



**Alberta Historical Resources Foundation  
Heritage Preservation Partnership Program**

**Historic Resource Conservation Grant Application**

**Conservation Work  
Studies & Professional Services**

**Annual Application deadlines: First working day of February and September**

1. Read the program guidelines before completing this application. These guidelines are also available at [www.culture.alberta.ca/ahrf](http://www.culture.alberta.ca/ahrf).
2. Fill out the forms completely and attach all required supporting documents. Submit separate applications if applying for both conservation work and studies/professional services.
3. Staple or clip together applications. Do not bind applications. Do not submit double-sided documents. Make a copy for your records.
4. Drop off your application or send by mail/courier to: Alberta Historical Resources Foundation  
Old St. Stephen's College Building  
8820 – 112 Street  
Edmonton, Alberta T6G 2P8
5. If you have any questions, contact the Program Coordinator at (780)431-2305, toll-free in Alberta by first dialing 310-0000. Office hours are from 8:15 a.m. to 12:00 and 1:00 to 4:30 pm.





Alberta Historical Resources Foundation
Heritage Preservation Partnership Program

Historic Resource Conservation
Grant Application

For office use only

File no:

HCA:

Date received:

This is a grant application for (check one) [ ] conservation work including associated architectural/engineering services
[ ] studies and/or professional services

SECTION A: HISTORIC RESOURCE INFORMATION

Name of Historic Place [Name used on the provincial historical designation order or the municipal designation by-law]

Location [Street No. City/Town Postal Code]

OR [Legal Description Municipality]

Designation Status

[ ] Provincial Historic Resource (PHR) [ ] Non-designated Indigenous Historic Place
[ ] Municipal Historic Resource(MHR) [ ] Non-designated Cemeteries/Burial Grounds
If an MHR, is it listed in the Alberta Register of Historic Places? [ ] Yes [ ] No [ ] Local or Registered Historic Resource
If not yet listed in the Register, describe its status in the listing process.

Have you applied previously for funding to the Alberta Historical Resources Foundation, for this historic resource? [ ] Yes [ ] No
If so, when was your last application? [Month and year of application]

SECTION B: APPLICANT and OWNER INFORMATION

Applying as an individual

Name(s) Mr./Mrs./Ms. [If a grant is approved, this individual will be receiving the grant and signing the Grant Funding Agreement.]

Address [Unless otherwise specified, this address will be used for all correspondence and remittance of funds.]
[Street / P.O. Box No. City / Town Postal Code]

Bus. Ph. ( ) Res. Ph. Cell Ph. ( )

Fax No. ( ) E-mail

Applying on behalf of an organization

Name of Organization [If a grant is approved, this organization will be receiving the grant and signing the Grant Funding Agreement.]

Registered Mailing Address [Unless otherwise specified, this address will be used for all correspondence and remittance of funds.]
[Street / P.O. Box No. City / Town Postal Code]

Bus. Ph. ( ) Fax ( )

Contact Person Mr./Mrs./Ms.

Position / Title E-mail Website

Bus. Ph. ( ) Res. Ph. ( ) Cell Ph. ( ) Fax No. ( )

## Ownership

Are you the legal owner of this historic resource?  Yes  No

If not, who is the legal owner? Name of Legal Owner \_\_\_\_\_

Contact person for legal owner \_\_\_\_\_ Address \_\_\_\_\_

Ph. No ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Do you have authorization from the legal owner to proceed with the work and apply for this grant?  Yes  No

If so, attach the written authorization from the owner such as a letter or Lease Agreement, if applicable.

## GST Rebate (if applying as an organization)

Are you entitled to claim a rebate to recover the GST you paid on goods and services?  Yes  No

If you answered yes to the above question, what percentage of the 5% GST do you recover?  50 %  100% \_\_\_\_\_ %

For example, some non-profit organizations recover half, or 50% of the 5% GST paid. This portion of the GST will be deducted when computing eligible cash expenses in Sections F and G.

