



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

1. Introduction:

The purpose of the Township of Leeds and the Thousand Islands Heritage Conservation and Celebration Grant Program is to assist in the conservation of protected heritage properties within the Township as a method of helping to maintain and celebrate our heritage, which is a source of pride for the community.

2. Application Process:

Applicants are to complete the Heritage Conservation and Celebration Grant application package as updated from time to time. Applications will be considered by the Municipal Heritage Committee and City Council.

2.1 Project Proposal:

Applicants are to clearly detail their project proposal. This includes the submission of drawings of the proposed scope of work, specifications, cost estimate(s) and an explanation as to how the project will support the cultural heritage value of the property.

2.2 Funding Sources:

Applicants shall confirm any other sources of funding for their project.

2.3 Required Documentation:

1. Cost estimate(s);
2. Photographs of the property, including photographs of all existing building; and
3. Drawings/sketches and specifications of any proposed materials.

3. Eligibility Limitations:

3.1 Heritage Status

Eligible properties consist of 'listed' or designated properties that are included on the Township of Leeds and the Thousand Islands Municipal Heritage Properties Register. Properties with heritage easements registered on title are also eligible.

3.2 Property in Good Standing

Eligibility for the Grant Program is dependent on the property tax account being in good standing throughout the grant application process.

3.3 Grant Amounts and Timing of Eligibility

Eligibility for a \$2,500.00 grant shall be every two (2) years for all properties included on the Municipal Heritage Properties Register.

A newly designated property under Section 29 Part IV of the *Ontario Heritage Act* is eligible for a one-time grant of up to \$5,000.00 within the first two (2) years of the date of passage of the designation by-law.

3.4 Orders

Listed or designated properties with existing building and/or property standards orders directly associated with the heritage attributes of the property may apply for a heritage grant for works listed in Appendix 'A'.

3.5 Eligible Works

Eligible works are listed in Appendix 'A'.

3.6 Heritage Permits

Applications for grants involving properties designated under the Ontario Heritage Act are required to be accompanied by an application for the approval of an alteration to a designated property, which upon approval is issued in the form of a Heritage Permit from Council (via a recommendation from the Municipal Heritage Committee). Every effort will be made to ensure the grant and heritage permit application processes run concurrently.

3.7 Timing

A grant application process must be completed within two years from the date of Council approval to be eligible for the issuance of funds. This includes submitting a complete application, obtaining provisional approval from Council, completing the scope of work, and having the completed scope of work inspected. Extensions to this timeline are at the discretion of the Director of Planning & Development or their designate.

4. Funding:

4.1 Grant Program Budget

The total grant budget shall be established by Council annually.

4.2 Funding Maximums

For approved projects on protected heritage properties, the Township will fund 50% of the costs, to a maximum of \$2,500.00.

Newly designated properties are eligible for a one-time grant from the Township of 50% of the costs to a maximum of \$5,000.00. This one-time grant for newly designated properties is available within the first two years from the date of the passage of the designation by-law by Council.

4.3 Surplus Funding

Should the annual budget not be expended prior to year-end, it will be placed into a reserve for use in subsequent years.

5. Approval of Applications and Payment of Grant:

5.1 Evaluation

Prior to advancing to the Municipal Heritage Committee, the Planning & Development Department will screen applications to ensure that they are complete and to confirm eligibility based on the criteria set out in this policy.

Grants will generally be awarded on a first come-first serve basis, however, grants involving newly designated properties will be given priority.

5.2 Payment of Approved Grants

Provisionally approved grants will be paid upon satisfactory completion of the approved scope of work and the completion of the following steps to the satisfaction of the Planning & Development Department:

1. Submission of photographs of the progression of the project (from start to completion);
2. Submission of invoice(s) corresponding to the provisionally approved scope of work and proof of payment; and
3. Inspection of the completed provisionally approved scope of work by the Planning & Development Department.

5.3 Contact Information

Township Leeds and the Thousand Islands
Planning & Development Department
1233 Prince Street
Lansdowne, ON K0E 1L0
613-659-2415 ext. 226
Toll Free: 1-866-220-2327
seniorplanner@townshipleeds.on.ca

Appendix 'A' to Proposed Grant Program: Eligible Projects

Eligible Projects include one or more of the following types of projects:

1. Projects that support the heritage attributes/cultural heritage value or interest of the property.
2. Works that conserve, and/or restore exterior architectural features, such as:
 - i) Doors, windows, verandahs, cupolas, chimneys or other decorative trim, parapets, cornices, hood mouldings, fences, outbuildings, siding, roofing, masonry, brick, stucco repair, and painting.
 - ii) Exterior structural and/or foundation repairs
 - iii) Non-abrasive cleaning of necessary for conservation.
3. Reconstruction of former heritage attributes. Applications must demonstrate that such features existed previously through submitted documentation.
4. Architectural or design study prepared by a qualified heritage professional for eligible properties.