



Heritage Development Fund Conservation Advice Application Form for 2022-2023

APPLICATION Heritage Property

Name of the registered heritage property:

Heritage property's civic address: *

	Street Number	Street Name	City/Town
Level of Heritage Registration: *			
Provincial:	Yes	No	
Municipal:	Yes	No	

Please note that if your property is solely a registered municipal heritage property, a PDF copy of the Notice of Registration will be required with your submission.

Is your property located within an approved Heritage Conservation District (HCD): Yes No

If yes, please provide the name of HCD:

Applying as an individual

Name of Applicant: *

Mailing Address: *

	Street Number	Street Name	Suite/Apt
PO Box	City/Town	County	Province
			Postal Code

Preferred Contact Phone: * Fax:

E-mail: *

Applying as an organization

Name of Organization: *

Mailing Address: *

	Street Number	Street Name	Suite/Apt
PO Box	City/Town	County	Province
			Postal Code

Organization Phone: * Fax:

E-mail/Website: *

Chairperson/Chief: *

Preferred Contact Phone: * E-Mail: *

Contact person: *
(If not Chair/Chief)

Preferred Contact Phone: * E-Mail: *



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Identification Number of Applying Organization (if applicable)

Is your organization registered under the following:

- | | | |
|--|-----|----|
| A) NS Registry of Joint Stocks, OR | Yes | No |
| B) Government of Canada, as a Charity or not-for-profit
Federal Organization. | Yes | No |

If Yes, please provide your organization's identification number: *

Project Details:

Grant Amount Requested: *

Total Project Costs: *

(Excluding HST and ineligible project items)

Start Date: *

End date: *

(month/day/year)

(month/day/year)

Mandatory Written Response *

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

1. Please describe the core need for a conservation plan or accessibility plan for your heritage property.
2. Please describe the primary issue(s) affecting your registered heritage property.
3. Please provide photographs of the existing condition of the heritage property that requires conservation.
4. Please describe why a professional opinion is required to better conserve, or improve accessibility to, your heritage property.
5. Please provide the name and contact information of the proposed architect, engineer, or other qualified person to undertake this conservation or accessibility advice project.
 - a. If a qualified person is employed, please provide their CV as a PDF document to support their level of expertise.
6. Please provide a detailed PDF quote that describes the scope of work to be undertaken by your architect, engineer, or other qualified person.

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 2022-2023 Conservation Advice Guidelines has been reviewed and understood.

Responses and supporting materials to all mandatory components marked by * are completed in the Application Form.

Written responses and accompanying materials to support the mandatory questions on Page 2 of the Application Form have been provided.

The total project cost on Page 2 of the Application Form does not include HST or other ineligible project items described on Page 3 of the Guidelines.

The Application Form has been signed and dated by the applicant on Page 4 and confirms the 'Declaration' on Page 4 of this Application Form has been reviewed and accepted.

Payment Conditions of Funding

If your application is approved, you will receive a letter outlining the terms and conditions of funding. Funding recipients must meet conditions such as, but not limited to:

- Contributions must be used for the activity as described in the application and if the project is not undertaken after the funding has been accepted, the recipient must return the funds to the department.
- The coordinator must be notified in advance of any changes with the project's activity, including start and end dates, modified scope of work, or changes with the consultant(s).
- If your awarded grant is lower than requested, the applicant will be required to confirm they are able to complete the project with the grant amount awarded.
- If the approved project involves a registered municipal heritage property or a property located within an approved municipal heritage conservation district, proof of municipal registration will be required before funding is released.
- Successful applicants must agree to submit their final report and accounting within 60 days of the project end date. The report will also require a PDF copy of the completed conservation plan document prepared by your architect, engineer, or other qualified person.

If your organization has received a grant through any of the Communities, Culture, Tourism and Heritage project funding programs and the final report is overdue, no funds can be released for any subsequent grants approved through the Communities, Culture, Tourism & Heritage programs until the overdue report has been received. I understand that any project funded may be subject to audit by the Province of Nova Scotia.



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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 confirms that I have read the program guidelines and hereby agree to comply with the conditions of the program under which I am applying.

Printed name: *

Title/position, if applying as an organization: *

Legal Name of the organization: *

Date: *

Signature: *

(month/day/year)

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 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