## SECTION C: REQUIRED SUPPORTING DOCUMENTS

**Submit the supporting documents that apply to you. Place a check mark on all submitted documents.**

### All applicants

- Cost estimates/quotes (for proposed or work-in-progress) or invoices/receipts (for completed work) from contractors, consultants, suppliers of services and materials
- Copy of terms of reference used to solicit architectural/engineering consultants and copy of consultant's proposal and fees, where applicable
- If you are the legal owner of the property: copy of Land Title Certificate
- If you are not the legal owner of the property: written authorization from the owner to proceed with the proposed work and apply for the grant, and copy of Lease Agreement, if applicable.
- If applying for a grant from another program: provide supporting information about your funding request.
- If receiving a grant from another program: copy of letter and/or agreement identifying the amount awarded and what the grant is funding

### For applying organizations except municipalities

- Incorporation document of applying organization
  - List of current executives or Board of Directors including name, position/title and phone number
- If necessary, you may be requested to submit Financial Statements.

### For Municipal Historic Resources

- If not yet listed on the Alberta Register of Historic Places: copy of designation by-law and Statement of Significance
- Municipality's written approval for work proposed in this application

### Non-designated Indigenous Historic Places, Non-designated Cemeteries or Burial Grounds or Local Historic Resources

- For non-designated Indigenous Historic Places: A Band Council Resolution that commits to the preservation of the historic place in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*
- Detailed description of the historical significance of your resource
- Supporting documentation from history books or other sources of information you used in your research.
- Letters demonstrating broad community support for the preservation of the site, from e.g. civic leaders, historical societies, community associations, service clubs, interest groups, etc.

## **SECTION D: USE OF HISTORIC PLACE**

**Describe the current and future use of your historic place/resource. Use the space provided or use separate page, if necessary.**

## **SECTION E: PROJECT DESCRIPTION**

**Fully describe the project for which you are requesting funding. State why work is necessary. Use the space provided or use separate page, if necessary.**

## SECTION F: CASH EXPENSES FOR CONSERVATION WORK, STUDIES AND PROFESSIONAL SERVICES

Enter your information on this page or use as a template.

- List the work and the estimated or actual cost. Use additional sheets if necessary.
- Attach supporting cost quotes/estimates or invoice/receipt of completed work.
- Enter the total eligible cash expenses in section I, line 1.

Work Item	Contractor/Supplier	Estimate or Invoice Number	Start Date (mm/year)	Completion Date (mm/year)	Amount without GST (\$0.00)	GST (\$0.00)	Total (\$0.00)	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
<b>Totals</b>						\$	\$	
<b>Minus GST rebate</b> Multiply total GST with GST rebate rate to determine amount of GST you are entitled to recover, does not apply to individuals							(\$	)
<b>Total eligible cash expenses for conservation work</b>							\$	

↓  
Enter in line 1 of Section I - Project Budget

## SECTION G: DONATED LABOUR, SERVICES, MATERIALS AND EQUIPMENT

Enter your information on this page or use as a template.

- Identify donated labour, services, materials and equipment must be for direct conservation work. In-kind donations for fundraising, project management, administration, planning, attending meetings and similar activities, are not eligible.
- Identify donated labour and services. Include estimated/actual number of volunteers, type of work, and estimated/actual number of hours, and dollar value. Valuation should be in accordance with the following: \$15/hour for unskilled labour; \$30/hour for skilled labour (for example, by qualified contractors or tradespeople); and fair market value for professional services.
- Identify donated materials and equipment used, and estimate the total value. Valuation should be in accordance with the following: \$60/hr for heavy equipment, including operator costs and fair market value for materials and services.
- Do not include GST. Enter total eligible cash expenses in section I, line 2.

Item	Details (Include source of donation, number of hours x hourly rate)	Value of donation (\$0.00, excluding GST)
		\$
		\$
		\$
		\$
		\$
<b>Total donated labour and services</b>		\$
		\$
		\$
		\$
<b>Total donated materials and equipment</b>		\$
<b>Total in-kind donations</b> Add all donated labour, services, materials and equipment		\$



Enter in line 2 of Section I – Project Budget

## SECTION H: CASH EXPENSES FOR NON-CONSERVATION WORK

Enter your information on this page or use as a template.

