

HISTORICAL SOCIETIES ASSISTANCE PROGRAM

1. Program Description

The program provides grants to Historical Societies to assist in covering some of the operations and projects costs to produce and publish periodicals that foster an appreciation of New Brunswick's local and regional history.

The program also encourages the conservation of New Brunswick's heritage resources – tangible and intangible – which are held in trust by the organization.

The program is designed to help these societies to expand their activities so that they can offer more services to their communities, to New Brunswickers, and to visitors.

2. Program Objective

This program is intended to support the publication of periodicals that serve as outlets for the researchers reporting on local and regional history in New Brunswick.

The program can be used for the following:

- To encourage the publication and distribution of periodicals such as journals, bulletins and magazines containing studies or research reports that present various aspects of cultural heritage in New Brunswick;
- To launch a new heritage project.

3. Applicant Eligibility

Applications under this program are limited to non-profit organizations based in New Brunswick and incorporated as a non-profit organization under the *Companies Act*.

To benefit from the program, the organization must:

- Publish a periodical with cultural and heritage content that has a minimum circulation of 100 copies per issue and whose themes relate to New Brunswick heritage;
- Have already published at least three (3) issues and have a regular publishing program that includes not less than six (6) titles during the last three (3) years;
- Produce E-newsletters, or electronic newsletters, online publications in the most appropriate format (PDF, HTML, EPUB) to communicate using an electronic mailing list or through a document accessible on your website;
- When applicable, adhere to the standards set by the *Canadian Council of Archives* and follow the recommendations and guidelines of the *Canadian Conservation Institute*.

4. Level of Funding

The grant is based on the previous year's grant and on the strength and merit of the application. Project funding will not exceed 50% of the project's total cost, up to \$5,500 annually.

Organizations that receive a Community Museums Assistance Program grant from the Archaeology and Heritage Branch OR a grant under the Book and Publishing Development Program administered by the Arts and Culture Branch are not eligible.

5. Evaluation Criteria

The projects submitted to this program are evaluated according to the following criteria:

Evaluation criteria	Score
Operational and budget information	
Active committees' activity reports	3
Strategic planning	3
Financial information, previous fiscal year	3
Projected budget, current fiscal year	3
Revenue diversification	1.5
Voting to approve an annual budget at AGM	1.5
Organizational management	
Board of directors – regular meetings and participation	3
Personnel other than volunteers	1.5
Training and improvement	3
Programs and publications	
Research and documentation	3
Educational activities and programs	4.5
Marketing and partnership	
Networking and community partnerships	3
Publicity and marketing	3
TOTAL	36

6. Application and administrative procedures

The purpose of the funding must be stated in the application. For successful applicants, the grant amount will be based on information provided, need indicated, and Program funds available.

No grants will be made to organizations which do not meet the eligibility criteria. To be accepted as complete, this application form must be filled out using the format that has been provided. The three Budget Forms on Microsoft Excel are integral parts of the application. They must be completed and submitted with the supporting documents and signed application form. The proposed budget for the current fiscal year has also to be provided.

The applications must be as detailed as necessary for the projects and will include the starting date of the project, a project summary, and a budget of the requesting organization.

This grant cannot be used to fund activities that occurred before this program deadline.

In addition to detailing all publishing costs and anticipated revenues, the applicant must include a copy of each of the most recent issues of its publications printed over the course of the organization's last fiscal year. Regular publications must include an International Standard Serial Number (ISSN), which can be obtained through Library and Archives Canada.

Societies must apply for funding every year, whether they want to continue their program or to launch a new project. They must also provide an annual activity report.

A photocopy of the museum's Charter and/or Letters Patent, documents of incorporation and by-laws, if recently amended since the last application, should also be provided.

Successful applicants must acknowledge the support of the Government of New Brunswick in all promotional material associated with the grant.

7. Submission of Applications

Applications and all required supporting material must be sent electronically on or prior to April 15th of the request year by:

- Email to archaeology-heritage@gnb.ca (multiple emails if required)

Note: The government's email system has a limit of **9-10MB** for any attachments. Anything larger will not be delivered. Our email system will automatically send you an acknowledgement of receipt but that should not be interpreted as all of the information/attachments having been received. When in doubt, please contact **Museum Services, at (506) 453-3115**.

Late or incomplete applications may not be accepted or may not be considered until all other grants have been assessed, potentially resulting in a reduced grant amount or no funding, depending on budget availability. Please discuss with the Project Officer prior to the deadline if you anticipate a late or incomplete application.

The Department may revise Program guidelines or suspend the program without notice if required funds are not available. Meeting the eligibility criteria does not guarantee that a grant will be awarded. Because of the high number of applications that may be received and the limited resources available, grants awarded may be smaller than the amounts requested.

In the case of disagreement concerning the interpretation of its policies funding programs and their respective components, the Department reserves the right to final interpretation of the intent and implementation of the program.

The applicant hereby acknowledges and agrees 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 web site and in the Department's Annual Report.

<p>Archaeology and Heritage Branch Tourism, Heritage and Culture Marysville Place P.O. Box 6000 Fredericton, NB E3B 5H1</p>
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