



Communities, Cultural  
Affairs and Labour

# Provincial Heritage Incentive Program *Guidelines*



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The Provincial Heritage Incentive Program assists owners of properties that are of historical significance to the province and are designated as heritage places under the *Heritage Places Protection Act*. The program's objective is to ensure that work is done in a manner that retains important architectural features of **designated**<sup>1</sup> heritage buildings. It also is intended to encourage investment in heritage properties and aid in their conservation.

Financial assistance is in the form of a grant of 25% of the eligible costs of an approved project with a maximum grant of \$3,000. **As both Charlottetown and Summerside have their own municipal heritage place recognition programs, this funding program applies only to designated properties located outside of those cities.** Residents of those cities may consult their municipal heritage officials for funding assistance available to them.

**Please read all instructions before completing this form. Attach additional supporting material, if required. Incomplete applications will not be considered. Please type or print clearly. Send your completed application to the address indicated.**

## 1. Project Eligibility

In order to receive grant assistance, an applicant must meet **all** of the following criteria:

- 1) The building must be legally designated as a heritage place under the *Heritage Places Protection Act* at the time of application.
- 2) The application must be for work that will be undertaken after a grant has been approved and all necessary permits have been obtained. Grants will not be provided for work completed prior to grant approval. A minimum of three years must have elapsed between grant applications.
- 3) The applicant must own the designated heritage place. Federal/provincial government departments/agencies are not eligible.
- 4) All work undertaken must abide by the standards outlined in the Parks Canada publication: Standards and Guidelines for the Conservation of Historic Places in Canada available at:  
[www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/pdf\\_e.asp](http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/pdf_e.asp)

## 2. Eligible Projects

**Eligible project costs include** but are not limited to:

- Structural repair, building stabilization and moisture control.
- Repair and energy upgrading of existing original windows and doors.
- Exterior restoration including: conservation of original, existing material; restoration of deteriorated material; and reconstruction of missing components (historic documentation of such components must be attached).
- Exterior historic painting.
- Installation of new windows that match original windows in details, operation and material but only if the original windows no longer exist or are irreparable. Historic documentation regarding the original windows and/or a detailed report outlining the condition of deteriorated windows must be attached.

**Note: Applicants are encouraged to obtain professional advice (architectural, engineering or specialized consultants). Fees paid for professional advice are eligible expenses.**

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<sup>1</sup> There are two levels of provincial recognition for historic places in Prince Edward Island. A Registered Heritage Place is a place that is recognized as being historically significant, but has no legal restrictions placed upon it. A Designated Heritage Place is legally protected and receives a blue plaque to indicate its status as a designated historic place. Only designated properties are eligible for this program. You may download a copy of the *Heritage Places Protection Act* at: [www.gov.pe.ca/law/statutes/pdf/h-03\\_1.pdf](http://www.gov.pe.ca/law/statutes/pdf/h-03_1.pdf)

**Ineligible project costs include:**

- Application or installation of modern siding (e.g., aluminium or vinyl), modern roofing (e.g., metal); new windows that replace existing, original windows; new construction (e.g., drywall, insulation products), building additions or mechanical/electrical upgrading.
- Sandblasting or other masonry cleaning methods that will result in deterioration to the masonry.
- Construction or maintenance of historic cairns, markers or plaques.
- Operations and ongoing maintenance costs (e.g., lawn cutting or cleaning eaves troughs) or short term, routine building maintenance (e.g., repairing steps, general painting).
- Interior renovations.

**3. Level of Assistance**

- Designated Heritage Places are eligible for grants of 25% of out-of-pocket costs of approved projects, to a maximum of \$3,000 per building.
- Volunteer labour and donated materials and equipment cannot be included as part of the costs.
- Projects may receive grants from other government sources or private organizations. However, the Provincial Government contribution will not exceed 50% of the total cost of the project.
- Owing to budget limitations, all projects may not receive approval in any one year. Applications will be assessed on a first-come, first-served, basis.

**4. Method of Payment**

Once funding is approved, one-half of the grant will be forwarded upon receipt of a letter stating that work has begun. The balance will be issued upon receipt of written confirmation that the work has been completed and that invoices are paid. Photographs of work in progress as well as the finished project are required.

**5. General Conditions**

- The Department of Communities, Cultural Affairs and Labour reserves the right to have its staff inspect the building before and during the work period.
- Successful applicants must agree to acknowledge the department in any publicity and promotional material.
- The applicant must make a commitment to complete the project by a specific date.
- The applicant agrees that the department is not liable for any claims, demands or causes of action that may be made against him/her because of any act or omission by the applicant, or the applicant's employees or agents, resulting at or from the building site.

**Provincial Heritage Incentive Program  
Application Checklist**

This checklist can be used to ensure that your application is complete. All necessary documents must be attached to your application before it can be considered.

- I have read the relevant section of the Standards and Guidelines for the Conservation of Historic Places in Canada available at [www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/pdf\\_e.asp](http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/pdf_e.asp) .
- I have read the grant guidelines and understand them.
- I have clearly filled in all sections of the general application form.
- I have verified that all descriptions are complete and accurate.
- I have verified that figures and calculations are correct.

**Have you completed and enclosed the following documents?**

- Authorization of the Governing Organization – if an organization (Section 6 of the application form)
- Copies of any reports, documentation and analysis that is required for the work items for which you are applying
- Cost Estimate Summary
- Declaration (Section 5 of the application form)