

# HERITAGE PRESERVATION PARTNERSHIP PROGRAM

## Grant Application Heritage Awareness, Publication, Research

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Annual application deadline: First working day of February

1. Read the program guidelines before completing this application. The guidelines and application form are also available at <https://www.alberta.ca/heritage-programs-and-activities.aspx>.

Complete an electronic or paper copy of the application.

Please ensure that all application requirements are submitted. Incomplete applications may be rejected.

2. Submitting an electronic copy
  - Save and name the file using the project title.
  - Compile all supporting documents preferably to one PDF file.
  - Email the application form and supporting documents to [cmsw.hppp@gov.ab.ca](mailto:cmsw.hppp@gov.ab.ca).
  - There is no need to send a paper copy.
3. Submitting a paper copy
  - Attach all required supporting documents.
  - Make a copy for your records.
  - Staple or clip together applications. Do not bind applications. Do not submit double-sided documents.
  - Drop off or send by courier/mail to:  
Heritage Preservation Partnership Program  
Old St. Stephen's College Building  
8820 – 112 Street  
Edmonton, AB T6G 2P8
4. If you have any questions, contact the Program Coordinator at [carina.naranjilla@gov.ab.ca](mailto:carina.naranjilla@gov.ab.ca) or 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.

# HERITAGE PRESERVATION PARTNERSHIP PROGRAM

## Grant Application

### Heritage Awareness, Publication or Research

File No.
Reviewer

#### SECTION A: PROJECT INFORMATION

Project Title		
Grant and Project Type <i>Place check mark</i>		
<input type="checkbox"/> <b>Heritage Awareness Grant</b>	<input type="checkbox"/> <b>Publication Grant</b>	<input type="checkbox"/> <b>Research Grant</b>
<input type="checkbox"/> heritage marker, plaque, monument	<input type="checkbox"/> book with thematic topic / general audience	<input type="checkbox"/> research on an Alberta history topic
<input type="checkbox"/> interpretive display/exhibit	<input type="checkbox"/> book published by a post-secondary institution	<input type="checkbox"/> oral history
<input type="checkbox"/> video, broadcasts, plays	<input type="checkbox"/> local history book	<input type="checkbox"/> heritage building surveys, heritage inventory, heritage management plan
<input type="checkbox"/> heritage section of website, multimedia products	<input type="checkbox"/> interpretive brochure, pamphlet	<input type="checkbox"/> other: _____
<input type="checkbox"/> delivering walking tours, workshops, conferences, other public programs	<input type="checkbox"/> other: _____	
<input type="checkbox"/> attending workshops, conferences		
<input type="checkbox"/> other: _____		

#### SECTION B: APPLICANT INFORMATION

Is this the applicant's first application to this grant program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not the first application, when was the last application?	Month/Year	Name of project

#### Applying as an individual

Name	Title		First Name	Last Name	
Address	Street / P.O. Box No.		City / Town	Postal Code	
Bus. Ph.	Res. Ph.	Cell Ph.			
Email					

#### Applying as an organization

Name of Organization					
Registered Mailing Address					
Street / P.O. Box No.		City / Town		Postal Code	
Contact Person					
Title		First Name		Last Name	
Position Title		Email			
Bus. Ph.		Cell Ph.			

## SECTION C: PROJECT DETAILS

On a separate page, provide the following information and attach supporting documents.

*Incomplete applications or applications which are insufficiently defined to allow for robust evaluations of their merits, may be rejected. Applicants are encouraged to contact the Program Coordinator if unsure about completeness.*

### HERITAGE AWARENESS

#### Heritage Markers, Plaques, Monuments; Interpretive Displays, Exhibits

1. Historical information/interpretive text to be shown on the marker/display/monument
2. Historical significance of the topic/subject
3. Sources used in developing the historical information/interpretive text
4. Illustration of the proposed marker/display; dimensions and materials to be used
5. Map or detailed description of the location of the marker/display
6. If the marker/display is not located on the applicant's property: land title holder's written approval to install marker/display on their property
7. Annual and long-term maintenance needs of the marker/display; who is responsible for maintenance

#### Video, Broadcasts, Plays, Heritage section of websites, Multimedia Products

1. For videos, broadcasts: storyline, copy of script and/or detailed storyboard
2. For plays: copy of script
3. For websites and other multimedia products: content (textual, visual and/or aural), design concept, technical details
4. For all: sources used in developing historical content

Notes: A script includes dialogue and scene descriptions. A storyboard is a graphic representation of the video, shot by shot

#### Delivering workshops, conferences, walking tours, public programs

1. Agenda/Program including session titles, speakers, field trips, etc.; attach event brochure, if available
2. Date(s), location, registration fee and anticipated attendance
3. Where the proceedings will be published, if applicable

#### Attending workshops, conferences, seminars

1. Agenda/Program including session titles, speakers, location, dates, fees; attach event brochure, if available
2. Background/Profile of organization delivering the workshop, conference, seminar
3. Background of the individual attending the workshop, conference, seminar
4. If applicable, indication of the attendee's approval to attend and if attendee has registered
5. If attendee is also presenter/speaker
6. How the attendee is sharing the knowledge gained

