



Media Release: Friday, November 24, 2017, 4:30 p.m.

Waterloo Regional Heritage Foundation

Agenda

Tuesday, November 28, 2017

6:30 p.m.

Waterloo County Room

Regional Administration Building

150 Frederick Street, Kitchener

1. **Declaration of Conflict of Interest**
2. **Delegations**
3. **Accounts and Grant Summary**
 - a) Approval of the **2018 Budget** 3
4. **Approval of Minutes – October 24, 2017** 4
5. **2017-2018 Committees**
 - a) Allocations and Finance Committee
 - i) **Correspondence** from Waterloo Public Library re: Grant Extension 10
 - ii) **Grant Policies** 12
 - b) Communications Committee
 - c) Heritage Advisory Committee
 - d) Executive Committee

6. Reports – Member Organizations

- a) ACO North Waterloo – J. Clinckett
- b) ACO Cambridge
- c) Waterloo Historical Society – J. Glass
- d) Waterloo Region, Ontario Genealogical Society – D. Bonk

7. Correspondence – Available at Meeting**8. Other Business**

- a) Raffle Tickets re: Care for the Child: The Story of the Bridgeport General

9. Next Meeting – January 23, 2018**10. Adjourn**

**WATERLOO REGIONAL HERITAGE FOUNDATION
DRAFT 2018 BUDGET**

	2017 Budget	Committed/ Actuals as of Nov 23 2017	Actual vs Budget Variance	Projected 2017 Actual	2018 Budget	Budget Variance
FUNDING SOURCES:						
Accumulated Net Revenue(Opening)	\$104,040	\$115,999	(\$11,959)	115,999	\$111,390	\$7,350
Regional Grant	106,210	106,210	-	106,210	106,210	-
Interest Income	2,500	2,697	(197)	3,500	2,600	100
Other						
Total Funding:	\$212,750	\$224,905	(\$12,155)	\$225,709	\$220,200	\$7,450
EXPENDITURES:						
Foundation Projects						
Special Events	\$4,000	\$1,735	\$2,265	1,735	\$4,000	\$0
Heritage Scholarship	6,000	6,000	-	6,000	6,000	-
Research Award	1,000	1,000	-	1,000	1,000	-
WHS - Annual Volume				-	5,000	5,000
Architectural Studies	1,000	-	1,000	-	1,000	-
Community Outreach	5,000	-	5,000	1,000	5,000	-
Award of Excellence	1,250	626	624	626	1,250	-
Funding Recognition Plaques	2,000		2,000	1,000	2,000	-
	<u>\$20,250</u>	<u>\$9,361</u>	<u>\$10,889</u>	<u>11,361</u>	<u>\$25,250</u>	<u>\$5,000</u>
Prior Years Grant Approvals Accrued		(\$107,601)	107,601	(35,874)		
2017 Grant Approvals / Commitments	178,000	97,750	80,250	128,189	180,000	2,000
Sub Total Grant Approvals/Commitments	<u>\$178,000</u>	<u>(\$9,851)</u>	<u>\$187,851</u>	<u>92,315</u>	<u>\$180,000</u>	<u>\$2,000</u>
Administration						
Foundation Meetings	\$2,600	#N/A	#N/A	2,725	\$2,800	\$200
Printing & Supplies	2,300	#N/A	#N/A	900	2,300	-
Postage/Courier	800	#N/A	#N/A	345	800	-
Advertising	5,000	3,637	1,363	3,640	5,000	-
Insurance	2,000	1,944	56	1,944	2,000	-
Workshops / Travel	500	689	(189)	689	500	-
Memberships	150	-	150	150	150	-
Miscellaneous	500	196	304	250	500	-
	<u>\$13,850</u>	<u>#N/A</u>	<u>#N/A</u>	<u>\$10,643</u>	<u>\$14,050</u>	<u>\$200</u>
Total Expenditures:	\$212,100	#N/A	#N/A	\$114,319	\$219,300	\$7,200
ACCUMULATED NET REVENUE (Closing)	\$650	#N/A	#N/A	\$111,390	\$900	\$250



Waterloo Regional Heritage Foundation

Minutes

Tuesday, October 24, 2017

6:30 p.m.

Waterloo County Room

Regional Administration Building

150 Frederick Street, Kitchener

Present were: Chair W. Stauch, R. Albrecht, D. Bonk, T. Galloway, J. Malvern, K. Seiling, and L. Stace

Members absent: J. Clinckett, D. Emberly, J. Glass, L. Haggerty, K. Harvey, J. Lewis, and S. Roy

Declarations of Conflict of Interest

None declared.

