

**General purpose**

The Yukon Historic Resources Fund (YHRF) is intended to support specific projects. It was established to help support the objectives of the *Historic Resources Act* related to historic resources. These are to: promote appreciation; provide protection, preservation and orderly development; and promote study and interpretation of these resources.

If a project is on Settlement Land, permission and/or permits from Yukon First Nations are required. Other permission/permits, such as the Scientists and Explorers License and Yukon Archaeological Sites Regulations permit may also be required.

All interventions to historic places must respect the *Standards and Guidelines* for the Conservation of Historic Places in Canada. The Historic Sites Unit, Tourism and Culture, Yukon Government is available to assist in complying with the *Standards and Guidelines* and only proposed work that conforms to the *Standards and Guidelines* will be eligible for funding under this program. The web address is as follows: [www.historicplaces.ca/en/pages/standards-normes](http://www.historicplaces.ca/en/pages/standards-normes).

| <b>Eligibility</b>   |   |
|--|---|
| <b>Who</b>   | <ul style="list-style-type: none"> <li>• Private citizens,</li> <li>• Groups (including societies, businesses, etc.)</li> <li>• First Nations</li> <li>• Municipalities</li> </ul> <p>Priority will be given to Yukon applicants over those applying from outside the territory.<br/> <b>Applicants must not owe money to the Yukon government.</b></p>   |
| <b>What</b> (generally, these are the types of projects that will be considered) | <ul style="list-style-type: none"> <li>• Archaeology</li> <li>• Palaeontology</li> <li>• Community museums and First Nations heritage/cultural centres</li> <li>• Historic sites</li> <li>• First Nations language preservation</li> <li>• Toponymy</li> <li>• Historical research</li> </ul> <p>The fund does not support core programs or Operations and Maintenance requirements for long-term projects or programs, or curriculum-based projects. The fund will assist a component of a long-term project provided there is a product associated with that component. Personal and professional development or education is not eligible.</p> |
| <b>When</b>  | <b>The application deadline is 5 p.m., March 15. Late applications will not be accepted.</b>  |

**Application submission**

To be eligible, applications must be completed and signed by the applicant. We do accept hand written applications to accommodate our clients that don't have access to computers. Faxed or digital submissions will be accepted. Hard copy may be mailed or hand delivered. Submit applications and any questions regarding the application process to:

Historic Sites  
 Department of Tourism and Culture (L2)  
 Box 2703, Whitehorse, Yukon  
 Y1A 2C6

Phone: 867-667-5386  
 Toll free (in Yukon): 1-800-661-0408, local 5386  
 Fax: 867-667-8023  
[heritage.grants@gov.yk.ca](mailto:heritage.grants@gov.yk.ca)

## Application outline

Use the following headings to develop your application.

### 1. Name of project

Provide a simple, descriptive title for your project. Also note what type it is from the list noted under *Eligibility*, e.g. archaeology, toponymy.

### 2. Contact information

- Applicant name – individual or organization
- Position (relevant to the project)
- Phone, fax
- Contact name
- Mailing address
- Email

### 3. Project description

- Project description and goals  
Briefly describe the project and what you hope to accomplish.
- Significance  
Demonstrate how this project will preserve heritage resources or historical/cultural knowledge valuable to the community and Yukon as a whole.
- Expected result(s)  
What will be the measurable result(s) of the project? For example:
  - book or report
  - exhibit
  - fully or partially restored building
  - map area with First Nation place namesThe goals must be clearly defined and achievable. You must state both short- and long-term objectives for the project if it is to extend over more than one year.
- Relevant experience of participants  
Who will be conducting the work? Describe their experience and qualifications relevant to this project and include a resumé of the principals working on the project.
- Methodology  
Describe the process and techniques, including relevant standards, you will use to complete this project. If this project is part of an ongoing program or project, the applicant must demonstrate how the project will be a stand-alone component of the ongoing program or project.
- Project timeline  
Include major goals in the project with approximate dates for each.
- Completion of prior projects/components  
Previous projects or components of projects must be successfully completed, including any reporting required under a permitting process, in order to reapply.

### 4. Evidence of support

**Note: The application will be rejected without adequate evidence of support.** This evidence usually takes the form of letters of support, funding or funding agreements from other agencies, and/or a cooperative agreement with another partner. Letters of support can come from heritage institutions, community museums, local heritage societies, First Nations, historians, or other groups or individuals recognized by the community as having relevant heritage expertise or relevance to the project.

### 5. Benefits to the community

Describe how this project will benefit Yukon historic resources, or community knowledge of Yukon heritage.

