



Heritage Development Fund Conservation Work 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: *



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Contact person: *

(If not Chair/Chief)

Preferred Contact Phone: *

E-Mail: *

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, specifically:

1. Please describe the core need for conservation work or improved accessibility for your heritage property.
2. Please describe how the scope of work will better conserve your heritage property or improve its accessibility.
3. Please provide photographs of the existing condition of the heritage property that requires conservation or improved accessibility.
4. Please provide the name and contact information of the proposed heritage carpenter or contractor to complete this project. Please identify the source of materials to be used if available.
5. Please provide a detailed PDF quote(s) that describes the scope of work to be undertaken.
6. 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.

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 Work Guidelines has been reviewed and understood.

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

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 2 of the Application Form does not include HST and other ineligible project items described on Page 3 of the Guidelines.

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.

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 the following conditions:

- 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 in the 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, written support for the conservation work project from the municipality may be required before funding is released.
- Successful applicants must submit their final report and accounting within 60 days of the project end date.

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 guideline 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 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