

Manitoba Sport, Culture, Heritage and Tourism

Heritage Resources Conservation Grant

APPLICATION FORM

Historic Resources Branch (HRB) or your Regional Services Office must receive completed applications, accompanied by **all** supporting material, no later than **January 15**. HRB will only consider fully completed applications.

Preparing Your Application

1. **Read documents carefully.** Please read the [Heritage Resources Conservation Grant Guidelines](#) and all *Application Form* instructions, prior to completing your application. These documents will help you determine your project's eligibility.
2. **Seek professional advice regarding your project.** Most projects will benefit from advice from experts such as professional researchers, heritage architects and conservation specialists. For further information, contact HRB staff by calling 204-945-2118 (toll free 1-800-282-8069 ext. 2118) or emailing hrb@gov.mb.ca.
3. **Obtain three quotes for each work item.** These quotes will ensure that you are receiving a fair price for the work you are undertaking. If you choose not to use the lowest quote, please attach a brief explanation for your decision. If you are having difficulty getting three quotes, contact HRB staff.
4. **Complete the application form.** Attach all required documentation, including contractor's quotes, engineering and architectural reports, drawings and photographs. Please consult the HRB staff well in advance of your submission (four to six weeks before deadline is recommended)
5. **Submit your application by the January 15 deadline.** Send, deliver or email your applications to your Regional Services office or to the HRB office (see [Guidelines](#) for email and postal addresses). Notification on the success of an application is usually 10-12 weeks after the application deadline.

Grant Program Categories

HRB staff will assess your application, according to the Grant Program Category under which you apply. These categories are:

- A. RESEARCH
- B. CONSERVATION PLANNING
- C. CAPITAL PROJECTS
- D. ENDOWMENTS / LONG-TERM MAINTENANCE
- E. EDUCATION / TRAINING

Application Assessment Criteria

GENERAL – general application assessment criteria include project merit and demonstrated need, as follows:

- **Importance** of project to the overall heritage conservation goals.
- **Quality** of proposed work. High quality work. Complies with appropriate project standards (see details in the *Guidelines*).
- **Ability** of applicant to complete the project. Applicant portion of funding is in place and applicant will be able to complete project.
- **Financial need** of applicant. Grant is critical to applicant's ability to undertake work (e.g., project costs are high and/or alternative funding is minimal/unavailable).
- **Community benefit** of project. Project will contribute to the economic and/or social wellbeing of the community.

SPECIFIC – specific application assessment criteria vary according to the Grant Program Category and Project Type – see additional assessment criteria for each category/type provided below:

A. RESEARCH:

Research to develop municipal heritage inventories:

Thoroughness of inventory – identification of all heritage assets for future planning and designations within the municipality.

Quality of assessment – use of standard criteria (see [Guidelines](#)) to prioritize resources that may warrant municipal protection.

Research leading to a new municipal designation:

Thoroughness of documentation – development of a *Statement of Significance* (see [Guidelines](#)) to describe a place's heritage value and identify important character features for future designations.

Quality of assessment – report uses standard criteria to determine whether the resource may warrant municipal protection.

Research to re-establish original features of a designated place:

Quality of assessment – methodology used to determine the resource's original features and how it has changed over time; includes archival research and on site investigation.

B. CONSERVATION PLANNING:

Conservation Plan:

Thoroughness of inspection – understanding of resource's physical changes over time, identifies remedial work required and appropriate conservation approach for each work component.

Completeness of documentation – drawings and specifications of required work, prioritizes critical work items, estimates associated costs and provides an implementation and maintenance schedule.

Design documents:

Completeness of documentation – drawings and specifications to ensure appropriate conservation of significant heritage features.

C. CAPITAL PROJECTS:

Capital work:

Importance of project to the overall conservation of the physical resource. Critical work, such as structural repairs and roof repairs, is prioritized for funding.

Integrity of the heritage site. Building has been well-conserved and the proposed work will build upon that foundation of quality. Building is located on its original site.

