

## Grant Application Information

### Privacy Statement

Personal information, as defined by Section 2(i) of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA. Personal information on this form will be used to assess applicants' qualifications for appointment to one of the Region's various committees or boards. Personal information may form part of meeting agendas and minutes, and therefore may be made available to members of the public at the meetings, through requests, and through the website of the Regional Municipality of Waterloo and/or applicable Board. Questions regarding the collection, use, and disclosure of this personal information may be directed to the Regional Clerk's Office. The Foundation reserves the right to check references and verify information contained on these forms.

- Grant applications may be submitted under one of three funding streams:
  - Capital/Property Fund
  - Project/Event Fund
  - Publication Fund
- Applicants may also choose to indicate if their project is eligible for the Equity, Diversity, and Inclusion funding stream
- The proposed project must be directly related to the preservation, study, or appreciation of the heritage of the Region of Waterloo. A significant portion of the project must focus on local heritage, as defined by the Waterloo Regional Heritage Foundation. The Foundation defines heritage as follows:
  - *Heritage is what we receive from the past, what we live with today and what we pass on to future generations. Heritage can be cultural or natural, tangible or intangible, and can apply to all creations of the past that have acquired cultural significance with the passage of time.*
- Grant applications will be accepted during two separate application windows each year, which will be determined by the Foundation and posted to the Foundation's website ([www.wrhf.org](http://www.wrhf.org)).
- Funded projects must be completed within 12 months from the date of the approved motion unless an extension is formally approved by the Foundation. Any request for an extension must be submitted in writing before the grant expiry date.
- The Foundation does not provide funding for projects in advance.
- Approved grants are paid when all grant conditions have been met and the project has been completed in full.
- Upon completion of the project, please submit a written request for payment that indicates that all grant conditions have been met and includes grant conditions have been met, and include a statement of account with copies of supporting invoices and a complimentary copy of the publication, if applicable.

## Requirements for Grant Application

1. **Project Relevance to Local Heritage**
  - a. **Heritage Focus:** The proposed project must be directly related to the preservation, study, or appreciation of the heritage of the Region of Waterloo. A significant portion of the project must focus on local heritage, as defined by the Waterloo Regional Heritage Foundation.
2. **Application Completeness**
  - a. **Full Submission:** Applications must be complete, signed, and include all required documentation, such as a detailed project plan, budget, proof of heritage designation (for property grants), and any other documents specified in the application guidelines.
3. **Public Benefit**
  - a. **Open to the Public:** Projects involving physical sites or publications must ensure public access or visibility. For example, heritage sites should be visible to the public, or publications should be placed in public or school libraries.
4. **Project Status**
  - a. **Non-Retroactive Funding:** Applications must be for projects that have not yet been completed or are not substantially complete at the time of application submission. Retroactive funding for completed projects is not permitted.
5. **Quotations for Purchases**
  - a. **Competitive Bidding:** For projects involving the purchase of goods or services, the application should include a minimum of two quotations to ensure competitive pricing and fiscal responsibility (to the best of the applicant's ability).
6. **Heritage Designation (For Property Grants)**
  - a. **Designated Properties:** For Capital and Property Grants, the property must have a heritage designation under Part IV or Part V of the Ontario Heritage Act, or possess a heritage conservation easement. Proof of designation, such as a copy of the designation by-law or heritage conservation easement agreement, must be included in the application.
7. **Grant Expiry and Extension Requests**
  - a. **Project Timeline:** Funded projects must be completed within 12 months from the date of the approved motion unless an extension is formally approved by the Foundation. Any request for an extension must be submitted in writing before the grant expiry date.
8. **Letters of Support**
  - a. Are encouraged, but not mandatory.
9. **Conflict of Interest Disclosure**
  - a. **Transparency:** All applicants must disclose any potential conflicts of interest with members of the Foundation's board or staff. Applications with conflicts of interest that are not disclosed will be considered non-compliant and may be disqualified.

## Grant Application

Please complete this application form in its entirety. You may choose to print a copy of this application form and submit a paper copy to the Foundation at the below noted address, you may submit your application by email using this fillable PDF version, or you may submit your application using the online form found [here](#).

