



# Program Guidelines

## **National Cost-Sharing Program for Heritage Places**

**2018-19**

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## 1. Introduction

Parks Canada's National Cost-Sharing Program for Heritage Places ("the Program") helps ensure the protection of heritage places that have been formally recognized by the Government of Canada, but that it does not administer.

### **Please note that:**

- Applications must be submitted by or postmarked no later than October 6, 2017.
- Selected projects must take place between April 1, 2018, and March 31, 2019.

## 2. How to Apply

### **Step 1: Verify your eligibility to the Program**

Please make sure you have read through all the information on the relevant pages and that you are certain that this is the Program for you and that you meet all the criteria. If you have any doubts about your eligibility or have any questions about the Program contact us by email at [partagedesfrais.costsharing@pc.gc.ca](mailto:partagedesfrais.costsharing@pc.gc.ca) or by phone at 1-866-377-1947.

#### **A. Has your site been formally recognized by the Government of Canada?**

Formal recognition refers to designation by the Minister responsible for Parks Canada on the advice of the Historic Sites and Monuments Board of Canada pursuant to the provisions of the *Historic Sites and Monuments Act*, the *Heritage Lighthouses Protection Act*, and the *Heritage Railway Stations Protection Act*. To determine if your site is a federally recognized heritage place, please consult the Canadian Register of Historic Places ([www.historicplaces.ca](http://www.historicplaces.ca)). For properties within larger sites, such as a historic district, Parks Canada may need to prepare a Confirmation of Contributing Property and a Statement of Values. Please contact the Program Office for more information and/or to discuss how to obtain a Statement of Values.

#### **B. Are you eligible?**

To be eligible, you must be either:

- An owner or lessee (a lessee must have at least 10 years remaining on the lease as of the date of the application to the Program) of a heritage place, a part of a heritage place, or a contributing property within a heritage place, which is:
  - a not-for-profit organization;
  - a regional or municipal government;
  - provincial or territorial government, institution, agency or Crown Corporation;
- A not-for-profit organization acting on the authority and behalf of an eligible owner or lessee;
- A not-for-profit Indigenous organization with a formalized stewardship responsibility directly related to all or part of a heritage place; or
- A not-for-profit Indigenous organization acting on the authority and on behalf of an eligible not-for-profit Indigenous organization.

**Ineligible** applicants include:

- Applicants representing or applying on behalf of individuals, the federal government (i.e. federal departments, Crown corporations and/or agencies), lessees of federally-owned heritage places; for-profit organizations or business entities (including condominium corporations); and
- Applicants representing historic places that have not been formally recognized by the Government of Canada.



### C. Have you secured your matching funding?

The Program requires that a minimum of 50% of project funding be secured prior to April 1, 2018 by applicants from their own funds, private support or other (non-federal) public/government sector support. Proof of secured matching funding should accompany your application.

If you meet criteria A, B, and C then please download and complete the application form, budget and timeline forms.

### Step 2: Submit application

Please send an original signed copy, by mail, of the following documents all at once:

- Funding Application Form
- Project Budget Form
- Project Timeline Form.

Attach all supporting documentation, including proof of not-for-profit status, proof of matching funding and proof of ownership, and retain a complete second copy of your application for your records. Please re-submit all the required documentation even if you have applied for funding assistance from the Program in previous years. The Program will not access any previously submitted documents in the assessment of your current application and reserves the right to request additional information in support of your application.

Phone: 1-866-377-1947  
Email: [partagedesfrais.costsharing@pc.gc.ca](mailto:partagedesfrais.costsharing@pc.gc.ca)  
Mailing Address: National Cost-Sharing Program for Heritage Places  
Parks Canada  
30 Victoria Street (PC-03-P)  
Gatineau, QC J8X 0B3

All applications are subject to information requests under the *Access to Information Act*. Please note that documents submitted to Parks Canada will not be returned.

### Step 3: Selection

After we have received all of the documents listed above we will consider your application using the following criteria:

#### A. Did you apply on or before the application deadline?

Applications received after October 6, 2017, with consideration given to the postmark, will not be assessed.

#### B. Does your proposal meet the five selection criteria?

Parks Canada assesses each proposal on its own merit and relative to other proposals received. Each application received will be assessed on how the proposed project meets all five of the following criteria:

1. Demonstrated level of threat to the heritage value(s) of the heritage place and suitability of proposed mitigation strategy or measures;
2. Demonstrated adherence to the *Standards and Guidelines for the Conservation of Historic Places in Canada* (second edition);
3. Demonstrated need for financial assistance, including evidence that the project could not proceed effectively without funding from the Program;
4. Level of financial risk associated with the project, including the financial stability/viability of your organization, its financial management capacity, and the amount of secured matching funding in place; and
5. Demonstrated capacity to carry out and complete the proposed activities, in terms of conservation expertise and prior experience, by March 31, 2019.





