



Communities, Cultural Affairs and Labour

Provincial Heritage Incentive Program

Grant Application



Personal information on this form is collected in compliance with the Prince Edward Island Freedom of Information and Protection of Privacy Act and will be used to respond to your request. Questions on the collection and use of this information can be directed to the Freedom of Information and Privacy Coordinator for Communities, Cultural Affairs and Labour at (902) 368-5829.

Section 1. Heritage Place Information

Table with 2 columns: Address/Location, PID (Property Identification Number), Civic Address, Date the property was designated as a heritage place under the Heritage Places Protection Act

Section 2. Owner Information

Table with 3 columns: 1. Name of Owner, Postal Code, Address, Telephone No., Fax No., 2. Name of Applicant (if different from owner's name), Position Title, Address, Postal Code, Email, Telephone No., Fax No.

Section 3. Project Description

General Description and Purpose	
Total Cost	Amount Requested (25% of eligible costs – maximum \$3,000)
Start Date	Completion Date

Section 4. Project Financing Summary

Costs and Revenues																																			
Work Item No. 1 _____ Work Item No. 2 _____ Work Item No. 3 _____ Work Item No. 4 _____																																			
Cost for Complete Project <i>Include cost of all eligible work.</i> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="padding-left: 40px;">Labour</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 40px;">Materials</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Design, Engineering Fees</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 40px;">Other (<i>specify</i>)</td> <td></td> </tr> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="text-align: right;">Total Cost</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	Labour	\$ _____	Materials	\$ _____	Design, Engineering Fees	\$ _____	Other (<i>specify</i>)		_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	Total Cost	\$ _____	Proposed Funding Sources <i>Include all funding sources that will be used.</i> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="padding-left: 40px;">Owner Equity</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 40px;">Loans</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Other Approved Grants</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 40px;">Other Non-confirmed Grants</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Other Funding Sources</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 40px;">Provincial Heritage Incentive Program</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="text-align: right;">Total Funding From All Sources</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	Owner Equity	\$ _____	Loans	\$ _____	Other Approved Grants	\$ _____	Other Non-confirmed Grants	\$ _____	Other Funding Sources	\$ _____	Provincial Heritage Incentive Program	\$ _____	Total Funding From All Sources	\$ _____
Labour	\$ _____																																		
Materials	\$ _____																																		
Design, Engineering Fees	\$ _____																																		
Other (<i>specify</i>)																																			
_____	\$ _____																																		
_____	\$ _____																																		
_____	\$ _____																																		
_____	\$ _____																																		
_____	\$ _____																																		
Total Cost	\$ _____																																		
Owner Equity	\$ _____																																		
Loans	\$ _____																																		
Other Approved Grants	\$ _____																																		
Other Non-confirmed Grants	\$ _____																																		
Other Funding Sources	\$ _____																																		
Provincial Heritage Incentive Program	\$ _____																																		
Total Funding From All Sources	\$ _____																																		

Section 5. Declaration

To be completed by the person preparing this application form.

I, _____ of _____
(Full Name—please print) (City, Town, Place)

of the province of Prince Edward Island, being the owner, lessee or agent of

(Name of Heritage Place)

certify that, to the best of my knowledge, the information provided in this application and the attached documents is accurate and complete. I declare that I will abide, in all respects, by the conditions specified in the Provincial Heritage Incentive Program Guidelines and this application that relate to any assistance that might be provided to me or my organization under this program.

Signature Date

Title

Section 6. Authorization of the Governing Organization

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

Therefore, be it resolved that _____ makes application

to the Provincial Heritage Incentive Program for a grant for an amount up to \$ _____

for the purpose of _____

AND, that we, the _____
(Board or Council)

recognize the full financial implications from development of the project and acknowledge that the Department of Communities, Cultural Affairs and Labour 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.

Moved by _____

Seconded by _____

Carried.

Certified to be a true and correct copy of Resolution No. ____ passed on the ____ day of _____, 20 ____.

Signed _____ (secretary, treasurer or equivalent)

Section 7. Attachments

Please read the program guidelines (*on the insert sheet accompanying this application form*) and all instructions before completing this application form. Attach additional supporting material. Type or print clearly. **Send your completed application to:**

Ms. Charlotte Stewart
Heritage Officer
Culture, Heritage and Libraries Division
Communities, Cultural Affairs and Labour
PO Box 2000
Charlottetown, PE C1A 7N8

There are no deadlines by which applications must be submitted. Applicants should allow a reasonable amount of time from the submission of a request to receive a response. Buildings that are not designated, or in process of being designated as heritage places under the *Heritage Places Protection Act*, are not eligible to receive a grant under this program. For information on obtaining designated heritage place status, contact the Culture, Heritage and Libraries Division at:

Tel: 368-5940 or 368-4708
Fax: 368-4663
Email: heritageplaces@gov.pe.ca