

# Town of Collingwood Heritage Grant Guidelines



Town of Collingwood  
Collingwood Heritage Advisory Committee  
55 Ste. Marie St., Unit 301  
Collingwood, ON  
L9Y 0W6

Phone: (705) 445-1030 ex. 3243 or 3235

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# Introduction

## *Collingwood Heritage Advisory Committee Grant Guidelines*

The Town of Collingwood provides financial assistance for owners of designated heritage structures. Monies are directed to the conservation and restoration of those properties that have been designated for their historical and/or architectural significance in accordance to Part IV or V of the **Ontario Heritage Act**.



### **Heritage Grant Program**

The Town of Collingwood has approved a Heritage Grants program. Through this program, owners of designated properties may be eligible to receive a grant toward the conservation and restoration of the heritage features of their properties. Upon satisfactory project completion, the grant amount is one half of eligible project costs to a maximum grant of \$3,000.00. The grant must be matched by a

contribution from the owner and is based on the owner’s actual expenditures as verified by invoices. The property owner may receive one grant per calendar year.

### **The Role of the Collingwood Heritage Advisory Committee**

The Collingwood Heritage Advisory Committee is a committee of Collingwood Council and is responsible for reviewing applications in accordance to the Heritage Grant Program guidelines. The Collingwood Heritage Advisory Committee consists of volunteers from the community appointed by Council because of their knowledge or interest in architecture, history, construction, law, or first-hand experience with building restoration. The Committee has the staff support of Town Building Services.

**Heritage Grant Program is intended to offset the extra costs associated with the now scarce materials and skills required for the preservation of heritage properties**

# Eligible Projects

## Eligible Properties



The grant is only available to properties that are designated:

- 1) under Part IV of the Ontario Heritage Act, and for which the project conserves or enhances elements specified in the “Reasons for Designation”, as determined by The Collingwood Heritage Advisory Committee or designate; OR
- 2) under Part V of the Ontario Heritage Act, and for which the project is conducted in accordance with design guidelines or policies

as specified in the Heritage Conservation District Study and Plan adopted by the Municipality, as determined by Collingwood Heritage Advisory Committee or designate

## General Provisions

Any project that conserves or enhances elements specified in the Reasons for Designation is eligible. These projects will fall into one of three general categories:

- 1) the **conservation** of existing architectural elements which are significant;
- 2) the **restoration** of significant original architectural features which still exist, but which are beyond conservation or repair;
  - Note: this only includes accurate reconstructions of the original features using materials, sizes and configurations that match the original.
- 3) the **reconstruction** of significant architectural features which have been lost, but for which the appearance can be clearly determined from documentary sources.
  - Note: this must be documentary evidence for the property in question, not to similar properties. This evidence may be in the form of photographs or original drawings that illustrate the feature to be restored.

Projects that fall under one of these three general categories might include the repair, reconstruction or restoration of significant features such as: doors, windows, verandahs, cupolas, significant exterior chimneys, bargeboard or other decorative trim, shop fronts which have been altered or replaced, any other features important to the overall composition of the structure as specified in the reasons for designation and fences and outbuildings if specifically referred to in Reasons for Designation.

All projects must follow good heritage conservation practice, as determined by Collingwood Heritage Advisory Committee or its designate

## Guidelines

Provided are more detailed Guidelines for some eligible projects.

### 1) Roofing and Siding Materials

The conservation, reconstruction or restoration of original roofing materials deals exclusively with historical materials. Eligible Roofing Materials may include wooden shingles, shakes, board roofing, metal roofing (copper, zinc, tin or tern plate), clay, tile and slate.

The conservation, reconstruction or restoration of original siding materials might include repair and replacement of wood clapboard or board and batten, repair and repointing of masonry buildings, stucco repair, removal of contemporary material (i.e. aluminum siding) and replacement with original material.

### 2) Masonry

Masonry work is only eligible if the materials and methods used will not cause harm to the historic masonry and all work shall be consistent with the ***Annotated Master Specifications for the Cleaning and Repointing of Historic Masonry.***

In repointing, the repointed areas are to match the historic mortar in colour, texture, joint width and profile. Samples of the original mortar and photographs of the original joint should be submitted with the application to document the original work. Cleaning of masonry buildings is only eligible when it is necessary for the buildings preservation and if appropriate methods are used.