Parks Canada reserves the right to consider geographic balance, project diversity and other Agency priorities established for the year.

#### Step 4: Decisions

Please take note that processing a complete application, including assessment by the Program Office and an evaluation committee, may take up to six months.

### 3. Project Categories

You can only submit **one** proposal for funding per fiscal year under **one** of the following categories. An applicant representing properties located within a historic district can also only submit one funding application.

- **Preparatory Assistance Projects:**  
Projects to develop technical and planning documents necessary to ensure the site's physical integrity. Eligible costs will be reimbursed up to the **lesser of \$10,000 or 50% of total eligible costs.**
- **Conservation Projects:**  
Projects to conserve threatened components of a heritage place, in order to ensure its physical integrity. Eligible costs will be reimbursed up to the **lesser of \$100,000 or 50% of total eligible costs.**
- **Presentation Projects:**  
Presentation projects that focus on communicating to the public the messages related to reasons for designation as a heritage place. Eligible costs will be reimbursed up to the **lesser of \$10,000 or 50% of total eligible costs.**

#### 3.1 Eligible Expenses and Activities

Eligible project expenses include only *the minimum necessary costs* to fulfill the project objectives, as agreed to by Parks Canada. Please include, where appropriate, contingency fees for construction materials and planned services. Specific costs will be limited by the application of various standards and techniques, including the Treasury Board travel directive ([www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)) where appropriate, limitations on consultant costs charged, negotiated costs where warranted, etc.

Eligible expenses **can** include:

- Cost of construction materials, goods and related shipping or transportation;
- Cost of services for time spent on the project, specific labour rates or per diem fees for subcontractors not exceeding market rates, or actual project disbursements;
- Cost of equipment and related installation or maintenance;
- Other reasonable expenses directly related to the project;
- Applicable taxes (federal, provincial, territorial, including HST) on materials, labour and other services that qualify as eligible costs that the recipient shall pay, less any credits or reimbursements to which the recipient may be entitled.

More specifically, eligible expenses by category can include:

#### Category 1 - Preparatory Assistance Projects

- Professional and technical services to prepare documents to aid a heritage place in its planning for conservation as well as site management. Documents may include a conservation plan, a management plan, a commemorative integrity statement, a building/site condition assessment, a fire safety plan, maintenance and inspection plans and



manuals, and interpretive plans. Eligible costs may include architectural and engineering services, technical drawings, photography, historical research, archaeological services, or environmental assessment services.

### Category 2 - Conservation Projects

- Materials and labour directly related to the conservation of a heritage place. The conservation work must lead directly to the protection of cultural resources or character-defining elements, in particular the reduction of threat and/or level of impairment. This work may involve preservation measures to protect, shelter, reinforce and stabilize cultural resources, or more invasive conservation measures involving limited restoration of deteriorated parts, or replacement of missing or deteriorated parts, including fittings, machinery, landscape elements, or other components that Parks Canada agrees are integral to the heritage value of the heritage place. Where Parks Canada agrees that these are the most appropriate means of safeguarding the heritage place or its cultural resources from catastrophic fire loss, fire detection and suppression systems may also be considered.

### Category 3 – Presentation Projects

- Professional services, such as research, planning, design and project management to support presentation activities including the development, design, production and installation of on-site presentation media (including brochures, panels, models, audio-visual productions, interactive CDs, and publications), which will help to communicate the reasons for designation.
- Development, design and production of new presentation programs, and outreach education projects which will help to communicate the reasons for designation of the site.
- The replication of historic objects to support presentation projects and programs where it is demonstrated that these are the most effective means of communicating the reasons for designation.
- Translation of presentation materials into an official language. Translation of the reasons for designation into a third language when it is appropriate to the needs of a site's audience(s) to ensure the heritage value of the heritage place.

### 3.2 Ineligible Expenses

Ineligible expenses include costs incurred for any work that is not identified as necessary by Parks Canada to ensure the site's heritage value or that is inconsistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada* (second edition).

The following costs **are not** eligible expenses:

- Any work that is inconsistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.
- Acquisition of property located outside of the designated place.
- Acquisition of movable resources.
- New construction, including modern additions to historic structures.
- Demolition not related to the preservation of heritage value.
- Services and facilities related to visitor use, such as roads, parking lots, interpretive centres, or washrooms.
- Period reconstruction or replication of whole structures or complexes.
- On-going expenditures for maintenance or operation of the heritage place, including salaries of staff and/or administrators.
- Acquisition of construction materials to be used after March 31, 2019.

