



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

Address/Location	PID (Property Identification Number)	
Civic Address	Date the property was designated as a heritage place under the <i>Heritage Places Protection Act</i>	

## Section 2. Owner Information

1. Name of Owner	Postal Code	
Address	Telephone No.	Fax No.
2. Name of Applicant ( <i>if different from owner's name</i> )	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

<p>Costs and Revenues</p> <p>Work Item No. 1 _____</p> <p>Work Item No. 2 _____</p> <p>Work Item No. 3 _____</p> <p>Work Item No. 4 _____</p>	
<p><b>Cost for Complete Project</b> <i>Include cost of all eligible work.</i></p> <p style="padding-left: 40px;">Labour     \$ _____</p> <p style="padding-left: 40px;">Materials     \$ _____</p> <p style="padding-left: 20px;">Design, Engineering Fees     \$ _____</p> <p style="padding-left: 40px;">Other (<i>specify</i>)</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p style="text-align: right;"><b>Total Cost</b>     \$ _____</p>	<p><b>Proposed Funding Sources</b> <i>Include all funding sources that will be used.</i></p> <p style="padding-left: 40px;">Owner Equity     \$ _____</p> <p style="padding-left: 40px;">Loans     \$ _____</p> <p style="padding-left: 20px;">Other Approved Grants     \$ _____</p> <p style="padding-left: 40px;">Other Non-confirmed Grants     \$ _____</p> <p style="padding-left: 20px;">Other Funding Sources     \$ _____</p> <p style="padding-left: 40px;">Provincial Heritage Incentive Program     \$ _____</p> <p style="text-align: right;"><b>Total Funding From All Sources</b>     \$ _____</p>

**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](mailto:heritageplaces@gov.pe.ca)