



ALBERTA HISTORICAL RESOURCES FOUNDATION

HERITAGE PRESERVATION PARTNERSHIP PROGRAM

Guidelines

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

With an allocation from the Alberta Lottery Fund, the Foundation is the Government of Alberta's primary window for heritage preservation funding. The Heritage Preservation Partnership Program provides financial assistance to individuals and various types of organizations for initiatives that preserve and interpret Alberta's rich heritage. Financial assistance is available through conservation grants, heritage awareness grants and scholarships.

For more information on these guidelines and other programs of the Foundation, contact the Grant Program Coordinator, Alberta Historical Resources Foundation at 780-431-2305, www.culture.alberta.ca/ahrf, 8820 - 112 Street, Edmonton, Alberta T6G 2P8. Alberta government telephone numbers can be reached toll-free by first dialing 310-0000.

ALBERTA HISTORICAL RESOURCES FOUNDATION HERITAGE PRESERVATION PARTNERSHIP PROGRAM

CONSERVATION GRANTS

Historic Resource Conservation

This category funds conservation of Alberta's historic places and architectural/engineering services, studies, reports and plans.

Conservation

Funding is provided for conservation, which includes actions or processes aimed at safeguarding the character-defining elements of an historic place in order to retain its heritage value and extend its physical life. This may involve one or a combination of these conservation treatments: preservation, rehabilitation, restoration.

Funding is also provided for architectural and engineering services that are directly associated with conservation work.

Completed work must be in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada* and approved by a Heritage Conservation Adviser.

An historic place is a structure, building, group of buildings, districts, landscape, archaeological site that has been formally recognized for its heritage value.

Heritage value is the aesthetic, historic, scientific, social, or spiritual importance or significance for past, present and future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

Character-defining elements are materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained to preserve its heritage value.

Preservation is the action or process of protecting, maintaining and /or stabilizing the existing materials, forms and integrity of an historic place, or of an individual component, while protecting its heritage value.

Rehabilitation is an action or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component while protecting its heritage value.

Restoration is the action or process of accurately revealing, recovering or representing the state of an historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

The level of funding will be determined based on a number of factors such as the size/scale of the historic place, scope of the project, conservation priorities and the grant program's budget.

The maximum matching grants per application per year are as follows:

Provincial Historic Resources - \$100,000

Municipal Historic Resources - \$50,000

Local (non-designated) Historic Resources - one-time grant of \$5,000

Provincial and Municipal Historic Resources are historic places with heritage values and character-defining elements that have been formally recognized. Provincial Historic Resources are those that were designated by the province through a ministerial order while Municipal Historic Resources are those designated by municipalities through a by-law passed by council.

Non-designated Cemeteries

Select non-designated cemeteries may qualify for a conservation grant if the cemetery:

- contains graves of historically significant provincial or national figures/individuals;
- associated with a significant historical event;
- possesses distinctive historic design features such as landscape or grave architecture; or
- demonstrates or yields important information related to distinctive mortuary or burial practices (such as surface burials, particular ethnic customs in burials)

Eligible work includes: planning – site survey, mapping, marking; site clearance; grave architecture restoration; preservation or restoration of significant landscape features; restoration of historic fencing, gates, signage, furnishings; sympathetic fencing to preserve/protect historic portion of cemetery.

Ineligible work includes: regular maintenance, annual grass cutting, flower planting; construction of modern structures, features, landscaping; use of modern materials, such as chain link fencing.

The maximum grant for historic cemetery conservation is \$5,000.

Architectural and Engineering Services, Studies, Reports, Plans

Funding is also provided for architectural and engineering services, studies, historic structure reports, concept plans or preservation plans associated with the conservation of an historic place.

The maximum grant for this category is \$25,000.

Historic structure reports: through the investigation of historical, archaeological or physical evidence, such reports record and analyze the structural history of a historic place, identify what is significant and identify the appropriate conservation approach.

Preservation plans: a technical document that analyzes significant character-defining elements of a building and suggests options for preservation treatment.

Guidelines for Historic Resource Conservation Grants

Applicants may submit one application for conservation and one application for architectural and engineering services/study/report per historic place per calendar year.

