles, and decorative features such as panels, mouldings, carvings, and architectural metal grille-work. Subject to demonstrated need, cladding stabilization also may be eligible. This includes the repair and restoration of terracotta and the repointing of stone and brick masonry.
- Structural repair, building stabilization, moisture control.
- Work on interior Character-Defining Elements and finishes such as heritage elevators, staircases, doors, pressed tin and decorative plaster ceilings, terrazzo flooring, and other listed features of wood, stone, plaster, glass, and architectural metal that have been identified as Character-Defining Elements.
- Measures to reconstruct missing Character-Defining Elements. This work must be based on drawings, photographs, surviving physical remnants, or other acceptable evidence of the original design.
- Repainting or re-coating of original heritage elements. Colours must be based on historical analysis.
- Roof repairs and replacement in kind to the original.
- Cyclical repairs to heritage elements, which may include repointing of brickwork, re-puttying of glazing, repairing doors and windows, etc.
- Structural engineering and architectural studies of historical resources under threat of deterioration. Funding may be used towards professional fees and reports for that may include the following:
    - ❖ Assessment of structural viability and/or remediation.
    - ❖ Preservation plans that analyze significant character-defining elements of a resource and suggests options for preservation treatment.

*Not Eligible for Assistance*

- Installation of non-original materials and elements.
- Feasibility studies for adaptive reuse or new construction
- Exterior cleaning of a building unless the work is integral to stabilization of the cladding.
- Work that is not recommended in the Standards and Guidelines for the Conservation of Historic Places in Canada, such as sandblasting or cleaning with abrasives.
- Work to building components that are not listed as Character-Defining Elements that may include additions, and reconstructed or replica buildings or components.
- New construction or demolition.
- The removal, storage, restoration, and/or reuse of façades or other portions of demolished heritage structures.
- Fences, outbuildings, and landscaping that are not listed as Character-Defining Elements.
- Building relocation.
- Permit fees or other regulatory fees such as legal fees, borrowing costs, etc.

*Maximum Amount of Grants Available*

This is a matching grant program. Applicants are required to contribute at least 50% of eligible project costs, and of this, up to 25% of eligible project costs may be from another grant funding source(s). Applicant contributions may be in the form of cash and in-kind contributions (labour and services). Other City of Winnipeg funding sources will not be considered as a part of the matching contribution.

In-kind contributions are materials or services that are donated to a project either by a third party or by the applicant and must be directly associated with the project for which funding is requested. Those related to fundraising, administration, grant application preparation, financial reporting and similar activities are not eligible. An in-kind contribution is considered a real contribution to the total cost of the proposed activities of the project but it is not reimbursable, as no money has changed hands. Donated materials or services may be eligible as in-kind donation if they are essential to the project's success and would otherwise be purchased by the recipient. They are to be measured at fair market value and have to be recorded in the applicant's accounting books.

Subject to annual budget limitations, grants are limited to no more than 50% of total approved project costs to a maximum of $20,000 per project.

A minimum of $5,000 may be applied for in this category.

*Application and Submission Criteria*

Only the owners of buildings, structures, or lands that are on the List of Historical Resources under the Historical Resources By-law 55/2014 may apply. Applications for grants shall be submitted to the Heritage Planner and shall include the following checklist of items:

- Completed application form that includes:
  - ✓ Registered owner name and contact information (address, telephone, fax and email).
  - ✓ Proof of ownership of Historical Resource.
  - ✓ Legal address of Historical Resource.
  - ✓ Heritage designation by the City of Winnipeg, including all affected, listed Character-Defining Elements.
  - ✓ Description of the project, including location, street address, and scope of work.
  - ✓ Requested amount of funding.
  - ✓ Estimated project costs supported by two independent quotations.
  - ✓ List of other sources of funding.
  - ✓ Project schedule. If the project is phased, please indicate the phase of project that requested grant allocation would be used towards. Include other milestone and final completion dates.
- Supporting documentation as required (refer to "Heritage Review Application Requirements", attached as Appendix B)

