

MAKE HISTORY.

Preserve Manitoba's Past.

Manitoba Culture, Heritage and Tourism Designated Heritage Building Grants Application Form

Please read the Designated Heritage Building Grants (DHBG) Program Guidelines and all instructions before completing this application form. Applications must be accompanied by all supporting material.

Completed applications must be received by Historic Resources Branch or your Regional Services Office no later than **March 15**. Please see the DHBG Program Guidelines for complete address listings.

Please type or print clearly.

MCH&T Reference No. _____

Section 1. Applicant Information

1. What is the name and address of the site owner?

Owner's name: _____

Representing: _____

Telephone: _____ Fax no: _____

Address: _____

Postal code: _____ E-mail: _____

Contact person: _____

Representing: _____

Telephone: _____ Fax no: _____

Address: _____

Postal code: _____ E-mail: _____

Note: If the building is owned by an individual or family, complete the *Owner's Authorization* (see section 7). If the building owner is an organization, please attach a completed *Resolution of the Governing Organization* (see section 8).

2. What is the name and address of the site lessee, if applicable?

Owner's name: _____

Representing: _____

Telephone: _____ Fax no: _____

Address: _____

Postal code: _____ E-mail: _____

Contact person: _____

Representing: _____

Telephone: _____ Fax no: _____

Address: _____

Postal code: _____ E-mail: _____

Note: If you are leasing the building or space in the building, please attach a) an *Owner's Authorization*, if the building is owned by an individual or family (see section 7), or b) a *Resolution of the Governing Organization*, if the building is owned by an organization (see section 8). These forms must be completed and signed by the building owner(s).

Section 2. Heritage Site Information

1. What is the name of the property? _____

2. What is the address of the property? _____

Postal code: _____

3. What date was the site designated? _____

Note: Buildings that are not designated at the time of application are not eligible to receive a grant under this program.

Section 3. Project Proposal

1. Project title: _____
2. What are the planned project start and completion dates?
Start date: _____ Completion date: _____
3. What is the present use of the building? _____

4. What will the building be used for after project completion? _____

5. Briefly describe the scope of work of this project that you consider eligible for a grant from this program. This information should correspond to your Cost Estimate Details (see section 5).
Work Item #1: _____

Work Item #2: _____

Work Item #3: _____

Work Item #4: _____

Work Item #5: _____

Work Item #6: _____

Work Item #7: _____

Work Item #8: _____

6. Please list the major modifications the building has undergone since it was designated as a heritage site.

7. Who is responsible for the long term maintenance costs?

Section 4. Project Financing Summary

Please identify the expected costs and revenues of your project. This information should correspond to your Eligible Cost Details, Volunteer Labour Details and Donated Materials (see section 5).

A. Complete Project Costs

Includes the cost of eligible work **and** the cost of other, non-eligible work to be undertaken during the project.

Labour: \$ _____
 Materials: \$ _____
 Design, engineering fees: \$ _____
 Equipment: \$ _____
 Other (specify below): \$ _____
 \$ _____
 \$ _____
Total Complete Project Costs: \$ _____

B. Eligible Project Costs

Refer to the DHBG Program Guidelines for a complete list of eligible work items.

Labour: \$ _____
 Materials: \$ _____
 Design, engineering fees: \$ _____
 Equipment: \$ _____
 Other (specify below): \$ _____
 \$ _____
 \$ _____
Total Complete Project Costs: \$ _____

C. Proposed Project Revenues

This includes all funding sources that will be used to undertake the project.

Fundraising sources (specify below):

_____ \$ _____
 _____ \$ _____
 Owner equity: \$ _____
 Volunteer labour (see Section 5) \$ _____
 Donated material (see Section 5) \$ _____
 Loans (specify below): \$ _____

Approved grants, other than DHBG (specify below):

_____ \$ _____
 _____ \$ _____

Grants applied for but not yet approved (specify below):

_____ \$ _____
 _____ \$ _____

Other funding sources (specify below):

_____ \$ _____
 _____ \$ _____

Designated Heritage Building Grant:

\$ _____

Total Proposed Project Revenue: \$ _____

Section 5. Please type or print clearly.

Eligible Cost Details

| ITEM # | ITEM OF WORK | MATERIALS | | | LABOUR | | | TOTAL COST |
|----------------------|--------------|-----------|-----------|------------|--------|-----------|------------|------------|
| | | Units | Cost/Unit | Total Cost | Hours | Cost/Unit | Total Cost | |
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| | | | | | | | | |
| TOTAL ELIGIBLE COSTS | | | | | | | | |

Volunteer Labour Details

| NAME OF VOLUNTEER | TYPE OF WORK | HOURS PLEDGED | VALUE OF LABOUR | VOLUNTEER'S SIGNATURE |
|---------------------------------|--------------|---------------|-----------------|-----------------------|
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| | | | | |
| TOTAL VALUE OF VOLUNTEER LABOUR | | | | |

Donated Materials

| ITEM NO. | DONATION BY | MATERIAL DESCRIPTION | UNIT | QTY. | UNIT COST | TOTAL COST | DONOR'S SIGNATURE |
|----------------------------------|-------------|----------------------|------|------|-----------|------------|-------------------|
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| TOTAL VALUE OF DONATED MATERIALS | | | | | | | |

Section 6. Declaration

Required for all applications. To be completed by the person preparing this application form.

I, _____ of _____
print full name city, town, place

of the Province of Manitoba, being the (owner, lessee, or agent of the owner) of

_____ of _____
name of heritage site city, town, place

certify, to the best of my knowledge, that the information provided in this application and attached documents is accurate, and complete.

I declare that I will abide, in all respects, by the conditions specified in the Designated Heritage Building Grants Program Guidelines and this application that relate to any assistance that might be provided to me or my organization under this Program.

Signature: _____ Date: _____

If you are a lessee, please be sure the owner completes the Owner's Authorization Form.

If you are the agent for an organization, please be sure that your Council or Board or Directors completes the Resolution of the Governing Organization Form.

Section 7. Owner's Authorization

Must be completed if the building is owned by an individual or family.

I, _____ of _____
print full name city, town, place

the owner in fee simple of _____
name of heritage site

have thoroughly read the complete application to the Designated Heritage Building Grants Program, by the lessee of the above noted property, or by my employee or agent. I hereby concur with, and give my consent to, the work proposal contained in the application.

Signature: _____ Date: _____

Section 8. Resolution of the Governing Organization

Must be completed if the building owner is an organization (incorporated organization or business, town, city, etc.).

Therefore, be it resolved that _____
organization

make application to Manitoba Culture, Heritage and Tourism for a grant under the Designated Heritage Building Grants Program

for an amount of up to: \$ _____ for the purpose _____

AND, that we, the _____
Board or Council

recognize the full financial implications from development of the project and acknowledge that the provincial government will not be responsible for any further financial assistance other than the grant applied for

AND, that we, the _____
Board or Council

guarantee that there are adequate funds available to complete the project and to continue to operate the facility.

Moved by: _____

Seconded by: _____

Carried: _____

Certified to be a true and correct copy of: _____

Resolution no. _____

passed by (board or council) _____

on the _____ day of _____, 20 _____

Signed _____
(secretary, treasurer or equivalent)

Manitoba Culture, Heritage and Tourism
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg, MB R3B 1N3
In Winnipeg: (204) 945-2118
Toll free in MB: 1-800-282-8069 ext. 2118
Email: hrb@gov.mb.ca
Fax: (204) 948-2384

Website: www.manitoba.ca/heritage

