

Community Cultural Places Program

Guidelines

Description

The Department of Tourism, Heritage and Culture's (the department) Community Cultural Places Program is directed at small communities, or communities at risk due to financial or social issues, that would like to transform an existing heritage place into a community cultural venue. This program is intended to benefit communities, strengthen identity and reinforce pride, while supporting the continued use of heritage places.

Funding

This program will contribute 75% up to a maximum of \$75,000. Appropriate in-kind contributions may be considered.

Only one project per location will be funded per year. If an eligible applicant owns more than one heritage property, no more than two properties will be considered for funding per fiscal year.

The [*Standards and Guidelines for the Conservation of Historic Places in Canada*](#) is used as a reference document in the administration of this program. Applicants should familiarise themselves with the principles set out in this document.

Eligible Projects

To be eligible for funding, projects must be community-based initiatives that re-purpose, restore or renovate significant heritage places into a cultural venue or infrastructure. Applicants must illustrate the positive impact that their project will have on local social development, economic development and tourism.

Community cultural venues may include spaces for music, dance, and arts, community centers, or museums. The finished project should be a place that benefits the community, strengthens identity, and reinforces pride.

Applicants must own or have a long-term lease agreement and the owner's approval to undertake the project. The property must be designated as one of the following:

- Provincial Heritage Place;
- Municipal Heritage Conservation Area or part thereof; or
- Local Historic Place;

Or

- A place that can be shown to have community heritage value. The applicant will be responsible for demonstrating heritage value by providing documentary evidence such as historical documents, historical and technical reports, oral histories, interviews with individuals or organizations connected to the site or who have heritage expertise, etc.

Eligible Applicants

- Community groups (duly incorporated not-for-profit).
- Local governments.

Ineligible Projects

- Projects initiated prior to the submission of a grant application or approval by the department.
- Projects that negatively impact or remove the heritage value of a place.
- Places of active religious worship (e.g., consecrated churches).
- Cemetery restorations.
- Commercial buildings (e.g., Bed & Breakfasts).

Application Process

- Application submissions must include a completed copy of the most current version of the application form (available on the [website](#)) and all supporting material(s) (i.e., project description, business plan, identified community champions). Incomplete applications will be returned to the owner.
- Only applications submitted to archaeology-heritage@gnb.ca or the address below will be accepted:

Archaeology and Heritage Branch
Attn: Community Cultural Places Program
Department of Tourism, Heritage and Culture
P.O. Box 6000
Fredericton, NB E3B 5H1

- Projects are funded for one fiscal year (April 1 to March 31). Funding that is not used within the fiscal year will not be carried over to the next year. The applicant will be required to re-apply.
- All projects must have a defined start and end date (no later than January 31). If these dates need to be adjusted after funding is approved, the department must be informed.

Regulatory Requirements

Proposed project locations with the following designations might require permits:

- Provincial Heritage Place (from the department if a character-defining element is altered or effected)
- Municipal Heritage Conservation Area or part thereof or Local Historic Place (see local by-laws for more information)
- Some project locations might require archaeological investigations if ground-breaking activities is proposed as part of the project.

If you have any questions or concerns with regards to regulatory requirements, please contact archaeology-heritage@gnb.ca or (506) 453-3115

Application Deadline

The deadline to submit a completed application for the Community Cultural Places Program is **April 1** or **September 7**.

Approved Projects

- The Community Cultural Places Program provides funding as a reimbursement. For funding to be disbursed, all project work must be completed by **January 31** and a Final Report submitted by **March 14**.
- For funding to be disbursed, the scope of work identified in the approved project application must correspond with that described in the Final Report. The work must also have been undertaken in a manner consistent with the conservation principles of the *Standards and Guidelines for the Conservation of Historic Places in Canada* or a method approved by the department.
- The financial contribution of the Government of New Brunswick must be acknowledged in a social media announcement or equivalent. A copy of this acknowledgment is to be included in the Final Report.

- Any promotional initiatives (i.e., news releases, publicity, promotional material, etc.) being undertaken must also include an acknowledgment of the financial contribution of the Government of New Brunswick. Copies of these acknowledgments must be included in the Final Report.
- A copy of the signed contract with the contractor (or equivalent) for the undertaking of the work for which funding is being provided must be submitted within thirty (30) days of receipt of the grant approval letter from the department.
- If you are unable to complete the project by January 31, please notify the department as soon as possible.
- If the project is expected to take more than one month, monthly status updates are to be provided to archaeology-heritage@gnb.ca.
- Applicants approved during the April 1 intake will be required to confirm, in their August status update, whether their projects are on track for completion before January 31.

