

HERITAGE PRESERVATION PARTNERSHIP PROGRAM GUIDELINES

Heritage Awareness, Publication and Research Grants

The Heritage Preservation Partnership Program is the principal heritage funding program of the Government of Alberta. It provides matching grants and scholarship funds to support initiatives that preserve and interpret Alberta's rich heritage. It is administered by the Historic Resources Management Branch of Alberta Culture, Multiculturalism and Status of Women.

Annual application deadlines: first working day of February and September

For more information on these guidelines, contact the Program Coordinator at 780-431-2305 (toll-free by first dialing 310-0000). Office hours are from 8:15 a.m. to 12:00 and 1:00 to 4:30 pm.

Applications are submitted to: Old St. Stephen's College Building, 8820-112 Street, Edmonton, AB T6G 2P8.

HERITAGE AWARENESS GRANTS

provide funding to various forms of initiatives that preserve, interpret, promote awareness, produce new understanding or add to the knowledge base of Alberta's history; maximum matching grant is \$15,000.

Eligible Projects and Expenses

- Design, fabrication and installation of heritage markers, plaques, cairns, monuments, interpretive displays that provide substantial information about Alberta's history. A copy of interpretive text must accompany the application.
- Production of multimedia or participatory projects that will promote awareness of Alberta's history, such as historical videos, broadcasts, walking tours, plays and heritage component of websites. Content must be provided. The cost of maintaining websites is not eligible.
- Delivery of public educational programs that will increase knowledge and understanding of Alberta's history. Content of the program must be provided.
- Professional development opportunities within the field of heritage preservation such as attending workshops, seminars or conferences relating to the preservation and interpretation of historic, archaeological or palaeontological resources. Evidence must be provided that attendance is vital to the applicant's career in heritage preservation.
- Projects that encourage public involvement in heritage preservation issues and promote knowledge about Alberta's history such as the organization and presentation of local or provincial workshops, seminars, conferences or lectures. National or international events that take place in Alberta will be reviewed on a case to case basis. Eligible costs include conference materials, speaker's honorarium and travel expenses.
- Costs associated with cultural protocol such as gifting to Elders and knowledge keepers and organizing sharing circles will be considered at standard Government of Alberta rates.

Ineligible Projects and Expenses

- research or writing phases of the project
- reunions, homecomings, anniversary celebrations and similar events that are not centrally focused on heritage preservation and appreciation
- commemorative markers that contain limited interpretive content
- murals (plaques or markers with historical information related to the mural may be eligible)

Application Requirements

The application must include a Heritage Awareness application form with a project plan, project budget and supporting materials. For a complete list of requirements, refer to the application form.

Application Assessment

Staff of the Historic Resources Management Branch, Alberta Culture, Multiculturalism and Status of Women will assess the applications and provide the funding recommendations to the Minister.

Applications are assessed using a number of factors including: project approach and strategy, experience/qualifications of the project proponents and the project budget.

The project must have substantial Alberta heritage content and will be assessed for its ability to interpret and promote Alberta's heritage.

The level of funding will be further determined based on the grant program's budget, the project's individual merit and in comparison with the other projects.

Also read the General Policies and Procedures on page 5.

PUBLICATION GRANTS

support the production of books or brochures/pamphlets that preserve, interpret, promote awareness, produce new understanding or add to the knowledge base of Alberta's history. The maximum matching grant is \$10,000 for books and \$3,000 for brochures and pamphlets.

Eligible Projects and Expenses

The book/brochure/pamphlet must have substantial Alberta heritage content. Brochures and pamphlets must be interpretive and educational rather than promotional.

Eligible expenses include: copyediting, indexing, proofreading, photo copyright fees, bibliography writing, digital conversion, design, layout and printing.

Any concerns regarding the publication of sensitive cultural knowledge should be discussed with the Grant Program Coordinator.

Ineligible Projects and Expenses

- substantive or developmental editing (for purposes of these guidelines, refers to editing the overall structure and organization of the manuscript)
- producing illustrations or maps
- selecting photos
- translating text
- researching, writing
- preparing or producing copy of the manuscript
- marketing, promotion, distribution
- personal family histories
- reprinting of publication already funded by the grant program

Printers are not eligible to apply.

Application Requirements

The application must include a Publication application form for with a project plan, project budget, copy of the completed manuscript and associated quotes from printer/publisher.

For books, the manuscript must have been at least edited for overall structure and organization. For purposes of these guidelines, this refers to substantive or developmental editing.

For brochures/pamphlets, the text with layout and photographs must be submitted with the application.

For a complete list of requirements, refer to the application form.

Application Assessment

Staff of the Historic Resources Management Branch, Alberta Culture, Multiculturalism and Status of Women will assess the applications and provide the funding recommendations to the Minister.

Applications are assessed using a number of factors including: project approach and strategy, experience/ qualifications of the project proponents and the project budget.

The publication must have substantial Alberta heritage content and will be assessed for its research interest and value, quality of composition and potential distribution and audience.

The level of funding will be further determined by the grant program's budget, the project's individual merit and in comparison with the other projects.

Also read the General Policies and Procedures on page 4.

RESEARCH GRANTS

support research that will preserve, interpret, produce new understanding or add to the knowledge base of Alberta's history. The maximum matching grant is \$25,000.

Eligible Projects and Expenses

Projects include research on Alberta heritage topics, oral history projects, building surveys and inventories and heritage management plans.

Eligible expenses and in-kind donations include those that are directly associated with research activities such as researching, writing and editing of resulting manuscript, researcher's travel expenses and materials/supplies.

Eligible travel expenses are for non-local travel only. These include meals (excluding alcoholic beverages), mileage and accommodations.

