



## Parks Canada's National Historic Sites Cost-Sharing Program 2014-15 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.

### Part A - NATIONAL HISTORIC SITE INFORMATION

Name of the National Historic Site

Address of National Historic Site (street, city, province / territory, postal code)

Name of Property (For contributing properties within a National Historic Site)

\*

### Part B - APPLICANT CONTACT INFORMATION (refer to Section 5.1 of the Guidelines)

Legal Name of Organization applying for assistance

Name of Contact for Official Correspondence

Salutation

- ☐ Mr.  
☐ Mrs.  
☐ Ms.  
☐ Dr.

Title

Mailing Address (street, city, province / territory, postal code)

Telephone No.

Facsimile No.

E-mail

Name of Project Contact

☐ Check box if same as above

Salutation

- ☐ Mr.  
☐ Mrs.  
☐ Ms.  
☐ Dr.

Title

Mailing Address (street, city, province / territory, postal code)

☐ Check box if same as above

Telephone No.

Facsimile No.

E-mail

Preferred Language of Communication

- ☐ English  
☐ French

Website Address



## 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 REPRESENT OR ARE APPLYING ON BEHALF OF AN ORGANIZATION

Represented Organization Legal Name and Address\*

Salutation

- ☐ Mr.
- ☐ Mrs.
- ☐ Ms.
- ☐ Dr.

Contact Name and Title

Telephone No.

Facsimile No.

\* This should match supporting documentation (proof of ownership and owner authorization)

E-mail

## 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 National Historic Site **OR**, in the case of a contributing property within a national historic site, a Confirmation of Contributing Property, the *Statement of Values*, and the *Statement of Significance*
- ☐ Documentation of ownership, long-term site lease or operational agreements between the organization and the site owner
- ☐ Proof of not-for-profit status (include certification of incorporation, letters patent, or other document)
- ☐ Proof of matching funding (should at least be equal to amount of funding requested)

### Project Proposal

- ☐ Completed Funding Application Form (with original signatures)
- ☐ Completed Project Timeline
- ☐ Completed Project Budget

### 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)

*Project Category (select only one)*

- ☐ **Category 1** (max. \$10,000)  
Preparatory Assistance Project
- ☐ **Category 2** (max. \$100,000)  
Conservation Project

*Anticipated Project Duration*

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd/mm/yyyy)

Note: Projects must take place between April 1, 2014 and March 31, 2015

### Select an upcoming anniversary if relevant to your site:

- ☐ the Centennial of the first Canadian scientific expedition to the Arctic (2013-18)
- ☐ the 150th anniversary of the Charlottetown and Quebec Conferences (2014)
- ☐ significant events related to the First and Second World Wars
- ☐ the bicentennial of Sir John A. Macdonald's birth (January 11, 2015)
- ☐ the 175th anniversary of the birth of Sir Wilfrid Laurier (November 20, 2016)
- ☐ the Centennial of the Battles of the Somme and Beaumont-Hamel (2016)
- ☐ the 200<sup>th</sup> anniversary of the end of the War of 1812 (December 24, 2014)
- ☐ the 100th anniversaries celebrating women's suffrage and allowing women to vote (2016)
- ☐ the 150th anniversary of Confederation (2017)
- ☐ the Centennial of the Battles of Vimy Ridge and Passchendaele (2017)
- ☐ the Centennial of the National Hockey League (2017)
- ☐ the 50th anniversary of the Canada Games (2017)
- ☐ the 75th anniversary of the Dieppe Raid (2017)
- ☐ to mark a 100th anniversary or greater, in increments of 25 years (e.g., 125<sup>th</sup>, 150<sup>th</sup>) of importance to your national historic site, describe \_\_\_\_\_

### Provide a summary of the proposed category 1 or 2 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.*



## DETAILED DESCRIPTION OF PROJECT ACTIVITIES (for category 2 or conservation projects only)

Using the instructions and block template provided, include a detailed description of each component of the project:

- Begin by describing site work, followed by work on the exterior, including additions, and finally work on the interior, if applicable;
- Use a separate numbered block (template below) to describe each work item and its effect on the features or spaces of the site.

Number # \_\_\_\_\_

### Feature or character-defining element:

*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.*

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

*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.”*

### 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.**



## Part F - ADDITIONAL QUESTIONS

The assessment of your project will address the five following criteria:

- Demonstrated level of threat to the physical integrity of the national historic site 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 financial 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 March 31, 2015.

You may respond to the following questions, designed to assess the above criteria, on separate sheets (8 ½ x11" or 8 ½ x 14" paper). Please answer all of the questions.

### QUESTION 1: LEVEL OF THREAT

**Describe the current state of the site, threat(s) to its commemorative integrity and the impact of the proposed project on the site**

*Clearly describe the current state of the site, including real and immediate threat(s) to the physical condition of the national historic site, for which an intervention is required to maintain the integrity of the threatened cultural resource(s). 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 1, 2014? 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 5.3 of the Guidelines)**

*Provide information on the involvement of any 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
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## OFFICE USE ONLY

File Number	Amount of Funding Requested	Date Received
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Parks  
Canada

Parcs  
Canada

**FOR OFFICE USE**

Protected A when completed

**Number #** \_\_\_\_\_

**Feature or character-defining element:**

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

**Photo number(s):**

**Drawing/plan number(s):**





Parks  
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