**2017 APPLICATION GUIDE**

This application guide identifies what types of projects are eligible for Columbia Basin Trust’s Built Heritage Planning Grants and gives you important information on how to apply.

**Questions?** Contact Laura Saretsky at 1.778.925.7243 or [lsaretsky@heritagebc.ca](mailto:lsaretsky@heritagebc.ca?subject=Built%20Heritage%20Grants).

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| WHAT IS THIS PROGRAM ABOUT? | **2** |
| WHO CAN APPLY? | **2** |
| WHAT WORK IS ELIGIBLE? | **2** |
| WHAT WORK IS NOT ELIGIBLE? | **2** |
| HOW MUCH CAN I APPLY FOR? | **2** |
| COST AND BUDGET POLICIES | **3** |
| HOW DO I APPLY? | **3** |

**WHAT IS THIS PROGRAM ABOUT?**

Built Heritage Planning Grants are funded by Columbia Basin Trust and administered and managed by Heritage BC. The program will have three intakes, one in 2017, 2018 and 2019.

Columbia Basin Trust supports the ideas and efforts of the people in the Columbia Basin. We take our lead from residents and communities. Depending on the circumstance, we adapt our role: from providing resources, to bringing people together, to leading an entire initiative. The Trust is here to offer experience and support to all Basin residents. [View map here](http://ourtrust.org/about/basin-map/).

While our range of services, programs, initiatives and financial investments is extensive, our purpose is straightforward: we exist and act for the social, economic and environmental well-being of the Basin—now and for generations to come.

Heritage BC is a charitable not-for-profit supporting heritage conservation across British Columbia through education, training and skills development, capacity building in heritage planning and funding through the Heritage Legacy Fund.

Program staff at Heritage BC are available to answer inquiries and administer applications for the Built Heritage Planning Grants.

**WHO CAN APPLY?**

Registered non-profit societies, registered federal charities, local governments and First Nations may apply for funding. Financial contributions are not made to individuals, unregistered organizations, or private businesses.

**WHAT WORK IS ELIGIBLE?**

The commissioning, researching and generating of planning documents related to the conservation of Built Heritage Assets, but not limited to: conservation assessments or plans; structural evaluations, assessments or surveys; Statements of Significance; heritage assessments; interpretation plans or strategies; accessibility audits, plans or strategies; maintenance plans.

**WHAT WORK IS NOT ELIGIBLE?**

The following work is not eligible: conservation work such as the repair of features; creation of interpretation materials such as signs or pamphlets; grant writing; or anything else which program staff deems ineligible. Projects already in progress and past expenses are not eligible.

**HOW MUCH CAN I APPLY FOR?**

* Different communities and organizations have various funding, finance and resource options available to them. Consequently this program has no maximum request limit.
* There is a desire to ensure that this program has broad regional impact. The total funding request to the program and the ration of funds requested from the program to the overall project will be a factor in the application evaluation.

**COST AND BUDGET POLICIES**

Applicants are required to submit a balanced budget and at least ONE quote for the work. Quotes should list actual prices solicited from an independent contractor, be written on company letterhead or contain some other means of identifying the business name, address and contact info, and should be valid and recent, dated no more than six months before the application.

The budget should use the preferred quote, and list all expenses and revenues specifically related to the planning project. Under expenses, eligible costs should be clearly itemized. Under revenue, it should be clearly indicated which funding is secured and which is requested. Clearly show the applicant’s contributions. In-kind contributions should be allocated as: general labour may be rated at $12/hour; skilled labour may be rated at $30/hour; in-kind amounts must be shown as revenue and an equal amount as expense.

Project costs incurred prior to notification of funding approval are ineligible. All funds provided must be used for the purposes identified in the approved application.

**HOW DO I APPLY?**

Please download the Pre-Application Worksheet, which lists all of the application questions and any supporting documentation that may be required. All supporting documentation file names should be explanatory, i.e. “ProjectName\_Budget”. The online application form is password protected. Applicants will be given the password after eligibility is confirmed by speaking to the Heritage Program Manager, Laura Saretsky, by email at [lsaretsky@heritagebc.ca](mailto:lsaretsky@heritagebc.ca) or phone at 778-995-7243, by 5:00pm PST on October 2nd, 2017. Applications are due by 5:00pm PST on October 6th, 2017.