### 3) Stucco

The conservation, reconstruction or restoration of stucco is eligible where it is known to have been the historic material. The stuccowork must replicate the original or historic rendering in colour, materials, application methods and texture.

### 4) Windows, Screens, and Storm Windows

The conservation, reconstruction or restoration of original windows, screens and storm windows deals exclusively with historical materials. Storm windows are only eligible if there is historical

evidence of the use of storm windows on the designated structure. All windows must be replicas of the original in both style and material.

### 5) Eavestroughing

The restoration of gutters and down pipes may be eligible only when these items are considered to be a significant architectural feature of the building. This would include gutters and down pipes of now rarely used but long lasting materials such as copper and lead and which incorporate decorative elements. Also included are Gutters that are built into the building cornice.

### 6) Painting of the Exterior in Historic Colours

**Designated structures may receive a grant for exterior painting.** Collingwood Heritage Advisory Committee must approve the location of the paint and the colour. Once completed, it is the homeowners' responsibility to do maintenance.

### 7) Interior

Interior work is **only** eligible for the conservation, reconstruction or restoration of features specifically referred to in the Reasons for Designation. Eligible interior work may include woodwork, plasterwork, wall or ceiling murals specified in the Reasons for Designation.



### 8) Structure

Work necessary to restore the building to structural soundness, but not including structural work to accommodate modern renovations is eligible. Routine maintenance and additions are not eligible work.

### 9) Technical Services

Sometimes a property owner may encounter a situation beyond the scope and experience of the Collingwood Heritage Advisory Committee. In these cases, where the expertise of a restoration architect or structural engineer is required, a portion of the grant will be allocated to hiring a professional for technical advice.

**Eligible projects include, but are not limited, to the items mentioned above.**

**Please contact Town of Collingwood Building Services for further details.**

## Application and Grant Process

The following steps are to be followed when funding through the **Heritage Grant Program** is requested:

- The property owner should consult with the Collingwood Building Department as early as possible in the planning of the project to determine whether the proposed project is eligible for funding and what funding, if any is available.
- The property owner will show confirmation that property taxes are in good standing, no outstanding work orders (Building Services, Fire Dept. and Property Standards).
- The property owner will submit an application for a Heritage Grant Program to the Heritage Advisory Committee by **December 15, 2011 or work to be completed in 2012.** The application will include all details necessary for a full understanding of the proposed work (i.e. materials to be used, dimensions, mortar mixes, cleaning chemicals for masonry etc.). Where necessary, Building Services may request additional plans, specifications, drawings or photos.
- Building Services will, review the application and submit the completed application form to the Collingwood Heritage Committee. Each application will be graded on a scale of 1 to 5 accordingly for merits of the proposed project as outlined in the **General Provisions**. Consideration will also be given as to any past funding received for projects on the same building.
- The Collingwood Advisory Heritage Committee may visit the building, discuss the proposed work with the owner, and prepare comments on the proposed project.
- The property owner will be advised of Collingwood Heritage Committee's decision regarding their application, and conditions, if any, regarding the application, by mail. All permits for work covered by the grant must be finalized within the year the grant was allotted. No funding may be carry over to the next calendar year.
- If a grant is allotted to a project, the owner must complete the project before December 15<sup>th</sup> in the year the funding was approved. If the owner fails to complete the project, the Collingwood Heritage Committee may refuse funding for future applications.
- The property owner will obtain a Heritage Building permit and **is required to contact the Collingwood Building Department concerning any changes to the project that are proposed during the course of the work.** **Note:** Collingwood Heritage Committee

approval is based on the initial application and any deviation from this initial application may result in the project being refused funding.

- The property owner is **responsible for overseeing the work** and ensuring that the contractor is aware of Collingwood Heritage Advisory Committee requirements for this project.
- The property owner is responsible to arrange all required building inspections. Town of Collingwood Building Service is to be advised when the work is completed and **the project will then be inspected to ensure conformity to the application submitted.**
- The grant will be paid to the property owner by the Town of Collingwood once the work has been approved and on the basis of the receipts for project costs. All invoices must be submitted by **December 15** the year the grant was allocated.