Consultation with a Heritage Conservation Adviser is essential at the outset of a project to ensure that the proposed work is in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada*. This will also help with determining eligible project costs and funding requests. To determine the Heritage Conservation Adviser for your area, contact the Program Coordinator.

Provincial and Municipal Historic Resources

In order to be eligible for funding, municipal historic resources must be listed in the Alberta Register of Historic Places and must submit with the application, a written approval for intervention from the municipality. Municipal Historic Resources that are also Provincial Historic Resources are also required to submit this written approval.

The Alberta Register of Historic Places (www.hermis.alberta.ca/arhp) is an online listing of Provincial Historic Resources as well as Municipal Historic Resources who have submitted mandatory documentation and have met the conditions for listing.

Local Historic Resources

Local Historic Resources are resources that are not designated as Provincial or Municipal Historic Resources. Applicants will be asked to provide information on the historical significance of their historic resource. Local historic resources have the least priority for funding.

Retroactive Funding

Work completed up to a year prior to an application deadline will be considered for retroactive funding only if:

- work was carried out in consultation with a Heritage Conservation Adviser;
- work on Provincial and Municipal Historic Resources has written approval from the province/municipality; and
- work complied with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Work completed on Provincial or Municipal Historic Resources prior to attaining designation, is not eligible for retroactive funding.

Eligible Project Costs

Eligible project costs include cash expenditures and the value of in-kind donations (labour, services, materials or equipment) for conservation work and certain non-conservation work.

Eligible non-conservation work includes work that protects the historic place such as installation and upgrading of modern mechanical, electrical or plumbing

services to meet code, attic insulation and insulation stops.

In-kind donations related to project management, administration, planning and similar activities are not eligible. In-kind donations may be up to 1/3 of cash expenses. The total value of in-kind donations and eligible non-conservation work cannot exceed the total cash expenses. The application form will guide the applicant in calculating these amounts.

Ineligible Work / Expenses

- Purchase of historic place or moving from historic location
- New construction or total reconstruction of a historic place except where the reconstruction is an accurate restoration of a significant missing character-defining element
- Replacement of repairable historic building materials, features or character-defining elements
- Poor, weak, inaccurate or inappropriate imitation of character-defining elements
- Ongoing operation or regular routine maintenance
- Tenant improvements unless those that preserve or restore character-defining elements
- Energy retrofitting or upgrading
- Utilities services and installation
- Installation of new services or amenities such as handicap access, elevators, washrooms
- Purchase of tools, equipment or machinery
- Administration costs
- Construction insurance and permits

Applicant Contribution and AHRF Contribution

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

Applicants are expected to contribute at least 50% of eligible costs. Contribution may be in the form of cash, eligible portion of in-kind donations and eligible non-conservation work.

A minimum grant of \$1,000 may be applied for in the historic resource conservation category.

Grant Funding Agreement, Grant Payments

Recipients of conservation grants will be asked to sign a Grant Funding Agreement. Grants are paid upon submission of invoices/receipts of expenses for completed work, and upon inspection and approval of the work by a Heritage Conservation Adviser.

Transportation/Industrial Artifact Conservation

This category assists with the preservation or restoration of transportation and industrial artifacts that have a distinctive and significant connection to Alberta's history.

It means being the first artifact of its kind, the last remaining, the best example, or having a direct association with a key historic event or figure. It must have been built in Alberta or had a long period of continuous use within the province. The applicant must establish the special significance of the artifact to Alberta.

Only registered societies, public institutions, or municipalities are eligible to apply.

Projects are assessed based on the heritage significance of the artifact, ability of the proponent to conduct the work, public accessibility and the grant program's budget.

Assistance is restricted to costs associated with the restoration of artifacts and not for artifact purchase, engine maintenance or total reproduction.

Grant recipients will be asked to sign a Grant Funding Agreement. They may be required to enter into agreements that prohibit a funded artifact from leaving Alberta. Exceptions can be made for certain travelling exhibits.

Eligible project costs include cash expenditures and the value of in-kind donations (labour, services, materials or equipment) for conservation work. Grants up to 50% of eligible costs may be awarded. Applicant contribution may be in the form of cash and in-kind donations.

