

150 Time Immemorial Grant Program



Step 1 of 10

10%

Name (Required)

First Last

Organization: legal name (Required)

Enter legal name

Organization: DBA (if applicable)

Enter 'doing business as' name, if applicable

Address (Required)

  Contact: 150TIGP@heritagebc.ca

This is what you will see first when you open the application form. It is straightforward, but a couple of comments...

- The name entered here will be the name added to the funding agreement if your projected is successful.
- The legal organization name will also be used on the funding agreement.
- please use a mailing address - do not include your physical address if mail cannot be received at that address.

Please consider the information you provide. Changes made later on will cause delays in delivering the service agreement and payment.

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




Contact: 150TIGP@heritagebc.ca

Selecting the type of organization will be straightforward for most applicants, but, in case there are questions, Part 2 of the summary guide explains the different types of eligible organizations. They are....

Local government

Indigenous government or organization Not-for-profit organization

Community contribution company or social enterprise

Applicants are not required to work exclusively in the heritage sector, but they do need to have a connection to heritage. Send us an email if you are uncertain if your organization or project has a heritage connection.

As with the CERIP program, heritage will be defined very broadly – for the purposes of this program, we could say heritage is the story of people in BC and the relationship of people to place.

You can find more information about the definition of heritage here (pasted to the chat box) :

<https://heritagebc.ca/resources/definitions-heritage-faqs/> Once again, contact us if you have any questions.

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)



Contact: 150TIGP@heritagebc.ca

These regions were used in past grant applications. Regional dispersion of projects will be part of the judging criteria.

Land ownership was a concern of the CERIP program, and now it is receiving a greater emphasis. It is important that you pay close attention to the requirements.

Essentially, the jury must feel comfortable that your project will benefit your community as you define it.

If it appears that there is a lack of wide-spread, public access or benefit, your application will be in jeopardy.

If it appears your community is similar to a club, where access is restricted, say, by membership, your application will be in jeopardy.

If there is a sense the funding could be benefiting a government, the application is unlikely to succeed.

If you are uncertain, or if your site is on provincial or federal land, we encourage you to talk with us.

We will touch on this again.

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

Select those program aims that align with your project. *(Required)*

- 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.



Contact: 150TIGP@heritagebc.ca

There are three grant streams and you will choose one...

Cultural Heritage Infrastructure

Cultural Heritage Awareness

Community and Heritage Planning

These are described in full in the summary guide, Part 4. The descriptions include a number of project examples, as well.

It is up to you to decide which stream best suits your project, but, as a basic guide, you might think of the planning stream as the preparatory stream and the awareness stream as the implementation stream.

Infrastructure will be generally permanent, fixed assets that will be useful over many years. Buildings are obvious, but by no means is that the only type of asset. Stationary rail stock and dry-docked vessels are eligible. The specific care of artefacts is not eligible, but an infrastructure that improves the conservation of artefacts is eligible.

New build is also eligible, but where the new structure has the benefit of conserving heritage. An example could be an extension to a museum where the new component provides improved archival standards to conserve sensitive artefacts in your

collection. A new structure that would house administration is not likely to be favourably reviewed as this grant program is not about organizational or financial sustainability, which we saw in the CERIP program.

You will next select the aims that match your project.

As described in the summary guide, successful projects will honour “those 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) .”

The third aim is “supporting resiliency into the next 150 years”. This refers to how your project and organization will carry heritage forward, perpetuating the story of people and place for future generations.

Projects do not necessarily have to include all three themes of reconciliation, diversity, and resilience, but it is our strong advice that you indicate your awareness of all three aims.

If it is difficult for you to connect your project to reconciliation and diversity, describe the efforts made by your organization... that could be your land acknowledgment, the heritage reconciliation pledge, an equity policy adopted by the board, staff policy, COMMUNITY ENGAGEMENT AND PARTNERSHIPS, and so on.

When describing your reconciliation and diversity efforts, please be factual to be credible.

Also, consider all sides of your project and statements. If your project is to install a climate controlled archival system to house Indigenous regalia, it would be wise to describe how your organization came into possession of the items and your policies for the return and display of the items. You do not need to describe these in great detail, but it is important to you indicate an awareness. Let the jurists know you have a thoughtful process in place or you are putting one in place.

