

The Saskatchewan Heritage Foundation Information Requirements are subject to periodic review and amendment without notice. Please consult with the Foundation before submitting your grant application or grant award claims to ensure you have the current guidelines.

The Foundation reviews all applications and grant claims for completeness of information required to assess each type of application. Failure to provide the type of information required may result in your grant application being deferred or your grant award claim refused.

Please review your applications carefully and ensure that you provide the required information.

The provision of information does not guarantee funding.

Saskatchewan Heritage Foundation
9th Floor - 1919 Saskatchewan Drive
Regina, Saskatchewan
S4P 4H2

www.tpcs.gov.sk.ca/SHF

Garth Pugh (Manager)
Phone: (306) 787-4188
e-mail: garth.pugh@gov.sk.ca

Suzanne Pambrun (Grants/Finance Administrator)
Phone: (306) 787-2105
e-mail: suzanne.pambrun@gov.sk.ca

Murray Miller (Heritage Advisor)
Phone: (306) 999-0947
e-mail: shfconservation@gov.sk.ca



Information Requirements

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Historic photographs can be an invaluable source of information that can greatly assist your conservation project.

WHAT TYPE OF INFORMATION MAY BE REQUIRED TO ACCOMPANY YOUR GRANT APPLICATION?

- ◇ Project Description;
- ◇ Project Significance and Community Benefit;
- ◇ Project Budget and Schedule;
- ◇ Possibility of volunteer labour/donated materials;
- ◇ Documents/Studies/Plans;
- ◇ Historic Photographs; and
- ◇ Present-Day Photographs

The level and scope of information required for each application will vary depending on the nature and scope of conservation work proposed and the resources available to carry out and/or provide such information.

The information required to accompany your application will assist the Saskatchewan Heritage Foundation (SHF) in understanding your proposal; determine “eligible work”; inform the SHF Board’s decision regarding possible cost-shared funding; inform any Grant Agreement that may be entered into; facilitate any on-site review of the works; and enable the SHF to carry out a final review of the works as one of a number of likely conditions of grant payment.

The nature of eligible work proposed will be assessed against the *Standards and Guidelines for the Conservation of Historic Places in Canada*; these are nationally-accepted best-practices in the conservation of historic places and have been formally adopted by the SHF.

DOCUMENTS

Proof that the property has been designated by the local authority will be required at the outset.

STUDIES/PLANS

Depending on the nature and scope of your project, you may need to include the following with your application:

- A written description of your proposal, which may include a scope of work to be undertaken.
- Descriptive drawings (plans, elevations, sections and details) showing the existing building in relation to your proposal.

- Any existing studies of the property (such as condition assessments, observations of structural engineers, etc) which may inform the conservation work that you are proposing.
- Any historic plans of the property that are relevant to the scope of proposed conservation work.
- You may also need to supply a photographic record of the property.

Depending on your proposal, you may need to seek input from appropriate ‘independent’ specialist consultants to assist in the development of your project. Such studies may include:

- A **Condition Assessment**, which will be required to understand the existing condition of the heritage fabric before consideration may be given to its replacement.
- A **Masonry Analysis**, which will likely be required to understand either the historic mortar recipe or the characteristics of the surrounding masonry units in order to confirm the degree of compatibility of any new mortar being used for repointing historic masonry.
- A **Heritage Assessment or Conservation Plan**, which will assist in making decisions about the heritage property. A heritage assessment describes and assesses the heritage values of the place. A Conservation Plan assesses the heritage values and sets out policies for how these values should be managed.
- **Fire, safety, building and disabled access** reports and documentation for Code compliance.
- You may also need to include a **cost comparison** summary that sets out the relative costs of one material to another where it is relevant to conserving heritage values.
- **Other specialist reports** may be required depending on the nature of the proposal.

HISTORIC PHOTOGRAPHS

As part of your application, you may need to provide evidence of the previous state of the property or component where 'restoration' to a previous period in time is being proposed. A historic photograph of a church during a community gathering for example, may show the appearance of historic doors, windows, exterior finish or features that no longer exist or have been previously concealed or altered.

This information should also be included where relevant to support your application.

The following are examples that may help you assemble the type of documentation that may be required to support your project. These examples are not considered to be exhaustive:

- If your grant application proposes to "replicate" a historic element; replace a historic element to "resemble" or be "consistent with" the original design; the photographic evidence that you provide must be clear enough and of sufficient detail to facilitate replication as understood in conservation best-practice.

