

## BUILT HERITAGE PROGRAM

### Applicant Information

Legal Registered Name of Organization

Contact Person

Title of Contact Person

Mailing Address

Municipality/Community

Province

Postal Code

Telephone Number

Cell or Alternate Number

Email Address

### Project Information

Project Title

Project Location

Are you applying for funding for: (check appropriate box)

- ☐ *Specialized Conservation Expertise (Component A)*      ☐ *Capital Expenses\* (Component B)*

Proposed Start Date

Expected Completion Date

Official Heritage Designation\* (select all that apply):

- Local Historic Place ☐
- Municipal Heritage Conservation Area or part thereof ☐
- Provincial Heritage Place ☐
- National Historic Site ☐
- No Designation / Unknown ☐

Brief Description of Eligible Work\* (point-form, max. 2,000 characters)

Photos of the specific issues that will be addressed with program funding (close-up and overall).  
Additional images may be submitted by email with the application or on a USB drive.

Prior to work being undertaken.	
<p><i>INSERT PHOTO HERE</i></p>	<p><i>1A – insert brief description of feature and what needs to be repaired or replaced (i.e., wood-framed windows to be repaired, sanded and re-painted)</i></p>
<p><i>INSERT PHOTO HERE</i></p>	<p><i>2A – insert brief description</i></p>
<p><i>INSERT PHOTO HERE</i></p>	<p><i>3A – insert brief description</i></p>

## Project Budget – Excel spreadsheet available upon request

Projected Revenue ♦			
	PROGRAM (if applicable)	APPROVED (Y / N)	AMOUNT
Federal			
Provincial	Built Heritage (Component A)		
Provincial	Built Heritage (Component B)		
Provincial (Other)			
Municipal			
Private Sector			
Applicant			
In-Kind*			
TOTAL PROJECTED REVENUE:			

Projected Expenditures ♦						
	DATE	CONTRACTOR / COMPANY	AMOUNT (PRE-HST)	AMOUNT OF HST (15%)	AMOUNT OF HST (ADJUSTED FOR ANY REBATE)	AMOUNT
Quote 1						
Quote 2						
Quote 3						
In-Kind*						
TOTAL PROJECTED ELIGIBLE EXPENDITURES:						

♦ *Projected Revenue must balance with the Projected Expenditures*

## CHECKLIST OF ATTACHMENTS

The following documents must be included with the application to assess eligibility:

- FOR BOTH COMPONENTS A AND B:
  - ☐ Statement of Significance\* or other document describing the heritage value\* of the site;
  - ☐ Proof of ownership (deed or certificate of registered ownership) or long-term lease;
  - ☐ Documents of incorporation as a non-profit organization\* (if not a municipality);
  - ☐ A financial report\* for the last fiscal year;
  - ☐ Copies of all relevant cost estimates/quotes for the proposed work and written confirmation from other funding partners;
  - ☐ Board resolution\* supporting the proposed project and application to this program;
  - ☐ Business plan\*;
  - ☐ If applicable, a projected program and/or description of the re-use proposal for the building or site.
- FOR COMPONENT B:
  - ☐ Detailed project plans. Note: projects for Provincial Heritage Places will require drawings & specifications prepared by qualified heritage practitioners (e.g., tradespeople, engineers, architects).

### **AFFIRMATION**

**If any affirmations are unchecked, the application will be deemed incomplete and returned to the applicant.**

#### **I AFFIRM THAT:**

- ☐ The project for which funding has been applied has not been commenced, nor will it commence, until written notification of approval by the Department of Tourism, Heritage and Culture has been provided.
- ☐ Representatives of the provincial government shall be allowed to enter into the work area at all reasonable times.
- ☐ If funding is approved, it is my responsibility to advise Archaeology and Heritage Branch of any proposed changes to the project before they are undertaken. These changes are subject to further review by Archaeology and Heritage Branch and may or may not be approved / deemed eligible.
- ☐ As a condition of funding approval, it is my responsibility to submit a final report comprised of labelled photographs adequately documenting the work undertaken. Photographs must be taken before and after the work has been completed. The final report must also include a summary of actual project costs complete with copies of all relevant paid invoices using the forms provided.
- ☐ The financial contribution of the Government of New Brunswick will be acknowledged on our organizations website, social media page(s) and any other promotional initiatives (i.e., news releases, publicity, promotional material, etc.). Copies will be included in the final report.
- ☐ All federal, provincial and municipal environmental, fire and health & safety standards will be met.
- ☐ Acceptance of the grant, if approved, is subject to respecting these affirmations.
- ☐ Failure to respect these affirmations may affect grant eligibility and/or the final amount disbursed.
- ☐ I accept and agree to undertake the project as detailed in the application (and its attachments) and in accordance with these affirmations.
- ☐ The information contained in this application is accurate and complete to the best of my knowledge and that the project proposal, including plans and budgets, is accurately presented.

## INSTRUCTIONS

Completed signed applications and all required supporting material must be sent electronically to:

[archaeology-heritage@gnb.ca](mailto:archaeology-heritage@gnb.ca)

Or

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

**Incomplete applications will be returned to the applicant.**

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Name of Applicant (*Please print*)

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Signature (*Applicant*)

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Title

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Date