

MANITOBA SPORT, CULTURE AND HERITAGE

# Heritage Grants Program

OUR HERITAGE: WORTH KEEPING, WORTH SHARING

## GENERAL GUIDELINES



# HERITAGE GRANTS PROGRAM

# GENERAL

# GUIDELINES

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## WHAT IS THE HERITAGE GRANTS PROGRAM?

The Heritage Grants Program has been developed to assist Manitobans in identifying, protecting and interpreting the province's human and natural heritage.

## WHO CAN APPLY?

Application for funding under this program is open to any not-for-profit, incorporated community organization, local government, university or First Nation seeking to identify, protect or interpret Manitoba's human and natural heritage. The organization must have been in existence for at least one year.

Individuals or unincorporated groups may apply under the endorsement of an eligible organization. The organization endorsing the applicant must provide a letter of support for the project. The results of the project must be publicly accessible on a not-for-profit basis. Federal and Provincial government departments are ineligible. **Municipal organizations are encouraged to apply through their Municipal Heritage Advisory Committees.**

## HOW DO YOU APPLY FOR A GRANT?

A checklist accompanies each application to help with preparing and submitting a complete application. Please ensure all requirements listed in the individual categories are met. If an application is incomplete or inaccurate, and cannot be corrected in time for the deadline, the application will be returned and consideration will be delayed to a later date. Groups involved in joint projects are encouraged to submit a single application.

## WHERE CAN YOU FIND APPLICATIONS?

Application forms are available from the Heritage Grants Program office or from the nearest regional office of Manitoba Sport, Culture and Heritage (see page 8).

Website: [www.manitoba.ca/chc/grants/hgp.html](http://www.manitoba.ca/chc/grants/hgp.html)

## WHAT ARE THE DEADLINES?

Deadlines for applications are **January 31** and **June 1** of each year.

Applications should be submitted as far in advance of the deadline as possible so organizations can be advised if any additional information is required to complete the application.

## WHAT IS A PROJECT?

A project is an activity of a non-recurring nature. Multi-year projects are acceptable, but each component must have an identifiable product, and the result of each component must be capable of standing on its own as there is no guarantee that the Heritage Grants Program Committee will recommend support for successive components of a project.

Applicants must submit a detailed description of the project indicating what the project will contribute to the identification, protection or interpretation of Manitoba's heritage, the times when the project is expected to start and finish, and the total funds from all sources necessary to complete the project or the component of the project under consideration.

***It is to the applicant's advantage to demonstrate the advice of a heritage agency or professional individual has been sought in the development of an application. An accompanying letter or report from the person or agency consulted may strengthen the application.***

## WHAT KIND OF PROJECTS ARE ELIGIBLE?

Collections Management	see page 5
Conservation	see page 5
Exhibitions	see page 5
Programs	see page 6
Interpretive Signs	see page 6
Research: Archaeological/Audio Visual/ Historical/Oral Histories	see page 6/7
Special Initiatives	see page 7

## HOW ARE GRANTS AWARDED?

The amount of support can not be greater than the total cost of paid project expenses and **will not exceed 50%** of the total project value (including donated labour, materials and equipment).

The grant amount will also be based on:

- the availability of funds
- the quality or merit of the project
- the need of the applicant
- the ability of the applicant to make effective use of the funds available
- the amount of volunteer and community commitment
- other sources of funding (especially confirmed)

Grants are approved “up to a maximum amount” but based on actual costs.

The Heritage Grants Program will take into account other provincial government funding so as to ensure that the total amount of provincial funding does not exceed 50% of eligible project costs. Applications will not necessarily be approved at the full amount. Approval will not necessarily be given for the entire request. Eligible costs include materials and supplies, costs of services or equipment, and project staff salaries or contractual fees, but not the value of donated collections.

Funding **is not available** for: ongoing administration; operating expenditures; debt reduction; routine maintenance; the purchase of sites, buildings, collections or artifacts; or the moving of buildings.

Capital expenditures are ineligible - such funding may be eligible through Housing and Community Development's Community Places Program.

Re-application does not guarantee funding in the next round.

The Heritage Grants Program will not fund agencies whose primary purpose is to give grants.

Financial contributions by the applicant, and by private sector funders, will enhance the application. Where appropriate, financial support and/or endorsement by local government will be considered an asset for an application.

***Project expenses incurred before notification of a decision by Manitoba Sport, Culture and Heritage will not be considered for funding.***

Approved project expenses must be a minimum of \$1,000.00, and allocation cannot be less than \$500.00.