Grants are paid upon submission of invoices/receipts of expenses for completed work and upon inspection and approval of the work by a Heritage Conservation Adviser. The maximum grant is a one-time matching grant of \$25,000.

HERITAGE AWARENESS GRANTS

Heritage Awareness

This category supports tangible initiatives that promote awareness of Alberta's history and those that have a lasting impact. The following types of projects fall under this category:

- Innovative educational projects for young Albertans that will increase their knowledge and understanding of Alberta's history.
- Projects that will promote awareness of Alberta's history through visual, participatory or any other method deemed appropriate by the Board of Directors, such as historical videos, broadcasts.
- Production and installation of interpretive plaques, monuments and markers that provide substantial information about Alberta's history. Commemorative markers providing only names and dates are ineligible for funding.
- Projects that provide an opportunity for professional development 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 or conferences. 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 costs. Costs of providing food and entertainment are not eligible.

Ineligible projects include reunions, homecomings, anniversary celebrations and similar events.

The maximum grant for this category is \$5,000.

Publications

This category funds the cost of publishing books, brochures, pamphlets and other printed documents that document Alberta's history.

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.

Applicants are required to submit a hard copy of the edited manuscript with the Table of Contents. It is also preferred that photocopies of any illustrations or photographs, and a sample of design/layout of the book are submitted.

Brochures and pamphlets must be interpretive and educational rather than promotional. The text along with design/layout of the brochure/pamphlet must be submitted with the application.

Printers are not eligible to apply. Personal family histories and expenses for researching, writing, marketing or distributing the publication are ineligible.

If the application deadline cannot be met, please contact the Foundation for possible alternative dates.

The maximum grant for this category is \$5,000 for books and \$3,000 for brochures and pamphlets.

Research

This category supports research that will produce new understanding or add to the knowledge base of Alberta's history. Oral history projects and building surveys fall under this category. Eligible expenses include those that are directly associated with research activities such as researcher's fees, travel expenses and materials or supplies.

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 maximum grant for this category is \$25,000.

POLICIES AND PROCEDURES

For Conservation and Heritage Awareness Grants

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 employees, members of the Foundation's Board of Directors and Friends organizations associated with government owned and operated historic sites and interpretive centres.

Ineligible projects or expenses include:

- projects that fall within the funding mandate of one of the Foundation's associated Provincial Heritage Organizations, such as the Alberta Museums Association and the Archives 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;
- purchase of books, equipment, such as cameras, computers and related hardware, tools, machinery;
- costs associated with administration, financial reporting, fundraising and similar activities.

Application Deadlines

The application deadlines are February 1st and September 1st.

February 1st is a primary deadline for conservation grants where more funding is allocated.

Submitting an Application

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

Applicants must ensure that a current and appropriate application form is used, that the application is complete and that all required attachments are submitted.

Incomplete applications may be returned resulting in a delay in funding decision.

Applicant Contribution and Lottery Funds Contribution

This is a matching grant program. Applicants are required to contribute at least 50% of eligible project costs.

Applicant's contribution may be in the form of cash and in-kind donations (labour, services, materials and equipment).

In-kind donations must be directly associated with the project for which funding is requested. Those related to fundraising, administration, time spent preparing the grant application, planning or attending meetings, financial reporting and similar activities are not eligible.

Applicant's own cash and cash from other funding sources may also be considered as the applicant's contribution.

Funds received from other provincial lottery-funded agencies that were awarded for the same project cannot be used as applicant's matching contribution. These agencies include the Alberta Foundation for the Arts; Alberta Sport, Recreation, Parks and Wildlife Foundation; Community Initiatives Program; Community Facility Enhancement Program and the Community Spirit Program.

Total grants from the Alberta Historical Resources Foundation and other lottery-funded agencies should not exceed 50% of project costs.

Adjudication

The grant applications are assessed by expert staff of the ministry and are adjudicated by the Foundation's Board of Directors.

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

The Board may award grants greater than the stated maximums for each category. In general, the provision of grants is subject to the availability of program funding and the project's relative merit within a competitive adjudication.

