

# HERITAGE PRESERVATION PARTNERSHIP PROGRAM

## Historic Resource Conservation Grant Application

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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 available at <https://www.alberta.ca/historic-resource-conservation-grants.aspx>.
2. Complete an electronic or paper copy of the application form. Prepare separate application forms when applying for conservation and studies/professional services grants.
3. Submitting an electronic copy
  - Save and name the file using the name of the historic place.
  - Compile all supporting documents preferably to one PDF file OR send a paper copy.
  - Email application form and supporting documents to [acsw.hppp@gov.ab.ca](mailto:acsw.hppp@gov.ab.ca).
  - There is no need to send a paper copy.
4. 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
5. 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 Monday to Friday, 8:15 a.m. to 12:00 and 1:00 to 4:30 p.m.

# HERITAGE PRESERVATION PARTNERSHIP PROGRAM

## Historic Resource Conservation Grant Application

Check one:  conservation  studies and/or professional services

File No.
Reviewer

### SECTION A: HISTORIC RESOURCE INFORMATION

Name of Historic Resource			
Location	Street No.		City/Town
			Postal Code
	Legal Description		Municipality
Designation	<input type="checkbox"/> Provincial Historic Resource	<input type="checkbox"/> Municipal Historic Resource	<input type="checkbox"/> Indigenous Historic Place
If a Municipal Historic Resource, is it listed in the <a href="#">Alberta Register of Historic Places</a> ?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If not yet listed in the Register, describe its status in the listing process.			
Is this the applicant's first application for this historic resource to this grant program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If not the first application, when was the last application? Indicate month and year			

### SECTION B: APPLICANT and OWNER INFORMATION

#### 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.		

## Ownership

Is the applicant the legal owner of this historic resource?	<input type="checkbox"/> Yes, proceed to Section C	<input type="checkbox"/> No, proceed to next question
Is the legal owner an individual or organization	<input type="checkbox"/> Individual	<input type="checkbox"/> Organization
Name of Legal Owner		
Contact Person for Legal Owner		
Contact Person's Mailing Address		
Contact Person's Ph. No.	Contact Person's Email	
Is the applicant authorized by the legal owner to undertake this project and apply for a grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Attach the written authorization from the owner such as a letter or Lease Agreement, if applicable.</i>		

## SECTION C: REQUIRED SUPPORTING DOCUMENTS

Attach supporting documents & provide other information on a separate page. Check off submitted documents/information.

### All applicants

- Cost estimates/quotes (for proposed work) or invoices/receipts (for completed work) from contractors, consultants, suppliers of services and materials *Note: You may be asked to submit documentation verifying the market value of donated materials/services.*
- Copy of terms of reference used to solicit architectural/engineering consultants and copy of consultant's proposal and fees, if 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 requesting or receiving funding from other sources: indicate the amount and the expenses/work associated with the funds.

### For applying organizations except municipalities

- Background/Profile of the organization
- Incorporation document
- List of current executives and Board of Directors  
*The organization may be asked 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 for which funding is requested: see sample letter from the [Historic Resource Conservation](#) page

### 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*
- Information on the historic and cultural importance of the Indigenous Historic Place

**SECTION D: PROJECT INFORMATION** Use a separate page, if necessary. Attach any supporting documents.

What is the scope of the project? What are the start and completion dates? Why is this project being undertaken? What is the current and/or future use of the historic resource?

How is the applicant going to obtain any pending / unconfirmed contribution? How will the applicant address any funding shortfall (that is, if the program is unable to provide full eligible funding or if funds from other sources cannot be obtained?) If there is a funding shortfall, will the project remain viable?

## SECTION E: CASH COSTS

- Use this form or download a template from the [Historic Resource Conservation](#) page.
- List the work and the estimated or actual cost. Do not include GST. Attach supporting cost quotes/estimates (for proposed work) or invoices/receipts (for completed work).

