

Grant Application Information

Privacy Statement

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- 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](#).
- 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.