

Grant Application Form

(January 2008)

Your completed application package must include:

- * Completed application form
- * Completed Summary Report form
- * Photos: Images should be of the building or site, artifacts, present-day and historical photos, conference attendees, a proposed book cover, maps, etc.
[preference is digital images sent via CD or e-mail]
- * Where the applicant is a "Society", a copy of your articles of incorporation, or your incorporation number
- * For post secondary students please include a copy of your supervisor's letter of support

Summary Report Form

A two-page Summary Report, basically following the format provided below, will be submitted to Board Members before your application is reviewed. Please provide the requested information, in a typed format, according to the instructions provided.

Background:

Restoration: Brief site history, include names of architects and builders, if known, as well as dates of construction and of any major changes or additions.

Research: Information on the nature of the project, and any previous related work.

Promotion/Publication: Information on similar or previous publications, projects undertaken by the applicant or organization.

Conferences: Information on an upcoming conference or workshops, and the types of people who might attend.

Designation Status:

For buildings and sites, please indicate the date the property was designated, and by what agency: Province or the name of the urban or rural municipal government.

Proposed Work:

Repaint exterior, re-shingle roof, restore windows, repair brick work, research and produce walking tour booklet, excavate the archaeological site, analyze artifacts, host conference on a certain topic, publish a book, produce an educational video, etc..

Community Benefits/Impact:

Please indicate what benefits you feel will be derived from this project, to your community, or to some other group of people, or what impact you think this project will have.

Budget:

Please group similar work items where appropriate. For example:

Painting exterior	\$ 5,000.00
Roof re-shingling with cedar shingles	\$ 10,000.00
Travel & Accommodations	\$ 3,500.00
TOTAL COSTS	\$ 15,500.00

Funding Sources:

Please indicate all confirmed and projected funding sources. For example:

Applicant's Share	\$ 5,500.00	(confirmed)
ABC Historical Society	\$ 5,000.00	(confirmed)
Saskatchewan Heritage Foundation	\$ 5,000.00	(projected)
TOTAL	\$ 15,500.00	

Non-Monetary Support:

Please indicate what types of volunteer labour or donated materials are confirmed or proposed. While the value of this is not used to calculate your grant, it does help to indicate the level of total commitment to the project by the applicant and others in the community.

Comments:

If you have any other comments about your project, please provide them here. Please be brief.

- Only fully completed applications, postmarked or delivered to the Foundation office, on or before the deadlines, will be accepted. You will be notified of any deficiencies in your application.
- Deadlines for submitting applications are January 15 and August 15 of each calendar year.
- For historical photos, please have a photo finishing store make a copy and send only the copy, as all materials submitted will not be returned.

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Date Received: _____



File: _____
Project: _____
Grant Program: _____
(For Office Use Only)

GRANT APPLICATION FORM

Name of Applicant/Organization: _____
Name of Site Owner (if different from Applicant): _____
Contact Person: _____
E-mail: _____ Cell: _____
Telephone: Home: _____ Business: _____ Fax: _____
Address: _____ Postal Code: _____

Alternate Contact Person: _____ E-mail: _____
Telephone: Home: _____ Business: _____ Fax: _____

Project Title: _____
Project Summary: _____

Project Details: Please provide project details on a separate attachment, along with the necessary documentation listed in the program guidelines.

Proposed Commencement Date: _____ **Proposed Completion Date:** _____
Total Projected Costs: \$ _____

TOTAL GRANT REQUEST \$ _____
The above is a true statement, to the best of my knowledge, and I agree to abide by the Saskatchewan Heritage Foundation's Grant Guidelines if my application is approved in whole or in part. Any supporting documents will become the property of the Foundation, and will not be returned to the applicant. This material may be used in any printed or visual form the Foundation so desires. By signing the application, the applicant agrees to the use and duplication of submitted material as the Foundation deems appropriate.

Signature of Applicant _____ Title/Organization _____ Date _____

For Buildings, Sites and Structures Only:

Name Building, Site or Structure: _____
Location of Rural Property: R.M. of _____ No. _____
_____ 1/4 Section Township _____ Range _____ W _____ M _____
Location of Urban Property: Community of _____
Street Address: _____
Proposed Site Use: _____

Site Owner's Approval (if different from applicant): _____

<p>Municipal Approval to do the Work: This site was designated as Municipal Heritage Property on _____ by _____ (Municipality) The work proposed in this above application has been reviewed and approved by the Municipality.</p>
<p>(Date) _____ (Administrator/Clerk) _____</p>
<p>*IMPORTANT* Any area not completed on this application form may well result in the delay of presenting your application before the Board.</p>