We must note that this is not specifically part of the 150 Time Immemorial Grant Program, but it is our opinion... although we will once again point to the three program aims... reconciliation, diversity and resiliency.

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)



Contact: 150TIGP@heritagebc.ca

As mentioned, word counts have been provided as guides, except for the question that asks for a short description of your project - Please keep your responses to under 100 words.

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



Contact: 150TIGP@heritagebc.ca

This is your opportunity to provide the most detail about your project – the steps you will take to complete the proposed project.

Again, get to the point – be concise and clear, but be sufficiently detailed, so the jury understands your step-by-step plan.

You might want to use bullet points.

Also, be aware of gaps in your plan - you may know exactly what you need to do to complete your project, but a jurist will not make the same assumption if you skip over a crucial step.

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)



Heritage BC

Contact: 150TIGP@heritagebc.ca

When answering this question about cultural values, think about what your project means to people and your community. How will they benefit; How will it better tell the story of people and place?

Always watch your language – this will depend on the applicant and the project, but you do not want to suggest you know what is best for another community and for groups to which you do not belong.

Colonialist language – no matter how unintended – could jeopardize the application.

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



Heritage BC



Contact: 150TIGP@heritagebc.ca

This is a question about risk or challenges for your project.

This is not a trick question, but it is an opportunity for you to take off the tinted glasses and be more objective about the challenges your project might face.

For each challenge you identify, you need to describe how you will meet that challenge. Identifying challenges and solutions indicates you have an awareness of external influences.

Some projects may seem to be free of challenges - for example a straightforward planning project - however there might be a challenge of accessing stakeholder input or you might foresee challenges related to the implementation of the plan.

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.



Heritage BC

Contact: 150TIGP@heritagebc.ca

One of the form pages is for applicants to the cultural heritage infrastructure stream. If you are applying to one of the other streams, you can skip over this page.

For those who have previously applied to other heritage conservation grant programs, these questions will be somewhat familiar.

In responding, you want to describe your approach to heritage conservation, the benefits of your work –including conservation, but also climate adaptation and accessibility - and how this project will result in resilience of heritage infrastructure.

At some point in your application, it would be helpful for you to describe what resiliency means to you and your community... why did you select this infrastructure... how will your project build resiliency for the next 150 years and beyond.