## 4. Contribution Limits

The Program will reimburse up to 50% of eligible costs that are identified and approved in a cost-sharing contribution agreement, subject to maximum amounts specified in each project category:

- Category 1 (preparatory assistance): \$10,000;
- Category 2 (conservation): \$100,000;
- Category 3 (presentation): \$10,000.





## 5. How to Fill Out the Application Form

### 5.1 Contact Information

Please ensure that you provide both the official contact information, or signing authority, to whom correspondence should be sent regarding decisions and, if applicable, contact information for the person that can answer specific questions regarding the proposed project.

### 5.2 Project Proposal

- Clearly state the project objectives and expected outcomes.
- Identify the contribution of the project to the heritage value of the heritage place, including the extent of mitigation of impairments or threats to the site.
- Ensure the project is consistent with the values identified in the site's Statement of Significance
- Ensure the conservation project is consistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada* (second edition).
- Include a project budget, accompanied by class C or equivalent estimates, and a project timeline.

### 5.3 Funding Sources

Disclose all sources of funding for the proposed project in the budget template. This includes federal, provincial, municipal or other funding received, or applied for, in relation to the proposed project.

All of your matching funding **must** be secured by April 1, 2018. Please identify, if applicable, a credible plan to secure any remaining funding by April 1, 2018.

The total government assistance (federal, provincial, territorial and municipal for the same eligible expenditures) for the project must not exceed 100% of eligible costs. The total federal government assistance for the project must not exceed 50% of eligible costs.

### 5.4 Calculating In-kind Contributions

In-kind contributions are materials or services that are donated to a project either by a third party or by the applicant. An in-kind contribution is considered a real contribution to the total cost of the proposed activities of the project but it is not reimbursable, as no money has changed hands. In-kind contributions, of up to a maximum of 25% of all eligible project costs, will be considered when establishing the cost-share funding level. Donated materials or services may be eligible as in-kind donations if they are essential to the project's success and would otherwise be purchased by the recipient. They are to be measured at fair market value and have to be recorded in the applicant's accounting books.

Include in the project budget the reasonable costs directly attributable to in-kind contributions. Eligible in-kind costs may include volunteer labour or donated materials that are required to complete the project, and that, were it not for this donation, would represent a cash outlay for the applicant. You must specify and explain the method of calculation used (e.g., volunteer hours at the market rate) and may be asked to provide documentation justifying the rates used.

To establish the cost of in-kind donations of professional and technical services (e.g., those of an architect, engineer, carpenter, etc.), use the prevailing industry standard rates for the services in the province or territory where the project is to take place. Use the prevailing minimum wage rate of the province or territory to establish the cost of in-kind donations of general labour. Estimate the cost of donated material by using prevailing industry standards.



## 5.5 Required Documentation

The following supporting documents must be included in your application:

- **Proof of Ownership:** a document to determine the ownership of the heritage place by the organization. Acceptable documents may include a copy of the deed, tax records, mortgage agreement, insurance policy for the address showing the owner, property tax bill and land title or survey. Documents must clearly indicate the designation name of the heritage place with the civic address along with the organization's legal name.
- **Proof of Not-for-Profit Status:** you will need to provide letters patent, articles or documents of incorporation or governance documents, which clearly substantiate the organization's not-for-profit incorporation status under Part II of the new *Canada Not-for-profit Corporations Act* or under corresponding provincial or territorial legislation. You can provide a copy of your not-for-profit corporation's profile printed directly from the issuing government corporation database Website (federal or provincial). Alternately, non-profit status can be provided in the auditor's note from the organization's audited financial statements that states the purpose/status of the organization (notes from unaudited financial statements will not be accepted).
- **Proof of matching funding:** you will need to provide copies of letters pertaining to grants, donations, matching or other sources of funding to be applied to project.
- **Financial Statements:** you must submit recent financial statements that are either audited (with a notice to reader, review engagement or auditor's report) or unaudited. Typically, financial statements include at least the following three statements: balance sheet or statement of financial position, income statement or statement of activities as well as statement of cash flows. For the purposes of the Program, financial statements should consist at minimum of a balance sheet and an income statement for the most recent fiscal period.
- **Estimates:** indicative estimates, or Class C estimates, are required for all projects. These should provide a rough cost projection used for budget planning purposes in the early stages of concept development of the project. Only estimates prepared by contractors, architectural firms/experts or conservation firms/experts will be accepted for the proposed work.
- **Technical Documents:** attach sketches, drawings, plans, condition assessments, conservation plans, etc. that illustrate the current state of the property and the proposed work (e.g. site plan, floor plans, sections and elevations (if appropriate) as well as details and illustrative sketches and renderings of the proposed work). Identify the location of new elements on plans, sections and elevations and number all documents.