Claiming the Grant

To claim the grant, grant recipients must submit invoices/receipts and other documents supporting the eligible expenses that have been incurred. Partial claims may be submitted.

Grant recipients are asked to use the *Record of Cash Expenditures* form and if applicable, the *Record of Donated Labour, Materials, Services, Equipment* form when submitting claims.

Cash expenses incurred and in-kind donations received prior to the application deadline dates are not eligible. However, expenses for conservation work completed up to a year prior to an application deadline will be considered if it meets the conditions for retroactive funding as stated in page 3.

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

Final Reporting

Recipients of heritage awareness, publications and research grants are required to submit a final report and the end product such as a copy of the publication, audio-visual materials, photographs, manuscript and research materials. They may also be asked to submit these to an appropriate institution such as a public archives.

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

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.

The Three-year Timeline

Grant recipients have three years from the date of grant notification, to claim their grant, complete the project and if applicable, meet reporting requirements.

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 requests to the Foundation. Each grant is limited to one approved extension with a maximum of one year.

Acknowledgement of Financial Support

Grant recipients are asked to publicly acknowledge the Foundation's financial support. 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.

The Foundation encourages owners of private historic residences to promote their historic resource and if possible, to periodically allow the public to visit the restored portion at the owner's convenience.

SCHOLARSHIPS

Roger Soderstrom Scholarship

Born in Camrose on March 1, 1932, Roger William Soderstrom built a career with the Government of Alberta, encouraging the preservation and interpretation of Alberta's history.

Following his death in a 1980 traffic accident, the Foundation established a special fund in his honour to help advance historic preservation in Alberta by assisting student research.

Eligibility & Assessment

The applicant must be a permanent Alberta resident and enrolled in a graduate or extended study program level in the fields of architectural preservation, urban or area planning and conservation, historic resource management, archaeology, history or palaeontology; and must have a proposed research project at the graduate or extended program level in these fields.

The application will be assessed on the quality of the project, its research plan, the applicant's qualifications, the grant program's budget and the number of qualified applicants.

Payment and Reporting Requirements

Funds will be paid to the scholarship recipient once the approval process is complete. The recipient is asked to submit a final report on the outcomes of the project and a copy of the end-product (thesis, manuscript, research report) within three years from date of notification.

An individual is limited to a maximum of two awards. The maximum award per application is \$10,000.

Application Deadlines and Notification Dates

Application deadlines are February 1st and October 1st.

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

Bob Etherington Heritage Trades Scholarship

This scholarship was established through a generous donation from the daughters of the late Bob Etherington, who was a journeyman carpenter and joiner and a building inspector with the City of Calgary.

This scholarship aims to help develop the heritage trades in Alberta by providing financial support to eligible tradespersons attending training in heritage conservation work.

Eligibility & Assessment

The applicant must be a permanent Alberta resident who wishes to attend an eligible training course in heritage conservation work, and meets one of the following conditions:

- a registered Alberta apprentice with at least one period of technical training and has passed at least the first industry training exam;
- a certified journeyman;
- a tradesperson working in Alberta holding a recognized trade certificate (Red Seal);
- a student in a heritage trades pre-employment program.

A broad range of training courses may be eligible for consideration since educational needs will vary according to chosen trades and areas of interest.

It is expected that planned training courses will serve to augment existing technical knowledge and skills training acquired through apprenticeship programs or enhance work experience.

The proposed training should reflect current heritage conservation principles as well as hands-on experience with relevant materials and proven conservation techniques.

The funds may support tuition fees, textbooks, course materials and supplies and travel expenses, accreditation expenses and tools.

The application will be assessed based on the benefits of the training to the applicant, the quality of the training program and the grant's program budget.

Payment and Reporting Requirements

Funds will be paid to the scholarship recipient once the approval process is complete. The recipient is asked to submit proof of completion of the training and a report on the outcomes of the training, within a year from completing the training.

A maximum of one scholarship will be awarded per grant cycle or a maximum of two scholarships per calendar year.

The maximum award per application is \$3,000.

Application Deadlines and Notification Dates

Application deadlines are February 1st and October 1st.

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