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)*



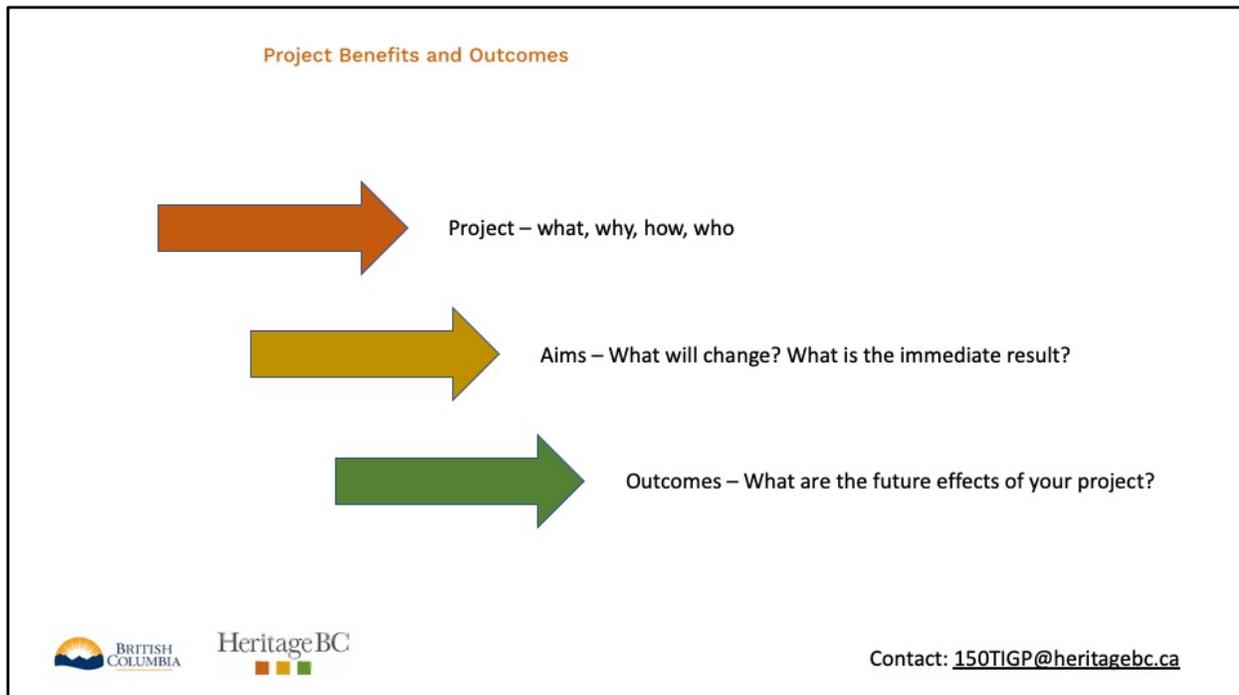
Contact: 150TIGP@heritagebc.ca

In the project participants section, you will describe who will work on the project and why you chose them.

If you feel you do not have access to the same level of expertise as other areas, do not try to hide it, but describe your context. The jurors will understand your situation, but they will want to know you are doing your best to provide the best results.

Partnerships are not required, but they will give you extra points.

Try to avoid partnerships in name only – jurors will want to see collaborations in which the participants have a real and equal commitment to the project and are involved in the development, roll-out, and success of the project.



This section of benefits, aims, and outcomes could be a little tricky to answer.

Generally, in responding to this application, you are describing your projects in three parts – the project, the aims or the benefits, and the outcomes...

Your project will be described as the what, why, how, and who.

Your project aims and benefits are what will change upon the completion of your project. It is more immediate. Please remember your aims are guided by reconciliation, diversity, and resilience, but you will likely have other benefits.

Your outcomes are what will change in the future... beyond the immediacy of your project.

An example...

Your project proposal is to research and prepare a report that looks at the ways a heritage register can be designed and incorporated into your community.

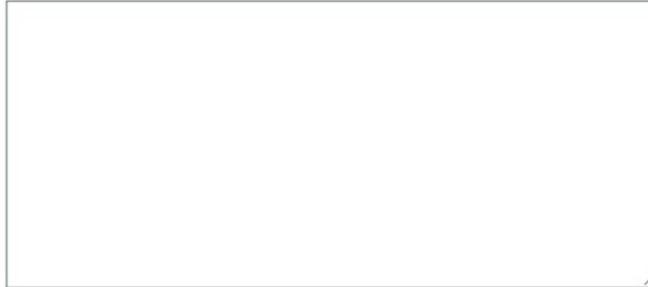
Your project aims and benefits could be the report as a guide to lead the implementation process; a partnership framework that was developed as part of the research period; a consensus with Mayor and Council for heritage recognition; and a customized tool that will honour the complete story of people and place. Finally, your project will address all three program aims – reconciliation, diversity, and resiliency – as it is your intention the report and the resulting recognition framework will address all three.

The outcomes, which come after the implementation of the report, could be the eventual list of recognized heritage sites and people; a greater awareness and participation of citizens in their history and heritage; the initiation of a heritage program that could open the door for the adoption of other heritage recognition and conservation tools; community building by recognizing your community's diverse past; population retention and increased tourism; and so on.

Of course, this is only an example - your aims, benefits and outcomes should be directly tied to your project proposal and they should seem reasonable, achievable, and logical.

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

300 words



Heritage BC

Contact: 150TIGP@heritagebc.ca

This question asks about the measurements you will make to describe your progress and the effect of your project.

Some suggestions that might help here...

Indicate you have benchmarks or you know the starting point before you undertake the project. A simple example might be your attendance...

Today, you know you have 100 visitors a month - that is your benchmark or your starting point.

You might project attendance at 120 visitors a month, an increase of 20%, after the completion of the project. That is your goal.

You will collect the attendance data through online and in person ticket sales. That is your means to measure the change and to know that you have reached your goal.

