

PRE-APPLICATION WORKSHEET

# HLF Heritage Awareness Application

Please contact the Program Manager before beginning the application process to confirm if your organization and project are eligible for funding, and to get a Project Number/Password:

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1.855.349.7243 / 604.428.7243

## Log In

USER [EMAIL] \_\_\_\_\_

PASSWORD [Project #] \_\_\_\_\_

## I. Heritage Awareness Project Summary

PROJECT TITLE \_\_\_\_\_

AMOUNT REQUESTED \_\_\_\_\_

PROJECT SUMMARY Provide a brief summary of the proposed project. (150 words)

DATES (START – COMPLETION) \_\_\_\_\_

## CONTACT INFORMATION

CONTACT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PROVINCE / STATE \_\_\_\_\_

COUNTRY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

WEBSITE \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

ARE YOU A HERITAGE BC MEMBER  YES  NO

## ORGANIZATION INFORMATION

HERITAGE RESOURCE NAME \_\_\_\_\_

OWNER OF RESOURCE \_\_\_\_\_

MANAGER OF RESOURCE \_\_\_\_\_

ADDRESS OF RESOURCE \_\_\_\_\_  
If different than Project Organization/Contact as above.

ORGANIZATION (Legal Name) \_\_\_\_\_

FORM OF INCORPORATION

- BC SOCIETY ACT
- FEDERALLY REGISTERED CHARITY
- COMMUNITY CHARTER (Local Government)
- FIRST NATION

REGISTRATION NUMBER \_\_\_\_\_

DATE OF REGISTRATION \_\_\_\_\_

NUMBER OF MEMBERS \_\_\_\_\_

SUPPORT MATERIALS\*

- RESOURCE OWNER AUTHORIZATION
- CONSTITUTION & BYLAWS
- BOARD OF DIRECTORS LIST
- RECENT FINANCIAL STATEMENT

### \* SUBMITTING SUPPORT MATERIALS & IMAGES ONLINE

Please use the Online Application to submit the required support materials and images in each section. You will be prompted to **CHOOSE A FILE** from your computer to upload. Preferred file format is .PDF for all documents, letters, scans and quotes. Preferred file format for all photographic images is .JPG. File size is limited to 5MB for each upload.

Please label all files clearly and consistently with Project Number and brief description.

Examples:  
HA123\_Site\_SOS.pdf  
HA123\_Exterior\_west.jpg

Larger files take time so please be patient – you will see a confirmation when upload has successfully completed.

## 2. The Heritage Resource

Please provide description and context about the Heritage Resource that requires funding.

### OVERVIEW

A brief description of the Heritage Resource (500 words)

### HISTORICAL BACKGROUND

When was it designed and built and by whom? What is the period, style, theme? What were its historical uses or functions? Has it been conserved? (300 words)

### HERITAGE REGISTER

Is the heritage resource listed on a Heritage Register; where and when? (150 words)

LOCAL GOVERNMENT

CANADIAN REGISTER OF HISTORIC PLACES

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### STATEMENT OF SIGNIFICANCE

Is there a Statement of Significance; when and by whom was it prepared? Provide a copy below. (150 words)

### HERITAGE VALUE

Why is the heritage resource important? Why does awareness need to be raised? (300 words)

### CONTEXT

Is there is an interpretation, public awareness, education or promotion plan in place? If yes, submit a copy. If no, briefly explain the context for the proposed project. (300 words)

### PHASES

Is the proposed Heritage Awareness Project a phase that is part of a larger project. If so, how does it fit within the scope of the larger project? (300 words)

### SUPPORT MATERIALS\*

STATEMENT OF SIGNIFICANCE

LOCATION MAP

SITE PLAN

OTHER \_\_\_\_\_

PHOTOGRAPHS / IMAGES [X10]

### 3. Heritage Awareness Project

Please provide more description about the scope and eligible work of this proposal.

