**HOUSE GRANTS APPLICATION FORM**

This application form and all supporting documents must be received by the Saanich Heritage Foundation (SHF) no later than **April 30th** to be considered for a grant.

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| **Property Info** |
| **Street Address:** |  |
| **Year Designated:** |  |
| **Homeowner Info/Agent Info** |
| **Name:** |  |
| **Mailing Address (if different than property address):** |  |
| **City:** |  |
| **Province:** |  |
| **Postal Code:** |  |
| **Phone Number/ Cell Number:** |  |
| **Email:** |  |
| **Submitting application as (select one):** | ( ) Homeowner OR( ) Authorized Agent |

**Before you submit, please confirm the following:**

* The house is designated.
* Your project meets the eligibility requirements for grant funding.

Application package must include:

* Completed grant application form, signed by the homeowner or authorized agent.
* At least two contractor quotes per project (attach original quotes to application package).
* Digital photographs of all proposed work areas.
* Digital photographs of all four (4) sides of the house.
* If your project incorporates painting, include sample paint chips and the overall colour scheme of the house (digital photo of paint chips, and with paint chip numbers clearly visible).

**Submit completed application package to:** info@saanichheritagefoundation.ca

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| **Project Summary** (duplicate page if more than one project submitted) |
| **Project Name** |  |
| **Project Description** |  |
| **Anticipated Start Date:** |  | **Anticipated Duration:** |  |
| **Contractor Quotes** |
| **Contractor 1 Name:** |  | **Quote:** | $ |
| **Contractor 2 Name:** |  | **Quote:** | $ |
| **Contractor 3 Name:** |  | **Quote:** | $ |

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| **Declaration** |
| **As the owner(s) or authorized agent for the above named property, I/we hereby agree that:*** I/we have read, understood and will comply with the current ***Application Requirements***.
* I/we have read, understood and will adhere to the applicable SHF *Rehabilitation Do’s and Don’ts*.
* Taxes on the above property are not in arrears and the property is covered by current comprehensive home and fire insurance.
* I/we are not involved in any ongoing or pending zoning or bylaw enforcement disputes with the Municipality of Saanich.
* I/we accept the responsibility of acquiring all necessary authorizations and permits from the Municipality of Saanich before work commences.
* I/we shall not commence work without a written letter of approval from the SHF, acknowledging that to do so will jeopardize the awarding of the grant.
* I/we shall not involve the SHF in any action between myself/ourselves and any contractors, estimators, employees, workers or agents, rising from the work on the heritage building.
* I/we agree to allow a temporary sign to be erected on the property describing the grant program for promotional purposes when work commences and to display on the property while work is underway or for 10 days whichever is greater.
* I/we acknowledge that photographs of and information about the funded project and site may be used by SHF to promote the grant program and other SHF activities.
* The project(s) will be commenced in the year of application.
* I/we understand the grant can be canceled if it is not started/completed within the required timeframe.
* I/we consent to the disclosure of the personal information provided on this Application Form in order to confirm my/our eligibility for the grant program and for the purpose of reporting to the Municipality of Saanich.
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| **Signature of Owners(s) or Authorized Agent (if applicable):** |  |
| **Date:** |  |

The information on this form is collected under the authority of the Heritage Conservation Act. The information provided will be used to assess the criteria for restoring the exterior of a heritage building. If you have any questions about the collection and use of this information, please contact the Municipal Clerk, 770 Vernon Avenue, Victoria, BC, V8X 2W7, Telephone (250) 475-1775.

**Saanich Heritage Foundation, c/o Saanich Municipal Hall,**

**770 Vernon Avenue, Victoria BC V8X 2W7**

**info@saanichheritagefoundation.ca**

**\*\*\*\*\*INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED\*\*\*\*\*\***