# 2023-24 Funding Application - National Cost-Sharing Program for Heritage Places

#### Important

* Complete parts A through F, part G if applicable, and sign and date section H. For Indigenous organizations wishing to apply for a pilot project, please do not complete this form. We kindly ask that you contact the Program Office to apply.
* All required documents can be submitted by email to [partagedesfrais-costsharing@pc.gc.ca](mailto:partagedesfrais-costsharing@pc.gc.ca). Our email system can receive messages up to a maximum of 20 MB in size; it is recommended that you send a separate email, without attachments, notifying the Program of your intent to submit an application. If you are unable to submit an application by email, please contact the Program office by phone or email to arrange an alternative submission, well in advance of the application deadline.
* Please note that you can enter your answers into the answer boxes provided by simply overwriting the instructions in parentheses (). Should you encounter any problems with the forms, please contact the Program Office.

## Part A - Heritage Place Information

### A.1 Designation name of heritage place: (please insert the name of the federally designated heritage place here)

### A.2 Address of heritage place: (please insert street, city, province / territory, postal code here)

### A.3 Name of Property: (for contributing properties within a heritage place, please insert the relevant names here)

## Part B - Applicant Contact Information (Refer to Section 5.1 of the Guidelines)

### B.1 Legal Name of Organization applying for assistance: (please insert name here)

### B.2 Please select your Eligible Organization Type:

### Owner or lessee (not-for-profit organization)

### Owner or lessee (regional or municipal government)

### Owner or lessee (provincial or territorial government, institution, agency or Crown Corporation)

### Not-for-profit organization acting on the authority and behalf of an eligible owner or lessee

### Not-for-profit Indigenous organization with a formalized stewardship responsibility directly related to all or part of a heritage place

### Not-for-profit Indigenous organization acting on the authority and on behalf of an eligible not-for-profit Indigenous organization

#### Please Note - Ineligible applicants include:

* Applicants representing or applying on behalf of individuals, the federal government (i.e. federal departments, Crown corporations and/or agencies), lessees of federally-owned heritage places; for-profit organizations or business entities (including condominium corporations); and
* Applicants representing historic places that have not been formally recognized by the Government of Canada.

### B.3 Business or CRA Number (if applicable): (please insert relevant number here)

### B.4 Name of Contact for Official Correspondence

Name: (please insert name of official contact here)

Title: (please insert title of official contact here)

Salutation: (please insert preferred salutation here)

Mailing Address: (please insert street, city, province / territory, postal code here)

Telephone Number: (please insert telephone number of official contact here)

Cellphone/Other Number: (please insert other number, as required here)

E-mail Address: (please insert e-mail address for official contact here)

### B.5 Name of Project Contact (please only fill out this section if the information differs from Contact for Official Correspondence section)

Name: (please insert name of project contact here)

Title: (please insert title of project contact here)

Salutation: (please insert preferred salutation here)

Mailing Address: (please insert street, city, province/territory, postal code here)

Telephone Number: (please insert telephone number of project contact here)

Cellphone/Other Number: (please insert other number, as required, here)

E-mail Address: (please insert e-mail address for project contact here)

### B.6 Preferred language of communication: (please select English or French)

### B.7 Website Address: (please add Website address, if available, here).

## Part C - Site Ownership / Lessee Status (Refer to Section 5.1 of the Guidelines)

### C.1 Please select applicable category:

You are the owner

You represent an eligible owner (please provide owner information in the relevant section)

You are a lessee and the end date of your current please is: (please enter date here). Please also provide owner information in the relevant section.

You represent an eligible lessee. Please provide owner information in the relevant section.

### C.2 Describe the Ownership of the Site

You must own or be acting on the authority of an eligible owner or long-term lessee (minimum 10-year lease) in order to apply for funding assistance. Please attach documentation to your application and explain how the documents provided support your claim of ownership or lessee status.

(Please describe the ownership of the site here)

### C.3 Owner Contact Information (if you are a Lessee or Represent or are applying on behalf of an Organization)

This information should match the following supporting documentation to be included with this application: proof of ownership, owner authorization and proof of owner’s non-for-profit status.