TYPE OF PROJECT  
(Check all that apply)

- SIGNS, HISTORICAL MARKERS, INTERPRETIVE PANELS
- PERMANENT EXHIBIT OR DISPLAY
- BROCHURE, MAP OR GUIDE
- HOW TO GUIDE
- WALKING OR DRIVING TOUR
- WEBSITE OR APP
- OTHER \_\_\_\_\_

PROJECT DESCRIPTION

Briefly describe the project and any resulting tangible products(s) including quantities to be produced. (150 words)

HERITAGE AWARENESS

How will this project raise awareness for the Heritage Resource? What are the benefits? What is the target audience? (300 words)

METHODOLOGY

Provide a step-by-step description of the proposed project: research or development; writing; photography; graphic or technical design, production, printing, materials, supplies and equipment; installation; launch and promotion, website development etc. (500 words)

DISTRIBUTION/INSTALLATION

If applicable, how and where will the project or product be distributed or installed?

- DIRECT MAIL OUT
- MUSEUM
- LIBRARIES, SCHOOLS, COMMUNITY CENTERS
- TOURIST INFORMATION
- ARTS COUNCILS
- EVENTS CALENDARS
- WEBSITE

QUANTITIES & COSTS

What are the quantities and costs involved in distribution or installation and who will pay costs? (300 words)

PROMOTION

How will the project/product be promoted to its target audience? (500 words)

## 4. Scope: Eligible Work & Quotes

### SCOPE OF ELIGIBLE WORK

Describe what eligible work you are requesting funding for. See Program Guidelines & Policies. (300 words)

### SPECIFY ELIGIBLE COSTS & QUOTES

Provide an itemized list of the eligible work; a description of tasks, products and/or quantities; who will be responsible for managing the work; and a **MINIMUM OF TWO QUOTES** (excluding GST) with copies provided on supplier letterhead. Please identify any donated in-kind costs. On the Online Application you can add up to eight items. See Program Guidelines & Policies.

#### EXAMPLE 1: ELIGIBLE WORK

DESCRIPTION/TASK

Design & Printing

RESPONSIBILITY

4 colour brochures, quantity 5,000

Our Heritage Society

QUOTE 1

Commercial Printers \$ 1250.00

QUOTE 2

ABC Offset Printing \$ 1375.00

#### EXAMPLE 2: ELIGIBLE WORK

DESCRIPTION/TASK

Archive Research

RESPONSIBILITY

Donated Labour: Archive Research 30 hours@ \$30/hour

Our Heritage Society

QUOTE 1

Bob Jones, Society Member \$ 900.00

QUOTE 2

ABC Offset Printing \$ 900.00

#### ITEM 1: ELIGIBLE WORK

DESCRIPTION/TASK

RESPONSIBILITY

QUOTE 1

QUOTE 2

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#### ITEM 2: ELIGIBLE WORK

DESCRIPTION/TASK

RESPONSIBILITY

QUOTE 1

QUOTE 2

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#### ITEM 3: ELIGIBLE WORK

DESCRIPTION/TASK

RESPONSIBILITY

QUOTE 1

QUOTE 2

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# 5. Project Budget

**EXPENDITURES**

**ELIGIBLE COSTS:** List each eligible work item/category and use ONE of the quotes submitted previously above. If the lower quotes are not being used, please explain why in the cover letter. GST is not an eligible cost.

**OTHER PROJECT COSTS:** If the proposed work is part of a larger project, this may include additional ineligible costs such as administrative costs or in-kind labour.

**REVENUE**

**APPLICANT CONTRIBUTIONS:** The applicant must contribute at least half (50%) of the costs. Contributions may be cash, loans, or in-kind (at the approved rates).

**OTHER SOURCES OF REVENUE:** Show other sources of revenue being used to match eligible costs, indicating which is secured and which is requested.

