

# **OAK BAY HERITAGE FOUNDATION**

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## **HERITAGE RESTORATION GRANTS**

### **INTRODUCTION**

The Oak Bay Heritage Foundation was established in 1992. One of the purposes of the Foundation is to provide cost-sharing grants to owners of buildings listed on the official Oak Bay Community Heritage Register and to owners of designated heritage buildings. Buildings protected under a Heritage Revitalization Agreement may also be eligible for the Heritage Restoration Grants programme.

### **GENERAL GUIDELINES**

The following are general guidelines that applicants should consider in their application:

- When restoration and preservation are contemplated, the owner should conduct research in order to ensure that the proposed work maintains and contributes to the heritage significance of the building. The staff at the Oak Bay Municipal Archives can assist in this process.
- The proposed work should enhance the long-term viability of the building.
- The proposed work must conform to the relevant building code and all bylaws.
- Attention should be paid to identifying and restoring the architectural features which led to the heritage listing or designation of the building.
- Every effort should be made to maintain and enhance the original character of the building.
- It is normally preferable to repair original features rather than replace them.
- Alterations to the original building may be eligible for funding if these alterations have heritage significance.

## **AMOUNT OF GRANT**

The amount of a grant will be determined by the following guidelines:

- The amount of a grant will normally be up to 10% of the total cost of the project for buildings listed on the official Oak Bay Community Heritage Register, and up to 25% of the total cost of the project for designated buildings.
- A single grant will normally not exceed \$5,000 for a building listed on the official Oak Bay Community Heritage Register, and \$10,000 for a designated building.
- Precedence will be given to designated buildings.
- Applicants are restricted to one application per year.
- Grants will be considered in terms of the availability of funds.

## **ELIGIBILITY**

For the Foundation to consider a grant application, the following requirements must be met:

- The building must be designated under the bylaws of, or otherwise protected by, the Municipality, and/or the building must be listed in the Oak Bay Community Heritage Register.
- The real property taxes must be fully paid to the end of the year in which the grant is awarded.
- The building must be fully insured.
- There are to be no liens on the building.
- A Heritage Alteration Permit must be approved before the Foundation will review the application.
- The proposed work must not have commenced before submitting a grant application.
- The building must be used for residential occupancy.
- All authorizations and permits required by the Municipality of Oak Bay must have been obtained.
- Commercial properties normally will not be considered for grants.

## **APPLICATION PROCESS**

### ***How do I apply for a grant?***

Applicants should complete a Heritage Restoration Grant Application, available from the Oak Bay Municipal Hall, and forward it to the Oak Bay Heritage Foundation. The completed application form should be accompanied by the following:

- A detailed restoration plan explaining and itemizing the work to be undertaken, the techniques to be employed, and the expected date of completion.

- A budget outlining the costs involved.
- Three independent estimates for the cost of all work to be undertaken.
- Photographs of the building where the proposed work is to be undertaken.
- Proof that the building is eligible for a grant, as outlined in the Eligibility section above.
- A Statement of Significance; the staff of the Oak Bay Municipal Archives can assist in the preparation of this Statement

***What happens when my application for a grant has been submitted to the Foundation?***

- Receipt of the application will be acknowledged in writing.
- The applicant will be advised if additional information is required.
- Members of the Foundation may conduct an inspection of the project site.
- The application will be reviewed by the Foundation.
- The applicant will be advised in writing whether approval has been given, the amount of the grant, and any further stipulations, conditions, or restrictions that may pertain to the grant.
- If a grant is awarded, work must commence within one calendar year from the date the grant is approved.
- Members of the Foundation, at their discretion, may make on-site inspections of the work for which the grant has been awarded while this work is in progress.
- The decision of the Foundation regarding whether or not a grant is approved is final and binding.

***What do I do when the work is completed?***

When work is completed, the following information must be submitted to the Foundation before funds will be released:

- All bills for labour and materials, showing that the amounts have been paid in full.
- A written declaration confirming that the project is fully completed.
- A photographic record of the progress and completion of the work undertaken.
- Proof that all Municipal inspection requirements have been met.

The finished project will then be given a final inspection by members of the Foundation for compliance with the application.

The grant funds will be released and forwarded to the applicant.

Should the property to which the grant applies be sold or otherwise disposed of before the work is completed, the Foundation may rescind its approval for funding and require the new owner to submit a new grant application to the Foundation.