

PRE-APPLICATION WORKSHEET

Climate Disaster Response Fund

This is a pilot project and is designed to learn and understand the potential need of emergency response funding in the future. The total amount for distribution is \$75,000 with maximum awards of \$8,000.

Please contact the program administrator before beginning the application process to confirm if your organization and project are eligible for funding, and to gain access to the online application.

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PASSWORD

1. Project Summary

PROJECT TITLE

AMOUNT REQUESTED

PROJECT SUMMARY AND SCOPE OF WORK

DATES (start and end dates)

APPLICANT CONTACT INFORMATION

CONTACT NAME

TITLE

ORGANIZATION

MAILING ADDRESS

CITY

PROVINCE

POSTAL CODE

WEBSITE

EMAIL

ORGANIZATION INFORMATION

ORGANIZATION (Legal Name)

REGISTRATION NUMBER

DATE OF REGISTRATION

SUPPORTING DOCUMENTATION

Recent Financial Statement

2. The Heritage Resource

NAME OF HERITAGE RESOURCE

ADDRESS OF HERITAGE RESOURCE

OWNER OF HERITAGE RESOURCE

MANAGER OF HERITAGE RESOURCE

OVERVIEW - A brief physical description of the Heritage Resource, its historical background, and its location. Is the Heritage Resource listed on a Heritage Register and/or legally protected?

CURRENT CONDITION - What is the current condition of the Heritage Resource? How has it been impacted?

SUPPORTING DOCUMENTATION

- Heritage Resource Owner Authorization (required if applicant is not owner of resource)
- Statement of Significance (if applicable)
- Location Map
- Current Photographs (**required**)
- Other

3. Project details

CONSERVATION PLANNING - Has a professional assessment and/or conservation plan been prepared for the heritage resource to determine immediate conservation requirements as a result of climate disaster impacts? When was it prepared and by whom? If not, please indicate how the scope of work was determined and defined.

CONSERVATION PRIORITIES - What urgent remedial action is needed? Please list in order of priority and describe the work that may be addressed through this funding opportunity.

CONSERVATION STANDARDS - The [Standards and Guidelines for the Conservation of Historic Places in Canada](#) is the benchmark for heritage conservation. How is this project consistent with these guidelines? List the applicable sections of the guidelines and how the conservation work for this project fits into these guidelines.

4. Eligible Work & Quotes

SCOPE OF ELIGIBLE WORK - Describe the eligible work you are requesting funding for. See the *Program Guidelines* for a definition and examples of eligible work.

SPECIFY ELIGIBLE COSTS & QUOTES - Provide an itemized list of the eligible work; a description of tasks, products and/or quantities; who will be responsible for managing the work; and a minimum of one quote (excluding GST), if applicable, provided on supplier letterhead. Upload any drawing, specifications, or additional documents used in defining the scope of work.

5. Project Budget

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

EXPENDITURES

ELIGIBLE COSTS - List each eligible work item/category and use ONE of the quotes (the preferred quote), submitted previously in Section 4. If you are not using the lowest quote, specify the reasons for selecting the preferred quote. Eligible costs include salaries and wages directly related to the project, consultant fees and travel, equipment rental, temporary storage costs, materials and supplies and minor capital costs in relation to the project, and administrative costs linking to the project.

INELIGIBLE COST - Costs not associated with urgent remedial action and not directly involved in carrying out the project are not eligible. This includes ongoing operations (for example: salaries, wages, travel, supplies, material, minor capital assets, fundraising, marketing, governance, and other costs related to ongoing operations), day-to-day collections management activities, development of project proposals, grant applications, strategic planning, or climate adaptation planning, and GST.

OTHER PROJECT 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. In-kind costs must be matched by equal in-kind revenues.

REVENUE

APPLICANT CONTRIBUTIONS - 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 its in kind or in cash.

OTHER SOURCES OF REVENUE - 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. Also indicate here the amount requested from the Climate Disaster Response Fund as a requested source of revenue.

EXPENDITURES

	Item	Amount	
Eligible Costs	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal	_____
Other Project Costs	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal	_____
		Total Project Costs	_____

REVENUE

Applicant Contributions	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal	_____
Other Sources of Revenue	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal	_____
		Total Project Costs	_____

6. Project Management

EXPERTISE – Explain how your organization has the necessary expertise to successfully address the priorities cited in the project? List all project volunteers, professional consultants, and knowledge keepers, and their related expertise.

PERMITS – Provide details about any building and/or work permits required and identify which are confirmed and which are still pending.

ONGOING COSTS – Will there be any ongoing maintenance costs for the project? If yes, explain what the costs are and who will pay for them.

LONG TERM VIABILITY – What is your plan for addressing climate adaptation and future protection of the Heritage Resource and/or for your site?

7. 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 BC office.
- The financial records for this project will be available for audit.
- Permission is given for on-site inspection by any person whom Heritage BC authorizes.
- All funding by Heritage BC will be properly acknowledged in print materials and other media, publicity related to the project, and at the project site if appropriate and where possible.

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. If the Heritage Resource is leased, one authorization must be the Owner's.

NAME

TITLE

ORGANIZATION

NAME

TITLE

ORGANIZATION