## 5.6 Environmental Assessment

Environmental assessments are an eligible cost and should be accounted for in the budget submitted with the application.

Projects might be subject to provincial or territorial environmental assessment requirements, in addition to other applicable laws and regulations. In working within an heritage place, there is a chance that project activities will touch upon or impact archaeological resources, which also include those not related to the site's reason for designation. It is therefore essential that proponents demonstrate that impacts to all archaeological resources have been considered and, if necessary, a suitable mitigation strategy developed. On lands under provincial or territorial jurisdiction, it is generally a legal obligation to ensure the protection of archaeological resources so that disturbances to them are appropriately mitigated. The provincial or territorial government in question should be consulted as to its requirements. Please ensure compliance with any municipal, provincial, territorial, or federal regulations or legislation as you may be asked to provide additional supporting documentation.

## 5.7 Conflict of Interest, Lobbying, Ethics

Applicants are required to disclose that no conflict of interest exists and that no current or former public office holder or public servant who is not in compliance with the *Conflict of Interest Act* or the *Values and Ethics Code for the Public Service* will derive a direct benefit from the agreement. The applicant will be required to disclose whether any prospective recipients are subject to the *Lobbying Act* and to attest in writing, as part of the application, that prospective recipients or anyone contracted





by them, who conducted any of the lobbyist activities outlined in the *Lobbying Act*, are not entitled to benefit from contingency fees relating to the possible transfer payment.

## **6. If your application is approved**

Parks Canada has set service standards for the timely acknowledgement of applications, funding decisions and payment processes. These service standards are a shared responsibility and all required documentation must be provided in a timely fashion.

### **6.1 Notification**

Parks Canada's goal is to advise applicants as to whether or not their application has been accepted for financial assistance by early spring 2018. While applications may be assessed as meeting the Program objectives, funding is highly competitive and there is no guarantee of support. Parks Canada reserves the right to close the application and assessment process at any time.

Parks Canada will then enter into a contribution agreement with successful applicants. The contribution agreement describes the obligations of the parties with respect to the implementation of the project. The applicant may be required to submit additional documentation prior to finalizing a contribution agreement.

Selected projects will be monitored to ensure that funds are spent in accordance with the contribution agreement. They will also be assessed to ensure that they effectively achieve their objectives.

### **6.2 Certification**

All projects will be subject to certification by a Parks Canada Certification Service Provider prior to a project being approved for funding. This is to ensure that projects will be carried out in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada* (second edition). The Program Office is responsible for assigning a Certification Service Provider to a project, once it has been pre-approved for funding. The pre-certification report is included as an annex to the contribution agreement.

Final payments will only be released upon demonstrated fulfillment of the contribution agreement, including receipt by the Program Office of a final certification report, prepared by a Certification Service Provider, who will certify that the work completed meets the requirements of the pre-certification report(s).

### **6.3 Acknowledging the Federal Government's Support**

Funding recipients must recognize the financial support provided by the federal government through the Program in all its public announcements, press releases, and publicity related to the approved project. In addition, recipients must provide assistance in the preparation of related public announcements by the federal government.

### **6.4 Reporting Requirements**

Organizations receiving financial support from Parks Canada must submit periodic cash flow statements and a final report. The requirements for the final report are specified in the contribution agreement. Projects may also be subject to an independent project audit or post-project survey.



## Annex A

### Definitions

**Certification Service Provider** is a Parks Canada employee, or any other individual identified by the Agency, who provides certification services for Parks Canada's National Cost-Sharing Program for Heritage Places. This service includes the pre-certification and final certification of approved projects.

**Character-Defining Elements** includes materials, forms, spatial configurations, uses, and cultural associations or meanings that together comprise the heritage value of a heritage place, and which must be retained in order to preserve its heritage value. Character-defining elements are listed in the Statement of Significance.

**Commemorative Integrity** refers to the condition or state of a national historic site when the site has retained the heritage value for which it was designated. This is the desired state for a national historic site. A national historic site possesses commemorative integrity when:

- The resources directly related to the reasons for designation as a national historic site are not impaired or under threat;
- The reasons for designation as a national historic site are effectively communicated to the public; and
- The site's heritage values (including those not related to the reasons for designation as a national historic site) are respected in all decisions and actions affecting the site.