D. ENDOWMENTS / LONG-TERM MAINTENANCE:

New endowments:

Appropriateness of long-term investment. All high priority or critical conservation work, such as structural repairs and roof repairs, has been addressed.

Integrity of the heritage resource. Resource has been well-conserved and the proposed investment will build upon that foundation of quality.

Financial means of applicant. Fundraising plan is described and applicant's minimum \$2,500 funding contribution is in place. Investing 2% of the heritage resource's replacement value annually towards its maintenance and repair is recommended.

E. EDUCATION / TRAINING:

Professional development sessions:

Accreditation – accredited organization with heritage conservation responsibilities, addressing gap in conservation knowledge.

Post-secondary trades training courses:

Accreditation – accredited institution with related heritage conservation educational activities, addressing gap in conservation skills.

Local interest information workshops:

Activity – organization with demonstrated experience in delivery of heritage conservation information, addressing local conservation issues.

Note: technical information workshops must be facilitated by Municipal Heritage Advisory Committees or non-profit organizations . These workshops are open to owners, managers and/or appointed representatives of designated heritage properties. Private lessons to individuals interested in personal career development, whether or not directly involved with specific conservation projects, are ineligible.

Level of Assistance

The level of assistance varies according to the Grant Program Category. See the Heritage Resources Conservation Grant [Guidelines](#).

Application

Please read the [Heritage Resources Conservation Grant program guidelines](#) and all instructions before completing this application form.

Section 1. Applicant

1. Owner (name)

Organization, if applicable

Address:

Telephone:

Email:

2. Contact Person (name):

Representing:

Address:

Telephone:

Email:

3. Lessee (name), if applicable:

Organization, if applicable

Address:

Telephone:

Email:

Note: If the building owner is an individual or family, please attach an *Owner's Authorization* (see Section 11).

If the building owner is an organization, please attach a *Resolution of the Governing Organization* (see Section 12).

The building owner(s) must complete and sign these forms.

Section 2. Grant Program Category – A, B, C, D or E:

- A. RESEARCH
 - B. CONSERVATION PLANNING
 - C. CAPITAL PROJECTS
 - D. ENDOWMENTS / LONG-TERM MAINTENANCE
 - E. EDUCATION / TRAINING
1. Category (see *Guidelines*):
Note: Owners or long-term lessees of sites not designated at the time of application are not eligible to receive Capital Projects grants.
 2. Project Type (see *Guidelines*):

Section 3. Heritage Resource (if applicable)

1. Site Name:
2. Address:
3. Date Designated (if applicable):
4. Person / Organization responsible for site's long-term maintenance (if applicable):
5. Work completed since Heritage Site Designation (if applicable):

Section 4. Project Proposal – Grant Program Categories A, B and C

A. RESEARCH

B. CONSERVATION PLANNING

C. CAPITAL PROJECTS

1. Project Title:
2. Start Date: Completion Date:
3. Site Use (current):
4. Site Use (after this project):
5. Project Scope of Work – work items you consider eligible for a grant. This information should correspond to your Eligible Project Costs (see Section 6 A).

Work Item #1:

Work Item #2:

Work Item #3:

Work Item #4:

Work Item #5:

6. Other:

Section 5. Project Proposal – Grant Program Categories D and E

D. ENDOWMENTS / LONG-TERM MAINTENANCE

New endowments:

1. Project Title, if applicable:
2. Initial Contribution Date (minimum \$2,500):
3. Final Eligible Contribution Date (5-year window):
4. Organization through which contributions will be collected:

E. EDUCATION / TRAINING

Professional development session:

1. Session Title/Theme:
2. Instructor:
3. Audience:
4. Delivery Date:
5. Venue:

Post-secondary trades training courses:

1. Course Title/Description:
2. Instructor:
3. Audience:
4. Delivery Date:
5. Venue:

Local interest information workshops:

1. Workshop Title/Description:
2. Instructor:
3. Audience:
4. Delivery Date:
5. Venue:

Section 6. Project Financing Summary – Grant Program Categories A, B and C

Please identify the expected costs and revenues of your project. This information should correspond to your Eligible Cost Details, Volunteer Labour Details and Donated Materials (see section 7).

