



PRE-APPLICATION WORKSHEET

HLF Indigenous Partnership Application

Please contact the Heritage 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.

Laura Saretsky
lsaretsky@heritagebc.ca
Direct Line: 778.995.7243

PASSWORD _____

1. Indigenous Partnership Project Summary

PROJECT NUMBER _____

PROJECT TITLE _____

DATES (START – COMPLETION) _____

APPLICANT CONTACT INFORMATION

CONTACT NAME _____

TITLE _____

ORGANIZATION _____

MAILING ADDRESS _____

CITY _____

PROVINCE _____

POSTAL CODE _____

WEBSITE _____

EMAIL _____

ARE YOU A HERITAGE BC MEMBER? Check one

- Individual
- Student
- Corporate
- Government (including Educational Institutions)
- Group (Non-Profits and Charities)

ORGANIZATION INFORMATION

ORGANIZATION (Legal Name) _____

TYPE OF INCORPORATION

- Registered Not-for-Profit (BC Society Act)
- Local Government (Community Charter)
- School Board

FOR NON-PROFITS AND REGISTERED CHARITIES

SOCIETY NUMBER _____

DATE OF REGISTRATION _____

SUPPORTING DOCUMENTATION*

- Board of Directors List

*Refer to the [Heritage Legacy Fund Program Guidelines and Policies 2019](#) for information about file formats and sizes for uploading documents to the application.

2. Indigenous Partnership Project

Your responses must reflect on the goals as outlined in the *HLF Program Guidelines & Policies 2018*.

PROJECT DESCRIPTION Briefly describe the project. What are the outcomes and goals? How will this project engage Indigenous communities? (500 words)

PARTNERSHIPS Who are your Indigenous collaborators and partners? How do you plan to engage your partners and the broader community? How will you maintain these partnerships and relationships beyond the project timeline? (400 words)

EXPERTISE Explain how your organization has the necessary ingredients to successfully complete the project; which may include organization skills, track record, experience, matching funds and resources, partners, and/or local government support. List all project volunteer and professional consultants and their disciplines. (200 words)

CALLS TO ACTION Explain how your project addresses and supports the goals and vision of the Truth and Reconciliation Commission's 94 Calls to Action. How will the project support the goals of reconciliation and further the reconciliation process? (200 words)

SUPPORTING DOCUMENTATION Please provide letter(s) of support from your Indigenous partner(s), and any other documentation relevant to your project (i.e. planning documents, designs, photographs, etc). A formal letter is not required. Short emails can fulfill this requirement.

3. Scope: Eligible Work & Quotes

SPECIFY ELIGIBLE COSTS & QUOTES Provide an itemized list of the eligible work including a description of tasks; who will be responsible for managing the work; and a minimum of one quote (excluding GST) with copies provided on supplier letterhead. Upload any additional documents used in the tendering process and selection of quotes for the work

4. Project Budget

Complete the project budget indicating project expenditures and revenue. Project costs may include both hard costs (labour, equipment), as well as soft costs, including administration or management. Total project revenue must equal total project costs.

EXPENDITURES

PROJECT COSTS List each eligible work item/category and use the preferred quote, submitted previously in Section 4. If you are not using the lowest quote, specify the reasons for selecting the preferred bidder quote. See the *Program Guidelines & Policies* for definitions and examples of eligible costs. GST is not an eligible cost. Specify any in-kind costs and refer to the *Program Guidelines & Policies* for rates for in-kind labour. In-kind costs must be matched by equal in-kind revenues.

REVENUE

SOURCES OF REVENUE List any applicant contributions, including in-kind revenue which should be calculated according to the *Program Guidelines & Policies*. Remember that this program only funds 50% of the eligible project costs, up to a maximum of \$5,000. These maximums are listed in the *Program Guidelines & Policies*. Show other sources of revenue. Indicate which are secured and which are requested. Also indicate here the amount requested from the Heritage Legacy Fund as a requested source of revenue.

EXPENDITUES

ELIGIBLE COSTS

ITEM

AMOUNT

_____	_____
_____	_____

SUBTOTAL _____

OTHER PROJECT COSTS

_____	_____
_____	_____

SUBTOTAL _____

TOTAL PROJECT COSTS _____

REVENUE

_____	_____
_____	_____

TOTAL PROJECT REVENUE _____

5. 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.
- Planning documents that result from the support of the Heritage Legacy Fund will be submitted to Heritage BC.
- 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.

NAME

TITLE

ORGANIZATION

NAME

TITLE

ORGANIZATION