Project results must be filed with Government of Yukon and, if appropriate, affected First Nations, Yukon Archives or another public repository.

Also, if appropriate, results of the project should be available and visible to the public, for example, through a presentation at a local museum or cultural centre or be on display for public appreciation. Historic sites may be marked with a discreet sign.

A letter of agreement for public display from a recognized heritage institution would be beneficial in instances where public display is appropriate.

## 6. Budget

### You must fill out the Budget Summary form

#### Funding amount

The YHRF provides matching funding up to 50% of project costs to a maximum of \$10,000. While the total project value may exceed \$20,000, **applications requesting more than \$10,000 from the YHRF will not be considered.** Upon approval of funding, the applicant will receive up to 80% of the approved amount with 20% payable upon satisfactory completion and final approval of the project. Payments are conditional upon provision of proof of permits for those projects requiring permits.

#### Other sources

The applicant must demonstrate that they are providing significant value to the project. This value can be in the form of in-kind contributions to the project, other grants and donations. Volunteer labour is an acceptable form of in-kind contribution, but it should not constitute an excessive portion of the project value and should be valued at a reasonable rate.

#### Eligible costs

Only capital costs will be eligible. Honoraria, professional fees and short-term wages are considered capital costs. Project-related operations and maintenance items such as rentals of equipment, office supplies, long distance telephone and other operational costs may be considered.

#### Budget summary

Provide a budget summary on the Budget Summary form, as well as a more detailed breakout for your project including:

#### Expenses

- reasonable labour costs, professional fees and honoraria;
- administration fees and expenses;
- materials;
- travel and accommodation – at current Yukon government rates or lower;
- other project costs such as long distance telephone, etc.;
- total project cost (if this is a multi-year program or project, provide expenses for this year and subsequent two years).

#### Revenue

- grants from other sources;
- value of donations and/or in-kind contributions such as materials, volunteer labour, services, workspace, etc.;
- total project revenue (if this is a multi-year program or project, provide revenue for this year and subsequent two years);
- total amount requested from the Yukon Historic Resources Fund.

#### Signature

Print the name and title of the applicant on the Project Summary Form and sign beside it. Applications without a signature will not be considered.

## 7. Checklist

An application will not be considered complete unless it contains all of these elements:

- contact information;
- all information required in the project outline;
- any required permits;
- evidence of support from institutions, community groups, individuals, etc.;
- detailed budget outline including a clear statement of funding from other sources;
- signature on Project Summary form.



Include this form along with your application. When the project is completed, fill in the “actual costs” columns and include this information in your final report. Provide a detailed breakdown of expenses in Appendix A.

**Project name:** \_\_\_\_\_

| <b>Budget summary (summarize your overall budget in the following general categories)</b> |                 |                     |
|---|-----------------|---------------------|
| <b>Expenses</b>   | <b>Budgeted</b> | <b>Actual costs</b> |
| Wages and honoraria   | \$              | \$                  |
| Administration fees and expenses  | \$              | \$                  |
| Travel and accommodation  | \$              | \$                  |
| Materials   | \$              | \$                  |
| Equipment   | \$              | \$                  |
| Other   | \$              | \$                  |
| <b>Total expenses</b>   | <b>\$</b>       | <b>\$</b>           |
| <b>Revenue</b>  | <b>Budgeted</b> | <b>Actual costs</b> |
| Grants from other sources   | \$              | \$                  |
| Donations and in-kind contributions   | \$              | \$                  |
| Other revenue (sales, etc.)   | \$              | \$                  |
| <b>Total revenue</b>  | <b>\$</b>       | <b>\$</b>           |
| <b>Amount requested from Yukon Historic Resources Fund</b>                                |                 | <b>\$</b>           |

Name of contact: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of organization: \_\_\_\_\_

**Note: Application deadline is 5 p.m., March 15.** If this date falls on a weekend, the deadline will be extended to the Monday directly following.

We are collecting your personal information under the following laws: the *Historic Resources Act*, s. 8 and 13(1) and the *Access to Information and Protection of Privacy Act*, s. 29(c). We use this information to determine whether you (or the group you represent) are eligible for funding and to provide funding assistance. We may also use it to evaluate the success of our programs, and for statistics and research. If you have questions about the collection or use of this information, please contact the Historic Sites Project Officer at 204 Lambert street, Suite 304, Whitehorse, Yukon or call 1-867-667-5386 or 667-3463 or email [heritage.grants@gov.yk.ca](mailto:heritage.grants@gov.yk.ca).