Contact Information

Program staff at the Archaeology and Heritage Branch are available to assist you with your application.

If you have any questions or concerns, please contact archaeology-heritage@gnb.ca or (506) 453-3115

Please note, applicants will receive a project tracking number following the submission of an application. Please include this reference in all correspondence with the Archaeology and Heritage Branch.

Definitions, Terminology, and Additional Information

Board Resolution

A board resolution is a formal document that records decisions made by the Board of Directors during a board meeting. The format of the resolution and meeting may be defined in the organization's by-laws.

Business Plan

A document presenting an organization's mission and describes the strategies that will be employed to achieve its mission and goals. The business plan of a small not-for profit organization may include:

- *Organizational description* – history, mission, and vision;
- *Market analysis* – the target audience or beneficiaries of your organization, an overview of the sector (e.g., heritage) in your region, description of partners and potential collaborators;
- *Programs overview* – a description of the programs the organization offers, and who or what they benefit;
- *Financial projections* – a detailed budget for the organization, revenue sources (grants, donations, memberships, events, etc.), fundraising and grant-seeking strategies, a financial forecast for at least the next year;
- *Outreach* – the strategies used to promote and raise awareness of the organization (e.g., community engagement, social media, media coverage);
- *Operations and management* – staffing and organizational structure, volunteer recruitment, facilities and equipment needs; and/or
- *Timeline and milestones*: a timeline outlining when and how the organization will achieve specific goals and milestones.

*As business plan for an organization responsible for a **historic place** should demonstrate its continued commitment and strategy for the long-term **conservation** of the property. This information is used to evaluate Community Cultural Places Program applications and provides confidence that funding is directed towards projects that support responsible and sustainable built heritage conservation.*

Capital Expenditures

Funds used to acquire, upgrade, or maintain physical assets, such as property and buildings. Capital expenditures can be used for heritage [conservation](#) projects that maintain a location's [heritage value](#), while supporting or enhancing its functionality.

Character-Defining Elements of a Historic Place

The materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the [heritage value](#) of an [historic place](#). The Character-Defining Elements of a historic place should be retained to [preserve](#) its heritage value.

Community champion

An individual or group that advocates for and leads the [preservation](#), [restoration](#), or repurposing of heritage places. They mobilize community support, facilitate stakeholder collaboration, and secure resources for projects, playing a key role in ensuring the successful preservation and sustainable integration of built heritage into the community's fabric.

Cultural Venue

A space where cultural, artistic, and educational activities take place, serving as a hub for community engagement and cultural expression. These venues, ranging from community centers and libraries to galleries and theaters, host events like exhibitions, performances, and workshops that reflect and enrich the local culture and identity.

Conservation (see also [preservation](#), [rehabilitation](#), and [restoration](#))

All actions or processes that are aimed at safeguarding the character-defining elements of an [historic place](#) so as to retain its [heritage value](#) and extend its physical life. This may involve [preservation](#), [rehabilitation](#), [restoration](#), or a combination of these actions or processes.

Eligible Work

A description of proposed work is required for all Community Cultural Places Program applications. It must provide a rationale for why the project is being undertaken, including the how the local community will benefit, how the project will successfully transform a [historic site](#) into a cultural venue while maintaining the [heritage value](#), how it will meet building code and permitting requirements, and a detailed description of the proposed work. If a permit for the work was required and already been

obtained, refer to the permit number and briefly outline the work. Include photographs of the elements that are to be repaired and a specification for the work.

Final Report

A final report is a written document that summarizes the results of a project. All approved Community Cultural Places projects must submit a final report to archaeology-heritage@gnb.ca or the address below before **March 14** to receive their grant.

Archaeology and Heritage Branch
Attn: Community Cultural Places Program
Department of Tourism, Heritage and Culture
P.O. Box 6000
Fredericton, NB E3B 5H1

A template of the final report form will be delivered with project approval letters and is also available on the [website](#). Incomplete final reports may result in delayed grant disbursement. **Funding will not be disbursed for final reports delivered after March 14.**

Financial Statements

Financial statements are a set of documents that show your company's financial status at a specific point in time. They include key data on what your company owns and owes and how much money it has made and spent.

