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***Community Heritage Grants And  
Contributions Programs - Guidelines And  
Application Checklist  
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# ***COMMUNITY HERITAGE GRANTS AND CONTRIBUTIONS PROGRAMS***

## ***Guidelines & Application Checklists***

***Culture and Heritage Division***  
***Department of Education, Culture and Employment***  
***Government of the North west Territories***

**January, 1994**

## Introduction

### *Heritage Grants and Contributions Programs* *Department of Education, Culture and Employment*

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In accordance with the **principles** set forth in the **Heritage Grants and Contributions Policy**, the Culture and Heritage Division of the Department of Education, Culture and Employment will provide financial assistance to individuals and organizations actively involved in the preservation, portrayal and promotion of heritage in the **Northwest** Territories.

**Financial** assistance is available for:

- O community supported capital heritage projects,**
- O community supported heritage grants of \$5,000 or less,**
- O stabilization or rehabilitation of recognized heritage buildings,**
- O operation of a Registered Heritage Centre, and**
- O capital improvements to, or planning for, a Registered Heritage Centre.**

Applications for financial assistance will be evaluated based on the extent to which the applications

- **address** immediate threats to the security or preservation of **significant** heritage resources;
- benefit the community and **contribute** to ongoing heritage programming;
- provide public access to the program or project or is the **result** of the program or **project**; and
- are supported by the community.

When assessing an application for financial assistance with heritage projects the Culture and Heritage Division shall also **consider**:

- the comprehensiveness of the application
- the applicant's ability to complete the proposed **project**;
- the applicant's ability to support programs and **costs** arising out of the completed **project**; and
- where applicable, the applicant's ability to **contribute** their portion of eligible costs as detailed in the application.

All final decisions on the funding of projects are made by the Minister of Education, Culture and Employment.

**For a free copy of the Heritage Grants and Contributions Policy, please contact the Heritage Advisor, Culture and Heritage Division, Department of Education, Culture and Employment, Government of the Northwest Territories, P.O. Box 1320, Yellowknife, NT, X1A 2L9. Telephone (403) 873-7244, Fax (403) 873-0205.**

## ***Community Heritage Projects Capital Contributions Program***

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Community-based organizations undertaking capital **projects** to produce or preserve an item or items which **will contribute to the preservation, portrayal and promotion of the heritage and be accessible to the public**, may apply for assistance to the ***Community Heritage Projects Capital Contributions Program***. **Examples of eligible projects might include the development of an exhibit to be** housed in the local library, the erection of interpretative signs at an historic site, or the purchase of artifacts for public programming.

### **Eligibility**

Community-based organizations, local governments and band councils undertaking projects which will **contribute** to the preservation, portrayal and promotion of the heritage of the **Northwest** Territories.

Eligibility is restricted to capital projects requiring **assistance** in excess of \$5,000.

Registered Heritage **Centres** are not eligible for assistance under this program.

### **Program Requirements**

Eligible applicants must submit a proposal in the form outlined in the application guidelines available from the Heritage Advisor, Culture and Heritage Division, Department of Education, Culture and Employment.

Applicants must have written verification of community support for their heritage project.

Applicants must be prepared to provide evidence of their ability to **contribute** a minimum of **15% of** eligible project costs.

Recipients will be required to sign a **contribution** agreement outlining the **specific** terms of their award.

### **Review p r ~ -**

All applications are reviewed by the Heritage Advisor, in consultation with a review committee of heritage professionals whose expertise is relevant to the scope of the proposal.

The Heritage Advisor provides recommendations to the appropriate authority in the Department of Education, Culture and Employment. Applicants will be notified about the status of their **proposal** within **eight weeks of the deadline date for applications**.

### **Amount**

**Contributions under this program** will not exceed 85% of eligible project costs. Within available resources, **there is no maximum fixed amount** for each recipient in this program.

**For more information or to discuss an application under this program, please contact:**

**Heritage Advisor  
Culture and Heritage Division  
Department of Education, Culture and Employment  
Government of the Northwest Territories  
P.O. Box 1320  
YeBowknife, NT XIA 2L9**

**Telephone: 403-873-7244**

**Fax: 403-873-0205**

# *Community Heritage Projects Capital Contributions Program*

## *Application Checklist*

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Applications to this program must be submitted in writing to the Heritage Advisor and include the following:

**1. A completed application form**

**2. The project proposal and description, including Terms of Reference**

**3. Required supporting materials**

- a) a list of all components of the project with a detailed cost breakdown for each component (using budget sheet included with the application form)
- b) evidence of the applicant's ability to contribute 15% of eligible costs, including a breakdown of funding from other sources
- c) an explanation as to how the project would contribute to the preservation, promotion or portrayal of heritage in the Northwest Territories
- d) written verification of community support for the application
- e) plans for the long term management of the project
- f) evidence that, in the event of the applicant's dissolution, the applicant has provided, through charter, by-law or resolution, that capital items acquired or preserved through the project would continue to be managed and preserved in the public interest

For a copy of the application form for this program, please contact the Heritage Advisor.