Delegations

- a) Mario Thomas appeared before the Foundation regarding his property application for 212 Queen Street, Cambridge. He highlighted his house was built in 1865 and was designated last summer. He provided a brief history of the house and circulated a photo of house. He explained two sections of the roof has been tarped and he would like to replace the roof before the winter.

A Foundation member asked if the installation of the whirlybird is to replace an existing one or to install a new one. M. Thomas stated there currently isn't one installed and that the roofing company is recommending the installation of an electric ventilator that won't be seen from the road.

- b) John Cann and Susan Brown appeared before the Foundation regarding the property grant for 115 State Street Cambridge. They provided a presentation that highlighted their property, location of the house, architectural and historic

significance, history of the house, the repair needed, and scope/costing of project.

Accounts and Grant Summary

Connie Bogusat, Financial Analyst circulated the Accounts and Grant Summary which included a summary of disbursements for October 2017 period, outstanding approved commitments and the Foundation's net funding position.

She provided an overview of the 2018 budget.

Approval of Minutes

Moved by T. Galloway

Seconded by D. Bonk

That the minutes of the Waterloo Regional Heritage Foundation meeting held on September 26, 2017, be approved

Carried

2017-2018 Committees

a) Allocations and Finance Committee

i) 212 Queen Street, Cambridge

J. Malvern introduced the application stating A&F feels it is a good application and complete and are recommending funding. He stated that nowhere in the grant policies, by-laws or any motion ever passed requires the use of heritage material.

A Foundation member expressed concerns with the application being a maintenance project and not historical preservation and stated that the Foundation doesn't fund maintenance.

Foundation members discussed the difference between maintenance and restoration and suggested that a detailed policy should be established to help define the two. Many examples were provided on other projects that were funded more money to help with preservation rather than maintenance.

A Foundation member pointed out most of our applications come recommended by the city heritage planners and suggested contacting them to let them know what our policies are.

Foundation members agreed to move forward with funding only 50% of the asking amount and to proceed with changing the grant policies to tighten the rules around maintenance.

Moved by J. Malvern

Seconded by R. Albrecht

That the Waterloo Regional Heritage Foundation approve a grant to Mario Thomas equal to \$2,700 to resingling the roof at 212 Queen Street East, Cambridge;

And the restoration is completed before October 24th, 2018, a one-year period from the date of the approved grant;

And further that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation upon completion of the project with request for payment.

Carried

K. Seiling brought forward a motion about developing a clear policy on maintenance and restoration and that the Chair of the Foundation strikes a working group.

Moved by K. Seiling

Seconded by J. Malvern

That the Waterloo Regional Heritage Foundation develop a policy that determines between maintenance and restoration prior to any further property grants.

And that the Chair of the Foundation strikes a working group.

Carried

ii) 115 State Street, Cambridge

Foundation members agreed that this application was similar to the previous application and agreed to only funding 50% of the asking amount.

Moved by R. Albrecht

Seconded by D. Bonk

That the Waterloo Regional Heritage Foundation approve a grant to John Cann and Susan Brown equal to \$2,400 for reshingling the roof at 115 State Street, Cambridge;

And the restoration is completed before October 24th, 2018, a one-year period from the date of the approved grant;

And further that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation upon completion of the project with request for payment.

Carried

iii) First Mennonite Cemetery

J. Malvern noted that the application still needs work and stated A&F would like some assistance from D. Bonk since he has experience with cemeteries. He also stated that he will look at the Cemeteries Act for more clarification on municipalities' responsibility and perpetual care.

D. Bonk provided clarification on who is responsible for stone maintenance and provided some history on the First Mennonite Cemetery.

J. Malvern asked the Foundation Secretary to circulate the application with the next agenda.

A member cautioned the Foundation about potentially funding cemetery stone maintenance highlighting the numerous cemeteries in the area.

iv) Grant policies

J. Malvern suggested a new 5c) be added to the grant policies.

5 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.

The Foundation's Secretary was asked to circulate the grant policies including the changes with the next meeting agenda and to work with the Region's lawyer to come up with proper wording.

b) Communications Committee

D. Bonk highlighted they are currently working on new brochures and hope to have something to show at the next meeting. He stated that he has been making contact with other organizations about the new heritage event and they are still looking for a name for the new event.

c) Heritage Advisory Committee

No report.

d) Executive Committee

No report.

