

## Manitoba Sport, Culture and Heritage Military Memorial Conservation Grant

### PROGRAM GUIDELINES

#### 1. Objective

To assist primarily with conservation work on existing military memorials in Manitoba, with the goal of extending the physical life and commemorative function of the memorials, and raising their profile as sites of reflection and commemoration, and as valuable cultural infrastructure in the community.

The program prioritizes conservation activities that are in accordance with *The Standards and Guidelines for the Conservation of Historic Places in Canada* (herein referred to as the *Standards & Guidelines*), which establishes a consistent set of conservation principles and guidelines adopted by federal-provincial-territorial heritage agencies.

The *Standards & Guidelines* is available through the Historic Resources Branch (HRB) or online at: <https://www.historicplaces.ca/en/pages/standards-normes.aspx>. See also a summary version: "Basic Standards for the Conservation of Military Memorials," on p. 5 of these guidelines.

#### 2. Application Deadline

The annual deadline for submission of applications is February 15 (received or postmarked). HRB will only consider fully completed applications. Please consult the Branch well in advance of your submission (four to six weeks before deadline is recommended) by calling 204-945-2118 (toll free 1-800-282-8069 ext. 2118) or emailing [hrb@gov.mb.ca](mailto:hrb@gov.mb.ca).

Funding is expected to be announced by mid-May. Capital work undertaken prior to notification will not be eligible for funding. Professional fees incurred in developing the project scope of work may be eligible, provided the capital work is undertaken.

#### 3. What qualifies as a Military Memorial for the purpose of this grant?

**A tangible object that is dedicated to the memory of Manitobans for their military contributions.**

Memorials dedicated to one individual may be considered as a lower priority, if program demand allows. Please consult HRB staff if you have questions as to the eligibility of your memorial.

Exclusions:

- headstones or tombs (i.e. graves or grave markers)
- buildings or structures with another primary purpose (e.g. Memorial libraries, halls, arenas, bridges)
- memorials that are the responsibility of the Federal or Provincial governments, the Commonwealth War Graves Commission, or the like.
- military memorabilia (including tanks, artillery pieces etc.) unless specifically dedicated as a war memorial and clearly identified as such at the time of installation.

## 4. Eligibility – Who can apply?

Any individual, organization, or business, including local governments, with an interest in preserving a military memorial may apply for funding, with the exception of the federal government or any provincial government body or organization reporting directly to a federal or provincial government body.

A long-term commitment must be made to preserving the memorial. If the applicant is not the memorial's owner, this commitment must be made, and authorization to carry out the proposed work given, by the owner or municipality as appropriate. See application form, p. 1.

## 5. Grant Categories

The Military Memorial Conservation Grant supports capital projects in several categories (listed in descending order of priority; expected percentage of available annual funding for each category is indicated):

- A. CONSERVATION OF THE MEMORIAL (60%)
- B. CONSERVATION OR RESTORATION OF ORIGINAL HISTORIC SITE ELEMENTS (20%)
- C. INSCRIPTION UPDATES (5%)
- D. NEW INFRASTRUCTURE TO IMPROVE ACCESSIBILITY TO THE MEMORIAL (5%)
- E. NEW MEMORIALS (10%)

All work in categories A-D must be sensitive to the original materials, form and intent of the memorial, in compliance with the *Standards and Guidelines*

### A. CONSERVATION OF THE MEMORIAL (60% of available funds)

Before undertaking capital work to conserve heritage resources, applicants should familiarize themselves with the *Standards and Guidelines*, then complete Manitoba's "Military Memorial Description and Condition Assessment." Applicants are encouraged to seek professional advice and consult with HRB staff about their projects. Very large or complex projects may require the development of a comprehensive Conservation Plan, but most can proceed directly to material conservation.

Eligible conservation projects include:

- Development of a comprehensive Conservation Plan, where warranted
- Structural repair and stabilization, including repointing masonry and repairs to statues or plinths
- Replication of lost elements
- Inscription conservation, including re-lettering, re-gilding, and re-leading of inscriptions in stone.
- Cleaning by approved means
- Relocation of a memorial that is demonstrably threatened and cannot remain in its current location. (Exceptional cases only; as moving robs the memorial of its context.)