*Evaluation Criteria*

The Heritage Planner, with the concurrence of the Historical Buildings and Resources Committee, shall approve grant applications for eligible projects which comply with the grant criteria until funding is committed. Application evaluation criteria include the following:

- Integrity of site
  - ❖ Current owner's past efforts in maintaining the resource
- Quality of restoration work
  - ❖ Demonstration that the project will be purposeful in promoting and conserving municipal heritage resources.
  - ❖ Demonstration of high quality work that is in compliance with the Standards and Guidelines for the Conservation of Historic Places in Canada and other City of Winnipeg guidelines for heritage conservation.
- Importance of work
  - ❖ Projects that conserve Character-Defining Elements of a historical resource in order to improve the physical integrity of the resource.
  - ❖ Project that is a critical civic or regional development
- Ability to complete the project
  - ❖ Demonstration of the economic and technical feasibility of the proposed project. A list of other funding sources and project schedule is required.
  - ❖ Demonstration of applicant's and consultant's ability to complete project.

*Conditions for Grant Approval*

- Any alterations to the Character-Defining Elements of a Historical Resource will require design review and the issuance of a Heritage Permit prior to the onset of construction as set out in the Historical Resources Bylaw 55/2014.
- All eligible design work and structural assessments shall be conducted by registered professional Manitoba architects, interior designers, landscape architects, and/or engineers, as applicable.
- All eligible construction work must be performed by certified professional building contractors.
- All work to Historical Resources must adhere to the Standards and Guidelines for the Conservation of Historic Places in Canada and other City of Winnipeg guidelines for heritage conservation.
- All appropriate City of Winnipeg permits and/or authorizations must be obtained before work can proceed.
- Work may not begin until approval is obtained and a Letter of Agreement is signed by the owner. Assistance will not be awarded retroactively for work previously completed.
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- The property applied for under this program must be in good standing with the City of Winnipeg with no outstanding fees, orders, liens, etc.

*Conditions for Grant Payment*

- Grant payment will be distributed through the office of the Heritage Planner.
- Copies of financial records including invoices, receipts, accounting ledgers, volunteer logs, items donated, letters of commitment from other grant funding sources and other proof of payment pertaining to the project must be submitted to the office of the Heritage Planner prior to the disbursement of funding.
- Recipients must submit photographic documentation of the completed work.
- All work and documentation must be deemed satisfactory upon inspection by the Heritage Planner prior to the disbursement of funding.
- Applicants are required to complete projects and submit proof of payment within 24 months from the date funds are awarded. Funding for projects that remain incomplete after 24 months will be annulled. At the discretions of the Heritage Planner, the applicant may be required to reimburse funding for incomplete projects.
- The amount of each grant will be fixed prior to the commencement of work. Any cost overruns or unanticipated expenses will be the responsibility of the grantee.
- Any unexpected changes to project cost, scheduling, or scope of work must be reported to the Heritage Planner immediately. Unreported changes may result in grant payment being withheld.
- The property applied for under this program must be in good standing with the City of Winnipeg with no outstanding fees, orders, liens, etc.

## HERITAGE RESEARCH & INTERPRETIVE GRANTS

Heritage Research & Interpretive Grants are intended to assist research, educational, and exhibition projects that promote Winnipeg's built heritage.

*Eligible Work*

Projects that aim to improve the knowledge of Winnipeg's heritage through the research and/or interpretation of the built environment, architecture, landscape architecture, interior design, community & city planning, and local designers. Projects may be in the form of the following:

- Publications, audio & visual, or web-based heritage interpretive or technical guides.
- Heritage conservation displays and exhibitions.
- Heritage tours and information packages.
- Presentations and brochures on heritage properties or districts.
- Inventories of heritage sites, districts, and/or materials.
- Heritage studies, reports, plans, including heritage districts, best practices for conservation, etc.

