

# Climate Disaster Response Fund Guidelines 2022



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A program of the Heritage Legacy Fund

## Introduction

The Climate Disaster Response Fund is a one-time grant opportunity that will provide limited resources to heritage focused organizations with heritage resources damaged by recent climate and natural disasters in British Columbia.

Heritage BC, in consultation with our partners including the BC Museums Association (BCMA) and the BC Heritage Emergency Response Network (BCHERN) have determined that there is a need to address immediate conservation of heritage places impacted by recent climate based disasters over the past 12 months. By initiating a relief fund that allows for organizations with heritage resources to obtain assistance in conservation work for damaged sites, Heritage BC is recognizing the need for long term climate adaptation and support in this way is a first step in assessing and addressing the future challenges heritage places may face.

This program intake will begin on January 20, 2022 and end April 30, 2022. Applications will be accepted until April 22, 2022. All applications will be processed on a first come first served basis. The total allocation of funds is \$75,000. Heritage BC reserves the right to manage each request internally. All projects must indicate the immediacy of the issue, a relative timeline for the scope of work, and a project that is achievable within the framework of this grant opportunity.

For more information please contact:

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# General Program Guidelines

## I. Eligible Applicants

First Nations, registered non-profit societies, museums, heritage sites, and archeological sites, with an annual operating budget of under \$600,000, may apply for funding. Financial contributions are not made to individuals, unregistered organizations, or private businesses.

Applicants must show direct impact on a heritage resource as a result of climate disasters within the past 12 months.

Conservation work on heritage resources should meet acceptable conservation standards, as identified in the *Standards and Guidelines*. Applications must demonstrate an understanding of the *Standards and Guidelines* and how the heritage conservation work conforms to these standards.

There must also be a reasonable planning framework in place to ensure timeliness and priorities have been established. Consultation and advice from supporting organizations such as BC Heritage Emergency Response Network (BCHERN) which can assist with salvage resources, a conservation professional, a knowledge keeper or, a clear explanation as to why that is not necessary, will be expected in all applications.

Applicants must be a current and up-to-date paid member (corporate, government, group, student or individual) of Heritage BC to submit an application.

## 2. Funding Program

The Climate Disaster Response Fund has been developed to assist with the emergency remediation of heritage structures and sites in response to the damage caused by sudden and unforeseen events such as a violent windstorm, tornado, flood, forest fire, earthquake, ice storm, etc.

Projects that meet program criteria may qualify for up to 100% of the project cost. Matching funds are not required. Project costs must be based on a minimum of one quote, when applicable. Project costs incurred prior to notification of funding are eligible if deemed appropriate and necessary in the immediacy of this work.

All funds provided by the Climate Disaster Response Fund must be used for the purposes identified in the approved application.

Funding is limited. Financial contributions will not exceed \$8,000. Some eligible projects may not be supported. The Society reserves the right not to fund any application and to internally

manage all requests. Applicants will not be juried against each other. Each application will be received at face value and staff will assess, follow up and determine the right level of funding based on the request and funds available. Care will be taken to ensure the best decisions made in terms of equity, but essentially this limited access to relief funds will be a first come first served situation. This is a pilot project, and as such is designed to learn and understand the potential need of emergency response funding in the future. The total amount for distribution is \$75,000.

Applications **must include photographs** that clearly show the current state of the heritage resource.

### 3. Application Process

**All applications will be received, via the online application form, as of January 20, 2022 and on an ongoing basis. Applications will be accepted until April 22, 2022.**

**Each application will be evaluated individually. Funds will be dispersed upon approval.**

**Funding is available until April 30, 2022. Projects must be completed within 6 months after funding approval.**

If you have a question regarding the eligibility of any work, please consult the program staff before submitting the application.

An online application will be available upon request and will be accessible using a password.

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### 4. What Work is Eligible?

The Climate Disaster Response Fund may provide financial contributions to address urgent remedial action where needed.

- disposal and clean up of debris in buildings and surrounding grounds
- hiring of a structural engineer to give initial assessment of damage
- temporary security of the building and/or site to prevent unwanted access

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- engagement of of heritage professional, knowledge keeper, or other relevant personnel to assist with condition assessment, emergency stabilization and planning
- small scale repairs to damaged areas that have already been assessed
- exterior building conservation work, for impacted foundations, roofs, masonry, windows, doors, and other architectural features
- conservation mitigation of damaged historic structures, such as outbuildings, sheds, barns, bridges, trestles, railway turntables and platforms, etc.
- conservation of some original interior features or materials of a heritage building that has been damaged may be eligible only if they are legally protected or are formally recognized as special or essential character defining features
- conservation work for impacted historic sites, cemeteries, archeological sites, or cultural landscapes is limited to the direct repair of the existing historic resource, such as original memorials, grave markers or tombstones, fences, gates, rock walls, railings, area containment, or ground stabilization.