Reports – Member Organizations

a) ACO North Waterloo

No report.

b) ACO Cambridge

No report.

c) Waterloo Historical Society

Chair W. Stauch highlighted that the WHS AGM is on November 7th, 2017 at the Victoria Park Pavilion and Ralph Beaumont will be the guest speaker.

d) Waterloo Region Ontario Genealogical Society

No report.

Correspondence

The correspondence folder was circulated among the members for their review.

Other Business

- a) Chair W. Stauch noted that the Foundation received two free tickets from Rob Ring to see The Bridgeport General. He stated that at the November meeting the tickets will be raffled off.

- b) Chair W. Stauch highlighted that the City of Waterloo is looking at a Heritage Landscape at the Waterloo Rec Centre from 7:00 p.m. – 8:30 p.m. on Wednesday, October 25, 2017 and Foundation members are invited to attend.
- c) Chair W. Stauch announced that N. Richbell and J. Hendry have both resigned from the Foundation. He highlighted that currently we have two member's at large vacancies and that he is still waiting to hear from ACO Cambridge about a representative and Wilfrid Laurier University representative.

Adjourn

Moved by J. Malvern

Seconded by D. Bonk

That the meeting adjourn at 8:05 p.m.

Carried

Foundation Chair, W. Stauch

Foundation Secretary, E. Flewwelling



November 16, 2017

Warren Stauch, Chair
Waterloo Regional Heritage Foundation
150 Frederick Street, Kitchener
Ontario N2G 4J3

Dear Warren,

Re: Waterloo Public Library - Digitize the *Waterloo Chronicle*

Thank you so much for your letter dated September 29, 2017 informing Waterloo Public Library that our application for funding to digitize the *Waterloo Chronicle* was approved. We are very pleased!

I would like to clarify several points from your letter:

I understand that the Waterloo Regional Heritage Foundation has approved a grant of 50% of the cost to a maximum of \$24,000 meaning that, while we would prefer to begin the project right away, we need to first seek the remaining 50% funding from other granting agencies. This implies an understanding that the Library will need to acknowledge the contribution from the WRHF alongside that of any other funding sources.

I also wanted to clarify the "indexing of all copies" statement in the Foundation's letter, to say that the scope of the project is rather the "digitization" of all copies within the one-year period from the date of the approved motions. On that note, would there be any flexibility about the project completion date in case it takes longer to secure additional funding?

Waterloo Public Library will of course suitably acknowledge the contribution made by the Foundation, and will submit a statement of account with copies of supporting invoices and receipts to the Foundation with request for payment upon publication of the volume.

Waterloo Public Library

Main Library
35 Albert Street
Waterloo, Ontario N2L 5E2
T 519.886.1310 ext. 110

John M. Harper Branch
500 Fischer-Hallman Road North
Waterloo, Ontario N2L 0B1
T 519.886.1310 ext. 310

McCormick Branch
500 Parkside Drive
Waterloo, Ontario N2L 5J4
T 519.886.1310 ext. 213

I look forward to hearing from the Waterloo Regional Heritage Foundation about these clarifications, and thank you again for your generous funding.

Sincerely,

A handwritten signature in cursive script, appearing to read "Janet Seally".

Janet Seally
Manager, Information Services and Local History
Waterloo Public Library

WRHF Members

I have attached two grant policies; the first is the policies with the track changes; the second is the track changes accepted and I highlighted the areas that were significantly changed to make it easier to see what suggestions have been made.



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 Foundations 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) **Board Members:** Applications from sitting board member 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 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: Single family-based research projects will not 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 Foundation _____2017



Website: www.wrhf.org
 Email: wrhf@regionofwaterloo.ca

GRANT POLICIES

I. General

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 - ii. Project ~~and Research/Event~~ Grants
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- 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.
 - iv. ~~Public accessibility. For publications, this may involve placing copies in public or school libraries. Buildings or sites should be open or visible to the public.~~

Comment [MM1]: See changes to Part IV

Comment [MM2]: This is really a criteris

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 which~~ 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) _____
- d) **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.
- b)e) _____
- e)f) **Retroactive Applications:** Applications for ~~completed~~ projects ~~that are completed or substantially completed~~ will not be considered.
- e)g) **Complete Applications:** Please ensure that the appropriate application (Capital ~~and Property~~, Project ~~and Research/Event~~, 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 are available on~~ the Foundation's website, ~~or by contacting the Foundation Secretary.~~
- h) _____

Comment [MM3]: Correct grammar

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Waterloo Regional Heritage Foundation – Grant Policies

