FREE FROM RESTORATION REGISTER · OWNER'S CHECKLIST

Before You Apply: The Ontario Heritage Grant Checklist

Two pages to check before you ask a contractor for a quote. Most refused applications fail on one of these, not on the house.

> **The rule that costs owners the most:** in almost every programme, work that starts before you have written approval isn't eligible. That includes the deposit, the scaffolding and the first day. Don't book a start date until the approval letter arrives.

1. Does your property qualify?

- [ ] It's **designated** under Part IV (its own by-law) or Part V (inside a Heritage Conservation District). Listed-but-not-designated properties usually can't apply.
- [ ] You have the designation by-law or HCD plan, with its list of heritage attributes.
- [ ] Property taxes are paid up to date, and there are no outstanding work orders.
- [ ] You haven't had a grant from this programme recently. Many limit how often a property can apply.
- [ ] The work is on a part of the building the designation protects, usually the exterior.

2. Find your programme and read its rules

Restoration Register lists every Ontario municipal heritage grant it could find, with amounts and links, free at restorationregister.com/grants. Then read your municipality's own guidelines and note the maximum grant, the match rate, the intake deadline, how many quotes are needed, and when the work has to be finished.

3. Call the heritage planner before you get quotes

- [ ] Is my property eligible, and is there money left this year?
- [ ] Is the work I'm planning eligible? Any part that isn't?
- [ ] Does it need a heritage permit?
- [ ] How many quotes, and is HST eligible?
- [ ] When can I start, and when must I finish?
- [ ] What do you need to release the payment?

4. Gather the application

- [ ] Signed application form (all owners)
- [ ] Itemized quotes, usually two or more
- [ ] Dated "before" photos of every work item
- [ ] A short description tying each repair to a heritage attribute
- [ ] Heritage permit, if the work needs one
- [ ] A copy of everything you submit

5. The ten reasons applications fail

1. **Work started before approval.** Even a deposit can disqualify the project.
2. **The property isn't designated.** Listed isn't the same thing.
3. **The work doesn't touch a heritage attribute.** A new rear deck isn't heritage work.
4. **Replacement where repair was possible.** Reviewers expect repair first.
5. **Too few quotes, or quotes that aren't itemized.**
6. **Missed the intake**, or the year's money ran out first.
7. **Taxes in arrears.**
8. **The scope changed without asking** the planner first.
9. **No proof of payment.** Pay by cheque, e-transfer or card, never cash.
10. **Missed the completion deadline.** Ask for an extension before the date, not after.

6. After approval

- [ ] Read every condition in the approval letter, then book the work.
- [ ] Keep every invoice, and proof that each one was paid.
- [ ] Take "after" photos from the same angles as the "before" ones.
- [ ] Submit the claim before the programme's deadline.

Want the whole process on paper?

The **Ontario Heritage Grant Workbook** turns this checklist into 16 printable pages of worksheets: your programme's rules on one page, a timeline worked back from the deadline, a quote comparison table, the grant and budget calculator, a photo log, a project description template with an example, and an invoice log for the claim. CA$19.

Get the workbook: restorationregister.gumroad.com/l/ontario-heritage-grant-workbook

General guidance only. Every municipality sets its own rules, and your programme's guidelines come first. Restoration Register isn't connected to any municipality. Free to share. October 2026.