

Applicant

Name of Applicant or Organization: _____

Street Number: _____ Street Name: _____ Unit/Suite: _____

PO Box: _____ City/Town: _____

County: _____ Province: _____ Postal Code: _____

NS Registry of Joint Stocks Registration Number: _____

Charitable Registration Number (Canada Revenue Agency): _____

Contact Information

Applicant

Telephone (Primary): _____ Telephone (Alternate): _____

E-mail: _____

Website: _____

Organization

Telephone (Primary): _____ Telephone (Alternate): _____

E-mail: _____

Website: _____

Project Details

In One Sentence, this Conservation Work Project Will:

Estimated Cost of Work (excluding HST/ineligible expenses): _____

Grant Requested: _____

Project Start Date (mm/dd/yyyy): _____ Project End Date (mm/dd/yyyy): _____

Heritage Property

Name of the registered heritage property: _____

Street Number: _____ Street Name: _____ Unit/Suite: _____

PO Box: _____ City/Town: _____

County: _____ Province: _____ Postal Code: _____

Level of Heritage Registration:

Provincial: **Yes** **No**

Municipal: **Yes** **No**

Heritage Conservation District (HCD): **Yes** **No**

Name of the HCD: _____

Mandatory Written Response

As a PDF attachment to your submission, please answer the following questions and number each answer to correspond with each question, specifically:

1. Please describe the proposed conservation work for your heritage property.
2. Please provide photographs of the existing condition of the heritage property that requires conservation. If your project involves a cemetery, please ensure each monument to be conserved is assessed individually and that each monument has its own photograph(s) and conservation cost.
3. If your property is **solely** a registered municipal heritage property, a PDF copy of the **Notice of Registration** will be required with your submission.
4. Please provide a detailed PDF quote(s) that describes the scope of work to be undertaken. If your project involves a cemetery, please ensure each monument to be conserved is assessed individually and that each monument has its own photograph(s) and quote.
5. If you are applying as an eligible tenant of a municipal or provincial heritage property as outlined on page 1 of the Guidelines, please provide a copy of the lease-agreement.
6. Please describe, when applicable, how your proposed conservation project demonstrates its use of a conservation plan and/or use of the *Standards and Guidelines for the Conservation of Historic Places in Canada* to complete the proposed conservation work, and/or if your property is associated with diverse and equity-seeking communities.

Declaration Statement

If applying on behalf of a registered not-for-profit organization, a duly authorized representative having legal and/or signing authority for the organization must sign this form.

I am the applicant or authorized representative of the applicant. I have carefully read the application guidelines and eligibility criteria for this program and to the best of my knowledge and belief, the information herein is true and accurate.

By signing this grant application form, it confirms that I have read the program guidelines and hereby agree to comply with the conditions of the program under which I am applying.

Applicant's Printed Name: _____

Title/Position if applying as an Organization: _____

By checking this box and typing my name below, I am electronically signing my application.

Name: _____ Date (mm/dd/yyyy): _____

Submission Checklist

Only completed applications will be accepted and reviewed. Applications are considered completed when ALL of the following items are addressed/included in your application package at the time of submission (please check-off the boxes below):

- The 2023-2024 Conservation Work Guidelines have been reviewed and understood.**
- Written responses and accompanying materials in PDF format have been provided to support the mandatory questions on Page 2 of the Application Form.**
- The Total Project Cost entered on Page 1 of the Application Form does not include HST and other ineligible project items described on Page 3 of the Guidelines.**
- The Application Form has been signed and dated by the applicant on Page 3 and confirms the 'Declaration' on Page 3 of this Application Form has been reviewed and accepted.**

Office Information

Program staff at Communities, Culture, Tourism and Heritage are here to help you with your application. If you have any questions or concerns, contact:

Kevin Barrett, Coordinator, Heritage Property Program.

Email: **kevin.barrett@novascotia.ca**

Phone: 902-223-5712

Submitting

Send Completed Application Form and supporting documents to:

Heritage Development Fund (Built Heritage)

Department of Communities, Culture, Tourism and Heritage

PO Box 456, STN Central

1741 Brunswick Street, 3rd Floor Halifax, NS B3J 2R5

By Email **heritageproperty@novascotia.ca**