

Manitoba Sport, Culture and Heritage Military Memorial 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 **February 15**. HRB will only consider fully completed applications.

NOTE: Notification on the success of an application will be within 6-7 weeks after deadline. Please contact HRB staff with any questions.

Preparing Your Application

1. **Read documents carefully.** Please read the Military Memorial Conservation Grant (MMCG) *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. **Try to obtain three quotes for each work item.** This 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 at least two quotes, contact HRB.
4. **Complete the application form.** Attach all required documentation, including the *Military Memorial Description and Condition Assessment*, contractors' quotes, and any engineering and architectural reports, drawings and photographs. Do not assume that someone will contact you for missing information. 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 February 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.

HRB staff will assess your application according to the Grant Program Category under which you apply. Please see the [Guidelines](#) for assessment criteria and funding levels for each category.

Name or Identifying Description of Memorial:

_____ (this should match the name on your Description and Condition Assessment)

Section 1. Applicant

Preferred communications in English French

Applicant Name (Individual or Organization): _____

Contact Person (if Applicant is an Organization): _____

Address: _____

Telephone: _____

E-mail Address: _____

Monument Owner's Authorization for Work/Long-term Preservation Commitment

If the applicant IS NOT the memorial's legal owner, and the owner is known, complete this section:

_____, as the legal owner(s) of the memorial here under consideration, authorizes the applicant to carry out work as outlined in this application. With the understanding that MMCG conservation funding will be available in perpetuity, we take responsibility for the memorial's preservation in the long term, and are committed to carrying out or overseeing any necessary work to ensure its permanence.

Signature of authorized representative of memorial's owner

Date

OR

If the memorial has no known legal owner, complete this section:

The municipality of _____, in which the memorial here under consideration is located, authorizes the applicant to carry out work as outlined in this application. With the understanding that MMCG conservation funding will be available in perpetuity, the municipality takes responsibility for the memorial's preservation in the long term, and is committed to carrying out or overseeing any necessary work to ensure its permanence.

Signature of authorized representative of municipality

Date

Section 2. Memorial Assessment

Please attach a completed *Military Memorial Description and Condition Assessment*.

Section 3. Project Proposal

Based on the issues identified in your Condition Assessment, please describe the work you plan to undertake. Make sure that all work will comply with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

If your project is planned as Phase I, indicate the work expected to follow, with a general timeline.

Project Categories are as follows:

- A. CONSERVATION OF THE MEMORIAL
- B. CONSERVATION OR RESTORATION OF ORIGINAL HISTORIC SITE ELEMENTS
- C. INSCRIPTION UPDATES
- D. NEW INFRASTRUCTURE TO IMPROVE ACCESSIBILITY TO THE MEMORIAL
- E. NEW MEMORIALS

See Grant Guidelines pp. 2-3 for information about eligible work and expenses.

Please indicate the project category (A-E), and provide specific details of planned scope of work.

Anticipated Start Date: _____ Completion Date: _____

Start date must be no earlier than May 15 of the application year, with completion by May 15 the following year.

Section 4. Project Value: Anticipated Expenditures and In-Kind Contributions

Work identified should correspond to your budget details and quotes.

List all expenditures directly related to the conservation project, including in-kind contributions (volunteer or donated labour; donated materials; equipment loaned by others).

- Indicate (✓) which eligible expenses you hope to pay for with the MMCG.
NOTE: Capital expenses already incurred are not eligible for funding.
- Refer to the Guidelines p. 3 for a list of eligible expenditures and allowable in-kind contributions.
- Include estimates/quotes from three (if possible) qualified contractors or conservators. Include GST.
- If not included in the quotes, add a contingency not exceeding 10%.
- Identify your in-kind contributions as L (Volunteer Labour), M (Donated Materials) or E (Loaned Equipment). Refer to the worksheets on the following page to figure out the value and report details of these contributions.

Work or Item Description	Project Expenditures (out of pocket)		In-kind Contributions	
	Check ✓ if for MMCG	\$ Value	Type L, M, E	\$ Value Also report as revenue
	Total monetary (w)		Total In-kind (x)	

Monetary (w) + In-kind (x) = TOTAL PROJECT VALUE (A): _____

Section 5. In-Kind Contributions

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

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 or reimbursement rate should match Provincial rates.
- To qualify, equipment cannot belong to the applicant, but must be loaned for this project. Rates should conform to commercial rental costs.

Volunteer Labour Worksheet

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

Donated Material Worksheet

Material	Value \$
Total Anticipated Value of Donated Materials	

Loaned Equipment Worksheet

Equipment lent by others	# Hours	Rate/hour	Total \$
Total Anticipated Value of Loaned Equipment			

Section 6. Project Revenue: Anticipated Funding Sources

List below all anticipated sources of revenue for the conservation project, **excluding MMC Grant**.