There are four main financial statements:

- balance sheet
- income statement
- cash flow statement
- statement of retained earnings

Heritage Value

The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present and future generations. The heritage value of a [historic place](#) is embodied in its [character-defining](#) materials, forms, location, spatial configurations, uses and cultural associations or meanings.

Heritage Designation

In New Brunswick, an [historic place](#) may be designated at the local, provincial, or national level. Local historic sites or municipal conservation areas may be subject to by-laws administered by the local government. Provincial heritage places are subject to regulation under the [Heritage Conservation Act](#).

If your property is locally or provincially designated, you should reach out to the relevant level of government to determine if your project will require a permit.

Inquiries for provincial heritage places may be directed to archaeology-heritage@gnb.ca or (506) 453-3115.

To check if a heritage place is locally or provincially designated, you can visit the [New Brunswick Register of Historic Places](#). To check if a site is nationally designated, you can visit the [Canadian Register of Historic Places](#).

Historic Place

A structure, building, group of buildings, district, landscape, archaeological site, or other place that has been formally recognized and or [designated](#) for its [heritage value](#).

In-Kind

The contribution of goods and services in lieu of financial support. This may include materials, equipment, data, professional labour, or professional expertise that is valued at market rates and contribute to the project's budget.

Not-for-Profit Organization

Under the [Income Tax Act](#), a not-for-profit (or non-profit) organization is an association organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit (for example, a club, society, or association).

All Community Cultural Places funding applications must include documentation demonstrating that the applying organization is based in New Brunswick and is incorporated as a not-for-profit under the [Companies Act](#).

You can learn more about incorporating as a not-for-profit organization in New Brunswick [here](#).

Preservation (see also rehabilitation, repair, and restoration)

Is a component of [conservation](#) and is the action or process of protecting, maintaining, and/or stabilizing the existing historic materials, form, and integrity of a [historic place](#), or of an individual component, while maintaining its [heritage value](#).

Rehabilitate (see also preservation, repair, and restoration)

Is a component of [conservation](#) and is the action or process altering a [historic place](#) in order to meet new or changing needs while maintaining the [heritage value](#).

Repair (see also preservation, rehabilitation, and restoration)

Is a component of [conservation](#). It is the action of returning a [character-defining element](#) to its prior condition when it has undergone changes attributed to failure, decline, wear, normal use, or abuse. A repair action does not alter or enhance the integrity, character, performance, or design intent of the heritage feature. Repair may include patching of existing components using technologically compatible materials and methods, limited or complete replacement of components. Repair activities may be subject to provincial building code.

Restoration (see also preservation and rehabilitation)

Is a component of [conservation](#). It is the action or process of returning or representing a [historic place](#) or component of a historic place to the way it appeared at a particular period in its history while protecting its [heritage value](#).

Statement of Significance

A Statement of Significance (SoS) describes the core values of a [historic place](#) and is based on research (e.g., historical and technical reports) and consultation (e.g., oral histories, interviews with individuals or organizations connected to the site, such as the owners, neighbours, heritage organizations, interested parties, historians, architectural historians).

An SoS should contain:

- a brief description of the [historic place](#).
- an identification of the key [heritage values](#) assigned to the historic place.
- a list of its principal [character-defining elements](#).

Additional information and guidelines for writing an SoS are available at www.historicplaces.ca.

Types of heritage significance and how they may be described.

Historical Significance: the history of how the site was used, the phases of construction, and a description of why the site is historically significant.

Architectural Significance: the condition of the buildings/structures of the site, including the architectural styles and phases of construction of the building (including alterations and additions). A statement on the architectural significance should ideally be supported by a report completed by a qualified architect and building plans.

Cultural/Political/Educational/Religious/Economic Significance: how the historic place contributes to the understanding of the cultural/ political/ educational/ religious or economic history of the region, province, or country.

Scientific/Technological Significance: the technological innovations used in construction of the historic place or the scientific/technological innovations that were made within the completed building.

Environmental Significance: how the historic place contributes to the area – is the building within a conservation zone, a municipal heritage conservation area, etc.