### **150 Time Immemorial Grant Program Submission Form**

Word counts are provided as guidelines. Your responses may be shorter or longer as required to clearly and succinctly get across the points you wish to make.

We suggest you first compose your answers in the downloadable Word document. When finished, you can copy and paste your responses into the online application form. This will protect you if there is a technical problem. Please note, once you start filling in the online form, you will be required to complete it fully during the same session.

[Contact the program administrator](mailto:150TIMGP@heritagebc.ca) if you have questions.

10%

Name *(Required)*

First and Last

Organization: legal name *(Required)*

Organization: DBA (if applicable)

Address *(Required)*

Email *(Required)*

Phone *(Required)*

Alternate Contact: First and Last name

Alternate Email Address

Select one of the following that is applicable to your organization: *(Required)*

* Local government
* Indigenous government or organization
* Not-for-profit organization
* Community contribution company or social enterprise

Describe your organization’s mandate, vision, and/or programming. How is heritage incorporated into your work? *(Required)*

250 words

* Please indicate the region in which your project will take place. *(Required)*
* Vancouver Island/Coast
* Thompson/Okanagan
* North Coast
* Nechako
* Mainland/Southwest
* Cariboo
* North East
* Kootenays/Southeast

Is the proposed project site on land that is:  *(Required)*

Please note: Applicants must provide evidence of ownership of the property and/or infrastructure where the proposed project will take place. You will have an opportunity to attach documents. (Please refer to program guidelines)

* Owned by an organization (e.g., NFP)
* Municipally owned
* Provincially owned
* Federally owned

Describe the level of public access to the site that is the subject of your project. *(Required)*

### **About the project**

Select the grant stream for which you are applying (one selection): (see reference guidelines for definitions) *(Required)*

* Cultural Heritage Infrastructure
* Cultural Heritage Awareness
* Community and Heritage Planning

Title of your project:  *(Required)*

The amount you are requesting from the 150 Time Immemorial Grant Program. *(Required)*

This figure must match the request in your budget. Discrepancies could lead to disqualification. Please use this format: $10,000. (include $ and comma; do not include cents.)

Provide a brief description of your project. What is it you would like to do? What do you want to accomplish and how will you do that? *(Required)*

(100 words maximum)

Detail the steps/activities and project timelines that are to be undertaken from start to conclusion? *(Required)*

Describe the cultural heritage values that are relevant to your project. How will the values benefit or be enhanced or safeguarded as an outcome of the proposed project? *(Required)*

(350 words)

Please describe why the project is needed now and how the need was assessed. *(Required)*

(300 words)

Please identify any project challenges (social, financial, environmental, human resources, timeline, additional impacts of COVID-19) and the mitigation strategies to address these (e.g. if your project does not have public support, a strategy to mitigate the challenge might be to hold public consultation, if not already held.)  *(Required)*

300 words

### **TO BE COMPLETED BY APPLICANTS TO THE CULTURAL HERITAGE INFRASTRUCTURE STREAM. Please move to the next page if you are not applying for the infrastructure stream.**

Describe the proposed methodology employed to carry out the work defined in the workplan, including how the project will align with the Standards and Guidelines for the Conservation of Historic Places in Canada.

Where applicable, provide confirmation that the required approvals and permits from the local government, the Province of BC and/or the federal government have been or can be secured.

Where applicable, explain the extent to which the infrastructure project will support the safeguarding and transmission of cultural practices and/or strengthen British Columbians’ understanding of their shared history and identity.

Where applicable, describe how the project will help mitigate the impacts of climate change and safeguard the site and its collections for future generations.

Where applicable, for the conservation, repair, or rehabilitation of existing heritage places, identify the level of heritage protection and recognition at the federal, provincial, or municipal level under relevant legislation.

### **Project Participants**

Who will be involved in the project activities and how will these people/organizations be identified and assessed? You may attach resumes and related information about people/organizations involved in your project. *(Required)*

150 words

Will your project be undertaken with a partnering organization? (Partnering organization(s) are not required but are encouraged.) If yes, signed letters of commitment from all partnering organizations must be attached with your application. *(Required)*

* Yes – please list, including name of organization, contact person, phone number, and email address
* No

If applicable, have you already established the partnerships that will be critical to the success of your project? If not, how will you develop these relationships? How will you maintain these relationships beyond the conclusion of the project?