PRESENT-DAY PHOTOGRAPHS

As part of 'information requirements' you will need to provide three different types of photographs that clearly depict the nature of the conservation work being proposed as follows:

- **Pre-conservation work** photographs (depicting the area(s) where the proposed work is to take place – both in general and close-range);
- **During** conservation work (depicting the existing condition being opened-up and the actual conservation work in progress); and
- **After** (depicting the conservation work in its completed stage, preferably from the same position) as the pre-conservation work photographs).

1. If your grant application proposes to refurbish all original windows, you will need to provide clear "BEFORE" photographs of their existing condition, preferably numbered so that the application shows the full extent of the work to be undertaken. You must also provide the SHF with similar photographs taken "DURING" the actual work being undertaken and "AFTER" photographs, once the work is completed. This will also assist in the certification process when the completed work is reviewed.
2. If your application proposes to "update and improve energy efficiency" of historic elements, you must describe in detail what is meant by "update and improve". For example, updating and improving a historic wood window may involve a focus on weatherstripping. Alternatively, one may also consider that replacing the historic windows with PVC windows is a form of upgrading and improvement. Replacing historic elements that could otherwise be repaired would not meet the Standards & Guidelines. **Replacing wood windows with PVC windows would not satisfy the Standards & Guidelines** because the replacement window, even if proven by a "Condition Assessment" to be required, would not be "in kind".
3. If your application proposes to "replace" any historic element, you must provide the SHF with a clear description and photographic evidence of its existing condition. In your application, you must establish that the historic element cannot be "repaired."
4. If your application proposes to "pressure wash" a historic element, you must have the applicator provide sufficient detail about the pounds per square inch (psi) that is intended to be used; the distance which the nozzle will be from the historic element; and a description of how the pressure will be controlled by the applicator. Your applicator must also address how they intend to mitigate water infiltration into the structure.
5. Your photographs must be sufficiently clear so that when you print them at a larger size and attach them to your application, they do not appear blurry.

WHAT TYPE OF INFORMATION IS LIKELY TO BE REQUIRED TO ACCOMPANY YOUR CLAIM?

The SHF will require information and documentation as part of its review process depending on the nature and scope of your project. Please review all of the information requirements as certain information can only be documented before or during the conservation works. If your claim requires that you provide 'before' or 'during' documentation and only 'after' documentation is provided, this may result in the forfeiture of part or all of your grant claim.

The following are examples and are not considered to be exhaustive:

1. If your project involves the repair of historic material (i.e. doors, windows, roofs, etc) you must provide clear photographs of the subject area BEFORE, DURING and AFTER the conservation works.

Fig. 1— Detailed photographs depicting the nature and extent of deterioration BEFORE any work is undertaken is required for each element that is proposed to be repaired or replaced.



2. If your project involves multiple trades (i.e. roofing, windows, walls, etc) and/or itemized 'eligible' work you must provide a breakdown of cost elements that matches the breakdown of eligible items as outlined in your Grant Agreement.
3. If your project involves masonry repointing and the scope of work indicates "to match existing" or "to match the historic mortar" you must provide evidence that the new mortar matches the historic mortar. Such evidence will typically include an independent masonry and mortar analysis that provides comparable information on the compressive strength and porosity of the historic masonry as it relates to the compressive strength and porosity of the proposed mortar. In addition, it may be necessary to provide independent written evidence that the proposed mortar recipe is as soft as the historic mortar.

4. A completed Heritage Grant Claim Form is required with all supporting documentation as outlined in *Submitting Grant Award Claims for Payment*.
5. If your project involves the 'restoration' of an element or feature, you must provide evidence as to its previous existence. (i.e. if a landscape feature is being 'restored' and does not exist, you must provide photographic or written evidence, preferably with a known date, that this feature once existed in order to satisfy the intentions of 'restoration').



Fig. 2— Archival plans can assist in restoring a particular feature to a known period in time.

6. If your grant application specifies that you intend to undertake the "repair of existing" material, please ensure that quotes and claims also specify "repair" and not "supply new" or "replace", unless the SHF has approved a change in the nature of the work .

SUMMARY REPORT

A Summary Report will be required. Refer to the [back](#) of your Application Form.

SEEK ADVICE EARLY AND DISCUSS BEFORE SUBMITTING YOUR APPLICATION

Specialist consultants with experience in technical heritage conservation and problem solving may be invaluable to you throughout the grant application process. **It is recommended that you talk early with the SHF about your proposal**, so that we can assist you through this process before you submit your application.

FURTHER INFORMATION

The SHF has a range of information heritage conservation bulletins that assist applicants with the Heritage Grant program and the requirements for grant applications. These can be found on the SHF website.