**Commemorative Integrity Statement** is a document that describes what is meant by commemorative integrity for a particular national historic site. It describes the place, the reason for its designation, its cultural resources and their heritage value. It includes objectives for their conservation and for sharing their heritage value with the public in ways that reflect the richness and importance of the national historic site. It also provides a baseline for planning, managing, operating, reporting and taking remedial action at a national historic site.

**Conservation** means all actions or processes that are aimed at safeguarding the *character-defining elements* of a cultural resource so as to retain its *heritage value* and extend its physical life. For greater certainty, refer to the descriptions in the *Standards and Guidelines for the Conservation of Historic Places in Canada* (second edition).

**Contributing Property** means an immovable asset such as a building, structure or a landscape, which is part of a historic district that has been designated a heritage place and contributes to the heritage value (reasons for designation) of the district.

**Cultural Resource:** a human work, an object, or a place that is determined, on the basis of its heritage value, to be directly associated with an important aspect or aspects of human history and culture. The heritage value of a cultural resource is embodied in tangible and/or intangible character-defining elements.

**Heritage Lighthouse:** a tower or other structure, including its fixtures, that was built to contain, contains, or once contained a beacon light or other signal to warn or guide marine vessels designated by the Minister responsible for Parks Canada on pursuant to the provisions of the *Heritage Lighthouse Protection Act*.

**Heritage Railway Station:** any railway station designated by the Minister responsible for Parks Canada on the recommendation of the Historic Sites and Monuments Board pursuant to the provisions of the *Heritage Railway Stations Protection Act*.

**Heritage Value:** the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of a cultural resource is embodied in its character-defining elements.

**Historic Place:** a structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formerly recognized for its heritage value.





**Intervention:** any action, other than demolition or destruction, that results in a physical change to an element of a historic place.

**National Historic Site of Canada:** any heritage place specifically designated as such by the Minister responsible for Parks Canada on the advice of the Historic Sites and Monuments Board of Canada pursuant to the provisions of the *Historic Sites and Monuments Act*.

**Not-for-Profit Organization** (as defined by the Canada Revenue Agency) is a club, society, or association that is organized and operated solely for: social welfare, civic improvement, pleasure or recreation, or any other purpose except profit. Examples include churches and universities.

**Statement of Significance** is a document prepared by Parks Canada. It is a succinct way of expressing heritage value. It ensures that heritage values are communicated in an effective and consistent manner. The three-part Statement of Significance contains: a brief description of the heritage place; an identification of the key heritage value(s) assigned to the heritage place; and a list of its principal character-defining elements. For the purpose of the Program, only the Statement of Significance related to the federal recognition of the heritage place can be used to prepare an application to the Program.





## Annex B

### Resource Links

*Access to Information Act*

[laws-lois.justice.gc.ca/eng/acts/A-1/](http://laws-lois.justice.gc.ca/eng/acts/A-1/)

*Canadian Not-for-profit Corporations Act*

[laws.justice.gc.ca/eng/acts/c-7.75/](http://laws.justice.gc.ca/eng/acts/c-7.75/)

*Canadian Register of Historic Places*

(Listing of Heritage Places and their Statements of Significance)

[www.historicplaces.ca](http://www.historicplaces.ca)

*Conflict of Interest Act*

[laws-lois.justice.gc.ca/eng/acts/C-36.65/index.html](http://laws-lois.justice.gc.ca/eng/acts/C-36.65/index.html)

*Heritage Lighthouse Protection Act*

[laws-lois.justice.gc.ca/eng/acts/H-3.4/](http://laws-lois.justice.gc.ca/eng/acts/H-3.4/)

*Heritage Railway Stations Protection Act*

<http://laws-lois.justice.gc.ca/eng/acts/H-3.5/>

*Historic Sites and Monuments Act*

[www.laws.justice.gc.ca/eng/acts/H-4/index.html](http://www.laws.justice.gc.ca/eng/acts/H-4/index.html)

*Lobbying Act*

[laws-lois.justice.gc.ca/eng/acts/L-12.4/](http://laws-lois.justice.gc.ca/eng/acts/L-12.4/)

*Policy on Transfer Payments (Treasury Board of Canada Secretariat)*

[www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13525](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13525)

*Standards and Guidelines for the Conservation of Historic Places in Canada (second edition)*

<http://www.historicplaces.ca/en/pages/standards-normes.aspx>

*Values and Ethics Code for the Public Service (Treasury Board of Canada Secretariat)*

[www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049)

