

## HISTORICAL SOCIETIES ASSISTANCE PROGRAM

### 1. Program Description

The New Brunswick Historical Societies Assistance Program encourages research, the dissemination of knowledge, and the conservation of heritage resources held in trust for the public. These resources may be historical objects or data.

The Program is designed to help these societies to expand their activities so that they can offer more services to their communities, to New Brunswickers, and to visitors.

### 2. Program Objectives

The program can be used for the following:

- To support part of the operation of a non-profit historical society that operates in New Brunswick, and whose annual operating budget is less than \$50,000;
- To encourage the publication and distribution of periodicals such as bulletins and magazines containing studies or research reports that present various aspects of cultural heritage in New Brunswick;
- To launch a new heritage project.

### 3. Applicant Eligibility

Applications under this program are limited to Canadian non-profit organizations based in New Brunswick and incorporated as a non-profit organization under the *Companies Act*.

To benefit from the program, the organization must work to promote New Brunswick's local and regional history, and also:

- Promote the development of research on local and regional history and the publication of its results;
- Publish a periodical with cultural and heritage content that has a minimum circulation of 150 copies per issue and whose themes relate to New Brunswick heritage;
- Have already published at least three (3) issues and have a regular publishing program that includes not less than six (6) titles during the last three (3) years;

**Organizations that receive a community museum operating grant from the Heritage Branch OR a grant under the Programs for Publishers and Periodicals from the Arts Development Branch are not eligible for this program.**

#### 4. Application and administrative procedures

The purpose of the funding must be stated in the application. For successful applicants, the grant amount will be based on information provided, need indicated, and Program funds available.

No grants will be made to organizations which do not meet the eligibility criteria. To be accepted as complete, this application form must be filled out using the format that has been provided. The Budget Forms on Ms Excel are in link with questions

- # 1.5 Number of paid staff
- # 2.8 Participation in employment programs, and
- # 7.0 Financial Information

and are integral parts of the application: the three documents must be completed and signed before submitted with the supporting documents. The proposed budget for the current fiscal year has also to be provided.

The applications must be as detailed as necessary for the projects in question. They must include the starting date of the project, a project summary, and a budget of the requesting organization.

In addition to detailing all publishing costs and anticipated revenues, the applicant must include a copy of each of the most recent issues of its publications printed over the course of the organization's last fiscal year. Those publications will be added to the Heritage Branch Resource Centre in Fredericton.

Regular publications must include an International Standard Serial Number (ISSN), which can be obtained through the National Library of Canada.

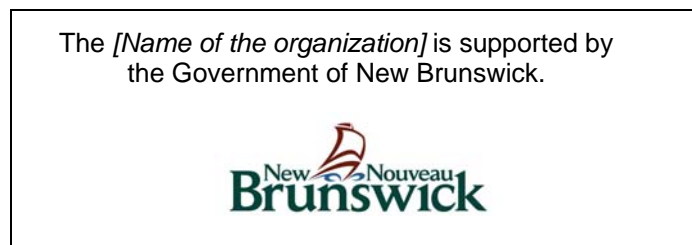
Societies must apply for funding every year, whether they want to continue their program or to launch a new project. They must also provide an annual activity report.

A photocopy of the museum's Charter and/or Letters Patent, documents of incorporation and by-laws, if recently amended since the last application, should also be provided.

Project funding will not exceed 50% of the project's total cost, up to \$5 500 annually.

**The Government of New Brunswick must receive appropriate credit for its support. All successful applicants agree to acknowledge publicly the financial contributions made by the Government towards the operation of their organization.**

Example:



**5. Deadline Date**

Organizations wishing to apply for this program must fill out the appropriate form and send all requested documents to the Heritage Branch **no later than April 15**.

**Send the completed signed application and all supporting documentation to the following address:**

<p style="text-align: center;"><b>Heritage Branch</b> Wellness, Culture and Sport P.O. Box 6000, 250 King Street Fredericton, N.B. E3B 5H1  Telephone: (506) 453-2324</p>
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***Please note:*** *The Department may revise Program guidelines or suspend the Program without notice if required funds are not available. Meeting the eligibility criteria does not guarantee that a grant will be awarded.*