## HOW ARE DECISIONS MADE?

The Heritage Grants Program Committee makes grant recommendations to the Minister of Sport, Culture and Heritage.

1. First, program staff review the application for completeness and advise the applicant if additional information is required in order to assist the Heritage Grants Program Committee in making its decision.
2. Applications are then reviewed by technical assessors.
3. Funding recommendations are made in formal meetings of the Heritage Grants Program Committee. Individual members of the committee will not comment on any action taken by committee.

4. Heritage Grants Program Committee members declare a conflict of interest and do not take part in discussion or voting if they have a direct association with a project that is being considered for funding.

## WHEN WILL YOU BE NOTIFIED?

Notification is generally provided approximately three months after the application deadlines.

## HOW ARE GRANTS PAID?

After the Heritage Grants Program Committee has reviewed the application and made its recommendation, a letter will be sent advising of the outcome. Successful applicants will also receive a Letter of Agreement, which should be signed and returned within one month.

### Grant Allocations

Upon receipt of a signed Letter of Agreement, 50 per cent of the approved grant amount will be disbursed at the start of the project. The balance of the grant will be disbursed following:

- completion of the project
- receipt of a satisfactory project evaluation report

Should costs be less than initially expected, final payment will be adjusted based on actual expenditures.

**Evaluation reports and financial information must be received within 60 days of completion of the project.**

## IS THERE AN APPEAL PROCESS?

Appeals on recommendations of the Heritage Grants Program Committee will be heard by a separate Appeals Committee. An applicant may appeal the decision of the committee within 30 days of the public release of the committee's decisions. **Decisions of the Appeals Committee are final.**

## WHAT TERMS AND CONDITIONS APPLY?

Applicants are required to complete the project within 12 months of the approval date. Extensions will be considered only in exceptional circumstances. Projects not started within one year of approval are considered to have expired. If a project is not completed within the allotted time frame, applicants are expected to return funds advanced by the program.

Any funds awarded are to be used solely for the purpose specified in the application unless written permission has been obtained from the Heritage Grants Program to vary these purposes, and any funds not so used will be returned to the Heritage Grants Program within 60 days of the agreed upon completion date of the project as a debt due and owing to the Manitoba Government.

The assistance of Manitoba Sport, Culture and Heritage should be acknowledged in some way appropriate to the final product of the project (for example, a credit line in a publication or in media releases etc. such as "This project was partially funded with a grant from the Manitoba Government"). The final evaluation report will include copies of any project publicity.

Grant recipients are asked to submit, where appropriate, two copies of the finished product for placement in the collections of the Legislative Library and the Historic Resources Branch (for example, publications or audio-visual materials) where information about the project will be accessible to all Manitobans.

As a condition of accepting financial assistance from the Heritage Grants Program, successful applicants agree to cooperate and permit an evaluation and audit of the organization if deemed necessary by the department. Complete financial records must be retained by the organization and made available to the department on request.

When funding is confirmed from other sources, applicants **must** advise the Heritage Grants Program Office. This also will strengthen the application.

## WHAT OTHER INFORMATION WOULD HELP AN APPLICATION?

For projects where the requested grant represents only a portion of a larger budget, the budget page should clearly specify which aspect(s) of the overall project is/are to be paid for using the grant.

For volunteer labour and materials, applicants should detail and describe the work to be done, the number of hours required, and the hourly rate for the work. Locally acceptable rates for labour and materials will apply; in other circumstances, per diems, mileage and

other expenses will be considered up to provincial government maximums. Applicant should contact the Heritage Grants Program office for the latest acceptable rates. Applicants must demonstrate that salary/volunteer or hired costs are directly related to the project and not part of any administrative costs.

Applicants are encouraged to learn about, and make use of other appropriate funding sources as much as possible. For further information, please contact your Regional Services Office of Manitoba Sport, Culture and Heritage.

Preference will be given to applications from cooperating organizations.

## GENERAL DEFINITIONS

**Anniversaries** - applications will be considered for significant anniversaries (minimum 25 years). Preservation and interpretation projects of lasting benefit to heritage will be considered. Funding is not provided for celebratory events.

**Detailed work plan** - This involves listing the main sources of information (ex: specific archival collections, local newspapers, etc.), and the time that will be spent researching each research/source category.

