

## **Conseil du Patrimoine Religieux du Québec**

You will find below instructions how to apply for a grant from the Quebec Religious Heritage Council (Conseil du patrimoine religieux du Québec “CPRQ”). As general background information, one should be aware and try to conform to preservation principles as described and established by the CPRQ. See on their website:  
<https://www.patrimoine-religieux.qc.ca/en/financial-assistance/preservation-principles>

You may also access all information below on the CPRQ website at:  
<https://www.patrimoine-religieux.qc.ca/en/financial-assistance>

### **Before applying to the CPRQ**

If the building is classified as a historical building, an application for a grant may be deposited with the Provincial Government’s agency, the CPRQ. In such cases, forms and paperwork need to be submitted before February 26<sup>th</sup>, 2021.

The types of work the CPRQ may subsidize include: cladding of outer walls, foundations, roofing, bells and carillons, bell tower, stained glass, fire detection and extinguishing systems, protrusions, electrical components, other interior repairs (only after the exterior and structure are repaired) such as decorative finishes and paintings, sculptures, objects of art, pipe organs, etc. They also subsidize the completion of preparatory studies prior to confirmation of financial assistance and professional fees to specialists ((architects, engineers, historians, archaeologists and others) assigned to the project.

Note that when planning renovations, all projects involving a budget superior to \$25,000 must be submitted to the Diocesan Council for approval. See the form on the diocesan website, under Resources, Forms & Guidelines.

Before undertaking a major renovation project, a church needs to have a Report on the condition of the building (“Carnet de santé”). This is normally prepared by an architect. See the template they suggest for the Report on the condition of the building:  
<https://www.patrimoine-religieux.qc.ca/en/financial-assistance/forms>

The church needs also to prepare a detailed description of the project to be undertaken (plans, description, timeline, price, unknown variables, etc.).

### **Applications**

Application forms are found on the CPRQ website:  
<https://www.patrimoine-religieux.qc.ca/en/financial-assistance/forms>

Applications for 2018-2019 must be sent before March 31 to:  
Conseil du patrimoine religieux du Québec  
100, rue Sherbrooke Est, bur. 3300  
Montréal, Québec, H2X 1C3

Phone: (514) 931-4701 / 1 866 580-4701  
Fax: (514) 931-4428  
Email: conseil@patrimoine-religieux.qc.ca

Documents to provide the CPRQ:

- Application for a grant;
- Resolution from your corporation confirming its commitment and mandating a person responsible;
- Up-to-date Report on the condition of the building (*Carnet de santé*) needing renovations, together with all expert's reports and photos of the parts of the building that need repair;
- Certificate of insurance;
- Certificate of a fire detection system.

### **Starting the project**

The confirmation letter for financial support issued by the Ministère de la Culture et des communications (MCCQ) gives the start of your project. The time allowed for its realization is 36 months, calculated from the date shown in the heading of the confirmation letter. Financial assistance agreement is signed.

Grants from the CPRQ continue to be awarded in real terms to classified churches at up to 80%, and to non-classified churches at 70%. Note that the government adds 5% to the grants, which is kept by the CPRQ to cover its administrative costs.

### **Hiring Professionals**

The funding recipient must get the services of specialists to carry out the work being funded, such as specialists in architecture, engineering, etc., unless such services are excluded by an agreement with the Québec Religious Heritage Council. Such services are also subject to the relevant legislation, notably the Architects Act.

An architect must be hired for any project:

- to prepare blueprints and specifications;
- to oversee the call for tenders' process;
- to supervise the work site;
- to prepare payment certificates.

Some congregations ask me for the name of a firm of architects. In Montreal, some churches have retained the services of Evoq Architecture because they have much experience in this field. The Diocese does not require that you deal with a specific firm

of architects. You may contact the CPRQ if you would like them to give you the names of firms.

Documents to provide the CPRQ: Professional proposal fee and tender documents, if applicable.

### **Preparing Blueprints and Specifications**

For any project funded by the Quebec Religious Heritage Council, blueprints and specifications must be prepared by an architect who belongs to the *Ordre des architectes*. These documents must be submitted to the Québec Religious Heritage Council for approval before proceeding to the call for tenders, if applicable.

Documents to provide the CPRQ : Preliminary plans and specifications (electronic format, 11 x 17 print size ) : [conseil@patrimoine-religieux.qc.ca](mailto:conseil@patrimoine-religieux.qc.ca)

### **Call for tenders**

Rules for awarding contracts for professional services (Engineers and architects) :

- For any services or construction contract worth \$ 100,000 or more, a public call for tenders must be published in the SEAO (electronic tendering system);
- For a contract estimated between \$ 25,000 and \$ 99,999, 3 quotations need to be obtained before a contract is given;
- For a contract estimated \$ 25,000 or less, a contract may be negotiated directly one-on-one with a provider.

Documents to provide the CPRQ:

- A copy of the SEAO ad;
- Minutes of the opening of tenders ;
- Restraint tender form;
- Signed contract with the provider.

### **Completion of work**

Once the above steps are completed, the work can begin. The grant is given to the beneficiary, in whole or in instalments, upon receipt of claims.

If the beneficiary has applied for more than one grant to more than one source (ie federal, municipal or others), the beneficiary must give to the CPRQ a copy of the grant agreement and send all applicable invoices to all grant providers. Each organization will calculate its own share to be granted.

The project will be deemed complete upon receipt of the certificate of completion of works issued by the architect within the prescribed period of 36 months.

Documents to provide the CPRQ for claims:

- Copy of other grant agreements, if applicable;
- Professional fees bills already paid with proof of payment;
- Payment certificates prepared by professionals with corresponding invoices;
- Proof of receipt of payment by the recipient to the supplier;
- Copy of the amendment changes prepared by professionals, if applicable.

If you have questions, please do not hesitate to contact your diocesan representative at the Tables of Montérégie, Montréal, Laval, Lanaudière and Laurentides: Rev. Josée Lemoine, [jlemoine@montreal.anglican.ca](mailto:jlemoine@montreal.anglican.ca)

Updated January 2021