

# HISTORIC PROPERTIES ASSISTANCE PROGRAM

## APPLICATION GUIDELINES

***PLEASE NOTE: APPLICATION DEADLINE IS MARCH 1, 2009***

### **Background**

In recognition of the need to preserve the many important Yukon historic properties that are privately owned, the Department of Tourism & Culture, Cultural Services Branch offers a program to assist and encourage individuals, community groups, societies, Yukon First Nations and businesses to become involved in the heritage preservation process.

### **Objectives**

The objective of this program is to preserve the Yukon's built heritage by making technical and financial assistance available to those who wish to undertake preservation, restoration, development and/or interpretation of their historic properties.

### **Method**

This program makes available contributions on a matching basis each year to applicants who own sites that are deemed historically significant and whose plans for preservation of those sites are in accordance with these guidelines.

Technical advice is also available on a limited basis from Cultural Services Branch staff to assist the applicant to keep the project within acceptable historic conservation guidelines.

The application should be accompanied by a recommendation from the local municipality (if applicable), a local heritage society (if applicable), a Yukon First Nation (if appropriate) or the Yukon Historical and Museums Association. Requirement for such recommendation may be waived under certain circumstances.

### **Definitions**

Historic Significance:

An historic property may be deemed significant based on the degree to which it illustrates one or more of the historical themes as set out in the Yukon Historic Sites Inventory. Criteria include integrity (the degree to which the resource retains the design and materials from its original or most significant period), condition, context, uniqueness and representativeness (how well the resource represents the major features, materials and context of its type - does this example provide a good understanding of its type for the viewer?)

Historic Property:

Historic architecture - including structures, vessels and associated landscapes as well as landscape features such as grave markers, fences and trails.

### **Eligibility Criteria**

The historic significance of the property on a local or territorial basis must be acknowledged by the Cultural Services Branch. Recognition will be facilitated by documented support from appropriate agencies.

Other merit factors that influence the final selection for funding include:

- the timeliness and comprehensiveness of the application;
- the nature and location of the proposed work.

The intent of the selection criteria is to distribute limited resources fairly throughout the Yukon.

The applicant must be one of the following:

1. The owner.
2. The long-term lessee. Written permission of the owner to undertake the proposed work is required.
3. The group or individual generally recognized to have responsibility for, and control of, the site.

No project shall be funded without prior approval by the Branch after site inspection and a letter of offer/agreement has been signed and returned to the Branch.

Taxes must not be in arrears, or delinquent.

Projects that are normally of a seasonal nature should be appropriately scheduled. Projects that are not scheduled with respect to the limits imposed by weather may be considered ineligible. If project startup is significantly delayed, the assistance may be revoked at the discretion of the Minister.

Reasonable public access to the site must not be restricted or denied once the project is complete.

### **Eligible Costs**

Eligible costs may include:

1. Planning and design - When a proposed project is large or technically complex, an initial planning phase may be required. Funding may be available for up to 50% of the cost of hiring qualified personnel to carry out research and produce specifications and working drawings for those portions of the project eligible for funding under the program.
2. Stabilization - This is basic structural preservation including, but not limited to, repair or replacement of roofs and foundations, sealing to the weather, installation of additional bracing or material conservation.
3. Exterior Restoration - This includes, but is not limited to, repair or accurate reproduction of doors and windows, repair or replacement of cladding, historically accurate repainting or, in general terms, returning the building's exterior to its original or historical period appearance.
4. Landscaping - If it is integral to the restoration or deemed essential to the interpretation of the site or an event.
5. Exterior interpretation - This includes funding for research and sign construction and installation.

Not eligible for assistance are: the purchase of land or structures, or relocation of structures, redevelopment, renovation or refurbishing of interiors, or any development not respecting the historic significance & integrity of the site.

Periodic cyclical maintenance activities are considered the sole responsibility of the property owner and are not eligible. Recipients of Historic Properties assistance are expected to maintain at acceptable standards the improvements to their properties that result from program contributions.

### **Funding**

The HPAC will provide up to 50% of eligible project costs per year per project. Funding limits are determined by annual approval and appropriation of funds for the program by the legislature and the Minister.

Applicants may include revenues from fund raising, grants from other government bodies and donated labour in their share of project funding. Donated labour is evaluated at \$12/hour. The value of donated labour can be no more than 50% of the total project value.

## Standards

All interventions to historic places must respect the *Standards and Guidelines for the Conservation of Historic Places in Canada*. Please note the Parks Canada web address: [http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index\\_E.asp](http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index_E.asp). Only proposed work that conforms to the Standards and Guidelines will be eligible for funding under this program.

All funded activities shall conform to applicable building codes, Territorial and Municipal regulations while at the same time maintaining the heritage values of the site.

All design features, materials and techniques should duplicate the historic construction and configuration to the closest extent possible. Sympathetic use of modern materials may be acceptable.

## Application Procedure

1. Applicants should read the guidelines and application form in order to see whether their project meets the program criteria, and whether they can abide by program guidelines.
2. Applicants are advised to consult Cultural Services Branch staff regarding the content of the application form, and their plans.
3. Submit the completed application form, preferably by March 1<sup>st</sup> of each year, along with any necessary documentation. This may include the following:
  - a) Municipal or territorial building permits.
  - b) Two or more competitive contractor's estimates for each trade, i.e. carpentry, painting etc.
  - c) An appendix listing all elements of the project for which funding is being sought, with detailed cost breakdowns for each element.
  - d) Plans or specifications.
  - e) Historic documentation.
  - f) Written permission from the owner to carry out the project (if applicable).
  - g) Letters of support.

Branch staff will determine, and advise the applicant of the specific documentation requirements. A site visit will be made as part of the assessment.

4. After March 1st of each year, Cultural Services Branch staff will review all applications. If the application is approved, the applicant will be required to sign a letter of offer/agreement, which outlines the general conditions of the contribution and commitments on the part of the Branch and the applicant, including potential public announcements.

## Administration and Payment Procedure

Upon approval of funding an advance payment of up to 50% of the contribution amount may be made based on the recipient's forecast of month-by-month cash flows. If required, after 3 months further cash advances can be made on a monthly basis, depending on provision of updated financial accounting by the recipient.

Interim payments may be made upon completion of the following:

1. Presentation of paid invoices. The invoices must be paid by the applicant only and must be for approved work & materials.
2. Inspection and approval of the work by Branch staff.

A portion of the contribution will be withheld until the Department has been satisfied that both the project and the financial accounting have been successfully completed.

Final payment will be contingent upon:

1. Presentation of a financial statement including all project costs.
2. Final inspection and approval of work by Branch staff.
3. Proof of inspection and approval by appropriate building inspectors.
4. Applicant compliance with all terms and conditions of the contribution agreement.

Assistance may be terminated at any time if, in the opinion of Branch staff, the agreed upon conditions are not being met.

Payments will be made approximately 30 days after invoices are submitted, received and approved.

All projects must be completed, including the submission of final invoices and documentation, before March 15 of the year following the application deadline.

### **Information and Forms**

Further information, guidelines and application forms may be obtained from:

Historic Sites Project Officer  
Cultural Services Branch  
Department of Tourism & Culture  
P.O. Box 2703  
Whitehorse, Yukon  
Y1A 2C6

Phone: (867) 667-3463 Fax: (867) 667-8023 Email: [bruce.barrett@gov.yk.ca](mailto:bruce.barrett@gov.yk.ca)

Web: <http://www.tc.gov.yk.ca/458.html>