### B. CONSERVATION OR RESTORATION OF ORIGINAL SITE ELEMENTS (20% of available funds)

This may include original landscaping, seating, paving, fencing, gates, lighting etc. that are integral to the existing memorial and date from the mid-20<sup>th</sup> century or earlier. Funding for site conservation will be considered only after any needed conservation work on the memorial itself is complete, or it may be undertaken at the same time.

## C. INSCRIPTION UPDATES

(5% of available funds)

To add newly-identified names missed at the time the memorial was erected, or to update a memorial to commemorate later conflicts. Funding for inscription updates will be considered only after any needed conservation work on the memorial itself is complete, or as part of a necessary conservation project. Additions must be sensitive to the original design and materials, and require design approval by HRB staff.

## D. NEW INFRASTRUCTURE TO IMPROVE ACCESSIBILITY

(5% of available funds)

This work is eligible only once any necessary conservation work to the memorial and any original infrastructure has been completed, or if carried out as part of a conservation project. New infrastructure must be sensitive to the design and materials of the original memorial, and requires approval by HRB staff.

## E. NEW MEMORIALS

(10% of available funds)

New war memorials that do not duplicate memorials already existing (e.g. they must address new themes or commemorate people not included in existing memorials).

### *What expenses are eligible for funding?*

Costs directly associated with conservation work that complies with the *Standards and Guidelines*:

- Materials for repair
- Machinery rental, or purchase if demonstrated to be cheaper than rent
- Transportation to a conservator (for movable memorials)
- Professional/contractor fees: architectural, engineering, conservator and/or heritage consultant/research fees incurred in developing the project scope of work may be eligible, provided the capital work is undertaken.
- Administrative costs directly related to the project
- Land Transfer costs for a new site (for relocation projects)

### *What is eligible as in-kind/matching contributions by the applicant?*

- Value of time for research and preparation directly related to the conservation project (e.g. completion of Description and Condition Assessment; startup meetings with conservators or contractors)
- Value of *pro bono* quotes/assessments prepared by contractors etc.
- Volunteer time spent on the conservation project, including the value of donated professional fees
- Value of donated materials
- Value of borrowed equipment that would otherwise be rented (excludes equipment included in the quotes, or already belonging to the applicant).

### *What projects/expenses are NOT eligible for funding?*

- Ongoing expenses such as operating costs and routine maintenance
- New landscaping, benches, fencing, flag poles etc. intended to enhance the memorial site
- Work that detracts from the memorial or does not follow the *Standards and Guidelines*.
- Capital costs incurred prior to notification of approved funding.
- Ineligible monuments as identified on p. 1.

## 6. Level of Assistance

The level of assistance varies according to the grant program category.

### A. CONSERVATION OF THE MEMORIAL

Up to \$25,000 on a 1:1 matching funds basis (i.e. 50% Province: 50% applicant). In cases of exceptional need, the province may awarding a higher proportion of total costs; consult HRB staff for advice. Maximum funds will be awarded only in exceptional cases.

### B. CONSERVATION OR RESTORATION OF ORIGINAL SITE ELEMENTS

Up to \$25,000 on a 1:1 matching funds basis (i.e. 50% Province: 50% applicant). Maximum funds will be awarded only in exceptional cases.

### C. INSCRIPTION UPDATES

Up to \$5,000 on a 1:1 matching funds basis (i.e. 50% Province:50% applicant).

### D. NEW INFRASTRUCTURE TO IMPROVE ACCESSIBILITY TO THE MEMORIAL

Up to \$10,000 on a 1:2 matching funds basis (i.e. 33.3 % Province:66.6% applicant).

### E. NEW MEMORIALS

Up to \$10,000 on a 1:2 matching funds basis (i.e. 33.3% Province:66.6% applicant).

Up to half of the applicant's contribution may be in kind; the remainder must be monetary contributions, and may come from any **non-Provincial** source.

Applicants are encouraged to seek support from the local municipality, and to consider applying to the Community War Memorial grant program from Veterans Affairs Canada for either conservation or new memorials (<https://www.veterans.gc.ca/eng/remembrance/funding-programs/commemorative-partnership/community-war-memorial/guidelines>).

Funding is subject to the availability of resources in any given year. If necessary, partial funding may be approved, with a recommendation that the proposed work be carried out in phases.

You may apply to do work in several phases.

