

## GRANT POLICIES

### I. General

- a) The Waterloo Regional Heritage Foundation (the “Foundation”) awards three types of grants:
  - i. Capital and Property Grants
  - ii. Project and Research Grants
  - iii. Publication Grants
- b) Grants are made to promote:
  - i. **Understanding** of, and appreciation for, our local heritage.
  - ii. **Researching** topics related to the history of Waterloo Region
  - iii. **Preserving** places, objects, events or figures of local heritage or historical significance.

### II. General Criteria and Conditions for All Grants

- a) **Intent:** The intent of all grants awarded by the Foundation is to assist with deserving projects that might not otherwise reach completion.
- b) **Relation to Local Heritage:** A significant portion of the proposed project must be directly related to the heritage of the Region of Waterloo.
- c) **Public Accessibility:** Buildings or sites should be open or visible to the public. For publications, this may involve placing copies in public or school libraries.
- d) **Retroactive Applications:** Applications for projects that are completed or substantially completed **will not** be considered.
- e) **Complete Applications:** Please ensure that the appropriate application (Capital and Property, Project and Research or Publication) is completed, signed and accompanied by all required documentation before forwarding to the Foundation. The Foundation will not consider applications that are incomplete. Grant applications should be made online through the Foundation’s website.
- f) **Authorization:** The Foundation requires that organizations requesting grants submit a resolution, made by the applicant’s governing authority, which authorizes the request for a grant. This resolution can be in the form of a letter, an extract from the minutes of the governing authority’s meeting, or other documentation as appropriate.

- g) **Quotations:** Projects involving the purchase of goods or services require a minimum of two quotations.
- h) **External Expertise:** The Foundation may call upon external expertise during the application review process for additional professional comment or scrutiny. Modifying details or scope of the project may be a condition of grant approval. The cost of engaging this external expertise will be borne by the Foundation.
- i) **Transfer of Grant:** Grants awarded by the Foundation are not transferable and therefore may not be assigned or transferred from the original applicant.
- j) **Material Change:** Before any significant change is made to the methods or nature of the work after grant approval, the Foundation must give its written consent to the changes or the grant may be withdrawn by the Foundation.
- k) **Acknowledgement:** The Foundation requires appropriate recognition of the Foundation's support. The Foundation will provide a plaque that will be affixed to the property in a place that is visible to the public. Events should acknowledge the Foundation on print material, signage, publicity, etc. The Foundation's support should be noted on all publications receiving grant assistance. The acknowledgement will use the full name "Waterloo Regional Heritage Foundation" and the Foundation's logo. A copy of the logo is available by contacting the Foundation Secretary.
- l) **Grant Expiry:** Grants are valid for 12 months from the date of the approved motion unless alternate dates are approved by the Foundation. Prior to a grant expiry, a written request to extend the expiry of a grant may be considered by the Foundation.
- m) **Meeting Grant Conditions:** It is the applicant's responsibility to confirm that all grant conditions have been met. The Foundation reserves the right to inspect completed work prior to the release of funds.
- n) **Request for Payment:** Upon completion of the project, the applicant must send a written request for payment. The letter must indicate that all grant conditions have been met, and include a statement of account with copies of supporting invoices, proof of payment and a complimentary copy of the publication, if applicable.
- o) **Payment Policy:** Approved grants are considered for payment when the Foundation is satisfied that all grant conditions have been met and the project has been completed.
- p) **Conflict of Interest:** Where a board member belongs to an organization Conflict of Interest policy applies.
- q) **Board Members:** Applications from sitting board members **will not** be considered.

