HERITAGE, MUSEUM AND ARCHIVE GRANTS

A PROGRAM OF
Columbia Basin **trust**

ADMINISTERED & MANAGED BY
HeritageBC

2020 APPLICATION GUIDE

This application guide identifies what types of projects are eligible for the Columbia Basin Trust's Heritage, Museums and Archive Grants and gives you important information on how to apply.

Questions? Contact Jennifer Dunkerson, Heritage Planner, at 1.800.505.8998 or 1.250.551.7821 or jdunkerson@heritagebc.ca.

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WHAT IS HERITAGE, MUSEUMS AND ARCHIVE GRANTS?

The Heritage, Museum and Archive Grants support projects specific to current needs in the heritage, museum and archives sector; including planning, conservation, exhibits, collections, and community engagement.

Heritage, Museums and Archive Grants are funded by the Columbia Basin Trust and administered and managed by Heritage BC. The program will have three intakes, one in 2018, 2019 and 2020.

WHO CAN APPLY?

Eligible applicants include registered non-profit societies, registered federal charities, public organizations, municipalities, regional districts and Indigenous organizations. Religious organizations that own heritage assets may be considered if they can demonstrate an active role in regular, broad based, and inclusive community supported programs or services. Financial contributions are not made to individuals, unregistered organizations, or private businesses.

WHEN IS THE DEADLINE?

March 6, 2020 2:00 p.m. PT / 3:00 p.m. MT.

Applications will not be accepted after this deadline.

WHAT TYPES OF PROJECTS AND COSTS ARE ELIGIBLE?

1. Projects that support the development of heritage-based planning documents such as:
    a. Conservation Plans, Condition Assessments, Statements of Significance for physical heritage assets (e.g. building conservation; restoring heritage landscape; preserving a monument; identifying a structural feature like a stained-glass window);
    b. Heritage Management Plans for communities or Heritage Conservation Areas; and
    c. Feasibility plans, business plans or strategic plans specific to heritage organizations, museums, and archives (e.g. feasibility of conversion of space for exhibit purposes; business plan for a museum gift shop addition).

2. Projects that support heritage conservation including:
    a. Minor capital requests to include conservation of structural or architectural detail (e.g. cleaning and repointing a significant gravestone; restoring an ornate lintel over a doorway); maximum allowable funding of $5,000; and
    b. Significant artifacts requiring extensive conservation due to size, mechanical detail, or specialized procedures (e.g. industrial equipment; railcars).

3. Projects that support exhibition development or interpretive displays which may include:
    a. the planning, production, and presentation of heritage exhibits that involve new or emerging themes; and

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b. the documentation, presentation and publication of information about specific community heritage resources through text panels, signage and other forms of information displays.

c. exclusions include general marketing and communications.

4. Projects that support collections management, such as the arrangement and description, conservation, digitization, research, outreach and accessibility of archival records, artifact collections, and printed materials.

5. Projects that increase and broaden community participation and/or create new opportunities for heritage tourism. Examples may include special events, community partnerships, collaborative exhibits, and creative use of facility space. Projects must be led by a heritage organization and emphasize outreach and public engagement. Innovative approaches are encouraged.

WHAT TYPES OF PROJECTS AND COSTS ARE NOT ELIGIBLE?

The following are examples of ineligible projects and ineligible project costs:

- Projects based outside the Columbia Basin region
- Projects that do not reflect a specific heritage focus
- Regular or routine repair and maintenance
- Part of ongoing day-to-day operations
- Paying the costs of fundraising activities
- Work that is already underway or completed
- Administration or operational costs not directly related to the project
- Late and/or incomplete applications
- Projects with unbalanced budgets

HOW MUCH CAN I APPLY FOR?

- Different communities and organizations have various funding, finance and resource options available to them. Consequently, this program has no maximum request limit.
- There is a desire to ensure that this program has broad regional impact. The total funding request to the program and the ration of funds requested from the program to the overall project will be a factor in the application evaluation.
- **Projects that demonstrate fundraising efforts have been made and/or undertaken are more likely to receive funding. Priority is given to projects with other confirmed cash contributions**
- The total available for this intake is $315,000.

COSTING AND BUDGET POLICIES

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Eligible Costs

Provide an itemized list of specific eligible costs for which funding is requested, excluding GST. Project costs should be summarized in the format provided – refer to the Worksheet.

Project Financial Budget

Applicants must provide a Project Budget showing expenditures and revenues, including a breakdown of any administrative expenses.

