



**Alberta Historical Resources Foundation  
Heritage Preservation Partnership Program**

**Transportation / Industrial Artifact Conservation  
Grant Application**

**Application deadlines: February 1<sup>st</sup> and September 1st**

1. This application package includes:
  - Sections A to H
  - Schedules
    - Schedule A: Cash Expenses
    - Schedule B: Donated Labour, Services, Materials and Equipment
2. Read the program guidelines before completing this application. These guidelines are available at [www.culture.alberta.ca/ahrf](http://www.culture.alberta.ca/ahrf).
3. Fill out the forms completely and attach all required supporting documents.
4. Sign the Declaration Statement.
5. Submit your application documents in the following order:
  - Sections A to H
  - Schedule A, invoices/receipts, cost estimates/quotes, Terms of Reference and other documents supporting Schedule A
  - Schedule B and documents supporting Schedule B
  - All other attachments
6. Drop off your application or send by mail/courier to: Alberta Historical Resources Foundation  
Old St. Stephen's College Building  
8820 - 112 Street  
Edmonton, Alberta T6G 2P8
7. If you have any questions, contact the Program Coordinator at (780)431-2305, toll-free in Alberta by first dialing 310-0000. Office hours are from 8:15 to 4:30 pm.



**Alberta Historical Resources Foundation  
Heritage Preservation Partnership Program**

For Office Use Only

File No.: TIA-

Heritage Conservation Adviser:

**Transportation / Industrial Artifact Conservation  
Grant Application**

**A. ARTIFACT**

Name of Artifact \_\_\_\_\_

Name & Location of Display Facility \_\_\_\_\_  
Street No. City/Town Postal Code

OR \_\_\_\_\_  
Legal Description Municipality

Legal owner of this artifact \_\_\_\_\_

Have you applied previously for funding to the Alberta Historical Resources for this artifact? ☐ Yes ☐ No

If so, when did you apply? \_\_\_\_\_  
Month and Year of Application

**B. APPLICANT INFORMATION**

Name of Organization \_\_\_\_\_

Registered Mailing Address \_\_\_\_\_  
Street / P.O. Box No. City / Town Postal Code

Bus. Ph. ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Contact Person Mr./Mrs./Ms. \_\_\_\_\_

Position / Title \_\_\_\_\_

Bus. Ph. ( ) \_\_\_\_\_ Res. Ph. ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Fax No. ( ) \_\_\_\_\_ E-mail \_\_\_\_\_ Website \_\_\_\_\_

Are you entitled to claim a rebate to recover the GST you paid on goods and services? ☐ Yes ☐ No

If you answered yes to the above question, what percentage of the 5% GST do you recover? ☐ 50 % ☐ 100 % \_\_\_\_ %

For example, some non-profit organizations recover half, or 50% of the 5% GST paid.

This portion of the GST will be deducted when computing eligible cash expenses in Schedules A and C.

### C. REQUIRED SUPPORTING DOCUMENTS

- ☐ Proof of ownership of artifact
- ☐ If the applicant does not own facility/land where artifact is to be permanently displayed: letter of authorization or agreement between applicant and owner of facility/land
- ☐ Current digital photographs and historical photographs, if available
- ☐ Cost estimates/quotes from contractors, consultants, suppliers of services and materials
- ☐ If receiving a grant from another program: copy of letter and/or agreement identifying the amount awarded and what the grant is funding
- ☐ If applying for a grant from another program: include information about your funding request
- ☐ For non-profit organizations: incorporation document
- ☐ For non-profit organizations: list of current executives or board of directors including name, position/title and phone number
- ☐ For non-profit organizations: current financial statement
- ☐ If applying as a committee: letter of endorsement from organization

### D. HISTORICAL SIGNIFICANCE OF THE ARTIFACT

On a separate page, describe in detail the special historical significance of the artifact to Alberta. As much as possible, determine the historical context, noteworthy events and association of the artifact with the lives or activities of people/institutions that have made a significant contribution to the province or nation. Attach any supporting materials such as information from local history books, brochures, articles, etc.

Within your description, please answer the following questions:

1. Was this the first artifact of its kind?
2. Is it the last remaining and best example?
3. Where and when was it built?
4. How long was it used in Alberta?

### E. PROJECT DESCRIPTION AND PLAN

#### Project Description

Fully describe the work for which you are requesting funding. Also include details on:

1. who will carry out the restoration/preservation work and what are their qualifications
2. who and with what resources will ensure the ongoing maintenance needs of the artifact

#### Display Facility

Describe the building/site where the artifact will be displayed. Also include details on:

1. public accessibility/hours of opening
2. current annual visitation
3. how the significance of the artifact will be interpreted to the public

#### Travelling Exhibits

If the restored artifact will be part of a travelling exhibit, describe how this will be accomplished. Also include details on:

1. resources available to finance the travelling exhibit
2. potential facilities/sites it will be displayed at (attach support letters)
3. precautions that will be taken
4. length of time the artifact will be removed from its permanent location

## F. COMMUNITY BENEFITS

Describe how this project will benefit the community and make a positive difference in people's lives. These benefits are also known as outcomes. They may include increased heritage awareness, understanding, knowledge or skills; strengthened community pride; improved quality of life; economic benefits to business; neighbourhood improvement or enhanced tourism.

