



Heritage Preservation Partnership Program

Guidelines for Heritage Awareness,
Publication and Research Grants

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Heritage Preservation Partnership Program Guidelines for Heritage Awareness, Publication and Research Grants | Alberta Arts, Culture and
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Heritage Preservation Partnership Program

Guidelines for heritage awareness, publication and research grants

The Heritage Preservation Partnership Program is the principal heritage funding program of the Government of Alberta. The program 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.

These guidelines and the application forms are available at these websites: [Heritage Awareness Grants](#), [Publication Grants](#), [Research Grants](#)

Information on the other funding streams of the program are available at: [Heritage programs and activities](#)

For more information, contact the Program Coordinator at carina.naranjilla@gov.ab.ca or 780-431-2305 (toll-free by first dialing 310-0000). Office hours are Monday to Friday, 8:15 a.m. to 12:00 and 1:00 to 4:30 pm.

The annual application deadline is the first working day of February.

Submit applications to: Heritage Preservation Partnership Program, Old St. Stephen's College Building, 8820-112 Street, Edmonton, AB T6G 2P8 or to acsw.hppp@gov.ab.ca.

Heritage awareness grants

Heritage awareness grants support the delivery of interpretive and public engagement projects that preserve, interpret, and promote appreciation of Alberta's history.

Projects must have substantial Alberta heritage content and will be assessed based on the extent to which they will enrich understandings and expand awareness of the province's history.

The maximum matching grant is \$25,000.

Eligible projects and expenses

- design, fabrication and installation of heritage markers, plaques, cairns, monuments, and interpretive displays that provide substantial information about Alberta's history,

A copy of the interpretive text must accompany the application.

- production of multimedia or participatory projects that promote awareness of Alberta's history such as videos, broadcasts, walking tours, plays and the heritage component of websites,

Content must be provided. The cost of maintaining websites is not eligible.

- delivery of public educational programs that increase knowledge and understanding of Alberta's history,

Content of the program must be provided.

- attending professional development opportunities within the field of heritage preservation such as workshops, seminars or conferences on heritage preservation,

The applicant must provide evidence that attendance is vital to his or her career in heritage preservation.

- organizing and presenting local or provincial workshops, seminars, conferences or lectures that encourage public involvement in heritage preservation and promote knowledge about Alberta's history,

National or international events that take place in Alberta will be reviewed on a case-by-case basis.

Eligible expenses include conference materials, speaker honoraria and travel expenses.

The agenda or program must be provided.

- project costs associated with cultural protocols such as gifting to Elders and knowledge keepers and organizing sharing circles.

Costs should be budgeted at standard Government of Alberta rates.

Ineligible projects and expenses

- costs associated with project development, including research and writing, and promotional or marketing costs,
- 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).

Annually recurring cultural or heritage events will be considered on a case-by-case basis.

Publication grants

Publication grants support the production of print or digital publications that preserve, interpret, and promote appreciation of Alberta's history.

The maximum matching grant is \$10,000 for books and \$3,000 for brochures, pamphlets and booklets.

Eligible projects

- books,
- interpretive brochures, pamphlets, booklets (not promotional),
- walking tour booklets.

Publications must have substantial Alberta heritage content.

For books, substantially complete manuscripts must be submitted. Incomplete manuscripts may not be eligible for project funding.

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

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

Eligible expenses or tasks

- printing,
- layout,
- design,
- copyediting,
- indexing,
- proofreading,
- photo copyright fees,
- bibliography writing,
- digital conversion.

Ineligible projects and expenses or tasks

- reprinting of publications already funded by the Heritage Preservation Partnership Program (digitizing a printed publication previously funded by the grant program will be considered),
- 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 a copy of the manuscript,
- marketing, promotion and distribution of the publication.

Ineligible applicants

Printers are not eligible to apply.

Research grants

Research grants support research projects that preserve, interpret, and promote appreciation of Alberta's history.

The project must have a research plan that includes the research methods, sources of primary and secondary information, archival repositories to be consulted, the historical argument to be addressed and other information identified on the application form.

The maximum matching grant is \$25,000.

Eligible projects and expenses or tasks

Eligible projects include:

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

Eligible expenses include those that are directly associated with research activities such as:

- researching,
- writing and editing of resulting manuscript, script or report,
- researcher's expenses for non-local travel (meals, mileage, accommodations),
- materials or supplies,
- costs associated with cultural protocols such as gifting to Elders and knowledge keepers and organizing sharing circles (will be considered at standard Government of Alberta rates).

