

# Yukon Historic Resources Fund

## Application Guidelines

### Introduction

#### 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 Scientists and Explorers License and Yukon Archaeological Sites Regulations permit may also be required.

#### Eligibility

- WHO
  - private citizens,
  - groups (including societies, businesses, etc.)
  - First Nations
  - municipalities

Priority will be given to Yukon applicants over those applying from outside the territory.
- WHAT - 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 not intended to 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.

- WHEN - **THE APPLICATION DEADLINE IS OCTOBER 15**  
Applications will not be accepted after the deadline

#### Application Submission

To be eligible, applications must be completed using an easily read type and signed by the applicant. Hand written applications will not be accepted. Faxed or digital submissions will be accepted. Digital copies must include a signature. Hard copy may be mailed or hand delivered. Please submit applications and any questions regarding the application process to:

Yukon Historic Resources Fund  
Tourism & Culture  
Historic Sites 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  
bruce.barrett@gov.yk.ca

# Application Outline

Please 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, native language preservation.

## 2. Contact Information

- Applicant Name – individual or organization
- Contact Name
- Position (relevant to the project)
- Mailing address
- Telephone, Fax
- 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 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 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.
- Evidence of Support  
Evidence of support is required, such as letters of support, funding from other agencies and/or a cooperative agreement with another partner.
- 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. 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 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 discreet 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

### You must fill out the Project 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 other grants, donations and in-kind contributions to the project.

#### 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 will be considered.

#### Budget Summary

Please provide a budget summary on the Project Summary Form and 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;
- donations and/or in-kind contributions such as 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 on the Project Summary Form and sign above it. Applications without a signature will not be considered.

**6. Checklist**

- contact information;
- all information required in the project outline;
- any required permits;
- evidence of support from repositories or heritage institutions;
- detailed budget outline including a clear statement of funding from other sources;
- signature on Project Summary Form.