

## Before You Apply: Step-by-Step Checklist

Use this checklist to make sure you are eligible and fully prepared before starting the online House Grant application form.

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### Step 1: Check That Your Property Is Eligible

Before doing anything else, confirm that your property meets all of the following criteria:

- ☐ Your house is **Heritage Designated** (not Heritage Registered)
- ☐ Your house is located within the **City of Victoria**  
(*Properties in Esquimalt, Oak Bay, or Saanich are not eligible*)
- ☐ Your proposed project is to **maintain or restore original heritage features**  
(*Grants cannot be used for non-original features, such as later additions or decks added after construction*)

If your project does not meet these requirements, it is not eligible for funding.

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### Step 2: Read the House Grants Program Guidelines and Conditions

Before proceeding, ensure that you have **read and understand the House Grants Program Guidelines and Conditions**, as these outline eligible work, funding limits, and applicant responsibilities.

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### Step 3: Obtain the Required Quotations

Most projects require two quotations. Please confirm the following:

- ☐ All quotations clearly state that the contractor will follow the **VHF Rehabilitation Guidelines**
- ☐ Two quotations are provided unless your project qualifies for an exception (see below)

Only **one quotation** is required if:

- ☐ The project is a continuation of VHF grant-funded work completed within the last two years, or
- ☐ The work is **seismic upgrading only**, or
- ☐ The quotation is for **professional fees** (Structural Engineer, Architect, Architectural Technologist, or historic paint consultant)

Applicants are not required to choose the lowest quote. Two quotes are required to demonstrate due diligence and that the costs are reasonable.

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#### **Step 4: Photograph Existing Conditions**

Before starting any work, take **at least five photographs** of the area(s) where the proposed work will take place. The photographs should clearly show the **existing condition** of the heritage features and surrounding context.

These photographs must be included with your grant application.

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#### **Step 5: Painting Projects – Additional Requirements**

If your project involves painting:

- ☐ The quotations **must** include the **Glendonann Technical Services Ltd.** paint inspector's fee, **shown separately with GST.**
  - ☐ If you are changing the exterior colour, you must obtain a **Delegated Heritage Alteration Permit** and include a copy with your application
  - ☐ If you are changing the exterior colour, you must also submit a **sketch, illustration, or marked-up photograph** showing where the paint colours will be applied, including paint references
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#### **Step 6: Exterior Work**

If your project involves exterior changes, please note that a **Delegated Heritage Alteration Permit** is required if you are:

- ☐ Reinstating missing exterior features (for example, front stairs) to match the original
- ☐ Changing roofing materials (e.g., from cedar to asphalt shingles)
- ☐ Undertaking exterior woodwork that alters the building's appearance

You must apply for the permit through the **City of Victoria** and include a copy with your grant application.

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### Step 7: Storm Windows

If your project includes storm windows:

- ☐ Storm windows are only available through **Vintage Woodworks**
- ☐ A Delegated Heritage Alteration Permit is **not required** for installing storm windows

If installing them yourself:

- ☐ Only one quote is required for supply
- ☐ Installation costs are not reimbursed

If using a contractor:

- ☐ The quote must include supply and installation
- ☐ Two quotations are required from two different installers

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### Step 8: Work Undertaken by the Homeowner

If you plan to do any of the work yourself:

- ☐ Only **materials costs** are eligible for grant funding
- ☐ Examples include installing storm windows or replacing gutters
- ☐ Select **“Work Undertaken by Homeowner”** on the application form, as this section is designed specifically for homeowners completing the work themselves

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### Step 9: Ready to Apply

Once all boxes above are checked, you are ready to begin the online application form.

Make sure you have **all quotes, photographs, permits, and other supporting materials ready to upload** when completing the online application.