General guidelines

Application deadline

The annual application deadline is the first working day of February.

Applicant eligibility

Eligible applicants include individuals that reside in Alberta or have a permanent Alberta address and registered organizations in Alberta.

Organizations include non-profit organizations, corporations, municipalities, churches, schools and other educational institutions, First Nations and Métis Settlements.

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

Other ineligible projects and expenses

- creation of digital archival materials, development of archival finding aids or consolidation of archival materials from multiple repositories,
- personal or family histories,
Personal or family histories are generally ineligible for funding, unless the histories have broad relevance and substantially enrich our understanding of key themes in Alberta's past or detail the experiences of individuals or communities poorly represented in the historical record.
- projects and applicants eligible to receive support from the Provincial Heritage Organizations funded by the Alberta government,
These organizations are the Alberta Museums Association, Archives Society of Alberta, Historical Society of Alberta, Alberta Genealogical Society, Archaeological Society of Alberta and the Francophone Historical Society.
- projects seeking debt reduction such as repayment of loans or shortfalls on completed projects,
- projects that have already been funded by the Alberta government.

Other ineligible expenses or tasks

- expenses already incurred or tasks already completed at the time the application was submitted,
- donated materials, labour, services or equipment associated with ineligible tasks or items,
- purchase of books; equipment such as cameras, computers and related hardware, tools, machinery,
- fundraising; administration; grant application preparation; attending meetings; project planning advising, managing, supervising; financial reporting and similar activities,

- expenses that are not directly and not solely for the project such as the cost of utilities (such as telephone, internet, cell phone) and the use of office equipment and office space,
- expenses associated with volunteer appreciation such as gifts, thank you cards (honoraria, gifts, meals to Elders and knowledge keepers are eligible),
- hosting expenses (food and beverages),
- subsistence costs and living expenses,
- salary or wage of staff or employees when time spent on the project is already covered by their salary,
- contingency costs.

Application requirements

The proposed project is to be completed and expenses accounted for by February 28 of the following year.

Projects involving Indigenous content or participants should indicate how Indigenous communities have been involved in project development.

Applicants must ensure that:

- the most current application form is used,
- that the application is complete,
- that all required attachments are submitted by the application deadline.

Incomplete applications or applications which are insufficiently defined to allow for robust evaluation of their merits may be rejected. Applicants are encouraged to contact the Program Coordinator if unsure about completeness.

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

Applicant contribution and provincial government funding

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

Project costs consist of cash costs (excluding GST) and in-kind costs that are directly associated with the project. In-kind costs refer to the value of donated labour, materials, services or equipment.

The applicant's contribution may be in the form of cash and in-kind contributions. In-kind contribution is the value of donated labour, materials, services or equipment.

Total provincial government funding may be up to 50% of the total eligible project cost. Funds from other provincial government funding agencies will not be considered as part of the applicant's contribution.

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

The Project Budget section of the application form will guide the applicant in calculating these amounts.

Application assessment and funding decisions

Grant applications are assessed using a number of factors, including the following:

- project approach and strategy (includes the ability of the project to preserve, interpret, and promote appreciation of Alberta's heritage),
- experience or qualifications of the project proponents,
- project budget,
- funding history of applicant or related projects,
- overall quality and completeness of the application,
- project's merits in comparison with other projects.

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

The Minister will make the funding decisions.

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

Applicants are generally notified of funding decisions in May or June.

Grant conditions and grant payments

Grants are administered according to the terms and conditions outlined on the grant award letter and the Funding Agreement (part of the application form).

To claim the grant, successful applicants must confirm the initiation of their project. The full amount of the approved grant will be paid.

Unclaimed grants will be decommitted.

To account for the grant, grant recipients must submit the following:

- record of Project Expenses form listing cash expenses and donated labour, materials and services,
- report on project outcomes,

- proof of project completion such as copy of the publication, installed marker or video,
- additional information as stated in the grant approval letter.

Travel expenses (non-local travel only) will be accounted for using standard Government of Alberta rates.

Grant recipients have until February 28 of the following year to complete the project and submit reporting requirements.

Grants received that are not accounted for are repayable to the Government of Alberta.

Delinquent grant recipients may be ineligible to reapply until the delinquency is resolved.

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.

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 following:

- statement included in the project's end-product such as the funded book, video, heritage marker,
- print materials such as newsletters, annual reports, brochures, feature articles, banners, posters,
- online (e.g. website),
- media outlets,
- 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." Copy of the logo will be provided upon request.