



Grant Programs - General Guidelines

(August 2008)

The Saskatchewan Heritage Foundation is a Crown Corporation established by provincial legislation in 1991. The affairs of the Foundation are directed by a board appointed by the Lieutenant Governor in Council.

Established as a major support agency for heritage conservation and development, the Heritage Foundation's principal mandate since its inception has been to provide financial support to heritage projects at the provincial and community level that seek to conserve, research, interpret, develop and promote Saskatchewan's diverse heritage resources. To this end, the Foundation has developed a series of heritage grant programs which complement the personal commitments and economic resources of individuals, municipalities and agencies across Saskatchewan.

The Foundation is also mandated to acquire, manage and develop real and moveable property in the name of the Crown, and to accept the donation of cash monies, property and other bequests.

Saskatchewan Heritage Foundation grant program guidelines are subject to change without notice. Please consult with Foundation staff before submitting an application to ensure you have the current guidelines.

The Saskatchewan Heritage Foundation reviews grant applications twice each year. Application deadlines are January 15 and August 15.

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Types of Grants:

- 1) **Heritage Conservation**
Heritage resources, from small objects and paper documents to archaeological sites and buildings, require specialized treatment to ensure their long term conservation. This program provides financial assistance for preserving, conserving or restoring many kinds of heritage resources, including artifacts, documents, photographs, film and buildings, structures, sites and districts, providing they have been designated, recognized or protected in some formal way by a competent authority, consistent with inclusion on the National Register of Historic Places.
- 2) **Heritage Research**
This program provides financial assistance to conduct inventories for researching various aspects of Saskatchewan's heritage, particularly in the areas of archaeology, architecture, palaeontology, history and natural history. Assistance is also available to study heritage resources within a given geographic area or facility and to produce reports which outline various options for management of these resources. For Provincial Heritage Property designation nominations, funding assistance may be provided, to a maximum of \$2,000, to conduct research on and produce a completed Nomination Form for any site or structure proposed for provincial designation. For graduate student research projects, a non-matching grant, up to a maximum of \$3,000 may be awarded for documentary research, field work, and/or laboratory analysis.
- 3) **Heritage Promotion and Education**
This program provides financial assistance for undertaking studies to promote heritage resources in a community or region, or to develop educational heritage programs and material. Projects in this category may also include the production of posters, brochures, walking/driving tour guides, audio/visual presentations, and some costs associated with conferences, seminars and workshops relating to Saskatchewan's history and prehistory.
- 4) **Heritage Publications**
This program assists individuals and organizations in publishing new, well-documented material on the history, pre-history and heritage resources of Saskatchewan, excluding family and local community histories. Manuscripts should be original and present new knowledge and/or interpretation of some aspect of Saskatchewan's heritage.
- 5) **Heritage Special Project**
To develop innovative ways of addressing key issues in heritage conservation in Saskatchewan, the Heritage Foundation is interested in supporting and working in partnership on projects that develop or experiment with new approaches, ideas or techniques.

Current Program Priorities

In awarding funds, an attempt will be made to strike an appropriate balance between local/regional initiatives and projects of provincial significance. The following general priorities have been identified:

- Conservation of significant heritage resources at immediate/short term risk.
- Projects resulting in data of extraordinary public or scientific significance.
- Aspects of Saskatchewan's history/prehistory that have not received due consideration in the past, including initiatives or strategies that address aboriginal heritage involving First Nations, Métis and Northern communities.
- Projects that raise public awareness and promote best practices for heritage conservation.
- Conservation and research relating to provincially designated sites and structures.

Eligibility

The following **“ARE”** eligible:

- Owners of designated heritage property, private individuals, societies, corporations, First Nations, academic institutions, organizations and municipalities may apply for a heritage grant.
- Proposals may be made for exterior restoration, structural repairs, and in some situations for sites of major heritage significance, installation of fire suppression systems.

The following **“ARE NOT”** eligible:

- Any work undertaken without written “prior approval” by the Saskatchewan Heritage Foundation Manager.
- New construction including memorials and cairns.

- Salaries for a grant applicant and/or paid staff of an institution sponsoring the research project.
- Regular operation and maintenance of a heritage site.
- Modern substitute materials on restoration projects, such as vinyl siding, asphalt shingles or non-original metal doors, siding and roofing.
- Replacement or addition of insulation, mechanical and electrical services, energy upgrades and utilities, and installation of security systems, as these generally do not relate directly to the heritage aspects of the project, but relate more to renovation.
- Costs incurred in securing quotes for restoration projects.
- Public amenities like access ramps, elevators, washrooms, etc.
- Debt reduction.
- Fundraising initiatives.
- Local historic markers or plaques.
- Capital expenditures, such as the purchase of office/presentation equipment, cameras and computers.
- Ongoing activities of an organization, such as annual operating expenses, journal or newsletters, annual meetings.
- Community and family histories, genealogical studies, annual reports and privately owned artifacts and/or collections.

General Guidelines

Most projects should be completed within one year. Extensions will be considered, where appropriate, but will be granted at the sole discretion of the Foundation.

Funding may be approved for more than one phase of a project. However, the amount of any previous grant allocation will be taken into account when determining the total contribution which the Board may make to any project.

Most grants will be awarded on a cost-shared basis, but generally cover less than 50% of the eligible work. In-kind donations of labour, services and materials can be considered as contributing to the applicant's share, up to a maximum of 25% of the awarded grant amount. For projects undertaken in Northern Saskatchewan, individuals or organizations based in the North may apply for a maximum of up to 75% of eligible project costs. All applications must have distinct relevance to Saskatchewan heritage.

Transportation costs and living expenses for field and research work will not exceed established provincial government rates.

Grant recipients may be required to complete an end-of-project summary report as a condition of receiving the final payment. The report would include an evaluation of the project, with specific reference to total project costs and community benefits, including tourism enhancement and economic stimulus, as appropriate.

Built heritage projects require photographic documentation showing the work as it is undertaken.

Grant Payment

The grant is normally paid after completion of the project and within two weeks of receipt of the heritage grant claim form and supporting documentation as stipulated in the grant agreement. Interim payments for actual work performed can be made to a maximum of 75% of the total grant award. The final grant payment will not be made until adequate documentation of the work performed has been received by the Foundation.

Arrangements for interim and startup payments can be negotiated, but any such payments will be awarded at the sole discretion of the Foundation.

For any conservation grants over \$10,000, a site inspection by Foundation staff may be required before final payment is made.

Additional Terms and Conditions

- In the absence of mitigating circumstances, any project not started during the term of the signed agreement may be considered to have expired and the grant forfeited.
- The applicant agrees to obtain the necessary investigation, conservation, development or construction permits from the appropriate municipal, provincial or federal agencies before commencing the project.
- Grant recipients are required to acknowledge the Foundation assistance in project advertising, publicity, programs and in any report.
- In instances of building restoration, archaeological excavation, and site development, grant recipients may be asked to install appropriate signage during the project, acknowledging the Foundation's assistance, through signs and/or other material to be provided by the Foundation.
- Where reports, publications, DVD's, videotapes or other commercial or publicity items are produced as a result of the project, **one copy** will be provided to the Foundation.
- Rejected applications may be re-considered after a period of one year if new relevant information is provided.