

Climate Disaster Response Fund Guidelines

A program of the Heritage Legacy Fund

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

Heritage BC, in consultation with our partners 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 disasters. Heritage BC recognizes that offering emergency assistance is a first step in assessing and addressing future challenges and the need for long-term climate adaptation and support.

All applications will be processed on a first come, first served basis. The total allocation of funds is \$75,000 with a maximum award of \$8,000. Heritage BC reserves the right to manage each request internally. All projects must indicate immediacy and urgency of the issues, an approximate timeline for scope of work, and a feasible project within the framework of this grant.

*For more information, please contact our Heritage Planner and Grants Administrator:
Imogen Goldie – ijgoldie@heritagebc.ca*

General Program Guidelines

Eligible Applicants

First Nations and registered societies including non-profits and charities with an annual operating budget of under \$600,000, may apply for funding. Financial contributions are not made to individuals or private businesses.

Applicants must show direct climate impact on a heritage resource sustained in the last 12 months and must include photographs that clearly show the current state of the resource.

Conservation work on heritage resources should follow conservation standards as outlined in the Standards and Guidelines. Applications must demonstrate an understanding of the Standards and Guidelines and how the conservation work conforms to them.

There must be a reasonable planning framework in place to ensure priorities have been identified and approximate timelines established. Consultation and advice from supporting organizations such as BCHERN, conservation professionals, a knowledge keeper, or a clear explanation of why this input is unnecessary will be expected in each application.

Projects must be completed within 6 months of receiving funds.

Funding Program

The Climate Disaster Response Fund has been developed to assist with the emergency remediation of heritage structures and sites damaged by sudden and unforeseen events such as violent storms, tornados, forest fires, earthquakes, flooding etc.

Projects that meet program criteria may qualify for up to 100% of the project cost. Match 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. Heritage BC 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 the funds available. Care will be taken to ensure the best decisions made in terms of equity, but essentially this is limited access to relief funds.

This is a pilot project, and as such is designed to learn and understand the potential need for emergency response funding in the future.

Application Process

All applications will be received via the online application form. Each application will be evaluated individually with funds disbursed upon staff approval.

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

*For an application password please contact Heritage Planner and Grants Administrator:
Imogen Goldie – ijgoldie@heritagebc.ca*

What Work is Eligible?

The Climate Disaster Response Fund may provide financial contributions to address urgent remediation work.

- Disposal and clean up of debris in buildings and surrounding site
- Hiring of a structural engineer to assess damage and condition
- Temporary security of the building and/or site to prevent unwanted access
- Engagement of a heritage professional, knowledge keeper or other relevant personnel to assist with condition assessments, emergency stabilization or other planning work
- Small-scale repairs to damaged areas that have already been assessed
- Exterior building conservation work including impacted foundations, roofs, masonry, windows, doors and other important architectural features
- Mitigation of damaged historic structures such as outbuildings, sheds, barns, bridges, trestles, railway turntables etc.
- Conservation of damaged original interior features or materials of a heritage building may be eligible if they are legally protected or formally recognized as character-defining features
- Conservation work for impacted historic sites, cemeteries, archaeological sites, or cultural landscapes is limited to the direct repair of the extant resource such as memorials, graves, tombstones, fences, rock walls etc., but also containment and ground stabilization work
- Other work deemed appropriate at the discretion of program staff and board

What Work is Ineligible?

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

How to Apply

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

The online application form is designed to provide Heritage BC with the required information in a consistent format to support an efficient and streamlined application review process. Incomplete applications will not be accepted.

A. Pre-Application Worksheet

Please download the worksheet for a step-by-step overview of the online application form. The worksheet describes the scope of required information. It also acts as a checklist for the types of support materials required and a place to save your work. It includes instructions about uploading support documents, accepted file formats, sizes, etc.

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 your eligibility. You will not be able to save your work and return to it, so be sure to have your information gathered elsewhere in case of technical difficulties.

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

C. Submission Requirements

All support materials including documentation and images must be submitted 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, and scans. Preferred file format for all images is .JPG. File size is limited to 5MB for each upload.

Please label files clearly and consistently with a brief description.

D. Eligible Costs

Provide an itemized list of specific eligible 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.

Questions? Contact Imogen Goldie, Heritage Planner & Grants Administrator at igoldie@heritagebc.ca
More information on the Climate Disaster Response Fund at heritagebc.ca/funding/climate-disaster-response-fund/

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 Final 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 indicated how much and whether it is 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, please indicated which are secured and those pending. The applicant must verify if the remediation action is addressed in the organization's insurance policy.

More information about the project budget can be found in the pre-application worksheet and downloaded from our website.

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 Heritage BC as additional insured will also be required from 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 award to expedite the urgent work.

Funding Acknowledgement

Heritage BC graciously requests that the financial support be acknowledged, typically by recognizing Heritage BC in signage, medial releases, publicity etc.