

City of Lacombe
Heritage Resources Committee

Municipal Historic Resource Grant Application

This application package includes:

- **Sections A to F:**

Section A: Historic Resource

Section B: Applicant Information

Section C: Required Supporting Documents

Section D: Project Description

Section E: Project Financing

Section F: Declaration Statement

- **Schedules A to C:**

Schedule A: Cash Expenses for Restorative, Improvement and Maintenance Work

Schedule B: Donated Labour, Services, Materials and Equipment

Schedule C: Cash Expenses for Eligible Non-Conservation Work (allowed as matching contribution)

The Procedure:

1. Fill out the forms completely and attach all required supporting documents.
2. Sign the Declaration Statement.
3. Refer to the “Standards and Guidelines for the Conservation of Historic Places in Canada” for information on conservation techniques and best practices for restorative, improvement and maintenance work. This document is available online at:

<http://www.culture.alberta.ca/heritage-and-museums/programs-and-services/heritage-conservation-advisory-services/>

4. If your application is approved for funding, the grant money will be provided upon the completion of the outlined project. Proof of completion will include the submission of the original receipts/paid invoices, photography of the project (before and after, if applicable) and an on-site inspection by the funding authority.

5. Submit your application by mail OR email to:

City of Lacombe

Attn: Planning & Development Services

5432 – 56 Avenue

Lacombe, Alberta T4L 1E9

OR

planning@lacombe.ca

6. If you have any questions, please contact the Planning & Development Department at 403-782-1264.

City of Lacombe
Heritage Resources Committee
Municipal Historic Resource Grant Application

This is an application for assistance with: Restorative Grant
 Improvement Grant
 Maintenance Grant

A. HISTORIC RESOURCE

Name of Historic Resource _____

Location _____
Street No. City/Town Postal Code

Designation Status Municipal Historic Resource (mandatory) Provincial Historic Resource

Legal owner of this historic resource _____

B. APPLICANT INFORMATION

Applicant (if applying as an individual)

Name(s) Mr./Mrs./Ms. _____

Address _____
Street / P.O. Box No. City / Town Postal Code

Business Phone () _____ Home Phone () _____ Cell Phone () _____

Fax () _____ E-mail _____

Applicant (if applying as an organization or corporation)

Name of Organization _____

Registered Mailing Address _____
Street / P.O. Box No. City / Town Postal Code

Business Phone () _____ Fax () _____

Contact Person Mr./Mrs./Ms. _____

Position / Title _____ E-mail _____ Website _____

Business Phone () _____ Cell Phone () _____ Fax () _____

C. REQUIRED SUPPORTING DOCUMENTS Attach the supporting documents that apply to you.

All Applicants:

- Cost estimates/quotes from contractors, consultants, suppliers of services and materials.
- Copy of terms of reference used to solicit architectural/engineering consultants and copy of consultant's proposal and fees, where applicable.
- If receiving a grant from another program: copy of letter and/or agreement identifying the amount awarded and what the grant is funding.
- If applying for a grant from another program: include information about your funding request.
- If you are the legal owner of the property: copy of Land Title Certificate.
- If you are not the legal owner of the property: letter authorizing the work and if applicable, copy of Lease Agreement.
- Copy of historic photographs of property, if available.

Non-profit organizations:

- Incorporation document
- List of current executives or Board of Directors including name, position/title and phone number
- Current financial statement
- If applying as a committee: letter of endorsement from organization

Corporations:

- Incorporation document

D. PROJECT DESCRIPTION

Fully describe the historic resource restorative, improvement or maintenance project for which you are requesting funding.

E. PROJECT FINANCING

EXPENSES

Complete Schedules A, B and C before filling in this table.

Historic resource restorative, improvement and maintenance projects

1	Eligible cash expenses for restorative, improvement and maintenance work, and related architectural / engineering services in Schedule A	\$
2	Eligible value of in-kind donations: Schedule B	\$
3	Total expenses for eligible non-conservation work in Schedule C	\$
4	Total eligible costs: add lines 1, 4, 9	\$

REVENUE

Identify the funds budgeted to pay for the total eligible costs calculated above. If applying or receiving other grants, identify only the portion that will be used to pay for these costs.