A. Eligible Project Costs

Cost of **eligible** work items *only*. Refer to [Guidelines](#) for list of eligible work items.

Work Item #1:

Work Item #2:

Work Item #3:

Work Item #4:

Work Item #5:

Volunteer Labour:

Donated Material:

Loaned Equipment:

Consultant Fees:

Other (specify):

Eligible Project Costs (Total):

B. Overall Project Costs (*for internal statistical use only*)

Eligible Project Costs (calculated in sub-section 6A, above) **plus** cost of all Ineligible Work to be undertaken during the project.

Eligible Project Costs (6A):

Ineligible Work (specify):

Overall Project Costs:

C. Anticipated Project Funding

List all anticipated sources of funding for the project, **excluding** *Heritage Resources Conservation Grant*. For In-kind Contributions, amounts should equal the values indicated under Eligible Project Costs (see above).

Owner Equity:

Volunteer Labour (total from Section 7):

Donated Material (total from Section 7):

Loaned Equipment (total from Section 7):

In-Kind Contributions (Total):

Fundraising (specify):

Grants / funding applied for, other than *Heritage Resources Conservation Grant* (specify):

Check if confirmed

Check if confirmed

Check if confirmed

Anticipated Project Funding (before grant):

D. Heritage Resources Conservation Grant

Indicate *Heritage Resources Conservation Grant* amount requested:

Requested Grant Amount:

E. Total Project Revenue

Anticipated Project Funding **plus** Requested Grant Amount. Amount should equal Eligible Project Costs (calculated in sub-section 6A, above):

Total Project Revenue (with grant):

Section 7. In-kind Contributions Worksheet – Grant Program Category C

Please complete these worksheets if you have multiple in-kind contributions. Enter the totals under Anticipated Project Funding Sources.

VOLUNTEER LABOUR

Type of Work	# Hours	Rate/hour	\$ Value
Total Anticipated Value of Volunteer Labour			

DONATED MATERIAL

Material	\$ Value
Total Anticipated Value of Donated Materials	

LOANED EQUIPMENT

Equipment borrowed from others	# Hours	Rate/hour	\$ Value
Total Anticipated Value of Loaned Equipment			

Notes: Volunteer labour rates will vary based on skill level of work being done, and may not exceed the minimum wage levels set by the construction sector.

Donated materials may include vehicle use. The mileage reimbursement rate should match the Provincial mileage reimbursement rate.

Loaned equipment cannot belong to the applicant, but must be loaned for the project. Rates should conform to commercial rental costs.

Section 8. Anticipated Project Funding Worksheet – Grant Program Category C

Please indicate below all anticipated sources of revenue for the conservation project, **excluding** Heritage Resources Conservation Grant. Indicate whether funding has been confirmed.

Note: Your total in-kind contributions should equal the values indicated under Eligible Project Costs (Section 6A) and Anticipated Project Funding Sources (Section 6C).

MONETARY	Check ✓ if Confirmed	\$ Value
Owner Equity (funds available for project)		
Fundraising / Donations (specify):		
Other Provincial Funding		
Local government support		
Other Grants / Funding (specify):		
Total Confirmed/Anticipated Monetary Funding (y)		

IN KIND (totals from Section 7 worksheet)	Check ✓ if Confirmed	\$ Value
L – Volunteer Labour		
M – Donated materials		
E – Loaned Equipment		
Total Confirmed/Anticipated In-kind Funding (z)		
Monetary (y) + In-kind (z) = ANTICIPATED PROJECT FUNDING (6C)		

Note: If Anticipated Project Funding (Section 6C) equals, or exceeds, Eligible Project Costs (Section 6A), **no** Heritage Resources Conservation Grant is needed.