**Equipment** - the purchase of equipment for a specific project rather than its rental will be considered where the applicant can satisfactorily demonstrate that the cost would be less. An individual may purchase equipment for a project but will be required to identify an appropriate heritage organization to take the equipment once the project is completed. If a piece of equipment is already owned by an applicant, its purchase or rental cost may not be counted as part of the applicant's contribution towards project costs.

**Interpretation** - telling the historical story in a way that would be meaningful to people unfamiliar with the topic

**Preservation** - taking action to prevent further deterioration or to stabilize at present condition

**Restoration** - returning a substantially original object (artifact or specimen) to its former, documented condition (ex: to restore to its original condition, using original parts or the same type of materials)

**Replication** - producing a copy, duplicate or reproduction, which contains little or none of the original object (artifact or specimen)

**Representation** - creating a likeness or imitation to suggest an object (artifact or specimen)

**Routine maintenance** - small-scale repairs, replacement of worn-out parts, or ongoing upkeep

## GENERAL REQUIREMENTS

**Quotes** - Applicants must submit two quotes or estimates for outside consultants or contractors/suppliers. Local circumstances may limit the number of estimates that can be provided in a small community. If an applicant is unable to provide the two required quotes, the circumstances should be explained.

## GUIDELINES FOR INDIVIDUAL CATEGORIES

### COLLECTIONS MANAGEMENT

#### **Purpose:**

To assist with collections planning and/or upgrading of collections records.

#### **Criteria:**

Funds are available for collections which are owned by an institution or on formal loan from another institution, or held in trust on behalf of the province.

#### **Requirements:**

- Applicant organizations must demonstrate that they have and follow collections policies which meet generally accepted guidelines for museums, archives or archaeological collections.
- Applicants should show a history of efforts to look after the collection, such as a record of preventative maintenance.
- A development plan must be submitted.
- For reformatting projects applications must:
  1. for microfilming follow standards in the "Basic Conservation of Archival Materials: A Guide" document or for digitization follow guidelines in the "Digitization and Archives" document. Both documents are posted at [www.cdncouncilarchives.ca/presinfo.html](http://www.cdncouncilarchives.ca/presinfo.html) or can be obtained from the Association for Manitoba Archives – 204-942-3491.
  2. and demonstrate that copies are not available elsewhere.
- Applicant must include qualifications of the specialist (including resumes or curriculum vitae).

#### **Types of Grants:**

- Planning – honorarium or fee to bring in a specialist to review and rationalize the collections and produce a long term plan for collections development and management.
- Collections records development – based on a plan that includes specifications and costs to prepare and maintain records on the collections according to recognized discipline standards.
- Reformatting of archival collections – transformation of analog information (from whatever form and from whatever support) to microfilm or digital code.

## CONSERVATION

#### **Purpose:**

To assist with the conservation of a heritage/ archival/museum object or collection.

#### **Criteria:**

Authenticity is of primary importance; therefore, preference will be given to preservation or restoration over replication.

For archival collections, preservation of information is in most cases more important than the material it's on. (ex: reformatting is eligible as preservation/restoration.)

Representations and maintenance are not eligible.

#### **Requirements:**

- Applicants must demonstrate that they have sought the advice of appropriate conservation expertise in formulating an application.
- Applicants must describe why the project is heritage, as opposed to maintenance. The applicant must indicate what benefit to heritage will result from the project.
- Applicants need to show a history of efforts to maintain an object or collection. Applicants must show a record of preventative maintenance and a plan for future maintenance.

## EXHIBITIONS

#### **Purpose:**

To improve the interpretation of Manitoba's heritage through creating, upgrading or circulating exhibits.

#### **Criteria:**

Exhibition proposals must demonstrate that they are a record of, or provide context to, the people, places, or events of Manitoba's past, or that they interpret some aspect of that past in an historically accurate manner.

#### **Types of Grants/Requirements:**

Exhibit development is normally considered in phases, each of which may be eligible as a separate project.

- **Planning** – includes historical research, collections review, and space and lighting considerations, which results in a storyline, floor plan and exhibit case designs.
- **Production** – must provide a plan that includes story line, floor plan, and exhibit case designs, as well as specifications and costs for exhibit cases, panels, props, labels, lighting and conservation or replication of objects for display purposes.

- **Circulation** – must provide specifications and costs of a travelling exhibit to be brought into a facility, or costs to circulate a travelling exhibit to other facilities. In the latter case, the proposal should include a draft schedule for circulation, and an indication from potential recipients that they are interested in receiving the exhibit.

