



**HISTORIC MONUMENT GRANT PROGRAM  
PROVIDED BY  
THE CORPORATION OF THE CITY OF SAULT STE. MARIE  
MUNICIPAL HERITAGE COMMITTEE**

**September 2001  
Revised August 2005**

1) **DEFINITION OF GRANT**

Throughout this report the term Grant will be used in place of the words "financial assistance" and "subsidies".

The term Grant shall be used in the broadest sense to cover the full range of assistance to cultural heritage organizations, societies or individuals.

2) **DEFINITIONS**

Cultural Heritage resources have been defined as:

- ❑ Immovable Cultural Heritage - Buildings, cultural heritage landscapes, natural heritage, archaeological and traditional use sites;
- ❑ Intangible Cultural Heritage - expressions of culture of the community (custom, dance, music song, story, etc.);
- ❑ Movable Property - personal property (art, artifacts, documents, natural objects and specimens).

The Historic Monument Grant Program is specifically designed to assist in the restoration and maintenance of plaques and monuments and historic cemeteries.

3) **REQUESTS FOR FINANCIAL ASSISTANCE**

Those cultural heritage organizations, societies, or individuals that wish to apply for a grant can obtain a Historic Monument Grant Program Application Form from the Recreation & Culture Division, Community Services Department.

4) **SUBMISSION DATES**

The completed Historic Monument Grant Program Application Form shall be returned to the Recreation & Culture Division, Community Services Department. All completed requests will be placed on the next available Agenda of the Sault Ste. Marie Municipal Heritage Committee.

5) **MUNICIPAL HERITAGE COMMITTEE**

All requests for a Historic Monument Grant shall be submitted on the Historic Monument Grant Program Request For Historic Monument Restoration, Maintenance or Replacement Application Form supplied by the City. It shall be the duty of the Manager of Recreation & Culture, Recreation & Culture Division, Community Services Department or his/her designate to assemble the information contained on the Historic Monument Grant Program Application Form and the accompanying documentation. The assembled material will then be submitted to the Municipal Heritage Committee appointed by City Council. The Municipal Heritage Committee consists of eleven members of the community, assisted by the Manager of Recreation and Culture or his/her designate.

The Municipal Heritage Committee shall review all applications and recommend to City Council those applicants most deserving of a grant and the extent of that grant.

In determining the extent of the grant the Municipal Heritage Committee shall work within the limit of grant as set by City Council.

The Municipal Heritage Committee may meet with the applicant requesting the grant, to clarify any omissions or problems with the applicant's submission.

The Municipal Heritage Committee shall monitor the Historic Monument Grant Program adopted by City Council to ensure it is operating in the best interests of the City of Sault Ste. Marie and its citizens. When deemed appropriate, the Municipal Heritage Committee may make recommendations to City Council for modifications or amendments to the policy.

6) **ELIGIBILITY**

Requests for grants are restricted to cultural heritage organizations, societies or individuals located in and/or serving residents of Sault Ste. Marie, Ontario.

**Ineligibility**

- i) Requests for grants for the restoration and maintenance of plaques and monuments and historic cemeteries are not normally considered from religious, sports or social service organizations; nor from groups whose prime purpose is to educate through course work, classes and training, as distinct from those who educate secondarily as a result of community outreach and performance.
- ii) Support is not available for National Organizations except for Sault Ste. Marie oriented projects, which can be seen to be of unique value to the City.
- iii) Grants for the restoration and maintenance of plaques, monuments and historic cemeteries are not given to reduce or eliminate deficits, nor to fund commercial enterprise.

7) **TYPES OF GRANTS**

i) **Restoration and Maintenance**

Assistance with restoration and maintenance of plaques, monuments and historic cemeteries is given to those heritage groups, institutions or associations, or individuals whose project, in the judgment of City Council, would make a unique contribution to sustaining the City's inventory of plaques, monuments and historic cemeteries.

ii) **Replacement**

Assistance with replacement of plaques and monuments is given to those heritage groups, institutions or associations, or individuals whose project, in the judgment of City Council, would make a unique contribution to sustaining the City's inventory of plaques, monuments and historic cemeteries.