			Confirmed	Pending
In general, this is a matching grant program. Applicant's contribution is at least 50% of total eligible costs	Applicant cash <i>Includes Applicant's own cash, cash from donations & fundraising</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Eligible in-kind donations - <i>Section E, Line 2</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Eligible portion of cash expenses for non-conservation work <i>Includes Applicant's own cash, cash from donations & fundraising</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Provincial grants <i>Indicate program name</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Federal grants <i>Indicate program name</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Other source(s) <i>Identify source(s)</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>
	Grant requested from the City of Lacombe: Heritage Resources Committee <i>For conservation, up to 50% of total eligible costs in line 10 above.</i> <i>For architectural or engineering studies/reports/plans, up to 50% of line 11 above.</i>	\$		
	Total revenue	\$		

SCHEDULE A
CASH EXPENSES FOR RESTORATIVE, IMPROVEMENT AND MAINTENANCE WORK

Enter your information on this form or use as a template.

- Itemize the restorative, improvement and/or maintenance work and related architectural/engineering services, and the associated costs. Use additional sheets when necessary.
- For complex projects with many items, list related items in groups.
- Where applicable, indicate level of priority.
- Attach cost quotes/estimates for labour, services, materials and equipment from suppliers and contractors.
- Enter the total eligible cash expenses in section E line 1.

Work Item	Contractor/Supplier	Invoice / Estimate Number	Estimated Start Date (mm/year)	Completion Date (Estimated or Actual, mm/year)	Amount without GST (\$0.00)	GST (\$0.00)	Total (\$0.00)
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
Totals					\$	\$	
Total eligible cash expenses for restorative, improvement and maintenance work and related architectural/engineering services							\$

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 Enter in section E, line 1

**SCHEDULE B
DONATED LABOUR, SERVICES, MATERIALS AND EQUIPMENT**

Enter your information on this form or use as a template.

- Donated labour, services, materials and equipment must be for direct conservation work. In-kind donations for fundraising, project management, administration, planning, attending meetings and similar activities, are not eligible.
- Identify donated labour and services. Include estimated/actual number of volunteers, type of work, and estimated/actual number of hours, and dollar value. Valuation should be in accordance with the fair market value for the services.
- Identify donated materials and equipment used, and estimate the total value. Valuation should be in accordance with the following: eg. \$60/hr for heavy equipment, including operator costs and fair market value for materials and services.
- Do not include GST.
- Enter total eligible cash expenses in section E, line 2.

Item	Details (Include source of donation, number of hours x hourly rate)	Value of donation (\$0.00, excluding GST)
		\$0
		\$
		\$
Total donated labour and services		\$
		\$
Total donated materials and equipment		\$
Total in-kind donations Add all donated labour, services, materials and equipment		\$

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Enter in section E, line 2

**SCHEDULE C
CASH EXPENSES FOR ELIGIBLE NON-CONSERVATION WORK**

Enter your information on this form or use as a template.

- Certain non-conservation work may be considered as the applicant’s contribution. This work includes the following items: installation and upgrading of modern mechanical, electrical, or plumbing services to meet code; attic insulation; and insulation stops.
- Enter total cash expenses for non-conservation work in section E, line 5.
- The eligible portion of cash expenses for non-conservation work (section E, line 9) and in-kind donations (section E, line 4), when added, must not exceed the eligible cash expenses for conservation work (section E, line 1).

Work Item	Contractor/Supplier	Invoice / Estimate Number	Estimated Start Date (mm/year)	Completion Date (Estimated or Actual, mm/year)	Amount without GST (\$0.00)	GST (\$0.00)	Total (\$0.00)	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
Totals					\$	\$	\$	
Minus GST rebate Multiply total GST with GST rebate rate to determine amount of GST that you are entitled to recover (does not apply to individuals)							(\$)
Total cash expenses for non-conservation work							\$	

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Enter in section E, line 5