

Built Heritage Program

APPLICATION CHECKLIST

Please review before submitting your application for Built Heritage Program funding. If any of the items are not selected at the end of the review, your application may be incomplete. **Incomplete applications will be returned to the owner.**

Our organization...

<input type="checkbox"/>	is a duly incorporated not-for-profit organization or an appointed custodial group or committee administering a heritage place on behalf of a local government
<input type="checkbox"/>	is based in New Brunswick
<input type="checkbox"/>	owns or has a long-term lease in place for the property subject to application
<input type="checkbox"/>	does not have any outstanding <i>Built Heritage Program</i> or <i>Community Cultural Places</i> Final Reports

Our Project...

<input type="checkbox"/>	will conserve (i.e., rehabilitate, preserve, or restore) a built heritage, site, structure(s), or landscape
<input type="checkbox"/>	is <u>not</u> receiving funding from other provincial government programs. If it is, please contact archaeology-heritage@gnb.ca

Prior to submitting the application, we have/are...

<input type="checkbox"/>	read through the program guidelines, application form, and final report documents in their entirety
<input type="checkbox"/>	aware of the program application deadlines (April 1 and September 7)
<input type="checkbox"/>	aware that applications received after a deadline will not be considered until the next program deadline
<input type="checkbox"/>	included all information and documents required as indicated in the program guidelines and application form
<input type="checkbox"/>	contacted the Archaeology and Heritage Branch to discuss any outstanding questions
<input type="checkbox"/>	completed all sections of the most current version of the application form located on the website
<input type="checkbox"/>	ensured the request for funds does not exceed the maximum amounts specified in the program guidelines. (75%, to a maximum of \$5,000 per Component A project OR 50% to a maximum of \$50,000 per Component B project).
<input type="checkbox"/>	aware any project work initiated before an application is submitted or a formal letter of approval is issued by the Department of Tourism, Heritage and Culture will not be funded.
<input type="checkbox"/>	aware projects must be completed by January 31 and funding will only be disbursed when the organization has submitted a final report to the Department of Tourism, Heritage and Culture (March 14 deadline).
<input type="checkbox"/>	ensured the proposed budget is balanced
<input type="checkbox"/>	ensured the application form is signed by someone with signing authority for the organization
<input type="checkbox"/>	<p>Aware that only applications submitted to archaeology-heritage@gnb.ca or mailed to the address below will be accepted for review:</p> <p style="text-align: center;"> Archaeology and Heritage Branch Attn: Built Heritage Program Department of Tourism, Heritage and Culture P.O. Box 6000 Fredericton, NB E3B 5H1 </p>