



Township of  
**Leeds** and the  
**Thousand Islands**

## The Township of Leeds and the Thousand Islands Heritage Conservation and Celebration Grant

## **1.0 Introduction**

The Township of Leeds and the Thousand Islands has adopted a Heritage Conservation and Celebration Grant. This program assists in the revitalization and conservation of heritage properties within the Township as a method of helping maintain and celebrate our heritage, which is a source of pride for the community.

## **2.0 Application Process**

Applicants must complete the Heritage Conservation and Celebration Grant application package, as updated from time to time. Applications are considered monthly as set out by the review team.

### **2.1 Project Proposal**

Applicants are to clearly state their project proposal. This includes detailing the proposed drawings, specifications, cost estimates and how the desired outcome of the project supports the heritage value of the structure or property.

### **2.2 Funding Sources**

Applicants must list all other sources of funding for their project. Additionally, applicants must report if they have applied for the Leeds and the Thousand Islands Heritage Conservation and Revitalization Grant in the past, and detail whether they were successful or not in their application.

### **2.3 Required Documentation**

- One cost estimate
- Drawings/sketches of the proposed work including materials specifications, where applicable
- Photographs of the existing buildings/property
- Photographs of adjacent buildings/properties or the streetscape
- Statement that the owner is willing to have their property listed on the Township Register (if not already designated under Parts IV or V of the Ontario Heritage Act and not already listed)

## **3.0 Eligibility and Limitations**

### **3.1 Heritage Status**

Eligible projects include properties on the Township of Leeds and the Thousand Islands heritage register, and thus include properties considered under Part IV of the Ontario Heritage Act and properties which have been listed on the register but not designated. Properties with acceptable heritage easements are also eligible provided the property is recognized by the Heritage Committee as having heritage potential as demonstrated by inclusion on the heritage property inventory.

### **3.2 Building/Property Type and Location**

All properties must be located within the Township of Leeds and the Thousand Islands and must have heritage value.

### **3.3 Eligible Work**

The type of work eligible under this grant program is listed in Appendix A.

### **3.4 Heritage Permits**

Permits under the Ontario Heritage Act for designated properties are required. Every effort is made to ensure the grant and project approval processes run concurrently.

### **4.0 Funding Maximums**

The total grant budget shall be established annually. For eligible projects and properties the Township will fund 50% of the costs, to a maximum of \$2,500. Should the annual budget not be expended prior to year end, it is placed into a reserve for the following year.

### **5.0 Approval of Applications and Payment of Grant**

#### **5.1 Evaluation**

Evaluation of eligibility is conducted by an evaluation committee comprised of a staff representative, appointed by the Chief Administrative Officer, and a Municipal Heritage Committee representative, appointed by the Municipal Heritage Committee.

Grants are generally awarded on a first come-first serve basis. When multiple applications are received, evaluation is based on impact of project, prior funding, financial viability of project, receipts of prior years' funding, and availability of funding.

#### **5.2 Payment of Approved Grants**

Accepted applicants are paid upon satisfactory completion of the project based on submission of the following:

- Photographs of the progression of the project (from start to completion)
- Invoices of work conducted and proof of payment
- Inspection of completed project by evaluation committee or their designate

### **Contact Information**

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## **Appendix A: Eligible Projects**

Eligible projects include the following:

- Properties may include: residential, commercial, agricultural, viewsapes, fences, trees, schools, cemeteries or churches;
- Projects that support the values of the Ontario Heritage Act Part IV;
- Work that preserves, and/or restores architectural features, such as:
  - Doors, windows, verandahs, cupolas, chimneys, or other decorative trim, parapets, cornices, hood mouldings, fences, outbuildings, siding and roofing, repointing, stucco repair, and any other significant features of the building or property, structural restoration including beams and foundations
  - Non-abrasive cleaning if necessary for preservation;
- Reconstruction of former significant architectural features. Proponents must demonstrate that such features existed previously through documentation attached to application package;
- Architectural or design study concerning restorations of eligible buildings which provide advice and guidance on restoration requirements and/or priorities for the building;
- Painting and masonry are subject to committee approval;
- Replacement of original materials with modern materials must be approved by the heritage committee;
- Projects completed by December 31. Extensions to this date may be provided by the evaluation committee.