- e)j) **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.
- f)j) **Quotations:** Projects involving the purchase of goods or services require a minimum of two quotations.
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- l)p) **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.
- m)q) **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.
- r) **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.
- s) **Board Members:** [Applications from sitting board members will not be considered.](#)

Comment [MM4]: to clarify

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III. Capital and Property Grants: Policies & Practices

Waterloo Regional Heritage Foundation – Grant Policies

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") ~~(please see below for special instructions regarding buildings designated under Part V of the Act).~~
- ii. Heritage conservation easement under Part ~~III~~ **or Part IV** of the Act.
- iii. ~~Historic Site designation under the Act.~~

Comment [MM5]: Correct reference

Comment [MM6]: Term no longer used in the Act, are no Historic Sites in Waterloo Region

d) ~~A cCopyies~~ of the ~~buildings~~ designation by-law or heritage conservation easement agreement must be included in the application.

Comment [MM7]:

Comment [MM8]:

Comment [MM9]: Minor fix

e) The primary intent of the Foundation is to fund restoration and not maintenance of eligible buildings.

f) Funding Amounts:

i. Net project cost is the total cost of the project including GST less grants from other sources.

ii. ~~For buildings designated under Part IV of the Act, t~~The Foundation will consider funding up to ~~a maximum of 50%~~ of the net project cost ~~to a maximum of \$75,000.~~ The Foundation may consider another amount in exceptional circumstances.

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Comment [MM10]: Eliminate need to mention GST when making a motion. Clarify that GST is not treated differently. It is part of the overall cost. We have been taking other funding into account in practice. Add to ensure this is done consistently.

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~~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.

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Comment [MM11]: incorporate interim motion passed at Foundation meeting on February 24, 2015

Comment [MM12]:

~~The Foundation will not normally consider applications regarding buildings or objects owned by the federal, provincial or municipal governments.~~

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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.

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~~i) Each project requires its own application. ; however large projects may be phased over several years and submitted in one application. 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~~

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~~example of a phased project is the work undertaken by Central Presbyterian Church to replace their slate roof. Since it was such a large and expensive project, the church phased the work over three years.~~ 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).

4- j) 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 and expensive project, the church phased the work over three years.

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Comment [MM13]: There were two separate ideas in one paragraph – multiple projects and phased projects. tweaked wording.
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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 applications 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 for~~ the intended work ~~and to verify that it is permitted under with~~ the By-law. The Foundation will not consider an application without this approval.

ii. ~~The grant application must be submitted to the Foundation for consideration in tandem with approaching the relevant planning department, but The Municipal Planning Department's the approval of a grant by the Foundation is contingent on written approval from the relevant planning department~~ written approval must be submitted with the grant application.

n) ~~Grant applications for buildings within municipal Heritage Conservation Districts designated under Part V of the Act:~~

i. ~~The Foundation will only consider grant applications dealing with criteria specified under policies and not guidelines of the specific designated area's Heritage Conservation District By-law.~~

Comment [MM14]: This does not make sense because policies refer to demolitions and additions, which WRHF would never fundin any event.

- ii. ~~The applicant must approach the relevant Municipal Heritage Department to seek written approval for the intended work and to verify that it is permitted under the policy and not the guidelines of the By-law.~~
- iii. ~~The grant application may be submitted to the Foundation for consideration in tandem with approaching the relevant planning department, but the approval of a grant by the Foundation is contingent on written approval from the planning department.~~

IV. Project, and Event and Research Grants: Policies & Practices

a) Project and Research Event Grants assist with undertakings in events or programs that are focused on local heritage study, preservation and appreciation. Examples of these grants include, but are not limited to:

- a)
 - i. ~~Theatrical production based on some element of local history~~
 - ii. ~~History fairs~~
 - iii. ~~Heritage conferenced/symposia~~

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b) ~~Research~~ examples of these grants include, but not limited to:

- i. Cataloguing and organizing historical collections
- ii. Digitizing and transcribing historical records
- iii. Conducting archaeological digs
- iv. Recording oral histories
- iv.

b) ~~Please Note:~~ Single family-based research projects will not 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.

Comment [MM15]: Eliminates "double dip".

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Comment [MM16]:

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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.

e) ~~Publication Grant applications must include a draft manuscript or, minimally, a detailed outline and sample content (see V a and b above).~~

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Comment [MM17]: Redundant, just repeats what is in b) above

- d)c) 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 Foundation ~~?? ??, 2017-23~~ April 2013