To strengthen an application, applicants are encouraged to obtain letters demonstrating broad community support for their proposed project from, e.g. civic leaders, historical societies, community associations.

## G. PROJECT FINANCING

**EXPENSES** Complete Schedules A and B before filling in this table.

<b>1</b>	<b>Eligible cash expenses from Schedule A</b>		<b>\$</b>
<b>2</b>	Total in-kind donations from Schedule B	<b>\$</b>	
<b>3</b>	1/3 of eligible cash expenses in line 1	<b>\$</b>	
<b>4</b>	<b>Eligible value of in-kind donations:</b> lesser of lines 2 and 3		<b>\$</b>
<b>5</b>	<b>Total eligible costs:</b> add lines 1 and 4		<b>\$</b>

**REVENUE** Identify the funds budgeted to pay for the total eligible costs calculated above. If receiving other grants, identify only the portion that will be used to pay for these costs.

			<b>Confirmed</b>	<b>Pending</b>
In general, this is a matching grant program.  Applicant's contribution is at least 50% of total eligible costs	Applicant cash <i>Includes applicant's own cash, cash from donations &amp; fundraising</i>	<b>\$</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Eligible in-kind donations <i>section G, line 4 above</i>	<b>\$</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal grants <i>Indicate program name</i>	<b>\$</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Federal grants <i>Indicate program name</i>	<b>\$</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Other source(s) <i>Identify source(s)</i>	<b>\$</b>	<input type="checkbox"/>	<input type="checkbox"/>
Lottery-funded grants, maximum is 50% of total eligible costs  Grants from other provincial lottery funded agencies can not be used as matching funds.	Other provincial lottery-funded grants			
	Community Facility Enhancement Program	<b>\$</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Community Initiatives Program	<b>\$</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Community Spirit Program	<b>\$</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Other programs <i>Indicate program name</i>	<b>\$</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Grant requested from AHRF</b> <i>Up to 50% of total eligible costs in line 5 above, maximum of \$25,000</i>	<b>\$</b>		
	<b>Total revenue</b>	<b>\$</b>		

## H. DECLARATION STATEMENT

If applying as an organization, a duly authorized representative having legal and/or signing authority for the organization must complete this form.

The personal information collected in this application is required for the administration of the Alberta Historical Resources Foundation, Heritage Preservation Partnership Program. This information will also be shared with Alberta Culture and Community Services, which provides consultative and technical assistance to this program, and manages the grant information system within the ministry. The information will not be disclosed to any other third parties except as allowed by the *Freedom of Information and Protection of Privacy Act* or the applicant.

I am the applicant or the authorized representative of the applicant. I have reviewed the attached application and accompanying documents and to the best of my knowledge and belief, the information herein is true and accurate.

I have read the program policies and hereby agree to comply with the conditions of the program under which I am applying; I agree not to hold Her Majesty the Queen in Right of Alberta, as represented by the Minister of Culture and Community Services, and his/her employees or agents, responsible should the application or supporting material be lost or damaged.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

(     )                      (     )  
Bus. Ph.                      Res. Ph.

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

## SCHEDULE A CASH EXPENSES

Enter your information on this form or use as a template.

- Itemize the conservation work and the associated costs. Use additional sheets when necessary.
- For complex projects with many items, list related items in groups.
- Where applicable, indicate level of priority.
- Attach cost quotes/estimates for labour, services, materials and equipment from suppliers and contractors.
- Expenses incurred prior to the application deadline are not eligible.
- Enter the total eligible cash expenses in section G line 1.

Work Item	Contractor/Supplier	Estimate Number	Estimated Start Date (mm/year)	Completion Date	Amount without GST (\$0.00)	GST (\$0.00)	Total (\$0.00)
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
<b>Totals</b>					\$	\$	\$
<b>Minus GST rebate</b> Multiply total GST with GST rebate rate to determine amount of GST you are entitled to recover, does not apply to individuals							(\$ )
<b>Total eligible cash expenses</b>							\$



Enter in section G, line 1

**SCHEDULE B**  
**DONATED LABOUR, SERVICES, MATERIALS AND EQUIPMENT**

Enter your information on this form or use as a template.

- Donated labour, services, materials and equipment must be for direct conservation work. In-kind donations for fundraising, project management, administration, planning, attending meetings and similar activities, are not eligible.
- Identify donated labour and services. Include estimated/actual number of volunteers, type of work, and estimated/actual number of hours, and dollar value. Valuation should be in accordance with the following: \$15/hr for unskilled labour; \$30/hr for skilled labour (for example, by qualified contractors or tradespeople); and fair market value for professional services.
- Identify donated materials and equipment used, and estimate the total value. Valuation should be in accordance with the following: \$60/hr for heavy equipment, including operator costs and fair market value for materials and services.
- Do not include GST.
- In-kind donations received prior to the application deadline are not eligible.
- Enter total eligible cash expenses in section G, line 2.

Item	Details (Include source of donation, number of hours x hourly rate)	Value of donation (\$0.00, excluding GST)
		\$
		\$
		\$
<b>Total donated labour and services</b>		<b>\$</b>
		\$
		\$
		\$
<b>Total donated materials and equipment</b>		<b>\$</b>
<b>Total in-kind donations</b> Add all donated labour, services, materials and equipment		<b>\$</b>

↓  
Enter in section G, line 2