If the proposed project is part of a larger project, clearly separate the costs for the proposed project from the overall project costs.

Provide a statement of revenues, showing which funding is secured and which is requested.

Clearly show the applicant's contributions. Funds from other Columbia Basin Trust programs may be included in project budgets, as well as in-kind contributions (i.e. donated materials, services, labour, and facilities).

General in-kind labour may be rated at $12 per hour.

Skilled in-kind labour, such as licensed trades, professionals, contractors, or consultants, may be rated at $30 per hour.

In-kind amounts must be shown as revenue and an equal amount as expense.

Budgets must balance (total revenues equal total expenses).

Provide the total project costs, *excluding GST* costs.

HOW ARE PROJECTS SELECTED FOR FUNDING?

Evaluation of each application will use the following criteria:

- The project demonstrates it meets eligibility
- The project demonstrates community support, indicated by activities like fundraising, financial commitments and partnerships
- The project demonstrates project readiness
- The project demonstrates an understanding of better practices in heritage conservation, museum operations, or collections management

Project costs incurred prior to notification of funding approval are ineligible. All funds provided must be used for the purposes identified in the approved application.

WHEN WILL I HEAR THE RESULTS?

The review process will take at minimum eight weeks. We will contact you by email, at the address on your application form, to let you know if your project has been approved for funding.

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If approved, we will also let you know if there are conditions you'll need to address, and whether you'll receive full or partial funding.

Successful applicants are required to sign a contribution agreement outlining the respective responsibilities of the Columbia Basin Trust, Heritage BC and the recipient.

Upon signing the contribution agreement, the recipient will be eligible to receive half of the amount of the award at the start of the project and up to 90% based on a mutually agreed upon payment schedule.

The final 10% balance of funding will be disbursed on completion of the project upon submission of the required documentation, including a letter certifying completion, final report with full statement of project expenses, photographs, etc.

FUNDING ACKNOWLEDGEMENT

All funded projects must acknowledge the Columbia Basin Trust and Heritage BC in all promotional and written materials relating to the funded project.

Organizations must use the Columbia Basin Trust and Heritage BC logos where possible or appropriate in signs, visual materials, and publications.

WHEN CAN MY PROJECT START?

Projects can start after you receive funding approval from Heritage BC. Grant money can only be put toward approved project expenses that occur after you receive funding confirmation. Once you get approval, we will be in touch to discuss payment and reporting schedules and begin the contracting process.

HOW DO I APPLY?

All applications are due on **March 6, 2020 2:00 p.m. PT / 3:00 p.m. MT.**

All potential applicants MUST contact the program staff at Heritage BC to confirm the eligibility of the applicant and the proposed project at least one week prior to the application deadline, by February 28, 2020 by 4:00 pm.

- After reviewing the program materials, please contact program staff if you would like further clarification or wish to check that all of your proposed project details are eligible for funding.
- Please make sure you collect all the necessary information BEFORE submitting an application following the Pre-Application Worksheet as a guide.

It is critical to the potential success of your application that you follow instructions carefully. The Application Form is designed to provide Heritage BC with the exact information in a consistent format that is needed to facilitate an efficient and streamlined review process.

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Your cooperation will help to minimize wasted effort and incomplete applications.

Program Guidelines & Policies

Please review the Program Guidelines & Policies, including what work is eligible, before beginning the application process.

Pre-Application Worksheet

Please download the Worksheet for a step-by-step overview of the online Application Form.

The Worksheet describes and explains the scope of information required, including the maximum word count. It also acts as a Checklist for all the types of support materials that are required. It includes important instructions about uploading documents and photographs, accepted file formats and sizes, etc.

It is strongly suggested that the applicant write and edit their submission and organize all support materials BEFORE attempting to fill in the form online.

Online Application Form

Applicants must log in to the online application using a password provided by the program manager. This will allow the applicant to re-enter the form to edit and revise their information. It is advisable that the application form be filled out all at one time to prevent loss of content if applicants have to save and return.

Please complete ALL sections of the online application form. Do not skip over questions even if you feel they are already answered. Answers should be concise yet sufficiently complete to facilitate effective review and adjudication.

Submission Requirements

All support materials including documentation and images must be uploaded in accepted formats. Using the Online Application, you will be prompted to CHOOSE A FILE from your computer to upload. Preferred file format is .PDF for all documents, letters, scans and quotes. Preferred file format for all photographic images is .JPG. File size is limited to 5MB for each upload.

Please label all files clearly and consistently with the Project Name and a brief description. Example: ProjectName_Budget

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