Costs associated with cultural protocol such as gifting to Elders and knowledge keepers and organizing sharing circles will be considered at standard Government of Alberta rates.

Application Requirements

The application must include a Research application form, a research plan, project budget and supporting materials. For a complete list of application requirements, refer to the application form.

Application Assessment

Staff of the Historic Resources Management Branch of Alberta Culture, Multiculturalism and Status of Women will assess the applications and provide the funding recommendations to the Minister.

Applications are assessed using a number of factors including: project approach and strategy, experience/qualifications of the project proponents and the project budget.

The quality of the research plan is an important consideration. This includes the research methods, sources of primary and secondary information, archival repositories to be consulted, table of contents, historical argument to be addressed, project feasibility, planning and budget.

The level of funding will further be determined by the grant program's budget, the project's individual merit and in comparison with the other projects.

Also read the General Policies and Procedures on page 4.

GENERAL POLICIES AND GUIDELINES

Heritage Awareness, Publication and Research Grants

Applicant Eligibility

Eligible applicants include individuals that reside in Alberta or have a permanent Alberta address; and registered organizations in Alberta. These include non-profit organizations, corporations, municipalities, churches, schools and other educational institutions, First Nations and Metis Settlements.

Ineligible applicants include provincial government departments and Friends organizations associated with government owned and/or operated historic sites and interpretive centres.

Other Ineligible Projects and Expenses

The following are in addition to the list of ineligible projects and expenses identified in each grant category. This is not an exhaustive list.

- eligible projects and applicants eligible to apply for grants to the Provincial Heritage Organizations that the ministry supports (Alberta Museums Association, Archives Society of Alberta, Historical Society of Alberta, Alberta Genealogical Society, Archaeological Society of Alberta)
- expenses already incurred at the time the application was submitted; in-kind donations for tasks already completed at the time of application
- projects seeking debt reduction, such as repayment of loans or shortfall on completed projects
- projects that have already been funded by the grant program
- books, equipment, such as cameras, computers and related hardware, tools, machinery
- fundraising, administration, time spent preparing the grant application, planning or attending meetings, financial reporting and similar activities
- expenses that are not directly and solely for the project such as cost of utilities (telephone, internet, cell phone), use of office equipment and office space

- expenses associated with volunteer appreciation such as gifts, thank you cards (however, honorarium; gifting to Elders and knowledge keepers are eligible)
- hosting expenses (food and beverages), alcoholic beverages
- subsistence costs/living expenses

In-kind donations (donated labor, materials, supplies, use of equipment) associated with ineligible tasks/expenses are not eligible for funding as well.

You may contact the Program Coordinator to discuss applicant and project eligibility.

Application Deadlines

The application deadlines are the first working day of February and September. Applicants are strongly encouraged to submit applications before the deadline.

Application Requirements

Applicants must ensure that the most current application form is used, that the application is complete and that all required attachments are submitted by the application deadline.

Incomplete applications may be returned which could result in a delay in funding decision.

Applicant Contribution and Provincial Government Funding

This is a matching grant program. Applicants are required to contribute at least 50% of the eligible project value and may request funding of up to 50% of eligible project value, subject to the grant maximums.

Eligible project value consists of cash expenses and value of in-kind donations for labour, services and materials and equipment that are directly associated with the project.

Applicant contributions may be in the form of cash (own cash or donations) and in-kind donations (labour, services, materials and equipment).

Total provincial government funding is up to 50% of the eligible project value. Funds from other provincial government funding agencies that were awarded for the same project cannot be used as applicant's matching contribution.

Grants of more than 50% of eligible project value may be awarded to non-profit organizations that can demonstrate financial need.

Funding Decisions

The Minister of Alberta Culture, Multiculturalism and Status of Women will make the funding decisions based on the recommendations provided by staff.

The Minister may award grants greater than the stated maximums for each category.

Applicants are notified of the funding decision in writing, in June/July for February applications, and in December/January for September applications.

Claiming the Grant

Grants are paid by submitting full or partial claims. To make a claim, grant recipients are asked to submit progress reports, the *Record of Cash Expenditures* form along with invoices/or receipts of expenses incurred in undertaking the work.

When claiming for travel (non-local only) expenses, grant recipients will be reimbursed using standard Government of Alberta rates.

It is the applicant's responsibility to ensure timely and proper payments to suppliers and contractors.

The grant program is authorized to review all project financial records in connection with its contribution to the project, through its appointed auditors, at no cost to the applicant.

Grant Conditions

Grants are administered according to the terms and conditions outlined in the grant notification letter.

The final claim will include a final report on the project outcomes and project deliverables such as copy of the publication or resulting manuscript, research materials, photos of installed markers or copy of the video.

The balance of funds may be withheld until a final report and/or project deliverable is received and approved.

Grant recipients have two years from the date of grant notification, to claim their grant and complete the project. Grants that are not claimed within this two-year period may be decommitted. When the grant is decommitted, the file is closed.

In special cases, extensions may be granted upon review of written request to the Program Coordinator. Each grant is limited to one approved extension with a maximum of one year.

Public Acknowledgement of Financial Support

Grant recipients are required to publicly acknowledge the Government of Alberta's financial support. This recognition provides an opportunity for public awareness of the ministry's programs and support for heritage preservation.

Public acknowledgement of financial support may be through:

- the project deliverable such as publication, video, heritage marker
- print materials such as newsletters, annual reports, brochures, feature articles, banners, posters
- online (website)
- media outlets (print, TV, radio)
- event opportunities

Acknowledgement of support will include the Government of Alberta logo with the statement of acknowledgement as follows: "This project was funded in part by the Government of Alberta." Copies of public acknowledgement should be sent to the program office. Copy of logo will be provided upon request to the program office.