## PROGRAMS

### Purpose:

To assist projects that aim to promote Manitoba's heritage through interpretive leaflets, brochures and posters, public programs, planning, or conferences, seminars or workshops.

### Criteria:

Media whose **primary** purpose is promotion are not eligible.

### Types of Grants:

#### ■ Interpretive Leaflets, Brochures or Posters

Refers to printed materials intended as give-aways with the dual purpose of interpreting and promoting heritage. Including a mock-up of the proposed material will assist the Heritage Grants Program Committee in understanding the purpose and content.

Organizations are encouraged to charge a minimum fee in order to cover costs for reprinting publications.

The cost of copies for free distribution to public repositories such as schools, libraries, or municipal offices will be considered.

Newsletters are considered an operating cost and not eligible.

#### ■ Public Programs

Means development of interpretive tours, historic walking tours, lectures or hands-on demonstrations.

#### ■ Planning

Funds may be used to:

- assist in the planning of a community heritage development strategy
- conduct surveys which assess and analyze the nature of the resource
- prepare an inventory of heritage resources
- carry out site and planning studies (feasibility studies are the responsibility of the applicant organization)
- develop operational or program plans for institution, regional or discipline groups
- prepare guidelines for conserving sites, structures or collections

#### ■ Conferences, Seminars or Workshops

- includes development and implementation of time-bound training programs leading to a recognized certificate
- support will be considered for bringing in an outside speaker to a conference in Manitoba
- other expenses may be considered
- annual business meetings are not eligible

## Interpretive Signs

### Purpose:

To assist with permanent interpretive media which recognize and interpret significant aspects of Manitoba's history. Media includes interpretive panels, plaques, statues, monuments, and murals. Interpretation is defined as telling the historical story in a way that would be meaningful to people unfamiliar with the topic. Murals will be considered where they portray historic accuracy and authenticity. An accurate sketch, or a copy of an historic photograph to be depicted, must be provided with a project application for a mural.

**N.B. Generally, the maximum grant for interpretive signs is up to \$2,500.00**

### Requirements:

- indicate how the structure and site will be maintained in the future
- demonstrate ownership or written permission of site location
- demonstrate evidence of relevant interpretive content
- Applicants must submit two quotes or estimates. Local circumstances may limit the number of estimates that can be provided in a small community. If an applicant is unable to provide the required two quotes, the circumstances should be explained
- letters of support from the community

## RESEARCH

### Purpose:

To assist with projects that aim to improve the knowledge of Manitoba's heritage through research for archaeological, audio visual, historical, oral, school material projects.

### Criteria and Types of Grants:

Funds may be provided for heritage research and comparative analysis, preparing resource guides or bibliographies, and inventories of sites and collections.

**Printing costs of publications for profit are ineligible.**

## Requirements for all type of research projects

Applicants must include:

- research objectives
- subject and scope
- methods, sources, and a detailed work plan
- qualifications of researcher, project coordinator and/or editor (including résumés or curriculum vitae)
- an explanation of how research results will be made accessible to the public

The Heritage Grants Program will not fund student research leading to qualification for a graduate or post-graduate degree.

Please see general guidelines definition for “Equipment” for research projects.

### ■ Archaeological Research

Research analysis and interpretation of archaeological sites and collections. Must include requirements listed above as well as: permission of landowner and it should be noted that a **heritage permit is required** to conduct the work.

### ■ Audio-Visual Research

Means planning, research and preparation of a story line or script for sound recordings, slide shows or video tapes.

### ■ Historical Research

Comparative and contextual analysis and interpretation of documentary and oral sources. Generally the average grant for historical research is between \$500 and \$5,000. Production costs are ineligible (ex: typesetting, printing, etc.)

### ■ Oral History Projects

Must include requirements listed above as well as number of days spent on: planning the project, doing the research, determining who is going to be interviewed; preparing a questionnaire; doing interviews, preparing audio visual presentation for public viewing; and estimating total number of interview hours. Will more than one interviewer be doing most of the research? Will more than one interviewer be used?

### ■ School Materials

Means printed or audio-visual resources which are produced for classroom use. Applicants must be able to demonstrate that the material is in demand by schools and compatible with the school curriculum. **The research phase is eligible; production costs are not.**

## SPECIAL INITIATIVES

### Purpose:

To assist with imaginative heritage projects that do not fall within any other categories.

