



DEPARTMENT OF TOURISM, HERITAGE AND CULTURE

COMMEMORATIONS & CELEBRATIONS PROGRAM

APPLICATION FORM

This program has two annual deadlines:

- **April 30th** deadline for projects with start dates no earlier than **June 1st**
- **October 31st** deadline for projects with start dates no earlier than **December 1st**

Please select the deadline that best fits your project timeline. Note that applications received after a deadline will not be assessed until the next deadline.

Steps for submission

1. Applicants may contact Archaeology and Heritage Branch to discuss eligibility and application requirements at any time during the year: Archaeology-heritage@gnb.ca or (506) 453-3115.
2. Read the **Guidelines** and **Final Report** documents in their entirety before completing your application.
3. Complete the application form and budget.
4. Applications and all required supporting material must be sent electronically to: archaeology-heritage@gnb.ca
5. Please use the **Pre-Application Checklist** to confirm organizational and project eligibility.

Section 1 – Applicant Information

Legal Name of Organization: _____

Non-profit Status: _____

Date of Incorporation and Number: _____

Complete Mailing Address: Street _____

City or Town _____
Postal Code _____

Are you a first-time applicant? _____

Do you have any outstanding FINAL REPORTS relating to the Commemorations and Celebrations Program? _____

Contact Person / Title: _____

Email: _____ Phone: _____

Web Site Address: _____

Social Media Links (list all which apply):

Facebook: www.facebook.com / _____

X (formerly Twitter): @_____

Instagram: @_____

Section 2 – Project Proposal

Project Title: _____

Location of Project: _____

Riding the project will take place in: _____

Target Audience: _____

Anticipated Number of People Reached: _____

Commencement Date: _____

Completion Date: _____

Please read the program guidelines to determine eligibility for funding before applying.
Please use the headings below when formulating your proposal.
If you do not have sufficient room for your answers, please attach a separate document
with your responses and be sure to include the headings below.

1. In a few sentences, briefly describe the initiative.
2. Indicate project objectives. How will the proposed project commemorate or celebrate the history of New Brunswick?
3. Provide a project schedule or timeline showing the major milestones of the initiative.

4. Describe the long-term impacts of your initiative on your organization and your community.
5. Describe how you will measure the success of the project. Please describe what you will measure and how you will measure it.
6. Briefly describe the legacy component of your project:
7. Please include any support documents from community groups or organizations that attest to the public interest of your project.

Section 3 – Project Budget

- Provide a budget for this initiative including all revenues and expenses and any in-kind contributions.
- Please list all Federal funding programs that have been applied to for this initiative.
- Budget must be balanced to be considered for funding.
- This program **does not support** projects receiving funding from other provincial government programs.

PROJECTED REVENUES	
Federal government (specify)	
Grant Requested (Commemorations and Celebrations)	
Municipal government (specify)	
Other funders (specify)	
Financial contribution of applicant organization	
Partners' contribution	
Private sector contribution	
In-kind ¹ donations (specify approx. value). Please note that in-kind values donated must be reflected in the appropriate categories of expense. Please indicate the origin of the in-kind donation.	
• Rental of premises or venue	
• Donation of material	
• Professional/volunteer time	
• Other (specify)	
Total Revenues (Must equal total expenditures)	\$

PROJECTED EXPENDITURES	
Equipment	
Materials	
Technical and production fees	
Coordination	
Professional fees	
Venue rental	
Production costs (if not included above)	
Advertising, brochures, and promotion	
Other costs (specify):	
Total Expenditures (Must equal revenues)	\$

¹ 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.

Section 4 – Declaration

I affirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.

I certify that my organization is incorporated in New Brunswick, and that I have signing authority for the above-named organization.

I agree that, upon approval, I commit to completing this initiative precisely as described in this application.

I agree that once funding is provided, any change to the project proposal will require prior approval from the Archaeology and Heritage Branch.

I agree to acknowledge the financial participation of the Province of New Brunswick in all publicity related to the activities of the proposed project.

I agree to submit a final report and financial accounting for evaluation of the initiative within 30 days following the completion date of the initiative and understand that only Archaeology and Heritage Branch's FINAL REPORT template will be accepted for this purpose.

I acknowledge that I do not have any outstanding FINAL REPORTS and understand that any new application(s) will not be processed until such reports have been received and accepted as complete by the Archaeology and Heritage Branch.

I hereby acknowledge and agree that, if awarded a grant, the name of the grant recipient, the recipient's community, the program name, and the amount of the grant, will be published by the Department of Tourism, Heritage and Culture on the Government of New Brunswick website and in the Department's Annual Report.

I understand that failure to adhere to these conditions will result in my organization being disqualified from receiving future grants from the Commemorations and Celebrations Program.

SIGNING AUTHORITY

Please attach authorization (board resolution) specifying that approved funds will be used as outlined in the application.

Name of Applicant (**Please print**)

Signature (Applicant)

Title

Date

Submit application form and all supporting documents electronically to:
Archaeology-heritage@gnb.ca