

Application Deadline: April 1 or until fully allotted.

Applicant Information:

Name of Applicant (Individual or Organization): _____

Name of the registered heritage property where work will be performed:

Property to be Conserved:

Street Number: _____ Street Address: _____ Unit/Suite: _____

PO Box: _____ City/Town: _____

County: _____ Province: _____ Postal Code: _____

Level of Heritage Registration:

☐ municipal ☐ provincial ☐ within a municipal heritage conservation district

Applicant's Mailing Address (if different from above):

Street Number: _____ Street Address: _____ Unit/Suite: _____

PO Box: _____ City/Town: _____

County: _____ Province: _____ Postal Code: _____

Applicant's Contact Information:

Name of Applicant (and title/position if applying as an Organization):

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

E-mail: _____

Identification Number of Applying Organization (if applicable):

Is your organization registered under the following?

a. Nova Scotia Registry of Joint Stock, as a not-for-profit Society, or

☐ Yes ☐ No

b. Government of Canada, as a Charity or not-for-profit Federal Corporation

☐ Yes ☐ No

If yes, please provide your organization's identification number: _____

Project Details:

In One Sentence, this Conservation Work Project Will:

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

Grant Requested: _____

Project start date (dd/mm/yyyy): _____ Project end date (dd/mm/yyyy): _____

Equity, Diversity, Inclusion, and Accessibility (EDIA):

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, diverse, inclusive, and accessible. Understanding the demographics of our clients and people we serve will help us determine whether our programs, funding allocations, and processes are inclusive of Nova Scotia's diverse communities.

Applicant's Information:

- ☐ If the applicant is an organization, please identify who your organization serves under its mandate your organization serve everyone, please select "General population":
- ☐ If applicant is an individual, please self- identify (select all that apply):
- | | | |
|---|---|---|
| <input type="checkbox"/> General population | <input type="checkbox"/> Acadian/Francophone | <input type="checkbox"/> Youth (under 19 years) |
| <input type="checkbox"/> African Nova Scotian | <input type="checkbox"/> Gaelic/Gaels | <input type="checkbox"/> Seniors (65+ years) |
| <input type="checkbox"/> Persons of African Descent | <input type="checkbox"/> People living with disabilities | <input type="checkbox"/> 2SLGBTQIA+ |
| <input type="checkbox"/> Mi'kmaq /Indigenous | <input type="checkbox"/> Low income | <input type="checkbox"/> Gender Diverse |
| <input type="checkbox"/> Racialized groups/ communities | <input type="checkbox"/> Children in care/transitioning out of care | <input type="checkbox"/> Men/Boys |
| <input type="checkbox"/> Immigrants/newcomers/ refugees | <input type="checkbox"/> Underhoused/homeless | <input type="checkbox"/> Women/Girls |

Project Information:

- ☐ If an organization, please identify who your project serves. If your project serves everyone, please select "General population":
- ☐ If an individual, please identify who your project serves. If your project serves everyone, please select "General population":
- | | | |
|---|---|---|
| <input type="checkbox"/> General population | <input type="checkbox"/> Acadian/Francophone | <input type="checkbox"/> Youth (under 19 years) |
| <input type="checkbox"/> African Nova Scotian | <input type="checkbox"/> Gaelic/Gaels | <input type="checkbox"/> Seniors (65+ years) |
| <input type="checkbox"/> Persons of African Descent | <input type="checkbox"/> People living with disabilities | <input type="checkbox"/> 2SLGBTQIA+ |
| <input type="checkbox"/> Mi'kmaq /Indigenous | <input type="checkbox"/> Low income | <input type="checkbox"/> Gender Diverse |
| <input type="checkbox"/> Racialized groups/ communities | <input type="checkbox"/> Children in care/transitioning out of care | <input type="checkbox"/> Men/Boys |
| <input type="checkbox"/> Immigrants/newcomers/ refugees | <input type="checkbox"/> Underhoused/homeless | <input type="checkbox"/> Women/Girls |

Organization's Leadership

As part of CCTH's commitment to EDIA, we are interested to know if your organization's leadership is reflective of the communities you serve.

Does your organization's leadership (Board, committee, staff, volunteers, etc.) reflect the communities you serve (language, gender, lived experience or cultural identities, etc):

☐ Yes ☐ Somewhat ☐ No ☐ Unsure ☐ n/a

Mandatory Written Response and Supporting Material:

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 photographed individually and aligns with the quote.
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, the quote must clearly assign a project cost for each monument to be conserved along with not more than 2 photographs of its current condition.
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.

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 program 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 (dd/mm/yyyy): _____

Submission Checklist:

Only completed application submissions 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 Conservation Work Program Guidelines have been reviewed and understood.**
- ☐ **Written responses and accompanying materials in PDF format have been provided to support the mandatory questions on Page 3 of the Application Form.**
- ☐ **The Total Project Cost entered on Page 2 of the Application Form does not include HST and other ineligible project items described on Page 3 of the Program Guidelines.**
- ☐ **The Application Form has been signed and dated by the applicant on Page 4 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 Material to:
heritageproperty@novascotia.ca

or by mail:

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