

Town of Mahone Bay Heritage Property Grant Fund Policy

Purpose

The purpose of the following Heritage Property Grant Fund Policy is to provide guidelines for the awarding of cash and in-kind grants to owners of registered Heritage Properties in the Town of Mahone Bay that apply to the Town of Mahone Bay for financial assistance under the Heritage Property Grant Fund. The goal of this policy is to preserve the built heritage of the Town of Mahone Bay, to treat all applicants fairly and consistently, and to promote transparency in government decision-making.

1.0 Definitions

- 1.1 Façade – the face of a building, especially the side that faces onto a street or open space.
- 1.2 Heritage Advisory Committee – the committee of the Town of Mahone Bay established in accordance with the Heritage Property Bylaw.
- 1.3 Registered Heritage Property – a municipally registered heritage property registered with the Town of Mahone Bay pursuant to the Heritage Property Bylaw of commercial or residential use and not exempted from taxation.

2.0 Policy

It is the policy of the Town of Mahone Bay to provide, within its financial capacity, financial support to owners of registered heritage properties under the Heritage Property Act, in support of their efforts to protect the built heritage of the Town of Mahone Bay.

Owners of registered heritage properties within the Town of Mahone Bay may make application for funds from the Heritage Property Grant Fund toward the cost of repair or restoration work on the exterior façade of registered heritage properties within the Town of Mahone Bay.

Eligible applicants may apply for a matching grant of 50% of costs up to a total cost of \$1000, exclusive of HST, for a maximum grant of \$500. Grants will be disbursed upon review of appropriate receipts for completed work.

3.0 Basic Eligibility Requirements

- a) Applications will be accepted from owners of Registered Heritage Properties. A completed, signed and dated application must be received by the Town before a project can be considered for funding.
- b) Applications will be accepted between January 1st and March 1st of each calendar year and on a first-come-first-served basis thereafter until funds for the year have been expended.

- c) Applications should be received eight weeks prior to project commencement. All project work must be completed within the fiscal year (April 1 – March 31).
- d) Eligible projects are limited to pre-approved repair or restoration work on the exterior façade.
- e) All grants are provided at the discretion of Council.
- f) Property Owners will be eligible to apply to the Heritage Property Grant annually, but any one property would be eligible for only one grant under the Heritage Property Grant Fund once in any five-year period.

4.0 Application Process

- a) Applications must include:
 - i. Completed Application Form
 - ii. Proof of registration under the Heritage Property Bylaw
 - iii. Building permit approval where required
- b) Applications will be reviewed by the Heritage Advisory Committee for recommendation to Council. Applications will be reviewed at the Committee's first meeting following March 1st each year and thereafter at the next available Committee meeting following the receipt of an application.

5.0 Prioritization of Applications

All applications will be given fair consideration and priority will be assigned as follows:

- a) Preference will be given to first-time applicants.
- b) Preference will be given to preservation and restoration of historic structural and weather-proofing elements than to cosmetic improvements, e.g. The restoration of cladding, windows, doors or roof has greater priority than painting.
- c) Preference will be given to restoration of publicly visible features (e.g. Restoration of a front porch would have greater priority than a rear porch).
- d) Preference will be given to applicants with an annual income under \$32,000; tax return(s) for the prior year will be required as proof of income.

6.0 Council Approval

An annual budget for the Heritage Property Grant Fund will be established at the discretion of Council as part of the annual budget process.

Council reserves the right to grant partial requests or grant or reject any application that may or may not qualify in accordance with the guidelines set out in this policy. Applicants are not guaranteed funding. Grants under the Heritage Property Fund will be considered public information.

Applicants will be notified following Council's approval with a Letter of Award, which will state if any restrictions apply to the grant.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members

Intent to Consider (7 days minimum notice):

October 25, 2018

Date of Passage of Current Policy:

November 13, 2018

Town Clerk

Date

**Town of Mahone Bay
Heritage Property Grant Fund**

Application

Application Deadline: March 1st

Applications will be accepted between January 1st and March 1st of each calendar year and on a first-come-first-served basis after March 1st until funds for the year have been expended.

Applicant Information

Name of Property Owner (full legal name is required) First _____ Middle _____
Last _____

Mailing Address

_____ Suite/Apt
Street # Street

_____ PO Box City/Town Province Postal Code

Contact

Phone _____
Email _____

Property Information

Address of Registered Property _____ Mahone Bay, NS
Civic # Street

Is your property a Municipally Registered Heritage Property? **Yes No**
If yes, you must provide a copy of the Notice of Registration.

What is the property used for?

Single-family residence
Multi-family residence
Commercial

What is the anticipated cost for materials (including HST)? \$ _____

What is the anticipated cost for labour (including HST)? \$ _____

What is the anticipated cost for this project (including HST)? \$ _____

What is the total grant request for this project? \$ _____

Please note the Heritage Property Grant Fund is based on the anticipated costs to complete the project. Eligible costs are outlined in the Heritage Property Grant Fund Policy.

The maximum grants for a registered municipal heritage property will be up to 50% of the anticipated project to a maximum grant of \$500. Eligibility criteria can be found in the Heritage Property Grant Fund Policy.

When will work begin? _____

When is the expected completion date? _____

All project work must be completed within the fiscal year (April 1st – March 31st).

Applicant's Signature

Date

Send Application to:

**Town of Mahone Bay
PO Box 530
493 Main Street
Mahone Bay, NS B0J 2E0**

For further information contact Town Hall by phone at 902-624-8327 or by email at clerk@townofmahonebay.ca.

Grants will be disbursed upon review of appropriate receipts for completed project work.