If you have any questions, if you require any assistance, or if you require any accommodations at any point during the application process, please contact the Waterloo Regional Heritage Foundation:

Waterloo Regional Heritage Foundation  
c/o Regional Clerk's Office  
150 Frederick Street  
Kitchener, ON  
N2G 4J3  
Email: [wrfh@regionofwaterloo.ca](mailto:wrfh@regionofwaterloo.ca)

Name of Group/Applicant:

Contact Person:

Phone Number:

Email Address:

Mailing Address:

City:

Postal Code:

Website (if applicable):

Circle/Highlight Grant Stream for Application: Capital/Property / Project/Event / Publication

Is this project eligible for Equity, Diversity, and Inclusion funding?  Yes  No

[For Capital/Property and Project/Event grant applications only]

Total Budget for Project/Event:

[For Publication grant applications only] Total Production Cost:

What is the purpose or mission of your project?

How does your project contribute to the preservation of heritage within the community?

Please describe the project you are requesting funding for.

What is the purpose, rationale, or significance of the project as it relates to the preservation of heritage within Waterloo Region?

Describe the intended impact and outcomes of the project and who will be impacted. If applicable, the proposal should indicate how the impact can be sustained or scaled beyond the funding year. The submission should outline how the impacts align with the purpose of the fund.

Provide a project workplan and timeline, including a timeline of milestones that address the life cycle of the work, planning, support for collaboration, reporting, project closure, and dissemination.

Your organization should plan to acknowledge any grant received from the Waterloo Regional Heritage Foundation permanently and in promotional material. Please click "I agree" to confirm that your organization understands and agrees to this.

I agree that should my organization receive any grant(s) from the Waterloo Regional Heritage Foundation, my organization will acknowledge this permanently and in promotional material

\*\*If you require additional space for any of your responses, please feel free to attach a word document or PDF with additional information.

**For Publication Grant Applications Only:**

Provide details on potential market for publication and proposed method of distribution.

Please supply the following material with your application:

- Draft manuscript
- Resolution from governing authority and/or letters of support
- Two quotations from printers with at least two print runs: i.e., 500 copies, 1,000 copies from each printer
- Business plan (if business plan contains “in-kind” contributions, please provide a separate cash flow budget)
- Financial information detailing the following:

<b>Revenue</b>	
Suggested retail price per copy	\$
Wholesale price, if applicable	\$
Estimated minimum number of copies to be sold	
Total net revenue	\$
<b>Expenses</b>	
Author(s) fee (if any)	\$
Copy editing	\$
Design & illustrations, maps, etc.	\$
Printing (number of copies x \$/copy)	\$
Overhead and marketing	\$
Total production cost	\$
Surplus/(Deficit)	\$

**For all applications, please include the following material with your application:**

- Project/event budget with anticipated revenue and expenses. If the budget contains “in kind” contributions, provide an estimated cash value and indicate as such.
- Minimum of two detailed quotations from suppliers for each major good or service to ensure competitive pricing and fiscal responsibility. Indicate which supplier is preferred.

**For applications from individuals, please include the following material with your application:**

- Letters of support (encouraged but not required)

**For applications from organizations, please include the following material with your application:**

- Your most recent annual report/audited financial statement
- Budget for the year in which the grant is requested.
- Resolution from governing authority containing approval of grant request.

If submitting a paper copy of this application, please ensure that you also print copies of any additional materials to include with your submission. If submitting this application by email, please ensure that you attach your additional materials to the email containing your application. If submitting via the Foundation's online form, you will be prompted to upload any relevant attachments.

By making this submission, I/we certify that to the best of my/our knowledge, the information provided on this application form is accurate and complete and is endorsed by the organization which we represent.

Signature:

Date:

Are there any potential conflicts of interest with members of the Foundation's board or staff? If so, please describe below.

Please provide any other information that you feel would support your application:

Please review your application to ensure that all sections have been filled in. Please remember to attach any relevant documents with your submission. If your application is incomplete, a representative from the Waterloo Regional Heritage Foundation will contact you to collect any missing information.

Submit your application by mail or in person to the address noted at the top of this application, by email to [wrhf@regionofwaterloo.ca](mailto:wrhf@regionofwaterloo.ca), or by using the online form found at [www.wrhf.org](http://www.wrhf.org).