

GRANTS



2022 GUIDELINES

# Designated Heritage Property Grant Program

Grant applications are due  
Friday, March 25, 2022 by 4:30 pm



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## Mississauga Designated Heritage Property Grant Program

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This program provides matching grants to heritage designated property owners for the conservation and preservation of Mississauga's built heritage resources.

### Eligible Properties

Properties must be designated under the *Ontario Heritage Act*. (A property must have had its designation by-law adopted by Council and registered.) This includes individually designated properties and properties in heritage conservation districts. However, a property within a heritage conservation district that does not contribute to the cultural heritage value of the district, such as those categorized as "non-contributing," are not eligible.

Properties must not be currently receiving other grants from the City of Mississauga. Properties must be in compliance with the *Ontario Heritage Act* and any City of Mississauga bylaws and have no taxes or other monies owing to the City. Designated heritage properties owned by any level government (City, Regional, Provincial and Federal) are not eligible for funding.

Priority will be given to projects that conserve and/or restore elements of the property cited as attributes of cultural heritage value or interest. Property owners are only eligible for one grant per calendar year. For each grant, the property owner can only request funds for one project. Grants are not available for work which has been completed prior to the applications submission. It is preferred the work not begin until the grant is approved. However, if the work must begin prior to the approval of the grant, a request must be provided to heritage staff so they can provide an acknowledgement that the work may proceed.

For more information concerning the designation or alteration of heritage properties please contact a member of the Heritage Planning team at [heritage.planning@mississauga.ca](mailto:heritage.planning@mississauga.ca).

## Submitting Applications

This program will be accepting applications at different times throughout the year. The first deadline to submit your application will be **Friday, March 25, 2022 by 4:30pm**. Should there be funding available after the first round of applications are approved, additional applications will be accepted. The number of applications accepted will be dependent on the available budget. Once additional deadlines are determined, designated heritage property owners will be notified.

It is recommended that all applicants consult with heritage staff to ensure their project aligns with the goals of the program.

## Application Checklist

- ✓ Completed application form, including a detailed project description
- ✓ **A minimum of two cost estimates. The estimates must clearly itemize labour and material costs**
- ✓ Recent images that provide an overview of the building's exterior
- ✓ Recent images of the specific area for the proposed project
- ✓ Any relevant historical images of the project area
- ✓ Any relevant plans, documentation or studies
- ✓ Timeline indicating when the work will begin and the expected completion date

For projects involving the repair or restoration of structural elements (page 9) applicants must also include:

- ✓ Engineer Condition Assessment

When appropriate, the City may request additional information before an application may be processed. Once a project is approved for funding property owners may be required to submit/obtain engineering or Architectural drawings and a heritage permit. Please ensure you are aware of all the necessary materials prior to undertaking the project as they can impact the time required to complete the work.

***Please Note: Late applications will not be accepted.***

## Eligible Projects

Only projects described as follows will be considered:

- a) Conservation of existing architectural elements which are significant to the cultural heritage value of the property, such as doors, windows, bargeboard, siding, original roofing, and any other attributes as described in the designation by-law.
- b) Reconstruction of architectural elements which still exist but are beyond repair.
- c) Restoration of architectural elements which have been lost, but for which there exists documentation to reproduce those elements as per the original, including materials. The evidence must be for the property in question, not similar properties.
- d) Work necessary to restore a building or structure to structural soundness.
- e) A grant may be given to include one half the costs of architect's and engineer's fees, to a maximum of \$750 per project, directly related to proposed conservation project.

What follows is a more detailed list of eligible projects, broken down into the funding categories of: (1) General Conservation; and (2) Repair or Restoration of Structural Elements.

***Please Note:** Replication of architectural features, including windows, will only be considered when it has been demonstrated that restoration is not feasible. The replacement elements have to be the same shape, form and material as the original elements. Projects which conserve and protect heritage elements will be given priority over other projects.*

## Eligible Projects

### 1) General Conservation

- Conserve or replace original roofing materials and flashing (slate, wood, tile, metals such as copper, zinc, tin or terneplate, clay), except for asphalt shingles. Roofing may include the repair or replacement of the roof deck with matching materials to the original
- Repair or replace original siding, including stucco where it is an original finish. Stucco must match the original in its composition, texture and colour
- Repair and re-pointing of masonry to match original in texture, composition, colour and profile
- Repair or replication of wooden storm and screen windows where documentation verifies the use of storms and screens
- Repair or replication of wood windows to match the original size, shape, form, and materials. Aluminum storms, windows which are vinyl, aluminum, or PVC clad will not be eligible
- Preparation and painting of wood surfaces, based on documentary evidence of original colours. The cost of a paint analysis may be an eligible cost. A property will receive one grant only for exterior painting within a ten year period
- Repair or replace architectural features such as porches, verandas, or bargeboard, where these features can be documented and reproduced in original materials
- Repair or replacement of gutters, eavestroughs and downspouts which are of now rarely-used materials such as copper or lead, or where gutters are built into the cornice of the structure
- Conservation of interior architectural attributes which are specified in the heritage designation by-law

## Eligible Projects

### Ineligible Work

- × Projects that do not contribute to the heritage attributes of the property, such as the introduction of new features or additions
- × Projects that may be considered routine maintenance such as the repair of a broken window, repair of siding or roofing
- × The repair, replacement or installation of asphalt shingles
- × Synthetic stone
- × Vinyl, Aluminum, or PVC clad windows or doors, including insulated doors
- × Power washing, sandblasting and cleaning of masonry surfaces will not be eligible unless it can be proven that the cleaning of the masonry is necessary for the conservation of the structure
- × Landscaping will not be eligible unless it is noted within the designation by-law or can be proven to be a restored element original to the property

## Eligible Projects

### 2) Repair or Restoration of Structural Elements

The following projects are only eligible if the structural elements require repair or replacement in order to conserve and stabilize the original structure of the property, i.e. the building has fallen, or is likely to fall, into a state of disrepair.

