

Gail Parvin Hammerquist Fund City-Wide Program Research and Interpretive Grants Application Form

Applicant Information:

Applicant Information	Company Name:	Contact Person:
	Address:	Daytime Phone Number:
	Email Address:	Alternate Phone Number:

Project Information:

Brief Project Description	Name of Project:		
	Project Topic:	Project Deliverables (ie. Tour, Publication, etc.):	
	Brief Project Summary including how the Project will be Publicly Accessible:		
	Project Start Date:	Project Completion Date:	Total Estimated Project Costs:

Other Funding Sources:

Organization:	Amount Requested:	Amount Confirmed:

Applicant Signature

Printed Date

Detailed Written Description:

On separate sheets, provide a written detailed description of the planned project that includes:

- A clear description of the project topic, the scope of the work, the objectives for the project including the types of deliverables, and the extent to which the project’s results will be accessible by the public;
- The extent to which the project will promote, conserve, commemorate or promote understanding of municipal heritage resources, whether listed or not listed, or of local designers of heritage resources;
- For research projects, include a description of the methodology and sources;
- For tours and exhibits, include a description of where and when these are to occur, and letters of commitment from the owner of the proposed display space or tour location that authorizes it to occur as planned; and
- A project schedule including phasing as necessary and milestone dates.

Submission Requirements and Checklist:

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| <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Detailed Project Description <input type="checkbox"/> Curriculum Vitae and/or resumes of the applicant as well as others involved in the project including researcher(s), project coordinator, and/or editor. <input type="checkbox"/> Examples of similar work that the applicant has completed. <input type="checkbox"/> Detailed project cost estimates | <ul style="list-style-type: none"> <input type="checkbox"/> Annotated and dimensioned diagrams that help illustrate the project, such as how an exhibit will be displayed in a space or the design of an interpretive piece <input type="checkbox"/> Letters of endorsement and support from experts in the field <input type="checkbox"/> Letters of commitment from other sources of project funding <input type="checkbox"/> A combined digital PDF file with all of the submission requirements |
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Submission Information:

Completed applications may be submitted in the following ways:

- By email or file transfer to PPD-heritage@winnipeg.ca
- By mail or in-person drop off to:

Gail Parvin Hammerquist Fund City-Wide Program
Heritage Conservation Services
Urban Planning & Design Division
Planning, Property and Development Department
15-30 Fort Street, Winnipeg, MB R3C 4X5

Your submission must include a combined PDF file with all of the submission requirements.

- If you are submitting your application by email, the file size must be no greater than 5MB.
- If you are submitting your application by mail or drop-off, the paper size must be no greater than 11” x 17”.