Name: (please insert name of contact for owner here)

Title: (please insert the title for owner here)

Salutation: (please insert preferred salutation here)

Mailing Address: (please insert street, city, province/territory, postal code here)

Telephone Number: (please insert owner’s phone number here)

Cellphone/Other Number: (please insert other number if relevant here)

E-mail Address: (please insert e-mail address here)

## Part D - Checklist of Documents (Refer to Section 5.5 of the Guidelines)

The following forms and documents are mandatory and must be included with your application:

##### Proof of Eligibility

* A finalized Statement of Significance for the heritage place OR, in the case of a contributing property within a heritage place, a Confirmation of Contributing Property, the Statement of Values, and the Statement of Significance
* Documentation of ownership, long-term site lease and/or operational agreements between the organization and the site owner
* Proof of not-for-profit status (include certification of incorporation, letters patent, or other similar document)
* Proof of matching funding (must be at least equal to amount of funding requested)

##### Project Proposal

* Completed Funding Application Form (with original signatures)
* Completed Project Timeline
* Completed Project Budget (with original signatures)

##### Supporting Documentation

* Most recent audited or un-audited Financial Statements (prepared within the last 12 months)
* Class C or equivalent estimates prepared within the last 12 months by contractors, architectural firms/experts or conservation firms/experts for all proposed conservation work
* Applicable plans, drawings and sketches, architectural and engineering studies
* Recent high resolution digital photos taken of the property in its current condition that illustrate specific threats facing the site and address any concerns or activities outlined in the project description.

## Part E - Project Description (Refer to Section 5.2 of the Guidelines)

### E.1 Please select one Project Category only:

Category 1: Preparatory Assistance Project (maximum contribution of $25,000)

Category 2: Conservation Project (maximum contribution of $250,000)

Category 3: Presentation Project (maximum contribution of $25,000)

### E.2 Anticipated Project Duration (Projects must take place between April 1 and December 31, 2023):

From (please insert start date) to (please insert end date)

### E.3 Provide a summary of the proposed project that includes the following:

* Brief description of the proposed project, objectives and scope of work to be undertaken for which your organization is requesting funding. For conservation projects (Category 2), a more detailed description of individual activities will be requested in the next section.
* Brief description of how your project will help conserve the values and/or character-defining elements of the site.
* Brief description of expected short-term and long-term results of the project.

The description may be posted on Government of Canada websites if you receive funding and may be used in the monitoring of approved projects.

(Please insert your proposed project summary here)

### E.4 Category 2 Project - Detailed Description of Project Activities (For Conservation Projects Only)

Include a detailed description of each component of the project:

* Begin by describing site or landscape work, followed by work on the exterior, including new elements, and finally work on the interior, if applicable;
* Describe each block of work and its effect on the features or spaces of the site. These blocks should reflect the categories in the timeline and/or project budget, such as masonry work, roof repairs, etc.

#### Important

While condition assessments or other types of documentation may also be provided in support of this application, the completion of these blocks with detailed information on each component of the project is essential; the Program will base some of its assessment on this information.

You must describe each block of work for your conservation project using the following format:

Block Number # (please number each item of work)

1. Feature or character-defining element: identify the heritage feature (character-defining element) requiring work and indicate whether it is original, was added at a later date, or is new, and its condition.

(Please insert your answer here)

1. Describe work and impact on existing feature or character-defining element: provide a detailed explanation of the conservation work to be undertaken. Describe the effect (visual, structural, or other) on existing features. This description should provide precise information of the proposed conservation treatment method envisioned. For example, use precise terminology such as “non-abrasive cleaning,” not just “cleaning”; or “will be repaired to match existing joint colour and profile” not just “will be repaired”; or “The planting bed will be restored to its original appearance based on photographic and documentary evidence.” You may wish to refer to the [Standards and Guidelines for the Conservation of Historic Places in Canada](https://www.historicplaces.ca/en/pages/standards-normes.aspx) for guidance on conservation interventions.)

(Please insert your description here)

1. Photo number(s): indicate photograph numbers that illustrate the described heritage feature.

(Please insert photograph numbers or names here)

1. Drawing/plan number(s): indicate drawing or specify page numbers that show the conservation work and impact on the resource or site.

Attach sketches, drawings, plans, etc. that illustrate the current state of the property and the proposed work (e.g. site plan, floor plans, sections and elevations (if appropriate) as well as details and, if available, illustrative sketches and renderings of the proposed work). Identify the location of new elements on plans, sections and elevations and number all documents.

(Please insert your answer to this question here)

### E.5 Category 3 Project - Key Messages (for presentation projects only)

Describe the proposed presentation components and list the key messages you plan to convey. Clearly demonstrate how the proposed presentation components are an effective and appropriate means of presenting such messages.

(Please insert your answer to this question here)

### E6. Official Languages (for presentation projects only)

Explain how your organization will provide information related to the presentation components equally in both official languages.