- Indicate (✓) whether funding has been confirmed.
- Make sure that your total in-kind contributions are equal to the in-kind values indicated under Planned Expenditures (p. 4).

MONETARY	Check ✓ if Confirmed	\$ Amount
Veterans Affairs Canada – Community War Memorial Funding		
Other Government of Canada Funding		
Local government support		
Donations		
Fundraising		
Organization's funds on hand		
Other (Specify)		
Total Confirmed/Anticipated pre-grant Monetary Funding (y)		

IN KIND	Check ✓ if Confirmed	\$ Amount
L – Total Volunteer/Donated Labour (see worksheet)		
M – Total Donated Materials (see worksheet)		
E – Total Loaned Equipment (see worksheet)		
Total Confirmed/Anticipated In-kind Funding (z)		
Monetary (y) + In-kind (z) = TOTAL PROJECT RESOURCES BEFORE GRANT (B)		

If Total Project Resources (B) equals or exceeds Total Project Value (A), *no grant is needed*.

For Conservation and Inscription Projects (grant categories A to C):

- In most cases, Total Project Resources (pre-grant Funding - B) must be at least ½ of Total Project Value (A).
- Total pre-grant Monetary Funding (y) must be at least ¼ of Total Project Value (A).
- Total pre-grant Monetary Funding (y) must be at least ½ of Total Project Resources (B).

For Accessibility Infrastructure and New Memorials (grant categories D and E):

- Total Project Resources (pre-grant Funding - B) must equal or exceed ⅔ of Total Project Value (A).
- Total Monetary Funding (y) must be at least ⅓ of Total Project Value (A).
- Total Monetary Funding (y) must be at least ½ of Total Project Resources (B).

Section 7, Grant Request

- The maximum MMC grants available are:
 - Grant Categories A and B: \$25,000
 - Grant Category C: \$5,000
 - Grant Categories D and E: \$10,000
- Total Monetary Value of funding (including grant) may not equal more than total out-of-pocket expenses (w).
- Note: In exceptional circumstances, MMCG may contribute a higher proportion of the costs. You must consult with HRB staff ahead of time.

For Conservation and Inscription Projects (categories A to C)

You may apply for \$1 (MMCG) for every \$1 you have raised/committed.

Example: If your Total Project Value (A) is \$15,000, you may request \$7,500 from MMCG if at least half of (A) is out-of-pocket expenses. You would raise or contribute at least \$3,750 Monetary Funding (y) from any non-Provincial government source, and the balance could be monetary or in-kind Funding (z).

Total Project Value (A)	
(subtract) Total Project Resources (B)	
Grant for Conservation/inscription Projects: MMCG Amount Requested No more than 1/2 of Total Project Value (A)	

For Accessibility Infrastructure/New Memorials (categories D and E)

You may apply for \$1 (MMCG) to every \$2 raised/committed.

Example: If your Total Project Value (A) is \$15,000, you may request \$5,000 from MMCG. You would raise or contribute at least \$5,000 Monetary Funding (y) from any non-Provincial source, and the balance could be monetary or in-kind Funding (z).

Total Project Value (A)	
(subtract) Total Project Resources (B)	
Grant for Accessibility infrastructure/New Memorials: MMCG Amount Requested No more than 1/3 of Total Project Value (A)	

Section 8. Declaration

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

Note: If you are not the owner of the memorial, please be sure the owner or municipality completes the *Authorization for Work/Long-term Preservation Commitment* on page 2. If you are the agent for an organization, please also be sure that your Council or Board of Directors completes the *Resolution of the Governing Organization* (Section 9).

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/Description of Memorial *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 Military Memorial 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: _____

Section 9. Resolution of the Governing Organization

Required if an organization (incorporated organization or business, town, city, etc.) owns the memorial.

Be it resolved that _____
Organization

make application to Manitoba Sport, Culture and Heritage for a *Military Memorial Conservation Grant*.

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 any grant approved

AND, that we, the _____
Board or Council

guarantee that there are adequate funds available to complete the project.

Moved by: _____ Seconded by: _____

Carried: _____

Certified to be a true and correct copy of: _____

Resolution no. _____

Passed by (board of council) _____

on the _____ day of _____, 20 _____

Signed: _____
(Secretary, Treasurer or Equivalent)

Application Checklist

Use this checklist 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 the following parts of the application form, and enclosed all required documents?

- Application - Declaration form (required by all applicants).
- Application - Owner's Authorization (required if the applicant is not the memorial's owner).
- Application - Resolution of the Governing Organization (required if the memorial's owner is an organization; see section 9).
- Military Memorial Description and Condition Assessment, with photos (required for all projects with the exception of new memorials).
- For Capital Projects, professional quotes (three, if possible), as well as a brief explanation if you have not selected the lowest one.
- For Inscription Projects, an explanation of why the inscription update is needed, and its content.
- For New Memorials, an explanation of why a new memorial is needed.

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

Manitoba Sport, Culture and Heritage

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