



## ALBERTA HISTORICAL RESOURCES FOUNDATION

### HERITAGE PRESERVATION PARTNERSHIP PROGRAM

#### Guidelines

#### GRANTS FOR HERITAGE AWARENESS PROJECTS

Heritage Awareness Grants

Publication Grants

Research Grants

**Two annual application deadlines  
First working day of February and September**

The Alberta Historical Resources Foundation was established in 1973 under the *Historical Resources Act*. The Foundation is governed by a Board of Directors consisting of individuals from different regions of the province and reports to the Minister of Culture and Tourism. Professional, technical and administrative support are provided by the Historic Resources Management Branch, Alberta Culture and Tourism.

With an allocation from the Alberta Lottery Fund, the Foundation is the Government of Alberta's primary window for heritage preservation funding. Through the Heritage Preservation Partnership Program, the Foundation provides matching grants and scholarships to support initiatives that preserve and interpret Alberta's rich heritage.

**For more information on these guidelines and other programs of the Foundation:**

Contact the Grant Program Coordinator, Alberta Historical Resources Foundation

780-431-2305 (toll-free in Alberta by first dialing 310-0000)

[www.culture.alberta.ca/ahrf](http://www.culture.alberta.ca/ahrf)

**Submit application to:**

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. Maintenance of websites 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 attendance at 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 application requirements, refer to the grant application form for Heritage Awareness.*

### Application Assessment

Staff of the Historic Resources Management Branch, Alberta Culture and Tourism will assess the applications and provide the funding recommendations to the Foundation's Board of Directors.

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 **publication of books and other documents** 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

Eligible publications include books, non-promotional brochures and pamphlets and walking tour booklets. Online publications may also be considered.

The publication must have substantial Alberta heritage content. Brochures and pamphlets must be interpretive and educational rather than promotional.

Costs associated with editing, indexing, proofreading, photo permissions, design, layout and printing are eligible for funding.

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

### Ineligible Projects and Expenses

- Printers are not eligible to apply.
- personal family histories
- reprinting of publication already funded by the Foundation
- preparing, compiling or producing the manuscript
- researching, writing, marketing, promoting or distributing the publication

### Application Requirements

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

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

*For a complete list of application requirements, refer to the grant application form for Publication.*

### Application Assessment

Staff of the Historic Resources Management Branch, Alberta Culture and Tourism will assess the applications and provide the funding recommendations to the Foundation's Board of Directors.

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 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.*

## 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 which includes 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 an application form for research, a research plan, project budget and supporting materials.

*For a complete list of application requirements, refer to the grant application form for Research.*

### Application Assessment

Staff of the Historic Resources Management Branch, Alberta Culture and Tourism will assess the applications and provide the funding recommendations to the Foundation's Board of Directors.

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 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.*

# GENERAL POLICIES AND PROCEDURES

## For 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, members of the Foundation's Board of Directors 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 Foundation support (Alberta Museums Association, Archives Society of Alberta, Historical Society of Alberta, Alberta Genealogical Society, Archaeological Society of Alberta)
- projects seeking debt reduction, such as repayment of loans or shortfall on completed projects
- projects that have already been funded by the Foundation
- 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 already incurred at the time the application was submitted
- 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

### 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

An initial telephone call to the Foundation is recommended to ensure project eligibility.

In-kind donations received and expenses already incurred at the of application are not eligible for funding.

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 resulting 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 Foundation's Board of Directors makes the funding decisions based on the recommendations provided by staff of the Historic Resources Management Branch, Alberta Culture and Tourism.

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

Applicants are notified of the funding decision in writing, in June or July for February applications, and in December or 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 Foundation is authorized to review all project financial records in connection with its contribution toward 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, copy of the video.

The balance of funds may be withheld at the Foundation's discretion until a final report and/or project deliverable is received and approved.

Grant recipients have three years from the date of grant notification, to claim their grant and complete the project. Grants that are not claimed within this three-year period will be de-committed and the file will be 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 Foundation's financial support. This recognition provides an opportunity for public awareness of the foundation's programs and support for heritage preservation.

Grant recognition may be:

- print materials such as newsletters, annual reports, brochures, feature articles, banners, posters
- online (website)
- media outlets (print, TV, radio)
- event opportunities

Credit for support may be as follows: "This project was funded in part by the Alberta Historical Resources Foundation." Copies of public acknowledgement should be sent to the Foundation.