Another example might be hydro bills

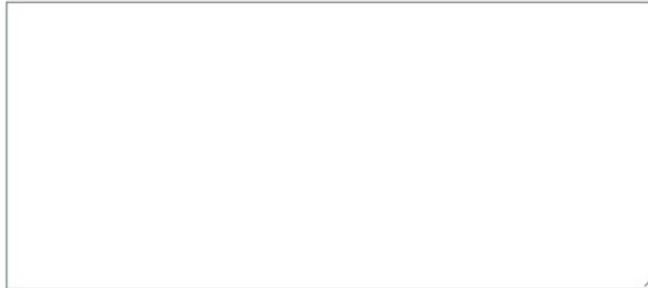
The invoices already received will produce an average benchmark - not only the monthly charges, but also an average.

Your goal might be to realize a cost reduction of 35%.

Future invoices will provide new data against which you will measure the change. If you are looking for an annual reduction, you will need at least 12 monthly statements to assess the change - however, you can monitor change throughout the period.

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)*



Contact: 150TIGP@heritagebc.ca

Project Funding for this program is different from CERIP.

First, this program will contribute up to 80% of the project cost. You need to provide the remaining 20% - or more.

This can include in-kind contributions -- but please note, these must be confirmed and in-kind cannot exceed 20% of your budget projection.

Your in-kind contribution can include administration – your overhead, such as staff, to manage the project.

If your in-kind contribution includes materials from, say a local lumber store, you must indicate this is confirmed. In this case, you could attach a letter or invoice from the store as a means of proof.

The amount you enter as in-kind funding must be matched with an equal amount on the expense side.

Your budget should be balanced - so that total revenues matches the total expenses.

A side note: some of you might be wondering if administration is a legitimate cash

expense, as it was with the CERIP program... The summary guide is silent on this... so we believe you can include administration, but our advice is to be realistic and somewhat cautious. We cannot predict how juries will respond to this and your administration expense might be removed from awarded projects.

The summary guide is also silent on contingencies. However, contingencies can be prudent and, depending on the project, it could be wise to include in your budget projection.

If you are applying for a planning grant and you have a quote for the work, a contingency may not make sense.

However, if you have a \$1M infrastructure project, a contingency is probably wise.

A final note on contingencies... the CERIP program permitted generous contingencies, but we do not suggest the same here. A rule of thumb is around 10% to 15% contingency, but that will depend on your project and context.

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)*

Previous Next

  Contact: 150TIGP@heritagebc.ca

We saw the phasing of projects came into play for the CERIP applications. This was because the total requested amount was too high and the applicants too numerous for the funding envelope, so the juries looked for ways to fund portions of the proposed projects.

Of course, this allowed juries to fund as many projects as possible.

This may happen again and so, if possible, it is important that you describe the phases of your project here and in your budget projection.

Be simple and clear – make sure the breakdown seems reasonable and logical.

If your project cannot be broken into phases – say so, indicating how each component is reliant on other parts.

Finally, the jurists will want to be confident the funds they award will complete a project - whether that is the full project you describe in your application or a portion.

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? For applicants to the planning stream, who will implement the plan? *(Required)*



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



Contact: 150TIGP@heritagebc.ca

As indicated earlier, ownership and management are very important if your project is associated to a location that is owned by a government and not your organization. You must be very clear about your relationship to the site.

Please note, applications that indicate the province or the federal government owns the site will receive additional review. This should not concern you – as long as you clearly describe your ongoing association with the property – and provide evidence with an attachment.

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.

Drop files here or

Select files

Max. file size: 8 MB.

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

Drop files here or

Select files

Max. file size: 8 MB.



Contact: 150TIGP@heritagebc.ca

You will be able to attach what you think is helpful to your application. However, this does not mean you should attach anything and everything. Be thoughtful and strategic. Consider what is specifically needed to support the case you have made in the application.

An example - a list of your directors and your bylaws will not add anything to your application. A letter of support from your Mayor could strengthen your case.

Where possible, collect several documents into one document. Keep in mind the jurists will have a lot of files to get through – don't make their work anymore difficult.

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.



Contact: 150TIGP@heritagebc.ca

This is based on the CERIP application. Some of the bullets will not be relevant to many applications – but do not be concerned with this and consider this section as a formality.

The name of the signer is likely to be the same person who completed the application. But, follow your typical procedures.

However, please remember the name entered at the top of the application form is the main contact for the communications and the grant, if one is awarded.