



2025

Come for a visit. Stay for a lifestyle.

Application for:

Heritage Grant Designation

Please submit your completed application to:

Planning Department
The Municipality of Trent Hills
66 Front Street South
P.O. Box 1030
Campbellford, Ontario
K0L 1L0

Tel: (705) 653-1900
Fax: (705) 653-5203
E-mail: planning@trenthills.ca



Application for the Heritage Grant Program

Corporation of the Municipality of Trent Hills

Come for a visit. Stay for a lifestyle.

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1. Purpose of the Program

The Trent Hills Heritage Grant Program supports the preservation and revitalization of designated heritage properties. By encouraging private investment, the Municipality aims to conserve buildings of historical, architectural, and cultural significance. The goals & objectives of the Trent Hills Heritage Grant Program are to:

- a) Recognize the value of heritage resources in shaping community identity and preserving cultural landscapes.
- b) Coordinate efforts among the Municipality, property owners, and community organizations to sustain and enhance heritage assets
- c) Provide technical support and financial incentives to promote private sector investment aligned with heritage conservation goals
- d) Encourage property owners and community groups to undertake restoration projects consistent with the program's vision
- e) Support key community initiatives that advance heritage preservation

2. Eligibility Criteria

To qualify for the Heritage Grant Program, applicants must meet the following requirements:

- ☐ Properties must be designated under Part IV or Part V of the Ontario Heritage Act within Trent Hills
- ☐ Eligible work must relate to features identified in the Reasons for Designation
- ☐ Applicants must be the registered property owner or an authorized agent

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- ☐ Properties with outstanding taxes or municipal debts are ineligible
- ☐ Design details of proposed work must be submitted with the application
- ☐ Grants cover up to 50% of eligible costs, to a maximum of \$8,000
- ☐ Funds are released upon completion and verification of approved work
- ☐ The Municipality will conduct an audit of completed work
- ☐ Applicants must sign a grant agreement outlining terms and conditions
- ☐ If a grant-supported building is demolished before the grant period ends, the grant is forfeited
- ☐ All work must comply with municipal policies, zoning, design guidelines, and the Ontario Building Code
- ☐ Any outstanding orders must be resolved before or as part of the project
- ☐ The Municipality may discontinue the program at any time, but existing approved projects will continue to receive funding
- ☐ Eligible improvements include repair or replacement of designated architectural features using appropriate materials
- ☐ Applications must be submitted before work begins, and ideally alongside any planning or building permit applications

3. Application Process

Step #1: Application Submission

- ☐ Applicants must attend a pre-application consultation with municipal staff to confirm eligibility, scope of work, and project timelines
- ☐ Submit a completed application with all required supporting documentation
- ☐ Municipal staff will screen the application for eligibility. Ineligible applications will not be accepted
- ☐ No application fee is required

Step #2: Review & Evaluation

- ☐ Staff, in consultation with the Heritage Committee, will review the application and supporting materials
- ☐ An initial site visit and inspection of the property will be conducted
- ☐ Staff will prepare a recommendation for Council based on the evaluation

Step #3: Grant Approval

- ☐ Council approval is required for all grants
- ☐ Upon approval, staff will prepare a grant agreement for execution
- ☐ The property owner or authorized agent must sign the agreement

Step #4:

- ☐ Approved projects must be completed within one (1) year of the signed agreement. Extensions may be granted on a case-by-case basis
- ☐ The applicant must provide proof of project completion
- ☐ Staff will conduct a final inspection and review all documentation
- ☐ The property must be free of tax arrears and outstanding municipal orders or fees
- ☐ Once all conditions are met, payment will be issued by the Municipal Finance Department

4. Submission Instructions

- ☐ Before completing this application please consult with Jim Peters, Director Of Planning (jjim.peters@trenthills.ca) or Cameron Law, Planner (cameron.law@trenthills.ca) to obtain information regarding the Trent Hills Heritage Grant Program, review eligibility criteria, and the application process
- ☐ Please print clearly in ink or type out information. An editable pdf version of this application is available online
- ☐ Please keep a copy of the application for your own records
- ☐ Please ensure the application has been signed by the property owner or an authorized agent
- ☐ Please attach a completed copy of the deed to the subject property
- ☐ Please attach a minimum of 2 financial quotes, drawings or other required information as appropriate

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5. Owner/Agent/Developer Contact Information

5.1 Applicant Information	
Name:	Primary Phone No.:
	Alternate Phone No.:
	Fax Number:
Address:	
Email Address:	

5.2 Authorized Agent/Solicitor Information (if applicable)	
Name:	Primary Phone No.:
	Alternate Phone No.:
	Fax Number:
Address:	
Email Address:	

5.3 Location of Heritage Structure			
Civic Address:			
City:		Postal Code:	
Legal Description:			
Registered Plan #:		Block #:	
Assessment Roll #:			

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5.4 Heritage Property Other Information

Are property taxes for the subject property up to date?	Yes	No
Are there any outstanding orders or municipal fees against the subject property?	Yes	No

5.5 Proposed Project Details

Please provide a description of the proposed project:

5.6 Attached Documents

Please include the following documents alongside your application:

Please attach 2 financial quotes you have sought out for the work to be performed:

☐

Please attach a full set of working drawings showing the work to be completed:

☐

5.7 Costs and Other Information

Estimate total construction costs for the project:

Estimate total design and other professional costs:

**Note: The final Grant Calculations will be based on
Building Permit Values and actual receipts.**

Approximate Construction Start Date:

Approximate Construction End Date:

Have you made an application for a building permit?

Yes

No

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6. Application Agreement

NOTE: The declaration must be endorsed, by the applicant(s), before this application will be accepted.

If an agent is acting for you, a letter must be attached authorizing to act on your behalf.

I/We hereby declare that all the statements and information contained in this Application and all the supporting documents are True, and that the Municipality reserves the right to verify any information contained herein. I / We agree to the terms and conditions of the programs for which the application is being made.

Signature of Applicant/Owner #1:	Signature of Applicant/Owner #2:
Printed Name of Applicant/Owner #1:	Printed Name of Applicant/Owner #2:
Date:	Date:
Signature of Agent #1:	Signature of Agent #2:
Printed Name of Agent #1:	Printed Name of Agent#2:
Date:	Date:

For Office Use Only

Heritage Grant File Number

Date Application Received

Date Application Deemed Complete

Date Approved by Committee

Authorization of Owner Received

☐ Yes

☐ No

Heritage Committee Staff Representative

Date Signed