

HERITAGE PRESERVATION PARTNERSHIP PROGRAM

Heritage Awareness, Publication and Research Grants

The Heritage Preservation Partnership Program is the principal heritage funding program of the Government of Alberta. The program provides matching grants and scholarship funds to support initiatives that preserve and interpret Alberta's rich heritage. It is administered by the Historic Resources Management Branch of Alberta Culture, Multiculturalism and Status of Women.

The annual application deadline is the first working day of February.

Guidelines and application forms are available at:

[Heritage Awareness Grants](#), [Publication Grants](#), [Research Grants](#)

For more information on these guidelines, contact the Program Coordinator at carina.naranjilla@gov.ab.ca or 780-431-2305 (toll-free by first dialing 310-0000). Office hours are Monday to Friday, 8:15 a.m. to 12:00 and 1:00 to 4:30 pm.

Submit applications to the Heritage Preservation Partnership Program, Old St. Stephen's College Building, 8820-112 Street, Edmonton, AB T6G 2P8 or to cmsw.hppp@gov.ab.ca.

HERITAGE AWARENESS GRANTS

provide funding to various forms of initiatives that preserve, interpret, promote awareness, produce new understanding or add to the knowledge base of Alberta's history. The maximum matching grant is \$15,000.

Eligible Projects and Expenses

- Design, fabrication and installation of heritage markers, plaques, cairns, monuments, interpretive displays that provide substantial information about Alberta's history

A copy of interpretive text must accompany the application.

- Production of multimedia or participatory projects that will promote awareness of Alberta's history, such as historical videos, broadcasts, walking tours, plays and the heritage component of websites

Content must be provided. The cost of maintaining websites is not eligible.

- Delivery of public educational programs that will increase knowledge and understanding of Alberta's history

Content of the program must be provided.

- Professional development opportunities within the field of heritage preservation such as attending workshops, seminars or conferences relating to the preservation and interpretation of historic resources

Applicant must provide evidence that attendance is vital to his/her career in heritage preservation.

- Projects that encourage public involvement in heritage preservation issues and promote knowledge about Alberta's history such as the organization and presentation of local or provincial workshops, seminars, conferences or lectures

National or international events that take place in Alberta will be reviewed on a case-by-case basis.

Eligible costs include conference materials, speaker's honorarium and travel expenses.

- Costs associated with cultural protocols such as gifting to Elders and knowledge keepers and organizing sharing circles at standard Government of Alberta rates

The project must have substantial Alberta heritage content and will be assessed for its ability to interpret and promote Alberta's heritage.

Ineligible Projects and Expenses

- research or writing phases of the project
- reunions, homecomings, anniversary celebrations and similar events that are not centrally focused on heritage preservation and appreciation
- commemorative markers that contain limited interpretive content
- murals (plaques or markers with historical information related to the mural may be eligible)

PUBLICATION GRANTS

support the production of books or brochures / pamphlets that preserve, interpret, promote awareness, produce new understanding or add to the knowledge base of Alberta's history. The maximum matching grant is \$10,000 for books and \$3,000 for brochures and pamphlets.

Eligible Projects and Expenses

The publication must have substantial Alberta heritage content. Brochures and pamphlets must be interpretive and educational rather than promotional.

Eligible expenses include: copyediting, indexing, proofreading, photo copyright fees, bibliography writing, digital conversion, design, layout and printing.

Any concerns regarding the publication of sensitive cultural knowledge should be discussed with the Grant Program Coordinator.

For books, submitted manuscripts must have been through substantive or developmental editing.

For brochures/pamphlets, the text with layout and photographs must be submitted with the application.

Ineligible Projects and Expenses

- substantive or developmental editing (for purposes of these guidelines, refers to editing the overall structure and organization of the manuscript)
- producing illustrations or maps
- selecting photos
- translating text
- researching, writing
- preparing or producing copy of the manuscript
- marketing, promotion, distribution
- personal or family histories
- reprinting of publication already funded by the grant program

Printers are not eligible to apply.

RESEARCH GRANTS

support research that will preserve, interpret, produce new understanding or add to the knowledge base of Alberta's history. The maximum matching grant is \$25,000.

Eligible Projects and Expenses

Projects include research on Alberta heritage topics, oral history projects, historic building surveys and inventories and heritage management plans.

Eligible cash expenses and in-kind contributions include those that are directly associated with research activities such as researching, writing and editing of resulting manuscript, researcher's travel expenses and materials/supplies.

Eligible travel expenses are for non-local travel only. These include meals (excluding alcoholic beverages), mileage and accommodations.

Costs associated with cultural protocols such as gifting to Elders and knowledge keepers and organizing sharing circles will be considered at standard Government of Alberta rates.

The project must have a research plan that includes the research methods, sources of primary and secondary information, archival repositories to be consulted, the historical argument to be addressed and other information identified on the application form.

GENERAL GUIDELINES

Heritage Awareness, Publication, Research Grants

Application Deadline

The application deadline is the first working day of February.

