



HOUSE GRANT PROGRAM APPLICATION FORM

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

DESIGNATED PROPERTY

Address: Postal Code:

OWNER(S)

Name(s)

Address: City/Prov:

Email: Phone:

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

- I/we have read, understood, and will comply with the VHF **Application Guidelines & Requirements**.
- 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 upon request.
- There are no taxes or other monies owed to the City of Victoria (except Province of BC Tax Deferment Program).
- I/we are not involved in any zoning or bylaw disputes with the City of Victoria (disputes may exist that are unknown to the owner).
- I/we will obtain 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 have received approval from the City, it may not be eligible for a VHF House Grant.
- I/we will not commence work without a written letter of approval from the Victoria Heritage Foundation.
- I/we will employ the consultant and/or preferred contractors that have been indicated on the application.
- I/we confirm that neither I/we nor any immediate family members are personally or professionally affiliated with the consultant and/or any of the preferred contractors or companies that provided quotations submitted with this 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 timeframes.
- I/we have read, understood and will comply with VHF's zero-tolerance policy for bullying and harassment.
- I/we will not involve the VHF in any action between myself/ourselves and any contractors, employees, workers or agents arising from work on the building.
- I/we understand that submission of an application does not guarantee funding, and that all grants are subject to available funds and final approval by the Victoria Heritage Foundation

OWNER(S)

Signature: _____ Date:

AUTHORIZED AGENTS (if applicable)

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

STRATAS (if applicable)

This application has been authorized by the Strata Council

Signature: _____ Date:

HOUSE GRANT APPLICATION FORM

ATTACHMENTS

check where applicable:

At least two contractors' current **detailed** quotes for each project - **required**

Photos of the house plus area of proposed work - a minimum of five high quality 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 restoration/reconstruction, among others. Contact VHF for more info.**

Sketch illustrating colour placement on house & colour details (paint chips & numbers) - **required for paint**

PROPOSED PROJECT DETAILS

PROJECT 1 DESCRIPTION

Contractors *check one to indicate your preferred contractor*

Quotes (incl. GST)

<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>

PROJECT 2 DESCRIPTION

Contractors *check one to indicate your preferred contractor*

Quotes (incl. GST)

<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>

PROFESSIONAL CONSULTANT *(if applicable)*

Name: Company:

Address: Phone:

Project: \$

PROPOSED PROJECT(S) TOTAL

\$