### **III. Capital and Property Grants: Policies & Practices**

- a) Capital and Property Grants assist in the acquisition, preservation, conservation and restoration of property, heritage landmarks, historic buildings and objects of historical, architectural, aesthetic or scenic significance in the Region of Waterloo.
- b) Buildings must be located in the Region of Waterloo.
- c) **Buildings must have one of the following:**
  - i. Heritage designation under Part IV or Part V of the *Ontario Heritage Act* (the “Act”)
  - ii. Heritage conservation easement under Part II or Part IV of the Act.
- d) A copy of the designation by-law or heritage conservation easement agreement must be included in the application.
- e) The primary intent of the Foundation is to fund heritage restoration and not maintenance of eligible buildings.
- f) **Funding Amounts:**
  - i. Net project cost is the total of the project including HST and less grants from other sources.
  - ii. For buildings designated under Part IV of the Act, the Foundation will consider funding up to 50% of the net project cost to a maximum of \$75,000.00. The Foundation may consider another amount in exceptional circumstances.
  - iii. For buildings designated under Part V of the Act, the Foundation will consider funding up to 50% of the net project cost to a maximum of \$5,000.00.
- g) The Foundation will not normally consider applications regarding buildings or objects owned by the federal, provincial or municipal governments.
- h) There will be a maximum of one grant awarded per property every three years. The Foundation may use its discretion in limiting the number of grants for any one building.
  - i. Each project requires its own application. An application that contains several projects (for example, porch repairs, repointing of brick and restoration of a stained glass window all on the same heritage home) would not be considered. Each of these three projects would require a separate application and only one would be considered for funding within a three year period (see Section III h) above).
  - ii. A large project may be submitted in one application and completed in phases over several years. The application should clearly differentiate the scope and funding request for each phase. At the completion of a phase, the applicant may request payment in accordance with these policies. An example of a phased project is the work undertaken by Central Presbyterian Church to replace their slate roof. Since it was such a large expensive project, the church phased the work over 3 years.

- i) The request must be for a specific restoration project complete with sketches, illustrations or drawings. The grant request must be related to the restoration or reconstruction of existing or original externally visible elements of the building in a historically accurate and authentic manner. This may include hidden structural work if it relates to and affects the integrity of the heritage character or details of the exterior.
- j) To ensure the quality of the work proposed, such work should be undertaken by contractors or skilled craftspersons who have experience in historical restorations.
- k) Photos of existing conditions must accompany applications, and photos of the new conditions must accompany request for payment. The Foundation reserves the right to take other photographs and to use all photographs for documentary or promotional purposes.
- l) The Foundation recommends that a professional heritage assessment precede applications for large building projects. The Foundation may assist in such studies.
- m) **Grant application for properties designated under Part IV or Part V of the Act:**
  - i. The applicant must approach the relevant Municipal Planning Department to seek written approval that the intended work is permitted under the By-law. The Foundation will not consider an application without this approval.
  - ii. The Municipal Planning Department's written approval must be submitted with the grant application.

#### **IV. Project and Research Grants: Policies & Practices**

- a) Project and Research Grants assist with undertakings that are focused on local heritage study, preservation and appreciation. Examples of these grants include, but are not limited to:
  - i. Cataloguing and organizing historical collections
  - ii. Digitizing and transcribing historical records
  - iii. Conducting archaeological digs
  - iv. Recording oral histories
- b) Please Note: Family-based research projects will not normally be considered.
- c) Projects that have received funding from the Region of Waterloo Arts Fund will not be considered. A Foundation grant will be rescinded if the applicant subsequently receives funding from the Region of Waterloo Arts Fund for the same project.

#### **V. Publication Grants: Policies & Practices**

- a) Publication Grants support the publication of works such as books, manuscripts, pamphlets, guides, digital content, or maps of historical significance to the Region of Waterloo.
- b) Publication applications are expected to include a draft manuscript. At a minimum, publication grant applications must include a detailed outline and sample content

including well-edited written text (such as a sample chapter), photographs and graphics in publication-ready form. This also applies to non-print publications. For example, an application to aid in the production of a website must include a sample page and a full outline of the website design detailing links, content, etc. as well as sample images and interactive content if applicable.

- c) The publication shall state that support by the Foundation does not imply that the Foundation supports any opinions or the veracity of matters expressed therein.
- d) The Foundation may request to review the publication in its final form, prior to printing or release, as a condition of the grant. The reviewed product should substantially conform to the approved application and grant conditions.

## **VI. Application Procedure for all Grants**

- a) Upon receipt, the application will be forwarded to the Foundation's Allocations & Finance Committee at their next regular monthly meeting. The Committee will ensure that all necessary documentation has been received and make a preliminary assessment of any additional information that may be necessary to make a recommendation to the Foundation. **Incomplete applications will not be taken to the Foundation for consideration.**
- b) If the Allocations and Finance Committee feels the application meets these policies, the applicant will usually be invited to attend the next regular meeting of the Foundation as a delegation, to make a 10-minute presentation of the project, and answer any questions from Foundation members. This is an excellent opportunity for applicants to provide details and expand on details not fully covered in the application. The grant application with attachments will be included with the Foundation's Agenda for consideration.
- c) The Foundation's decision on the application will be officially communicated to the applicant by mail. The applicant may expect to be notified by telephone or e-mail shortly after the meeting.
- d) The Foundation does not meet in the months of July, August and December. Applications received in May or June may not expect a decision until the Foundation convenes in the fall.

Approved by the Foundation November 28, 2017