## *Special Heritage Project Grants Program*

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The **Special Heritage Projects Grants Program** has been established to provide non-capital assistance to community-based organizations undertaking one-time only, **special projects** which will contribute to the preservation, portrayal and promotion of the heritage of the Northwest Territories. Examples of eligible projects might include providing supplies to an elders' group to build a **mooseskin** boat, preparing a photographic inventory of local heritage buildings and sites, or the purchase of materials and supplies for a special event which **will** increase **awareness** and understanding of our heritage.

### **Eligibility**

Community-based organizations, local governments and band councils undertaking **projects** which will **contribute** to the preservation, portrayal and promotion of the heritage of the Northwest Territories.

Eligibility is **restricted** to non-capital projects requiring less than **\$5,000 in assistance**.

### **Program Requirements**

Eligible applicants must submit a proposal in the form outlined in **the** application guidelines available from the Heritage Advisor, Culture and Heritage Division, Department of Education, Culture and Employment.

**Applicants must have written verification of community support for their heritage project.**

Applicants must provide an explanation of how the project would **contribute** to the preservation, promotion or portrayal of heritage in the Northwest Territories, and how the applicant's community or region will benefit from the **project**.

### **Review Process**

**All applications are reviewed** by the Heritage Advisor, in consultation with a review committee of heritage professionals whose expertise is relevant to the scope of the proposal.

The Heritage Advisor provides recommendations to the appropriate authority in the Department of Education, Culture and Employment. Applicants will be notified about the status of their proposal within **eight weeks of the deadline date for applications**.

### **Amount**

Grants shall **not** exceed \$5,000.

**For more information or to discuss an application under this program, please contact:**

**Heritage Advisor  
Culture and Heritage Division  
Department of Education, Culture and Employment  
Government of the Northwest Territories  
P.O.Box 1320  
Yellowknife, NT XIA 2L9**

**Telephone: 403-873-7244**

**Fax: 403-873-0205**

## *Special Heritage Project Grants Program*

### *Application Checklist*

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Applications to this program must be submitted in writing to the Heritage Advisor and include the following:

~~1. A completed application form~~

~~2. The project proposal and description~~

~~3. Required supporting materials~~

- a) a list of all components of the project with a detailed cost breakdown for each component (using budget sheet included with the application form)
- b) an explanation as to how the project would **contribute** to the preservation, promotion or portrayal of heritage in the Northwest Territories
- c) an explanation of how the project's results would benefit and be shared with the community
- d) written verification of community support for the application
- e) a list of any personnel to be employed through the project together with a statement of **qualifications** and responsibilities

For a copy of the application form for this program, please contact the Heritage Advisor.

## *Territorial Heritage Buildings Capital Contributions Program*

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Schedule 5 of the Heritage Grants and Contributions Policy establishes a program to which the owners of recognized territorial heritage buildings may apply for financial assistance toward the stabilization or rehabilitation of their buildings. Application to this program is divided into two **stages**.

### **Stage 1**

Any property owners interested in this program should **first** apply to the Minister of Education, **Culture** and Employment to have his or her building recognized as a heritage building of territorial significance. When determining a building's significance, the Minister shall consider the extent to which that building:

- (a) is directly associated with a person, group or event of historical significance to the **Northwest Territories**;
- (b) is of considerable significance to the preservation or interpretation of heritage in the **Northwest Territories**,
- (c) provides a particularly fine or unique example of a recognized architectural style, architectural feature or construction **technique**;
- (d) incorporates **particularly fine** or unique **architectural** furnishings and **decorations**;
- (e) is valued by the community as a symbol or landmark, and
- (f) **contributes** to the historical or architect integrity of its environment.

### **Stage 2**

Owners of heritage buildings which have **been** judged of territorial significance by the Minister may then apply to the *Territorial Heritage Buildings Capital Contributions Program* for financial assistance with the stabilization or rehabilitation of their buildings. Eligibility will be restricted to capital projects requiring assistance in excess of \$5,000.