#### Projects with Indigenous content or participants

1. Indicate how Indigenous communities have been involved in project development

**Go to page 5 for additional questions**

## PUBLICATION

1. For books: a paper or electronic copy of the substantially complete manuscript  
For brochures, pamphlets, booklets: paper or electronic copy showing layout, photographs & text  
Note: A manuscript is the document that an author submits for publication
2. Type of publication (book, brochure, pamphlet); subject of the publication
3. Publishing details: number of copies to be printed, format, size, approximate number of pages and photographs/illustrations, proposed selling price, publishing date, if the book will include an index and bibliography
4. Sources used in writing the manuscript and if copyright needs have been addressed
5. For local history books: if expanding upon an existing book about the community's history, state how this publication is different. Provide information about any research conducted beyond the compilation of local remembrances.
6. For books resulting from research done by a post-secondary institution: summary of the topic / central argument (i.e. if an edited collection of essays, how are they thematically linked); annotated chapter / essay summaries, if any of the content has been previously published
7. For projects with Indigenous content: indicate how Indigenous communities have been involved in project development

*Go to page 5 for additional questions*

## RESEARCH

1. Description of end-product or project deliverable
2. Research plan and methodology
3. Specific sources of primary and secondary information that will be consulted, e.g. archives, libraries, private collections, oral interviews, books
4. When researching at an archives facility: list of specific collections that will be accessed
5. For oral history projects: whether the oral recordings will be transcribed, annotated or indexed
6. For building survey projects: how the results of the survey are being recorded/documentated
7. For municipal inventory / management plan: approach to use in selecting sites, evaluating significance, developing municipal heritage management processes
8. For research projects by a post-secondary institution: annotated bibliography or literature review of most pertinent sources; brief discussion of theoretical framework; evidence of ethics approval, if applicable
9. For projects with Indigenous content, indicate how Indigenous communities have been involved in project development

*Go to page 5 for additional questions*

## FOR HERITAGE AWARENESS, PUBLICATION AND RESEARCH PROJECTS

### Project Benefits

1. Project benefits and outcomes; how will the project preserve, interpret, promote awareness of Alberta's history/heritage?
2. Who benefits from the project; target audience
3. If part of a larger initiative, brief description of the larger initiative and how this project fits in
4. For projects associated with post-secondary institutions: where the project fits in the existing historiography

### Applicant's Profile; Qualifications of Individuals or Teams Involved in the Project

1. If applying as an organization:
  - background/profile of the applying organization
  - list of current executives and Board of Directors (does not apply to municipalities)
  - incorporation document (does not apply to municipalities)

*The organization may be asked to submit Financial Statements.*
2. Resumé or information on experience/qualifications of individuals/teams involved in the project; statement or samples of previous work
3. For projects involving research work: clear statement of the individual's or team's ability to undertake research

### Distribution Plans / Public Access

1. Marketing or distribution plans; how the end-product(s) will be made available/accessible to the general public or target audience
2. If applicable, the public repositories (such as libraries, archives) receiving donated copies

### Project Schedule

Summary or table of main tasks/activities, individuals and teams involved, start and completion dates

### Community Support

1. Brief description of community support for the project
2. Signed letters from individuals or organizations demonstrating community support for the project

### Project Budget (relates to Sections D, E and F of this application)

1. If requesting or receiving funding from other sources: indicate the amount and expenses/work associated with the funds.
2. Quotes/Estimates of major expenses described in Section D; for example, estimates for printing the book, fabricating/designing heritage markers
3. How is the applicant planning to obtain any pending contribution?
4. How will the applicant address a funding shortfall (that is, if the program is unable to provide full eligible funding or if funds from other sources cannot be obtained?)
5. If there is a funding shortfall, will the project remain viable?

**SECTION D: CASH COSTS**

- Use this form or download the template from the [Heritage Awareness, Publication](#) or [Research](#) webpage.
- Develop a detailed project budget. Provide clear description of cash expenses. These expenses must be directly related to the project for which funding is being requested. The guidelines list eligible and ineligible expenses.
- Attach supporting quotes/estimates for major expenses.
- When budgeting for travel expenses, use the current travel rate for the Government of Alberta: 50.5 cents per km and meal allowance as follows: breakfast - \$9.20, lunch - \$11.60, dinner – \$20.75.
- When budgeting for gifting to Elders and knowledge keepers for Indigenous heritage projects, use the standard Government of Alberta rates.
- Enter total cash expenses on line 1 of Section F.

