

## Yosef Wosk Publication Grant

### Pre-application Planning Guide

The information below will assist you in preparing the information and documents you need to submit an application to Vancouver Heritage Foundation (VHF) for the Yosef Wosk Publication Grant program. VHF recommends that you review this carefully before starting your application.

For full program information including eligibility, please refer to the Program Guidelines. All information and the application form for the program can be found on the Publication Grant page of the Vancouver Heritage Foundation website:

<https://www.vancouverheritagefoundation.org/get-a-grant/publication-grant/>

The application form will request the information outlined below. You can save your progress in the form and return later to complete it. However, we recommend that you prepare all the information required in advance so you can easily copy and paste it into the form and keep your own record of your application.

\*Fields marked with an asterisk are required to be completed.

### APPLICATION FORM

Please complete all sections of the form and submit it online to Vancouver Heritage Foundation by the program deadline: September 27, 2019.

For all text fields, please limit your response to 500 words or less unless otherwise stated. You can refer to the Publication Grant page on the VHF website for program guidelines and updates.

### PROJECT & APPLICANTS

**Project Name \***

**Principal Contact Name \***

**Principal Contact Title \***

**Principal Contact Organization \***

- Name
- Society # and province/territory of registration in Canada

**Principal Contact Address \***

**Principal Contact Email \***

**Principal Contact Phone \***

**Principal Contact Website**  
If applicable

## Other Project Contributors

If applicable

## Project Summary and Scope of Work \*

[maximum 250 words]

## Funds requested from VHF Publication Grant \* \$

### Publication Media: (select one)

- Printed book or booklet
- Digital book or publication
- Website
- Audio file
  - o Format:
- Video / Film
- Other (please describe)

## PROJECT DESCRIPTION

### Project Description \*

Describe the project and the proposed publication. Please detail the specific aspect of the project the grant would support.

### Is this project part of a larger project? \*

If so, please explain how it fits within the larger scope of work.

## MERITS OF THE PROJECT:

How does this project meet the goals of the Yosef Wosk Publication Grant program? \*

How will this project contribute to current knowledge? \*

Who is the target audience for the publication? \*

How will the completed project be promoted and distributed? \*

## METHODOLOGY:

### Timeline and milestones \*

Please detail the timeline for completion of the work including major milestones.

Please describe the eligible work that you are requesting funding for \*

## PROJECT BUDGET

Provide a complete budget for the project and clearly identify how the requested funds will be used \*

You can also upload an attachment below.

**Budget document**  
If applicable  
[Upload document here]

## **APPLICANTS EXPERTISE AND OWNERSHIP**

**Please describe the expertise of all applicants as relevant to the project \***

**Provide a resume for each applicant, maximum 2 pages**  
3 files maximum  
[Upload document(s) here]

**Who will have ownership of the final publication? \***

### **Authorization \***

Have you obtained relevant permissions for third-party materials and information to be used in the publication? What is your plan to achieve this? Identify anticipated permissions required.

## **SUPPORTING DOCUMENTS**

**You can provide up to five supporting documents for your application (not including resumes)**  
5 document maximum  
[Upload documents here]

Suggested documents to include:

### ***For organizations:***

If you are applying for or with a non-profit organization, you must upload documents that include the society's registration number and identify the province or territory of registration in Canada, a list of the Board of Directors and the most recent financial statement. These can be combined into one document or uploaded separately.

Other supporting documents that you may wish to include could be:

- Supplemental project information
- Letter(s) of support for the project
- Information about previous successful projects completed

**How did you hear about the VHF Publication Grant Program? \***

## **CERTIFICATION**

You will be required to agree with the following before you can submit your application:

**I agree that:**

**The information provided in this application is complete and accurate to the best of my knowledge. I am authorized on behalf of the applicant(s) to submit this application. If I am chosen to receive a grant, up to 50% of the grant may be paid out by VHF on the signing of an agreement with the balance upon completion of the project to the satisfaction of Vancouver Heritage Foundation. Vancouver Heritage Foundation is not liable for any expenses I may incur related to the project.**