



2020 FUNDING APPLICATION

Important

- Complete parts A through G, sign and date section G.
- The original form, with signature, must be sent by **mail**, as well as the required documents.
- Advance electronic copies should be submitted to pc.partagedesfrais-costsharing.pc@canada.ca

Part A - HERITAGE PLACE INFORMATION	
<i>Designation name of heritage place</i>	
<i>Address of heritage place (street, city, province / territory, postal code)</i>	
<i>Name of Property (for contributing properties within a heritage place)</i>	
Part B - APPLICANT CONTACT INFORMATION (refer to Section 5.1 of the Guidelines)	
<i>Legal Name of Organization applying for assistance</i>	
<i>Business Number (if applicable):</i>	
<i>Name of Contact for Official Correspondence</i> Name: Title:	<i>Salutation</i> <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other:
<i>Mailing Address (street, city, province / territory, postal code)</i>	<i>Telephone No.</i>
	<i>Cellphone/Other No.</i>
	<i>E-mail</i>
<i>Name of Project Contact</i> <input type="checkbox"/> Check box if same as above Name: Title:	<i>Salutation</i> <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other:
<i>Mailing Address (street, city, province / territory, postal code)</i> <input type="checkbox"/> Check box if same as above	<i>Telephone No.</i>
	<i>Cell Phone/Other No.</i>
	<i>E-mail</i>



<i>Preferred Language of Communication</i> <input type="checkbox"/> English <input type="checkbox"/> French	<i>Website Address</i>
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Part C - SITE OWNERSHIP / LESSEE STATUS (refer to Section 5.1 of the Guidelines)

Please select applicable category:

- You are the owner
- You represent an eligible owner (please provide owner information below)
- You are a lessee (please provide owner information below)
 End date of current lease: ____/____/____(dd/mm/yyyy)
- You represent an eligible lessee (please provide owner information below)

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.

IF YOU ARE A LESSEE OR REPRESENT OR ARE APPLYING ON BEHALF OF AN ORGANIZATION

<i>Owner Legal Name and Address*</i> * This 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.	<i>Salutation</i> <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	<i>Contact Name and Title</i> <hr/> <i>Telephone No.</i> <hr/> <i>Facsimile No.</i> <hr/> <i>E-mail</i>
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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 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. Number, date and label. Acceptable photo formats include:
- High quality printed photographs (35 mm or digital (4" x 6" minimum)); and/or
 - High resolution digital photos.

Part E- PROJECT DESCRIPTION (refer to Section 5.2 of the Guidelines)

<p><i>Project Category (select <u>only one</u>)</i></p> <p><input type="checkbox"/> Category 1 (max. \$10,000) Preparatory Assistance Project</p> <p><input type="checkbox"/> Category 2 (max. \$100,000) Conservation Project</p> <p><input type="checkbox"/> Category 3 (max. \$10,000) Presentation Project</p>	<p><i>Anticipated Project Duration</i></p> <p>From ____/____/____ to ____/____/____ (dd/mm/yyyy)</p> <p>Note: Projects must take place between April 1 and December 31, 2020</p>
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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.



CATEGORY 2
DETAILED DESCRIPTION OF PROJECT ACTIVITIES (for conservation projects only)*
<p>Using the instructions and block template provided, include a detailed description of each component of the project:</p> <ul style="list-style-type: none"> • Begin by describing site or landscape work, followed by work on the exterior, including new elements, and finally work on the interior, if applicable; • Use template below to 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. <p>*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.</p>
Block Number # _____
<p>Feature or character-defining element:</p> <p><i>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.</i></p>
<p>Describe work and impact on existing feature or character-defining element:</p> <p><i>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.”</i></p>



Photo number(s):

Indicate photograph numbers that illustrate the described heritage feature.

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.

Additional blocks are available at the end of this form.

CATEGORY 3

KEY MESSAGES (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.



OFFICIAL LANGUAGES (presentation projects only)

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

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*](#) (second edition);
- Demonstrated need for financial assistance, including evidence that the project could not proceed effectively without funding from the program;
- Level of finance
- All risk associated with the project, including the financial stability/viability of the applicant, the financial management capacity of the organization, and the amount of secured matching funding in place;
- Demonstrated capacity to carry out and complete the proposed activities, in terms of conservation expertise and prior experience, by December 31, 2020.

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



QUESTION 1:	LEVEL OF THREAT
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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.



QUESTION 2: FUNDING (refer to Section 5.3 of the Guidelines)

A. 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, 2020? 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.

B. 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 complete Budget and Timeline Forms separately in Excel templates provided.



Question 3: ORGANIZATIONAL CAPACITY

A. 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.



B. 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.

C. 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).



Part G - 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 print)	Date

OFFICE USE ONLY		
File Number	Amount of Funding Requested	Date Received



National Cost-Sharing Program
for Heritage Places

FOR OFFICE USE

Protected A when
completed

Block Number # _____

Feature or character-defining element:

Describe work and impact on existing feature or character-defining element:

Photo number(s):

Drawing/plan number(s):



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