### *How will funding decisions be made?*

Projects will be assessed based on:

- Urgency of the proposed work/condition of the memorial (will the memorial fail without intervention?)
- Whether the proposed work complies with the *Standards and Guidelines*
- Quality of the proposed work/heritage experience of the contractor
- Feasibility of the project/likelihood that it can be completed as described
- Financial need
- Community Benefit (importance and public accessibility of the memorial)

## Basic Standards for the Conservation of Military Memorials

These points are based on the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

### DEFINITIONS

**Conservation:** All actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life.

**Heritage Value:** The aesthetic, historic, scientific, cultural, social or spiritual importance or significance of the site for past, present or future generations. Heritage Value is embodied by character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

**Character-Defining Elements:** The materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to heritage value, and must be retained in order to preserve this value.

**Intervention:** Any action, other than demolition or destruction, that results in a physical change to an element of a historic place.

- Conserve the *heritage value* of the memorial. Do not remove, replace, or substantially alter its intact or repairable *character-defining elements*. Do not move a memorial from its original location if avoidable.
- Conserve *heritage value* by using *minimal intervention*. Use the gentlest means possible and respect *heritage value* in any intervention.
- Maintain *character-defining elements* on an ongoing basis. Repair by reinforcing materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts, where there are surviving prototypes or photographic or other evidence.
- Make any *intervention* needed to preserve *character-defining elements* physically and visually compatible with the memorial, and identifiable upon close inspection. Document any intervention (photos/drawings).
- Repair, rather than replace, *character-defining elements*. Where elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the form, materials, and detailing of a sound version of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the memorial.
- When creating any new additions to the memorial (e.g. adding names by way of new lettering or plaques, or landscape features/infrastructure such as gates, fences or paving), conserve the heritage value by making the new work physically and visually compatible with, but distinguishable from, the memorial and its original features.
- Create any additions so that the essential form and integrity of the memorial will not be impaired if the new work is removed in the future.

**Do as much as necessary, and as little as possible.**

(From the Burra Charter, Australia's Charter for the Conservation of Places of Cultural Significance).

## References

The following are all available online at the time of publication, and may be found by internet search.

*Standards and Guidelines for the Conservation of Historic Places in Canada.*

Manitoba's "Heritage Building Maintenance Manual."

Government of Queensland, "Caring for War Memorials: A guide to help custodians conserve the heritage values of Queensland's monumental war memorials."

Government of New South Wales, "Caring for our War Memorials."

See also materials on the website of the War Memorials Trust (UK).

## Application Checklist

- Completed "Military Memorial Description and Condition Assessment," with photographs as specified
- Completed and signed Application Form
- Three quotes, where applicable and possible
- Other supporting material, if required

## 7. Funding Agreements

1. For approved projects, successful applicants will sign an agreement to comply with Military Memorial Conservation Grant requirements as outlined in the Guidelines and the Application Form.
2. Any funds awarded pursuant to an application are to be used solely for the purposes specified in the application, unless written permission has been obtained in advance from HRB staff.
3. Any funds not so used will be returned to the HRB within 60 days of the agreed-upon completion date of the project as a debt due and owing to the Manitoba government.
4. All work will comply with heritage conservation best practices (*Standards & Guidelines*), honouring the original intent of the memorial, its materials and details.

## 8. Method of Payment

1. Half of the grant amount will be paid upon receipt by HRB of the Project Funding Agreement.
2. The final payment (up to the remaining 50%) will be made upon receipt by HRB of a final report, with photographs, and including proof of payment of approved project cost expenditures as indicated in the application. The final report form is available online or from HRB.

## 9. General Conditions

1. Manitoba Sport, Culture and Heritage (SCH) reserves the right to inspect your memorial before, during and after the work period.
2. SCH may require reasonable public access to the site after project completion.
3. Successful applicants must agree to include a mutually agreeable form of credit for SCH in publicity and promotional material related to funding or funded activities under this program.
4. The applicant must make a commitment to complete the project by a specific date, no later than one year after notification of funding is received.
5. No further grant application for any heritage resource will be acceptable until completion of the project.
6. Grants obtained through this program may only be used to finance work described in the application. Grants may not be used to enable the applicant to transfer financial resources to other uses or to generate a financial surplus.
7. The applicant agrees that the SCH Minister is not liable for any claims, demands, or causes of action that may be made against him or her because of any act, or omission, by the applicant, or the applicant's employees or agents, resulting at or from the heritage resource site.

## Contact Information

### Manitoba Sport, Culture and Heritage

Historic Resources Branch  
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