Applicants for grants for both restoration and maintenance and replacement must meet the following conditions:

- a) If requested, the applicant must prove responsible management through detailed plans, detailed budgets, drawings, properly prepared financial statements and provide activity reports and other supporting data.
- b) Where appropriate the project must address the conservation of existing heritage elements which are significant, address the reconstruction of significant heritage features which still exist, but which are beyond conservation or repair and address the restoration of significant heritage features which have been lost, but for which documentary evidence exists.
- c) The applicant must be either a Board of Directors or an individual that will assume full responsibility for the administration of the funds or an agent acceptable to City Council.
- d) There must be a rationale to support the proposal.
- e) The applicant must identify where the remaining funds for their project will come from.

8) **GENERAL CONSIDERATIONS**

The following conditions apply to all grant applications and may be taken into account when assessing the proposal of grantees.

- i) The applicant must demonstrate that they have researched all other avenues of funding (i.e. private, business, donations, etc.)

The applicant shall show evidence that they have explored fully, various other sources of financial support. Examples include other levels of government, private industry, churches, etc. The City should not be the sole contributor to any application but rather that it supplements financial assistance received from

other sources.

- ii) The applicant should demonstrate a willingness to cooperate when possible with the activities of related groups in the community.
- iii) Successful applicants will be required to submit progress and/or final reports including before and after photos.
- iv) Successful applicants are requested to acknowledge the support of the City of Sault Ste. Marie on all related materials.
- v) One request per applicant will be considered in a fiscal year. All projects and undertakings shall be in the one request.
- vi) In general, only cultural heritage organization, societies or individuals functioning within the confines of the City of Sault Ste. Marie will be considered for historic monument grants.
- vii) The applicant must indicate if the project is accessible to the general public for viewing.

9) **AMOUNT OF GRANT**

The grant amount will be 50% of eligible costs to a maximum of \$1,000.00 based on actual expenditures as verified by invoices. The grant must be matched by a contribution from the owner; donated labour and materials will not be considered as part of the costs or of the owner's contribution.

Grant for 100% of the project cost may be considered where no owner can be identified.

The grant amount will only be paid on satisfactory completion of the project as verified by the Sault Ste. Marie Municipal Heritage Committee.

10) **NOTIFICATION OF COUNCIL'S DECISION AND REVIEW**

All applicants are to be notified in writing following City Council's decision. Any applicant which is successful in receiving a grant from the City must agree to meet with the Municipal Heritage Committee if required concerning the grant application and/or the progress of the approved project.



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**HISTORIC MONUMENT GRANT PROGRAM**

**REQUEST FOR HISTORIC MONUMENT RESTORATION, MAINTENANCE OR REPLACEMENT  
APPLICATION FORM**

NOTE: This form and all necessary attachments must be returned to the Recreation and Culture Division of the Community Services Department prior to being placed on the Agenda of the Municipal Heritage Committee.

Name and full mailing address of the heritage group, institution or association or concerned individual(s).  
(All correspondence relating to this request for Financial Assistance will be directed to this address).

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Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Names and Addresses of Contact Persons (if different from above)**

Name	Address Home	Postal Code	Address Business	Postal Code	Phone #	Email	Fax
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Cultural heritage organizations or societies must briefly describe their function or purpose (i.e. include mandate, goals and objectives) below:

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Please append a copy of correspondence from the property owner giving permission to conduct the project.

Please append copies of before photographs for projects involving restoration or maintenance. For replacement projects, include documentation or photographs of the former plaque or monument.

Total amount of grant requested \$ \_\_\_\_\_

Please specify as accurately as possible how the grant will be used if approved. Include drawings, cost estimates or other materials outlined in the grant information.

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List source(s) of balance of budget and amounts received from other sources.

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Have you requested a grant or financial assistance from the City previously?

Yes \_\_\_\_\_ No \_\_\_\_\_ Amount or Type \_\_\_\_\_

Have you received a grant or financial assistance from the City previously?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate why you feel your project is worthy of a grant and why you think that the project is best handled by you or your organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY that to the best of my knowledge, the information provided in the Historic Monument Grant Program Request for Historic Monument Restoration, Maintenance or Replacement Application Form is accurate and complete and is endorsed by the organization, society or individual, which I represent.

DATED at Sault Ste. Marie, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Name *	Title	Signature	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

*\*All correspondence pertaining to this application will be forwarded to this person at the above-noted address.*

Thank you.

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(FOR OFFICE USE ONLY)

Application Received On: \_\_\_\_\_

Application Received By: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_

*Personal information on the Application for a Historic Monument Grant Program is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 M.C.M. 56 and will be used solely to determine applicable information necessary for application. Questions about this collection should be directed to the Sault Ste. Marie Municipal Heritage Committee, c/o the Manager of Recreation & Culture Division.*