Application Worksheet

Heritage Planning Grants

The HLF Heritage Planning Stream provides financial contributions up to $5,000 which can comprise up to 50% of the project's cost.

Heritage planning projects involve the production of documents to assist with heritage conservation and awareness initiatives.

Funding applications and/or organizations that incorporate priorities such as climate action/adaptation, accessibility, reconciliation and cultural awareness, will receive additional consideration in the review process.

Potential applicants must contact program staff at Heritage BC to confirm the eligibility of both the applicant and the project to receive an access code for the online form at least two weeks before the application deadline. If you have questions regarding eligibility please consult program staff before submitting your application.

THIS IS NOT A GRANT APPLICATION

Applications must be submitted using our online form

E-mail grants@heritagebc.ca to confirm eligibility and request an access code

HeritageBC

Project Information

Project Title

Project Summary

   Summarize your project in 150 words or less

Project Start Date

   must not be before application deadline

Project End Date

   must be within 18 months of project end date

Applicant Information

Heritage BC Membership

Individuals and for-profit organizations are not eligible to apply for Heritage Legacy Fund grants

> *Group (non-profit societies and charities)*

> *Government (including educational institutions)*

> *Corporate*

Legal Name of Organization

Type of Incorporation

Only the following types of organizations are eligible to apply for Heritage Legacy Fund grants.

> *Registered not-for-profit (BC Society Act)(must provide active BCID)*

> *Local Government (Community Charter)*

> *School Board*

> *Self-governing First Nation*

Organization Mailing Address

Organization Website

Contact Information (who will be the primary contact for the application)

Heritage Resource Details

Type of Heritage Resource

> *Built heritage*
>
> *Cultural Landscape*
>
> *Intangible heritage (cultural practices, language, traditions, etc...)*

Name of Heritage Resource

Address or Location of the Heritage Resource

Owner of Heritage Resource (if applicable)

Manager of Heritage Resource (if applicable)

Heritage Protections (if applicable)

> *Conservation Covenant*
>
> *Heritage Designation*
>
> *Heritage Revitalization Agreement*
>
> *Listed on a Heritage Register*
>
> *Scheduled Property in a Heritage Conservation Area*

Statement of Significance

if one exists it must be included with the application, if one does not exist applicants will be asked to provide additional details as part of the application

Overview of Heritage Resource

Provide a brief physical description of the built heritage resource and its location.

Historical Background

Please provide a brief historical background of your built heritage resource and answer the following questions where relevant. When was it designed and built, and by whom? What is the period and descriptive characteristics? What were its historic uses or functions? What is the pre-colonial history and Indigenous relationship to the place?

Current Condition

What is the current condition of the Heritage Resource? What are its current uses?

Heritage Conservation grant applications must provide historical and current photos of the heritage resource.

Project Details

Type of Project

> *Accessibility Plan*
> *Condition Assessment*
> *Conservation Plan*
> *Heritage Assessment*
> *Interpretation Plan*
> *Maintenance Plan*
> *Statement of Significance*
> *Other*

Project Description

Briefly describe the project and any resulting plans or documents to be produced. How will these plans or documents be used going forward? What are the benefits for the Heritage Resource? Explain how the planning process will take into consideration Indigenous history and heritage, such as pre-Colonial and territorial history and cultural connections. If the planning process will not take into consideration Indigenous heritage, please explain why.

Methodology

Provide a step-by-step description of the proposed project, including surveys, consultation, drafting, editing, etc. Identify the appropriate standards or guidelines (i.e. [The Standards and Guidelines for Historic Place Conservation in Canada](); [Canadian Register of Historic Places-Writing Statements of Significance](); etc.) and how these will be used to ensure the project conforms to best practice.

Project Budget

[LINK TO BUDGET TEMPLATE](#)

Specify Eligible Costs

Provide an itemized list of eligible work for which you are requesting funding; a description of tasks, products and/or quantities; who will be responsible for managing the work; and a minimum of two quotes (excluding GST) with copies provided on supplier letterhead. Upload any drawing, specifications, or additional documents used in the tendering process and selection of quotes for the work. See the [Program Guidelines & Policies](#) for a definition and examples of eligible work.

Contractor Quotes

Include quotes on supplier letterhead for all eligible expenses

Project Management

Expertise

Explain how your organization has the necessary ingredients to successfully complete the project; which may include organization skills, track record, experience, matching funds and resources, partners, and/or local government support. List all project volunteers and professional consultants and their disciplines and experiences.

Permits

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

Ownership

Who will own, use and be responsible for the management and maintenance of the completed project and Heritage Resource. include any management agreements as supporting documentation

Long Term Viability

Explain the plan for continued use and viability of the heritage resource. If there is a Heritage Management Plan it should be included as supporting documentation

Ongoing Costs

Identify any ongoing operating or maintenance costs for the completed project and who will be responsible for them

Project Merit

Your application will be evaluated in part on its merit compared to other projects, as well as its strategic benefit to raise awareness in your community and in British Columbia.

Explain how your application meets the goals of the Heritage Legacy Fund described in the [Program Guidelines & Policies](#).

Strategic Benefit

Is the proposed project particularly innovative or does it address an important issue that may have wider application or consequences for heritage conservation in your local community and BC?

Community Support

Describe how the community supports and endorses the project and your organization. Upload letters of support in the supporting documentation area below.

Public Awareness

What are your plans to promote awareness of the project and its benefits? If approved, what can your organization do through this project to promote the project outcomes and the Heritage Legacy Fund?

Reconciliation

Describe how your organization is advancing reconciliation and how this project supports and furthers the reconciliation process.

Identify how your project addresses and supports the goals and vision of the Truth and Reconciliation Commission's 94 Calls to Action and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

You may upload any acknowledgements, statements, or commitments relating to reconciliation in the supporting documents section of the application

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 Legacy Fund office.

The financial records for this project will be available for audit.

Permission is given for on site inspection by any person whom the Heritage Legacy Fund authorizes.

All funding by the Heritage Legacy Fund will be properly acknowledged in print materials and other media, publicity related to the project, and at the project site by prominently displayed signage or other promotional materials supplied by the Heritage Legacy Fund.

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.