## What Work is Ineligible?

- Renovations, additions, or new construction to replace damaged structures, site infrastructure, or site improvements such as sidewalks, lighting, and fences, etc.
- Inappropriate conservation, repair, replacement, or maintenance of original historic materials or features with new materials or construction, such as replacing original wood windows with metal or vinyl windows
- Replacement monuments, memorials, grave markers, sculptures, public art, murals, etc.
- Garden beds, plants, trees, seeds, or living organisms
- The management, care, or conservation of museum collections, including large artifacts such as rolling stock or industrial equipment
- Other work deemed to be inappropriate at the discretion of program staff and Board

## 5. How to Apply

It is critical to the potential success of your application that you follow instructions carefully.

The online Application Form is designed to provide Heritage BC with the exact information in a consistent format that is needed to facilitate an efficient and streamlined review process. Each application will be received at face value and staff will assess, follow up and determine the right level of funding based on the request and funds available. Incomplete applications will not be accepted.

### A. Pre-Application Worksheet

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Please download the Worksheet for a step-by-step overview of the online Application Form. The Worksheet describes and explains the scope of information required, including the maximum word count. It also acts as a Checklist for all the types of support materials that are required and provides a place to save your work. It includes important instructions about uploading documents and photographs, accepted file formats and sizes, etc.

It is strongly suggested that the applicant write and edit their submission, and organize all support materials BEFORE attempting to fill in the form online.

## B. Online Application Form

Applicants must log in to the online application using the link and password provided by the program administrator. This will limit access to the program to ensure eligibility. You will not be able to save your work and return to it, so be sure to save all your information elsewhere in case of technical difficulties. The worksheet is designed to assist with information gathering.

Please complete ALL sections of the online application form. Answers should be concise yet sufficiently complete to facilitate effective review and adjudication.

## C. Submission Requirements

All support materials including documentation and images must be uploaded in accepted formats.

Using the Online Application, 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 a brief description.

## D. Eligible Costs

Provide an itemized list of specific eligible heritage costs for which funding is requested, excluding GST. Project costs may include both hard costs (construction, materials, labour, equipment), as well as soft costs, including administration, management, and permits. Total project revenue must equal total project costs. Project costs should be summarized in the format provided – refer to the Worksheet.

Contractor quotes must be:

- Actual prices solicited from an independent contractor, company, firm, or person(s) doing business
- Prepared on business letterhead or other means to identify the business' name, address, and contact information

- Recent and valid, dated no more than six months prior to the application

## E. Project Financial Budget

Applicants must provide a Project Budget showing expenditures and revenues, including a breakdown of any administrative expenses. Provide the total project costs, excluding GST costs.

If the proposed work is part of a larger project, this may include additional ineligible costs or costs not considered Heritage work. However the budget for this specific project must be clearly indicated.

The applicant is not required to contribute to the costs of the project but if there are funds directed to the project indicate how much and whether it's in kind or in cash.

Other sources of revenue are not required but if there are funds from another source being used to match eligible costs, such as insurance coverage, or other grants, indicate which are secured and which are pending. The applicant must verify if the remedial action is addressed in the organization's insurance policy.

More information about the project budget may be found in the Pre-Application Worksheet. This may be downloaded from our website.

## 6. Contribution Agreement

Successful applicants are required to sign a contribution agreement outlining the respective responsibilities of Heritage BC and the recipient. It is also required that successful applicants have sufficient insurance coverage and provide a certificate of insurance naming Heritage BC as additional insured. In some instances, certificates of insurance naming the Heritage BC as additional insured will also be required from the contractors working on the project.

Upon signing the contribution agreement and providing a certificate of insurance, the recipient will be eligible to receive the full amount of the award upon approval to expedite the work needing to be done.

Upon completion of the project, a final report with full statement of project expenses, photographs, and a summary of goals and outcomes will be required.

## 7. Funding Acknowledgement

Financial support from Heritage BC must be acknowledged, typically by:

- Recognizing Heritage BC in project signage, media releases, promotional materials, public events, and publicity.