

This application has three sections. **Section 1** deals with Applicant Information. **Section 2** deals with Project Information. **Section 3** is the Consent and Declaration.

Eligibility: Refer to the grant guidelines to ensure you are eligible for this grant, based on primary function and total project costs. Program staff at Communities, Culture, Tourism and Heritage are here to help you with your application. If you have any questions or concerns, contact heritageproperty@novascotia.ca.

Accessibility: If you encounter any barriers or need accessibility support during the application process, contact program staff at least two weeks before the application deadline for assistance.

Application Deadline: April 1 or until fully allotted.

Section 1 Applicant Information

Applicant Overview

Name of Applicant (individual or organization): _____

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

Applicant's Mailing Address

Street: Number _____ Address _____

Unit/Suite: _____ PO Box: _____ City/Town: _____

County: _____ Province: _____ Postal Code: _____

Applicant's Contact Information

Name of Applicant: _____

If applying as an Organization include title/position: _____

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

E-mail: _____

Identification Number of Applying Organization (if applicable)

Is your organization registered under the following?

- Nova Scotia Registry of Joint Stock, as a not-for-profit Society, or ☐ Yes ☐ No
- Government of Canada, as a Charity or not-for-profit Federal Corporation ☐ Yes ☐ No

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

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. The information you provide will help us learn if our programs and processes serve underrepresented and/or underserved communities and are inclusive of Nova Scotia's diverse population. It will be handled in accordance with applicable privacy and confidentiality regulations.

If you encounter any barriers or need accessibility support during the application process, contact the program representative at least two weeks before the deadline for assistance.

- If the applicant is an organization, does your organization have a specific mandated or primary focus to serve any of the following underrepresented and/or underserved communities? If no, select 'none of the above' below.
- If applicant is an individual, do you self-identify as a member of the following underrepresented and/or underserved communities? If no, select 'none of the above' below.

Select all that apply:

- | | | |
|---|---|--|
| ☐ 2SLGBTQIA+ | ☐ Immigrants/Newcomers/Refugees | ☐ Racialized Groups/Communities |
| ☐ Acadian/Francophone | ☐ Mi'kmaq | ☐ Prefer not to answer (If an individual) |
| ☐ African Nova Scotian | ☐ Persons of African Descent | ☐ None of the above |
| ☐ Gaelic/Gaels | ☐ Persons Living with Disabilities | ☐ If not identified above, specify: _____ |
| ☐ Indigenous | | |

Section 2 Project Information

Property to be Conserved

Street: Number _____ Address _____

Unit/Suite: _____ PO Box: _____ City/Town: _____

County: _____ Province: _____ Postal Code: _____

Level of Heritage Registration:

☐ Municipal ☐ Provincial ☐ Within a municipal heritage conservation district

Project Details

In **one sentence**, this Conservation Advice Project will:

Estimated cost of project (excluding HST/ineligible expenses): _____

Grant requested (up to 50% of eligible project cost): _____

What year did you last receive funding from the Heritage Development Fund? (if any): _____

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

Mandatory Written Response and Supporting Material

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

1. Describe why a professional opinion is required to better conserve your heritage property.
2. Provide photographs of the existing condition of the heritage property that requires conservation. If the proposed project is to conserve monuments, provide current photos of each monument and that they align with the specific costs outline in 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. Provide the name and contact information of the proposed architect, engineer, or other qualified person to undertake this conservation advice project.
 - a. If a qualified person is employed, provide their CV as a PDF document to support their level of expertise.

5. Provide a detailed PDF quote that describes the scope of work to be undertaken by your architect, engineer, or other qualified person.
6. Describe, when applicable, how your proposed conservation project demonstrates the use of the *Standards and Guidelines for the Conservation of Historic Places in Canada* to prepare the proposed conservation plan.

Submission Checklist

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

- ☐ The Conservation Advice 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 this Application Form.
- ☐ The Total Project Cost entered on page 3 of this Application Form does not include HST and other ineligible project items described on page 3 of the Program Guidelines.
- ☐ This Application Form has been signed and dated by the applicant on page 5 and confirms the 'Declaration' on page 4 of this Application Form has been reviewed and accepted.

Section 3 Consent and Declaration

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.

By signing this form, I am confirming:

- I have carefully read the application guidelines and eligibility criteria for this program, and I confirm that I myself, or the organization I represent, meet the eligibility criteria to the best of my understanding.
- I am aware that all overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be considered.
- I understand that my current application may not be eligible if any of my final reports have not been submitted and approved.
- If applying as an organization, I will act as the representative of the organization and will keep all participants informed of the application content and any funding decision.

- I am aware that the information provided in this application form is subject to the Freedom of Information and Protection of Privacy Act.
 - I am aware that information regarding successful applicants, their respective counties, and the amounts awarded for each fiscal year will be publicly disclosed.
- ☐ I accept all the consent and declaration statements above that are applicable to me if applying as an individual or as representative of an organization if applying as an organization. I understand that not accepting these statements as true may affect eligibility for this funding application.

Applicant's Printed Name: _____

Title/Position if applying as an Organization: _____

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

Note: By entering your name in the Signature field above you acknowledge that you are signing this document and it will be considered your legal signature.

Submitting Your Application:

Send your completed application form and supporting material by

email to heritageproperty@novascotia.ca

or by mail to Heritage Development Fund (Built Heritage)

Department of Communities, Culture, Tourism and Heritage

PO Box 456, STN Central

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