(400 words)

Have you/will you engage in public consultation for this project? How will the broader community (beyond your organization) and the public be involved or benefit from the project? *(Required)*

(300 words)

### **Project Benefits and Outcomes**

The 150 Time Immemorial grant program has three aims, at least one of which you have already identified as a goal of your project:

* Advancing reconciliation and learning
* Promoting a diverse and inclusive society including honouring underrepresented peoples and marginalized communities in our history (Indigenous people, black people, and people of color (IBPOC), members of the LGBTQ2S+ community, people with disabilities, and women)
* Supporting resiliency into the next 150 years.

How are the outcomes of your project relevant to the 150 Time Immemorial grant program? *(Required)*

(300 words)

Explain how your project will achieve your identified aim(s). Why do you feel your project is well-suited to bring about the aim(s) you have identified? *(Required)*

(400 words)

Who will benefit from your project? How do you know your project is the right approach for the beneficiaries? If your project will include or affect Indigenous, cultural, diverse, or marginalized communities, how will you ensure equity, equality, and respect? *(Required)*

(350 words)

Thinking beyond the aim(s) of the 150 Time Immemorial grant program, what other goals and outcomes will your project achieve? *(Required)*

(300 words)

How will you know you have achieved the goal(s)? How will you measure success and impact(s)? *(Required)*

300 words

### **Project Funding**

Please describe revenue sources and in-kind contributions in addition to the requested funding. Please note: only confirmed revenue sources and in-kind contributions can be included in your budget projection (with the exception of your request to the 150TIGP). *(Required)*

Can your project be separated into independent phases? If yes, please describe the different phases and associated budget requirements. This should also be indicated on your budget projection. *(Required)*

### **Project Timeline**

Your project must be started by July 30, 2022 and completed by July 30, 2024. Grant funds cannot be applied retroactively to expenses that occurred before your specified start date. A final report will be required from all successful applicants upon completion of the project.

When do you anticipate your project will start? *(Required)*

When do you anticipate your project will end? *(Required)*

### **Ownership and Management**

Applicants should be able to demonstrate they have an ongoing management/ownership relationship that extends at least 5 years beyond the completion of the project. It is important that your submission responds in full to sections 11 and 12 of the grant program summary document. You will have an opportunity to attach proof of management agreement or ownership of the site, where applicable.

Who will own or manage the completed project? *(Required)*

Who will be responsible for the ongoing operational costs and maintenance of the project when complete?

### **Attachments**

Please attach proof of management agreement or ownership of site, where applicable. Applicants should be able to demonstrate they have an ongoing management/ownership relationship that extends at least 5 years beyond the completion of the project.

Max. file size: 8 MB.

Attach the budget projection for your project. *(Required)*

Max. file size: 8 MB.

If your project includes partnering organizations, please attach the signed letter(s) of commitment from all partners. Max. file size: 8 MB.

Partner Organization 1

Organization

Name

First and Last

Email

Partner Organization 2

Organization

Name

First and Last

Email

Partner Organization 3

Organization

Name

First and Last

Email

Partner Organization 4

Organization

Name

First and Last

Email

Attach supporting documentation

Attach supporting documentation This is not required, but attachments may be provided if you believe the information will enhance your application. Examples might include:

* governing documents;
* program materials/descriptions;
* conservation plans; letter(s) of support from stakeholders (but not partners, see above);
* lease or management agreement;
* organizational governing documents;
* program materials/descriptions;
* conservation plans;
* letter(s) of support from stakeholders;
* other attachments that you believe will enhance your application.

### **Submission of Application**

Applicants should be aware that information collected is subject to the Freedom of Information and Protection of Privacy Act.

By submitting your application to the 150 Time Immemorial grant program, you certify that the information contained in this application form is to the best of your knowledge, correct and complete.

By submitting, you certify the following authorities, you confirm:

* The signer has the authority to submit the application and undertake the project.
* Your organization has the authority, through ownership or long-term agreement, to undertake the project.
* All materials, including a confirmed budget, have been included at the time of submission.
* The submitting organization has the ability to cover ongoing operations and maintenance costs.
* As applicable, the submitting organization will meet all regulations and will seek approvals when undertaking funded projects
* As applicable, the applicant will include applicable impact assessment information from project consultation (First Nations, Stakeholder, Public).

Name of applicant, authorized to submit this application for funding. *(Required)*

First and Last

Title

Organization *(Required)*