*Not Eligible for Assistance*

- Purchase or rental of equipment, memberships, etc.
- Costs associated with administration, financial reporting, fundraising, or similar activities.

*Maximum Amount of Grants Available*

Subject to annual budget limitations, grants are limited to a maximum of $15,000 per project. Average grants in this category are $5000.

A minimum of $2,000 may be applied for in this category.

*Application and Submission Criteria*

Application for funding under this program is open to any not-for-profit, incorporated community organization, government or government agency, or university seeking to research or interpret Winnipeg's built heritage. The organization must have been in existence for at least one year.

Individuals or unincorporated groups may apply under the endorsement of an eligible organization. The organization endorsing the applicant must provide a letter of support for the project.

The results of the project must be publicly accessible on a not-for-profit basis.

Applications for grants shall be submitted to the Heritage Planner and shall include checklist of items:

- Completed application form that includes:
  - ✓ Applicant's name, organization, and contact information.
  - ✓ Description of the project indicating research methodology and deliverables or interpretation strategy and deliverables. The description should clearly identify how the project will contribute to the knowledge base and awareness of Winnipeg's heritage.
  - ✓ Credentials for researchers and tour guides including education, training, and relevant experience.
  - ✓ Requested amount of funding.
  - ✓ Estimated project costs.
  - ✓ Project schedule. If the project is phased, please indicate the phase of project that this grant allocation would be used towards and include other milestone and final completion dates.

- Supporting documentation as required that may include:
  - ✓ Drawings, plans, images, project precedents, etc., that will help identify the project

*Evaluation Criteria*

The Heritage Planner, with the concurrence of the Historical Buildings and Resources Committee, shall approve grant applications for eligible projects which comply with the grant criteria until funding is committed. Application evaluation criteria include the following:

- Quality or Merit of Project
  - ❖ Demonstration that the project will be purposeful in promoting, conserving, commemorating and/or understanding municipal heritage resources, other potential heritage sites and/or local designers of these.
  - ❖ The extent to which the project's benefits are accessible to the public.
- Ability to Complete the Project
  - ❖ Demonstration of the economic feasibility of the proposed project.
  - ❖ The capability of the organization to complete the project and the availability of human and financial resources.

*Conditions for Grant Approval*

- Work applied for under the grant may not begin until approval is obtained and a Letter of Agreement is signed by the applicant. Assistance will not be awarded retroactively for work previously completed.
- Applicants may submit only one application per topic per calendar year but may re-apply for the same project on an annual basis. An approval for an application does not guarantee future approvals on future applications that are similar in nature and scope.

*Conditions for Grant Payment*

- Grant payment will be distributed through the office of the Heritage Planner.
- Copies of financial records including invoices, receipts, accounting ledgers, volunteer logs, items donated, letters of commitment from other grant funding sources, and other proof of payment pertaining to the project must be submitted to the office of the Heritage Planner prior to the disbursement of funding.
- At the discretion of the Heritage Planner and the Historical Buildings and Resources Committee, grant payment will awarded upon project completion.
- Recipients must submit a copy or documentation of the completed work to the office of the Heritage Planner.
- All work and documentation must be deemed satisfactory by the Heritage Planner prior to the disbursement of funding.
- Applicants are required to complete projects and submit proof of payment within 24 months from the date funds are awarded. Funding for projects that remain incomplete after 24 months will be annulled. At the discretions of the Heritage Planner, the applicant may be required to reimburse funding for incomplete projects.
- Recipients are required to submit a copy of the end product, publication, documentation, or any research materials.
- The amount of each grant will be fixed prior to the commencement of work. Any cost overruns or unanticipated expenses will be the responsibility of the grantee.
- Any unexpected changes to project cost, scheduling, or scope of work must be reported to the designated heritage officer immediately. Unreported changes may result in grant payment being withheld.