- Repair or replacement of any of the Property's structural members
- Replacement or reconstruction of the Property's sill, beams and supporting structural members
- Repair, reconstruction or rehabilitation of the Property's foundation, columns and footings for the sole purpose of supporting and conserving the foundation
- Mitigation of insect infestations that have or may cause damage to the Property's wooden structural members
- Repair or replace a chimney based on archival evidence of the original feature
- Restoration of original wood shingle or slate roofing material based on documentation of the original materials



## Review Process

Following the deadline, City staff will review applications to determine eligibility and completeness.

Applications are then forwarded to the Heritage Property Grant Subcommittee for review and recommendations. The Subcommittee is made up of Members of the Heritage Advisory Committee and are appointed for a term of four years.

As there is a limited budget available, not all applications may be approved for funding in a given year. To determine which applications are funded the subcommittee will review each application against a set of criteria and those with the highest score will be funded.

Funding Criteria:

1. The project prioritized the restoration of existing elements over replacement
2. Best practices are being used in accordance with the following:
  - The Ontario Heritage Act
  - [The Ontario Tool Kit](#)
  - [Standards and Guidelines for the Conservation of Heritage Places](#)
3. The application clearly outlines the work to be undertaken, materials used and demonstrates the need for the work to be undertaken
4. The proposed project is being undertaken on a heritage element of the property
  - i.e. an element of the property which has been identified as heritage in a heritage bylaw or one of the Conservation District plans.
5. The Property has not received funding in the past or has successfully completed a funded project on a heritage element in the last two years.

The recommendations made by the subcommittee are provided to the Director of the Culture Division for approval or rejection.

All applicants will receive notice of the decision in writing.

Applicants must inform the City if they choose not to continue with the project.

## Grant Amount

The Designated Heritage Property Grant budget is set by City of Mississauga Council each year and allocated to eligible applicants through an application process. Should there be additional funding available after the first intake of applications; additional intakes will occur until the total budget has been allocated.

All Designated Heritage Property Grant applicants are eligible to apply for a maximum of half the eligible project costs.

- For General Conservation projects, applicants can request a minimum of \$500 to a maximum of \$5,000 in funding.
- For the Repair or Restoration of Structural Elements, applicants can request a minimum of \$500 to a maximum of \$10,000 in funding.
- For Special Projects applicants can request a maximum of \$25,000 in funding.
  - To be eligible for this level of funding your project must have multiple components and be approved as a special project by heritage staff prior to applying. All projects approved as a special project will have to demonstrate they are using best practices while protecting and conserving the heritage property.

All grants must be matched by an equal contribution by the property owner, verified by invoices.

***Please Note:** The amount of funding is determined on an annual basis by Council and may vary from year to year. As grant funding is limited, not all applicants will be successful or the granted amount may be lower than requested.*

## Grants Portal

The City of Mississauga requires all grant applications to be submitted through its Grants Portal. To access the portal go to the City of Mississauga's Heritage Planning website at [www.mississauga.ca/heritageplanning](http://www.mississauga.ca/heritageplanning) and click "APPLY NOW".

To set up an account follow these steps:

1. Click the "Register" button located in the top right corner of the login screen
2. Ensure the "Register as an individual" option has been selected
3. Enter your name and email address
4. Create a password
5. Click "Create Account"
6. Verify your account by clicking on "Send verification link". This will send an email to the email address you provided
7. Open your email and click on the link that has been sent to you
8. You will then be able to go back to the Grants Portal and click on the "View programs" button
9. Last you would select the Designated Heritage Property Grant" to begin your application

***Please Note:*** Only click the "Apply" button once. This button will duplicate your application every time it is clicked.

Once you have created your account you will be able to access the Grants Portal during each granting cycle. Certain information entered into the application will be saved for future applications.

## Approved Grant Requirements

Approved projects must be completed by **Friday, October 28, 2022**.

The property owner will permit City staff to enter the property to assess the work while it is in progress and when complete to determine if the work was carried out in accordance with the grant application. The grantee is required to contact the City concerning any changes to the project which are proposed during the course of the work.

The grantee must submit copies of all final invoices once the work has been completed and inspected by the City. Invoices are due by **Wednesday, November 30, 2022**. All invoices must be issued by a registered business and include a valid business number.

Once an approved project has met all of the grant conditions, staff will issue a cheque for the approved amount or up to 50 percent of the eligible project costs, whichever is less.

### ***Please Note:***

*Under special circumstances exceptions as to who can undertake the work can be made by the City of Mississauga's Heritage Advisory Committee. Please contact the Grant Coordinator for more information.*

*Extensions of one year can be granted for projects that have experienced delays due to permitting or approvals. To be eligible for an extension a letter must be submitted to the Culture Division prior to the October 28, 2022 deadline.*

## Glossary

<b>Property Owner</b>	The current registered property owner according to land registry records.
<b>Grantee</b>	The applicant which may be the owner of the property or their agent acting on behalf of the property owner in writing.
<b>Accepted Heritage Conservation Practices</b>	Heritage conservation practices refer to the guidelines and standards as provided by the Ontario Ministry of Culture or other sources as quoted by the municipality.
<b>City</b>	Refers to The Corporation of the City of Mississauga



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