Description of Cash Costs	Amount excluding GST
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total cash costs</b>	\$

Enter total cash costs on line 1 of Section F

**SECTION E: IN-KIND COSTS (DONATED LABOUR, MATERIALS, SERVICES AND EQUIPMENT)**

- Use this form or download the template from the [Heritage Awareness, Publication](#) or [Research](#) page.
- Clearly describe the work associated with the donated labour, service, material or equipment.
- These must be directly related to the project for which funding is being requested. Those related to fundraising, administration, time spent preparing the grant application, planning or attending meetings, financial reporting and similar activities are not eligible. The guidelines list eligible and ineligible expenses.
- The current standard for volunteer time is \$20/hour for unskilled labour and \$35/hour for skilled labour, other donations at verified fair market value.
- Enter total in-kind costs on line 2 of section F.

<b>Work Description</b>	<b>Source of donated labour/materials/service/equipment Include unit rate, number of hours</b>	<b>Value excluding GST</b>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Total in-kind costs</b>	<b>\$</b>

Enter total value of in-kind costs on line 2 of Section F

## SECTION F: PROJECT BUDGET

### Project Costs

1	Total cash costs from Section D	\$
2	Total in-kind costs from Section E	\$
3	<b>Total project cost</b>	<b>\$</b>

### Project Revenue

Applicant Contribution		Confirmed	Pending
In-kind contributions (in-kind costs) from line 2 above	\$	<input type="checkbox"/>	<input type="checkbox"/>
Identify other funding sources such as municipal and federal grants - include only funds allocated to this project	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's cash - includes applicant's own cash, cash from donations & fundraising allocated to the project	\$	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total applicant contribution - minimum of 50% of total project cost</b>	<b>\$</b>		

Provincial Contribution		Confirmed	Pending
Identify other provincial funding sources – include only funds allocated to the project	\$	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amount of grant requested</b> Maximum is \$15,000 for heritage awareness grants; \$10,000 for publication grants; \$25,000 for research grants	\$		
<b>Total provincial contribution - maximum of 50% of total project cost</b>	<b>\$</b>		

<b>Total project revenue – must be equal to total project cost</b>	<b>\$</b>
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**IMPORTANT:** To make sure that Total project revenue is always updated, delete and press Enter.



## SECTION G: FUNDING AGREEMENT

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Legal name of Organization or Individual  
("Recipient")

The Recipient declares that the information contained in this application and supporting documents ("Application") is true and accurate and endorsed by the Recipient.

The Recipient understands and agrees that should this Application be approved, any grant funding awarded is subject to the Recipient complying with the terms and conditions of this Agreement. The Recipient agrees to the following terms and conditions:

1. The program Guidelines ("Guidelines") and Application form part of this Agreement and the Recipient agrees to be bound by the requirements set out in them.
2. The Recipient will use all grant funding awarded ("Grant") for the stated purpose(s) ("Purpose") within its Application. If the Recipient wishes to vary the Purpose, it agrees to be bound by the requirements set out in the program Guidelines.
3. The Recipient must comply with all applicable laws. The Recipient agrees that it is and will be bound by the provisions of the Community Development Grants Regulation.
4. Following receipt of the Grant, the Recipient agrees to be bound by the final report requirements set out in the Guidelines and in the Application Form.
5. This Agreement commences the date of the application and binds both parties upon deposit of the Grant until the date the Grant reporting has been approved by the ministry or the Grant has been repaid.
6. Any part of the Grant not spent as set out in the Guidelines or upon termination of this Agreement must be repaid to the Government of Alberta. The Grant may be terminated upon:
  - a. mutual consent;
  - b. 30 days written notice by either party;
  - c. demand by the ministry for immediate repayment in the event of a breach of any term or condition of the agreement; or
  - d. if the Recipient becomes insolvent.
7. The Recipient acknowledges that it will be liable for the full amount of the grant and will be bound to the terms of this Agreement, even if the Recipient has paid all or part of the Grant to a third party who has spent the money.
8. The Recipient agrees to give the ministry, and/or its authorized agents, access to examine the Recipient's operation and/or premises to verify the Grant has been used for the Purpose and will provide access to all financial statements and records having any connection with the Grant or the Purpose during the Term of this Agreement and for seven (7) years after the termination of this Agreement.

9. The Recipient acknowledges that the *Freedom of Information and Protection of Privacy* (“FOIP Act”) applies to records submitted by the Recipient to the ministry in relation to the grant application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act.
10. The Recipient agrees that any information relating to the Grant and the Recipient’s compliance with the obligations set out in this Agreement may be disclosed to other ministries within the Government of Alberta.

11. This Agreement shall be governed and interpreted in accordance with the laws enforced in the Province of Alberta.
12. This Agreement is not intended to and does not make either part the agent or partner of the other for any purpose or create a joint venture.
13. This Agreement may not be assigned by the Recipient.
14. The Recipient will recognize the source of the Grant as required by the Guidelines.
15. The Recipient represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Recipient to this Agreement.

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Signature of Applicant or Authorized Representative of Applicant

.....  
Address

.....  
Printed name

.....  
Phone number                      Email

.....  
Title/Position, if applying as an organization

.....  
Date signed

.....  
Legal name of organization, if applying as an organization