(Please insert your answer to this question here)

## Part F - Additional Questions

The assessment of your project will address the five following criteria:

* Demonstrated level of threat to the heritage value(s) of the heritage place and suitability of proposed mitigation strategy or measures;
* Demonstrated adherence to the [Standards and Guidelines for the Conservation of Historic Places in Canada](https://www.historicplaces.ca/en/pages/standards-normes.aspx) (second edition);
* Demonstrated need for financial assistance, including evidence that the project could not proceed effectively without funding from the program;
* Level of financial risk associated with the project, including the financial stability/viability of your organization, its financial management capacity, and the amount of secured matching funding in place; and
* Demonstrated capacity to carry out and complete the proposed activities, in terms of conservation expertise and prior experience, by December 31, 2023.

Please succinctly answer the following questions, designed to assess the above criteria, using the provided template. Please answer all of the applicable questions.

#### Question 1: Level of Threat

Describe the current state of the site, threat(s) to its heritage value(s) and the impact of the proposed project on the site. Clearly describe the current state of the site, including threat(s) to the heritage place, for which an intervention is required. If applicable, refer to supporting documentation such as condition assessments or conservation plans. Include how threats to the site will be mitigated / reduced. We highly recommend taking photographs of the threatened resources and including them with your application.

(Please insert your answer to Question 1 here)

#### Question 2: Funding (Refer to Section 5.3 Of The Guidelines)

##### 2A. Describe your matching funding

How do you expect to finance this project? Have the revenues from other public and / or private funding bodies been secured or will they be secured by April 1st, 2023? If yes, include letters of support and letters indicating confirmed funding identified in the budget. If the funding from other sources has not been obtained or fully secured, have other potential sources of funding been identified? Can your proposed project still take place without these non-secured funds? If not, explain how and when additional funding will be secured. Indicate application deadlines and expected decision dates for other programs to which you have applied for funding.

(Please insert your answer to Question 2A here)

##### 2B. If you do not obtain the funding requested, in what way would it affect your site?

Describe the potential impact if not awarded funding by the program, such as a decrease of the condition of resources at the site, destruction of the heritage value of the site, the closure of the site, reduced access to the site, reduced presentation of the site, reduced ability to generate revenue or attract other funds, reduced ability of management to make plans for the future of the site or, no impact. Your financial statements should corroborate your need for funding and any surplus should be explained.

(Please insert your answer to Question 2B here)

#### Important

Please complete the Budget and Timeline Forms separately in the templates provided.

#### Question 3: Organizational Capacity

##### 3A. Describe your organization’s heritage conservation experience

Provide in chronological order information regarding the organization’s past experience handling heritage conservation and/or other projects. Include concrete examples that demonstrate financial and project management capacity. If applicable, include examples of projects previously funded by federal, provincial, territorial or local governments.

(Please insert your answer to Question 3A here)

##### 3B. Describe the project team

Who will manage the project? Describe the roles and responsibilities of all major parties involved in the project (applicant, other funding parties, architects, contractors, etc.). Describe the technical expertise, prior heritage conservation experience and skill sets for each team member, where applicable.

(Please insert your answer to Question 3B here)

##### 3C. Disclosure (refer to Section 5.7 of the Guidelines)

Provide information on the involvement of any current or former public servants, or current or past Members of Parliament, and/or the involvement of lobbyists, and provide assurance that the lobbyists are registered in accordance with the Lobbying Act, as well as that no actual or potential conflict(s) of interest exists nor any contingency fee arrangement(s).

(Please insert your answer to Question 3C here)

## Part G - Priority consideration (Refer to Section 4B of the Guidelines, Not Mandatory)

Special consideration may be given to projects that seek to better represent the diversity and complexity of Canadian history, address the effects of climate change, or to advance accessibility or inclusion at heritage places. If applicable, please describe how your proposed project addresses any of these priorities.

Please note that a response to this question is not required for consideration for funding; responses may be used to prioritize funding decisions.

(Please insert your answer to this question, if applicable, here)

## Part H - Affirmation

I AFFIRM THAT the information in this application is accurate and complete, and the project proposal, including plans and budgets, are fairly presented. I will provide any additional information and documentation as may be necessary to the Parks Canada Agency in assessing the application. I confirm that the applicant is not in default with the Crown. I agree that once funding is provided, any change to the project proposal will require prior approval of the Parks Canada Agency. I agree to publicly acknowledge funding and assistance by the Parks Canada Agency, in accordance with the terms of the funding agreement. I also agree to submit a final report, and where required, financial accounting for evaluation of the activity funded by the Agency. I understand that the information provided in this application may be accessible under the *Access to Information Act*. I also agree to respect the spirit and intent of the various acts and policies governing the programs of the Parks Canada Agency.

Authorized Signature:

Name and Title: Please insert your name and title

Date: Please indicate the date of your signature