**EXPENDITURES**

**ELIGIBLE COSTS**

**ITEM**

**AMOUNT**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SUBTOTAL**

\_\_\_\_\_

**OTHER PROJECT COSTS**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SUBTOTAL**

\_\_\_\_\_

**TOTAL PROJECT COSTS**

\_\_\_\_\_

**REVENUE**

**APPLICANT CONTRIBUTIONS**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SUBTOTAL**

\_\_\_\_\_

**OTHER SOURCES OF REVENUE**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SUBTOTAL**

\_\_\_\_\_

**TOTAL REVENUE**

\_\_\_\_\_

# 6. Project Management

**HISTORY OF PROJECT** When and how did the current project come about? Who is proposing the work and why? Who is in charge of managing the project? (300 words)

**PROJECT TIMELINE** Provide start and completion dates for major work stages

STAGE 1	_____	<input type="text"/>	<input type="text"/>
STAGE 2	_____	<input type="text"/>	<input type="text"/>
STAGE 3	_____	<input type="text"/>	<input type="text"/>
STAGE 4	_____	<input type="text"/>	<input type="text"/>
STAGE 5	_____	<input type="text"/>	<input type="text"/>

**EXPERTISE** Explain how your organization has the necessary ingredients to successfully complete the project: organizational skills; track record; experience; matching funds and resources; other investors; local government support. (500 words)

**OWNERSHIP** Who will own, use, and be responsible for the maintenance of the completed project? (150 words)

**AUTHORIZATION** Please include letters of approval for the use of any copyrighted materials, archive materials, photography, drawings, etc.

**PROJECTED SALES** Will the product/project be sold or will a fee be charged to the user – and if yes, what will be the price or amount? Who will benefit? (150 words)

**ONGOING COSTS** Will there be any ongoing operating or maintenance costs for the completed project? If yes, explain what the costs and who will pay for them. (150 words)

# 7. Project Merit

Your application will be evaluated in part on its merit compared to other projects, as well as its strategic benefit to raise heritage awareness in your community and in British Columbia.

Explain how your application meets the goals of the Heritage Legacy Fund described in the Program Guidelines & Policies:

**COMMUNITY SUPPORT** Explain briefly how the community supports and endorses the project and your organization. (150 words)

**COMMUNITY BENEFIT** How will your project promote the understanding, appreciation, and conservation of heritage resources and build support for heritage conservation in your community? (150 words)

**STRATEGIC BENEFIT** Is the proposed project particularly innovative or does it address an important issue that may have wider application or consequences for heritage conservation in BC? (150 words)

**BENEFIT TO HLF** The Heritage Legacy Fund is a self-sustaining fund that relies on private donations. Explain how your project might help to raise our profile to potential donors. If approved, what can your organization do through this project to promote the Heritage Legacy Fund? (150 words)

**OTHER** HLF operates with limited funds and may not be able to contribute to all eligible projects. Is there any other information we should know that might encourage the Heritage Legacy Fund to contribute to your project?

**SUPPORT MATERIALS\*** Provide any additional documents such as promotional plans, letters of support, awards and articles.

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

## 8. Certification

### I/We Certify That:

- To the best of my/our knowledge all the information contained in this application is true and complete.
- When the project is complete, I/we will send a report outlining the results of the project to the Heritage Legacy Fund office.
- The financial records for this project will be available for audit.
- Permission is given for on site inspection by any person whom the Heritage Legacy Fund authorizes in writing.
- All funding by the Heritage Legacy Fund will be properly acknowledged in print materials and other media, publicity related to the project, and at the project site by prominently displayed signage or other promotional materials supplied by the Heritage Legacy Fund.

This application and supporting materials are public documents, and may be made available to members of the public under the disclosure rules of the Freedom of Information and Protection of Privacy Act.

**TWO AUTHORIZED MEMBERS OF THE ORGANIZATION MUST CERTIFY THE APPLICATION**  
If the Heritage Resource is leased, one authorization must be the Owner's.

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
PHONE \_\_\_\_\_

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
PHONE \_\_\_\_\_