Section 9. Grant Request

The maximum Heritage Resources Conservation Grant varies according to Grant Program Category.

	\$ Value
Eligible Project Costs (Section 6 A)	
(subtract) Anticipated Project Funding (Section 6 C)	
GRANT: <i>Heritage Resources Conservation Grant</i> Amount Requested Typically not more than 50% of Eligible Project Costs (Section 6 A)	

Section 10. Declaration

Required for all applications. To be completed by the person preparing this application form.

I, _____ of _____
Print Full Name
City, Town, Place

of the Province of Manitoba, being the (owner, lessee, or agent of the owner) of

_____ of _____
Name of Heritage Resource
City, Town, Place

certify, to the best of my knowledge, that the information provided in this application and attached documents is accurate, and complete.

I declare that I will abide, in all respects, by the conditions specified in the Heritage Resources Conservation Grant Guidelines and this application that relate to any assistance that might be provided to me or my organization under this Program.

Signature: _____ Date: _____

Note: If you are a lessee, please be sure the owner completes the *Owner's Authorization* (Section 11). If you are the agent for an organization, please be sure that your Council or Board or Directors completes the *Resolution of the Governing Organization* (Section 12).

Section 11. Owner's Authorization

Must be completed if an individual or family owns the heritage resource.

I, _____ of _____
Print Full Name *City, Town, Place*

the owner in fee simple of _____
Name of Heritage Resource

have thoroughly read the complete application to the *Heritage Resources Conservation Grant* program, by the lessee of the above noted property, or by my employee or agent. I hereby concur with, and give my consent to, the work proposal contained in the application.

Signature: _____ Date: _____

Section 12. Resolution of the Governing Organization

Must be completed if an organization (incorporated organization or business, town, city, etc.) owns the heritage resource.

Therefore, be it resolved that _____
Organization

make application to Manitoba Sport, Culture, Heritage and Tourism for a grant under the *Heritage Resources Conservation Grant* program

for an amount of up to: \$ _____ for the purpose of _____

AND, that we, the _____
Board or Council

recognize the full financial implications from development of the project and acknowledge that the provincial government will not be responsible for any further financial assistance other than the grant applied for

AND, that we, the _____
Board or Council

guarantee that there are adequate funds available to complete the project and to continue to operate the facility.

Moved by: _____ Seconded by: _____

Carried: _____

Certified to be a true and correct copy of: _____

Resolution no. _____

Passed by (board of council) _____

Date signed:

Signed: _____
(Secretary, Treasurer or Equivalent)

Application Checklist

This checklist can be used to ensure that your application is complete.

All necessary documents must be attached to your application before it can be considered. Do not assume that someone will contact you for missing information. If you have questions or if you need help, contact the Historic Resources Branch or your Regional Services staff.

Did you...

- read, and do you understand, the program Guidelines?
- discuss your concerns or questions with HRB staff or your Regional Services Office?
- clearly fill in **all** relevant sections of the Application form?
- check that all descriptions are complete and accurate?
- check that project cost figures and funding calculations in the Project Financing Summary are correct?

Have you completed and enclosed the following documents?

Declaration form – required by all applicants.

Owner's Authorization – required if you are a lessee (see section 7).

Resolution of the Governing Organization – required if the heritage resource's owner is an organization (see section 8).

For Capital Projects: copies of any reports, documentation or analysis, such as a heritage resource condition assessment, with photographs.

For Research, Conservation Planning or Capital Projects, consultant or contractor quotes (three, if possible), as well as a brief explanation if you have not selected the lowest consultant or contractor quote

For Endowments: confirmation that the applicant, owner, local government or an appropriate incorporated community organization has made a commitment to the long-term conservation of the heritage resource.

Please forward the application and all supporting documents to the Historic Resources Branch or your Regional Services Office.

Manitoba Sport, Culture, Heritage and Tourism

Historic Resources Branch
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