Description	Status	<input type="checkbox"/> Not started	<input type="checkbox"/> In-progress	<input type="checkbox"/> Complete
	Start Date (mm-dd-yy)		Completion Date (mm-dd-yy)	
	Contractor's Name			
	Invoice/Receipt No.	Estimate Number	Amount excluding GST \$	
Description	Status	<input type="checkbox"/> Not started	<input type="checkbox"/> In-progress	<input type="checkbox"/> Complete
	Start Date (mm-dd-yy)		Completion Date (mm-dd-yy)	
	Contractor's Name			
	Invoice/Receipt No.	Estimate Number	Amount excluding GST \$	
Description	Status	<input type="checkbox"/> Not started	<input type="checkbox"/> In-progress	<input type="checkbox"/> Complete
	Start Date (mm-dd-yy)		Completion Date (mm-dd-yy)	
	Contractor's Name			
	Invoice/Receipt No.	Estimate Number	Amount excluding GST \$	
Description	Status	<input type="checkbox"/> Not started	<input type="checkbox"/> In-progress	<input type="checkbox"/> Complete
	Start Date (mm-dd-yy)		Completion Date (mm-dd-yy)	
	Contractor's Name			
	Invoice/Receipt No.	Estimate Number	Amount excluding GST \$	
		<b>Total cash costs</b>		\$

Enter total cash costs on line 1 of Section G

## SECTION F: IN-KIND COSTS (DONATED LABOUR, MATERIALS, SERVICES AND EQUIPMENT)

- Use this form or download the template from the [Historic Resource Conservation](#) page.
- Identify donated labour, services, materials and equipment directly used for conservation work. Donated labour associated with fundraising, project management, administration, planning, attending meetings and similar activities are not eligible.
- For donated labour and services: rate is \$20/hour for unskilled labour: \$35/hour for skilled labour (for example, by qualified contractors or tradespeople) and fair market value for professional services.
- For donated materials and equipment: rate is \$70/hr for heavy equipment, including operator costs; and verified fair market value for materials and services

Work Description	Status	<input type="checkbox"/> Not started	<input type="checkbox"/> In-progress	<input type="checkbox"/> Complete
	Start Date (mm-dd-yy)	Completion Date (mm-dd-yy)		
	Source of donated labour/materials, include hours and hourly rate			
	Value of donation excluding GST \$			
Work Description	Status	<input type="checkbox"/> Not started	<input type="checkbox"/> In-progress	<input type="checkbox"/> Complete
	Start Date (mm-dd-yy)	Completion Date (mm-dd-yy)		
	Source of donated labour/materials, include hours and hourly rate			
	Value of donation excluding GST \$			
Work Description	Status	<input type="checkbox"/> Not started	<input type="checkbox"/> In-progress	<input type="checkbox"/> Complete
	Start Date (mm-dd-yy)	Completion Date (mm-dd-yy)		
	Source of donated labour/materials, include hours and hourly rate			
	Value of donation excluding GST \$			
Work Description	Status	<input type="checkbox"/> Not started	<input type="checkbox"/> In-progress	<input type="checkbox"/> Complete
	Start Date (mm-dd-yy)	Completion Date (mm-dd-yy)		
	Source of donated labour/materials, include hours and hourly rate			
	Value of donation excluding GST \$			
<b>Total in-kind costs</b>		<b>\$</b>		

Enter total in-kind costs on line 2 of Section G

## SECTION G: PROJECT BUDGET

### Project Costs

1	Cash costs from section E		\$
2	Total in-kind costs from Section F	\$	
3	One-third of cash costs	\$	
4	In-kind costs - the lesser of lines 2 and 3 <i>Capped at a value equal to one-third of cash costs</i>		\$
5	<b>Total project cost</b>		<b>\$</b>

### Project Revenue

<b>Applicant Contribution</b>		Confirmed	Pending
In-kind contribution (in-kinds costs) from line 4 above	\$	<input type="checkbox"/>	<input type="checkbox"/>
Identify other funding sources such as municipal and federal grants – 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"/>
Applicant's cash including donated funds and fundraising proceeds - include only funds allocated to the project	\$	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total applicant contribution - minimum of 50% of total project cost</b>	<b>\$</b>		
<b>Provincial Contribution</b>		Confirmed	Pending
Identify other provincial funding sources – include only funds allocated to the conservation project	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amount of grant requested</b> For conservation grants, the maximum is \$100,000 for Provincial Historic Resources, and \$50,000 for Municipal Historic Resources and Indigenous Historic Places. For studies and professional services grants, maximum is \$25,000.	\$		
<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>		

## SECTION H: 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 Heritage Preservation Partnership Program. 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 guidelines and hereby agree to comply with the conditions of the program under which I am applying; I agree not to hold His Majesty in Right of Alberta, as represented by the Minister of Arts, Culture and Status of Women and his/her employees or agents, responsible should the application or supporting material be lost or damaged.

.....  
Signature

.....  
Address

.....  
Printed name

.....  
Phone number

.....  
Email

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

.....  
Date (mm/dd/yy)

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