- Certain non-conservation work may be considered as the applicant’s contribution such as installation and upgrading of mechanical, electrical, or plumbing services to meet code; attic insulation; and insulation stops.
- Enter total cash expenses for non-conservation work in section I, line 5.
- The eligible portion of cash expenses for non-conservation work (section I, line 9) and in-kind donations (section I, line 4), when added, must not exceed the eligible cash expenses for conservation work (section I, line 1).

Work Item	Contractor/ Supplier	Estimate or Invoice Number	Start Date (mm/year)	Completion Date ( mm/year)	Amount without GST (\$0.00)	GST (\$0.00)	Total (\$0.00)
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
<b>Totals</b>						\$	\$
<b>Minus GST rebate</b> Multiply total GST with GST rebate rate to determine amount of GST you are entitled to recover, does not apply to individuals							(\$ )
<b>Total eligible cash expenses for non-conservation work</b>							\$



Enter in line 5 of Section I – Project Budget

**SECTION I: PROJECT BUDGET**

**EXPENSES**

**For conservation grants**

<b>1</b>	<b>Cash expenses for conservation work from Section F</b>		\$
2	In-kind donations for conservation work from Section G	\$	
3	1/3 of eligible cash expenses in line 1	\$	
<b>4</b>	<b>Eligible in-kind donations: lesser of lines 2 and 3</b>		\$
5	Cash expenses for non-conservation work from Section H	\$	
6	Cash expenses for conservation work from line 1	\$	
7	In-kind donations from line 4	\$	
8	Line 6 minus Line 7	\$	
<b>9</b>	<b>Eligible cash expenses for non-conservation work: lesser of lines 5 and 8</b> Total of lines 4 & 9 not to exceed Line 1		\$
<b>10</b>	<b>Total project value of conservation project: add lines 1, 4, 9</b>		\$

**For studies or professional services grants**

<b>11</b>	<b>Total project value of studies and professional services – cash expenses from Section F</b>		\$
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**REVENUE**

**Identify only the funds associated with the cash expenses listed in Section F.**

		Confirmed	Pending	
	Eligible in-kind donations <i>from line 4 above</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Eligible cash expenses for non-conservation work <i>from line 9 above</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal grants <i>Indicate program name.</i>			
	Federal grants <i>Indicate program name.</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Others <i>Indicate program name.</i>			
	Applicant cash <i>Includes applicant's own cash, cash from donations &amp; fundraising</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Total applicant contribution: at least 50% of line 10 or 11</b>	\$		
	Other provincial funding sources: <i>indicate program name</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Grant requested from AHRF <i>For conservation grants, up to 50% of total eligible project value in line 10 above, maximum of \$100,000 for Provincial Historic Resources, \$50,000 for Municipal Historic Resources and \$5,000 for Local Historic Resources.</i> <i>For studies or professional services grants, up to 50% of line 11 above, maximum of \$25,000.</i>	\$		
<b>13</b>	<b>Total provincial government funding: up to 50% of line 10 or 11</b>	\$		
<b>14</b>	<b>Total revenue: line 12 plus line 13 – this must be equal to line 10 or 11</b>	\$		



## SECTION J: DECLARATION STATEMENT

If applying on behalf of an organization, a duly authorized representative having legal and/or signing authority for the organization must sign this form.

The personal information collected in this application is required for the administration of the Alberta Historical Resources Foundation, Heritage Preservation Partnership Program and collection is authorized under the *Historical Resources Act*. This information will also be shared with Alberta Culture and Tourism, which provides consultative and technical assistance to this program, and manages the grant information system within the ministry. The information will not be disclosed to any other third parties except as allowed by the *Freedom of Information and Protection of Privacy Act* or the applicant.

I am the applicant or the authorized representative of the applicant. I have reviewed the attached application and accompanying documents and to the best of my knowledge and belief, the information herein is true and accurate.

I have read the program policies and hereby agree to comply with the conditions of the program under which I am applying; I agree not to hold Her Majesty the Queen in Right of Alberta, as represented by the Minister of Culture and Tourism, and his/her employees or agents, responsible should the application or supporting material be lost or damaged.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

(     ) \_\_\_\_\_ (     ) \_\_\_\_\_  
Bus. Ph.                                      Res. Ph.

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applying Organization