

Yukon Historic Resources Fund Application Guidelines

Introduction

General Purpose

The Yukon Historic Resources Fund (YHRF) was established to help support the objectives of the Yukon Historic Resources Act related to historic resources. These are to:

- promote appreciation
- protection, preservation and orderly development
- study and interpretation

Generally, these are the types of projects that will be considered:

- archaeology
- palaeontology
- community museums and First Nations Heritage/Cultural Centres
- historic sites
- native language preservation
- toponymy
- historical research

The fund is intended to support specific projects, not core programs or O&M requirements for long-term projects or programs.

Eligibility

Applicants may be private citizens, groups (including societies, businesses, etc.) and First Nations. Federal and territorial government agencies will not be eligible though municipal authorities may apply. Priority will be given to Yukon applicants over those applying from outside the territory. If a project is on settlement land, permission and/or permits from First Nations is required. Other permission/permits, such as Scientists and Explorers license and Yukon Archaeological Sites Regulations permit may also be required.

Applications

Please ensure your application is completed using a word processor. Faxed or e-mailed submissions will be accepted if a hard copy is provided within five days. Please submit applications and any questions regarding the application process to:

Yukon Historic Resources Fund
Tourism & Culture
Cultural Services - Heritage Resources Unit
Government of Yukon
Box 2703
Whitehorse, Yukon
Y1A 2C6
Phone: (867) 667-5386
Toll free (In Yukon):
1-800-661-0408, local 5386
Fax: (867) 667-8023

1. Name of Project

Provide a simple, descriptive title for your project. Also note what type it is from the list noted under *General Purpose*, e.g. archaeology, native language preservation.

2. Contact Information

This section describes who you are and how you may be contacted. If you are applying as an organization but are using a contractor for the project, you may wish to list them as an alternate contact. Please include name, position relevant to the project, mailing address, telephone and fax numbers, and email address for principal contacts.

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 the 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 this work? Describe their experience and qualifications relevant to this project and include a résumé 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 its sustainability.
- **Evidence of Support**
Letters of support are required, particularly for those projects that indicate partnership/s.
- **Project Timeline**
Include major goals in the project with approximate dates for each.
- **Completion of Prior Projects/Components**
Previous projects or components of projects should be successfully completed in order to reapply.

4. Benefits to the Community

Project results must be filed with Government of Yukon and if appropriate, affected First Nation, Yukon Archives or other 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 discrete sign.

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

5. Budget

Funding Amount

The YHRF may fund a maximum of 50% of project costs up to a maximum of \$10,000.

Upon approval of the grant, the applicant will receive up to 80% of the grant with 20% payable upon satisfactory completion and final approval of the project. Payments are conditional upon provision of proof of permits.

Other Sources

Applicant must demonstrate that they have applied for other sources of funding. These can include grants, donations and in-kind contributions to the project. YHRF will only contribute 50%.

Eligible Costs

Only capital costs will be eligible. Honoraria, professional fees and short-term wages are considered capital costs. Capital equipment costs such as computers and cameras may be considered if justified in the project description. Operations and maintenance items such as salaries, electricity, telephone and office supplies will not normally be accepted.

Budget Outline

Please provide a budget summary on the Excel spreadsheet and a more detailed breakout for your project including:

Expenses

- labour, professional fees and honoraria – these must be commensurate with current market rates
- administration fees and expenses
- materials
- equipment – provide at least two quotations for equipment purchases over \$500
- travel and accommodation – at current Yukon Government rates
- 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
- donations and/or in-kind contributions - materials, 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

Please print the name and title of the applicant and sign above it.

Checklist

Did you include:

- contact information so we can reach you
- all information required in the project outline
- letters of support from repositories or heritage institutions
- budget outline including:
 - a clear statement of funding from other sources
 - quotations on large capital items
 - three year budget for long-term projects or programs
 - signature