



Saanich Heritage Foundation

Saanich Heritage Foundation

HOUSE GRANTS PROGRAM APPLICATION FORM

This application form and all supporting documents must be received by the Saanich Heritage Foundation (SHF) no later than **December 31st** to be considered for a grant.

DESIGNATED PROPERTY:		DATE:
Address:		Postal Code:
OWNER(S):		
Name 1:		Name 2:
Address of Owners (if different):		
City:	Prov/State:	Postal Code:
Home Phone:	Work Phone:	Email:
AUTHORIZED AGENT (if applicable):		
Name:		
Address:	Prov/State:	Postal Code:
Home Phone:	Work Phone:	Email:

DETAILS OF PROPOSED WORK:

PLEASE NOTE: DOING THIS TAKES MUCH LONGER THAN YOU THINK. START EARLY AS BUSY CONTRACTORS CAN TAKE MONTHS TO PROVIDE ESTIMATES.

- Confirm that house is designated.
- Confirm the eligibility of your project.
- If more than two (2) projects, list them individually on a separate sheet of paper.
- Enclose at least **two (2)** estimates for each project.
- Enclose photos of all proposed work and all four (4) side of the house if not on file.
- If requesting paint, enclose color scheme and paint chips (See Guidelines).
- Add the HST into the estimate if you want to be paid for it.

PROJECT NO. 1		
Estimated start date:		Estimated completion date:
Contractors:		Estimates: (GST and PST)
1		
2		
3		

PROJECT NO. 2	
Estimated start date: _____ Estimated completion date: _____	
Contractors:	Estimates: (include GST and PST)
1	\$ _____
2	\$ _____
3	\$ _____
CONSULTANT OR SPECIALIST (if applicable)	
Name: _____	Company: _____
Address: _____	Postal Code: _____
Phone: _____	
Project: _____	\$ _____
TOTAL VALUE OF PROJECT(S):	\$ _____

As the owner(s) or authorized agent for the above named property, I/we hereby agree that:

Check to confirm

- 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.
- All necessary authorizations and permits of the Municipality of Saanich will be obtained before work commences.
- I/we shall not commence work without a written letter of approval from the Saanich Heritage Foundation (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, arising from the work on the heritage building.
- Photographs and documents submitted to the SHF may be used for educational purposes and for fundraising.
- I/we will contact the SHF to pick up a SHF sign when work is to commence and display on the property while work is underway or for 10 days whichever is greater.**
- The project(s) will be commenced in the year of application.

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

Signature of Owner(s) _____

Signature of 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**

Phone (250) 475-1775 Extension 3513; Fax (250) 475-5440 <http://www.saanich.ca/EN/main/parks-recreation-culture/heritage/your-heritage-building/house-grants-program.html>