Applicant Eligibility

Eligible applicants include individuals that reside in Alberta or have a permanent Alberta address and registered organizations in Alberta. Organizations include non-profit organizations, corporations, municipalities, churches, schools and other educational institutions, First Nations and Metis Settlements.

Ineligible applicants include provincial government departments and Friends organizations associated with government owned and/or operated historic sites and interpretive centres.

Other Ineligible Projects and Expenses

Other ineligible projects and expenses in all grant categories include, but are not limited to:

- projects and applicants who are eligible to apply for grants to the Provincial Heritage Organizations that the ministry supports (Alberta Museums Association, Archives Society of Alberta, Historical Society of Alberta, Alberta Genealogical Society, Archaeological Society of Alberta)
- expenses already incurred at the time the application was submitted, including donated materials, labour, services or equipment for tasks already completed at the time of application
- projects seeking debt reduction, such as repayment of loans or shortfalls on completed projects
- projects that have already been funded by the grant program
- books; equipment such as cameras, computers and related hardware, tools, machinery
- administration, financial reporting, fundraising, grant application preparation, planning, attending meetings and similar activities
- expenses that are not directly and not solely for the project such as cost of utilities (telephone, internet, cell phone), use of office equipment and office space
- expenses associated with volunteer appreciation such as gifts, thank you cards (however, honoraria, gifts to Elders and knowledge keepers are eligible)
- hosting expenses (food and beverages), alcoholic beverages
- subsistence costs/living expenses
- donated labor, materials, supplies or equipment associated with ineligible tasks/costs

Application Requirements

The proposed project and project expenses are expected to be completed and accounted for by February 28 of the following year.

Applicants must ensure that the most current application form is used, that the application is complete and that all required attachments are submitted by the application deadline.

For a complete list of requirements, refer to the application form.

Incomplete applications may be returned which could result in a delayed funding decision.

Applicant Contribution and Provincial Government Funding

This is a matching grant program. Applicants are required to contribute at least 50% of the eligible project costs and may request funding of up to 50% of eligible project costs, subject to the grant maximums.

Eligible project costs consist of cash costs (excluding GST) and in-kind costs that are directly associated with the project. In-kind costs are donated labour, materials, services or equipment.

The applicant's contribution may be in the form of cash and in-kind contributions.

Total provincial government funding can be up to 50% of the total eligible project cost. Funds from other provincial government funding agencies are not considered part of the applicant's contribution.

Grants of more than 50% of eligible project costs may be awarded to non-profit organizations that can demonstrate financial need.

The Project Budget section of the application form will guide the applicant in calculating these amounts.

Application Assessment and Funding Decisions

Grant applications are assessed using a number of factors including: project approach and strategy (includes the ability of the project to preserve, interpret, promote awareness of Alberta's heritage), experience/qualifications of the project proponents and the project budget.

The level of funding will further be determined by evaluating applications against the grant program's budget, the project's individual merits and in comparison with other applications.

Staff of the Historic Resources Management Branch, Alberta Culture, Multiculturalism and Status of Women, will assess the applications and provide the funding recommendations to the Minister.

The Minister will make the funding decisions. The Minister may award grants greater than the stated maximums for each category.

Applicants will be notified of funding decisions in April or May. Funding decisions are final.

Grant Conditions and Grant Payments

Grants are administered according to the terms and conditions outlined in the Funding Agreement (part of the application form) and the grant award letter.

Successful applicants will receive the full amount of the approved grant upon initiation of their project.

To account for the grant received, grant recipients must submit the Record of Project Expenses form, report on project outcomes and submit project deliverables (such as copy of the publication or resulting manuscript, research materials, photos of installed markers or copy of video).

Travel expenses (non-local travel only) will be accounted for using standard Government of Alberta rates.

Grant recipients have until February 28 of the following year to complete the project and submit reporting requirements.

Unclaimed grants (i.e. project was not initiated) will be decommitted. Grants received that are not accounted for are repayable to the Government of Alberta.

Delinquent grant recipients may be ineligible to reapply until the delinquency is resolved.

It is the applicant's responsibility to ensure timely and proper payments to suppliers and contractors.

The grant program is authorized to review all project financial records in connection with its contribution to the project, through its appointed auditors, at no cost to the applicant.

Public Acknowledgement of Financial Support

Grant recipients are required to publicly acknowledge the Government of Alberta's financial support. This recognition provides an opportunity for public awareness of the ministry's programs and support for heritage preservation.

Public acknowledgement of financial support may be through:

- the project deliverable such as publication, video, heritage marker
- print materials such as newsletters, annual reports, brochures, feature articles, banners, posters
- online (website)
- media outlets (print, TV, radio)
- event opportunities

Acknowledgement of support will include the Government of Alberta logo with the statement of acknowledgement as follows: "This project was funded in part by the Government of Alberta." Copy of the logo will be provided upon request.