



2024 HOUSE GRANTS PROGRAM APPLICATION FORM

- Applicants must contact the VHF to verify eligibility of their project a minimum of one week prior to the application deadline.
- Please ensure that contractors agree to follow the VHF requirements before asking them to provide a quote.
- The completed application form and all supporting documents must be received no later than **March 31st 2024**.

DESIGNATED PROPERTY		
Address:		Postal Code:
OWNER(S)		
Name 1:	Name 2:	
Address:	City/Prov:	Postal Code:
Phone(s):	E-mail:	

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

☒ *check to confirm*

I/we have read, understood, and will comply with the Application Guidelines & Conditions.

I/we have read, understood, and will adhere to the applicable VHF *Rehabilitation Requirements*.

I/we have current comprehensive home insurance and can provide proof on request.

There are no taxes or other monies owed to the City of Victoria (except Prov. of BC Property Tax Deferment Program).

I/we are not involved in any zoning or bylaw disputes with the City of Victoria. Disputes may exist unknown to the homeowner.

I/we will obtain and submit to the VHF all necessary authorizations and permits from the City of Victoria before work commences.

I/we recognize that Heritage Alteration Permits are approved by the City of Victoria and are separate from the VHF, and that although work may receive approval from the City, it may not be eligible for a VHF House Grant.

I/we have read, understood and will comply with VHF's zero tolerance for bullying and harassment policy.

I/we will not commence work without a written letter of approval from the Victoria Heritage Foundation.

I/we will not involve the VHF in any action, between myself/ourselves and any contractors, estimators, employees, workers of agents arising from work on the building.

I will employ the consultant and/or contractors that have been indicated on the application.

There is a City of Victoria heritage plaque installed on the house.

Photographs and documents submitted to the VHF may be used for educational and publicity purposes.

A VHF sign acknowledging the grant will be prominently displayed while work is ongoing or for 10 days, whichever is greater.

I/we understand that the grant may be cancelled if not started/completed within the required time frame.

OWNER(S) Signature _____ Date: _____

AUTHORIZED AGENTS (if applicable)

Name: _____ is authorized to act on behalf of the owner(s) for the above-named property.

STRATAS

This application has been authorized by the Strata Council.

Signature: _____ Date: _____

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ATTACHMENTS:

- ☒ *check where applicable*
- ☐ At least **two** contractor's current **detailed** quotes for each project - **required**
- ☐ Photos of the house **plus** area of proposed work - a minimum of five high resolution digital photos - **required**
- ☐ Site/project drawings of proposed work - **required for seismic or new construction**
- ☐ Copy of Delegated Heritage Alteration Permit from City of Victoria – **may be required for paint, woodwork restorations/reconstructions, among others-contact VHF for more info**
- ☐ Sketch illustrating colour placement on house & colour details (paint chips and numbers) - **required for paint**

PROPOSED PROJECT DETAILS:

PROJECT 1 DESCRIPTION	
Contractors <input checked="" type="checkbox"/> <i>check one to indicate your preferred contractor</i>	Quotes
<input type="checkbox"/>	\$
<input type="checkbox"/>	\$
<input type="checkbox"/>	\$

PROJECT 2 DESCRIPTION	
Contractors <input checked="" type="checkbox"/> <i>check one to indicate your preferred contractor</i>	Quotes
<input type="checkbox"/>	\$
<input type="checkbox"/>	\$
<input type="checkbox"/>	\$

PROFESSIONAL CONSULTANT <i>(if applicable)</i>	
Name:	Company:
Address:	
Phone:	
Project:	\$

PROPOSED PROJECT(S) TOTALS <i>(your preferred quotes)</i>	\$
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