Financial assistance is offered on a matching basis (50%), and may only be applied to capital costs directly associated with the stabilization or rehabilitation of the building's historic fabric. Costs associated with a building's purchase, periodic maintenance or restoration are not eligible for funding.

Applicants must be committed to the building's long term preservation, have written verification of community support for their project, and be prepared to provide reasonable public access to the building once the project is completed. Successful applicants will also be required to sign a contribution agreement outlining specific terms of the award.

For more information, or to apply to have a building recognized by the Minister as a *Territorial Heritage Building*, please contact:

Heritage Advisor  
Culture and Heritage Division  
Department of Education, Culture and Employment  
Government of the Northwest Territories  
P.O. Box 1320  
Yellowknife, NT XIA 2L9

Telephone: 403-873-7244

Fax: 403-873-0205

*Territorial Heritage Buildings Capital Contributions Program*  
*Application Checklist*

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Applications to this program must be submitted in writing to the Heritage Advisor and include the following:

**1. A completed application form**

**2. The project proposal and description**

**3. Required supporting materials**

- a) municipal or territorial permits
- b) two or more estimates from competitive contractors for each trade for which funding is being sought (eg. carpentry, painting, etc.)
- c) **a listing** of all components of the project with a detailed cost breakdown for **each** component (using budget sheet included with the application form)
- d) **all** relevant plans and **specifications**
- e) an explanation as to how the project would enhance the building's **preservation** without detracting **from its** historical integrity
- f) written **verification** of community support for the application
- g) evidence of the applicant's ability to provide matching funds, including a **breakdown** of **all** funding received from other sources

**For a copy of the application form for this program, please contact the Heritage Advisor.**

## *Registry of Heritage Centres*

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In accordance with Article 12 of the **Heritage Services Policy**, the Minister of Education, Culture and Employment has established a *Registry of Heritage Centres*. This Registry has **been designed to include all community-based museums, archives and similar heritage facilities governed by an organization which:**

- (a) is either a local government, a not-for-profit corporation, or a registered society in good standing under the *Societies Act (NWT)*;
- (b) is **dedicated** to portraying the cultural or natural heritage of the Northwest Territories through the acquisition, **preservation**, documentation, study and exhibition of museum or archival collections significant to the heritage of the **Northwest Territories**;
- (c) has legal custody to a collection or group of collations held in the public interest in **accordance** with an approved collections management **policy**;
- (d) owns or leases a permanent structure which houses the heritage facility and provides a safe and secure environment for its collations;
- (e) provides for a minimum of 300 hours each calendar year in which the facility is open to the general public without appointment.;
- (f) if a registered society, must open membership to the general public;
- (g) if a registered society or not-for-profit corporation, must have received, by motion of council, the local government's endorsement of its mandate and programing;
- (h) provides members of the general public with opportunities to become actively involved in the facility's management and programing; and
- (i) has provided, through charter, constitution, by-law or **resolution**, that **upon dissolution of the governing body the collections owned by the** governing body shall continue to be managed in the public **interest**.

Organizations included in the Registry of Heritage Centres are eligible to apply for both operational assistance and capital assistance with improvements to either their facility or collections.

**For further information or to make application to the *Registry of Heritage Centres*, please contact:**

**Heritage Advisor  
Culture and Heritage Division  
Department of Education, Culture and Employment  
Government of the Northwest Territories  
P.O.Box 1320  
Yellowknife, NT XIA 2L9**

**Telephone: 403-873-7244**

**Fax: 403-873-0205**

## *Professional Support Services*

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In addition to the programs outlined above, the Heritage Advisory Office also coordinates a range of **services** offered by the **Culture** and Heritage Division to community-based organizations and individuals **concerned** with the preservation, portrayal and promotion of heritage in the Northwest Territories. Please contact the Heritage Advisor to discuss any professional **assistance** you or your organization might require.

### **Archaeological investigations**

Archival support **services**

**Advice** on artifact handling, storage methods, and display techniques

### **Artifact loans**

**Assistance** with repatriation requests

Community heritage network newsletter

Conservation support **services**

Education kits

Exhibition development

### **Geographic names research**

Planning for museum and archival collations

Registration assistance with museum and archival collations

### **Research services**

School programs

Training programs and workshops

Traveling & temporary exhibits

### **For further information please contact:**

**Heritage Advisor  
Culture and Heritage Division  
Department of Education, Culture and Employment  
Government of the Northwest Territories  
P.O.Box 1320  
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