



# Heritage NL

## Project Report

Submit this form to claim a grant payment following completion of a restoration or maintenance project or project phase. Progress payments must be discussed with staff prior to submitting this form. Only expenses incurred following grant approval are eligible for reimbursement. Overruns are not eligible without prior written approval. Grants will be paid following receipt and review of all required documents and execution of an easement or contract agreement if one has not been executed previously.

1. Name of property: \_\_\_\_\_
2. Community: \_\_\_\_\_
3. Legal owner(s): \_\_\_\_\_ Project coordinator: \_\_\_\_\_
4. Mailing address: \_\_\_\_\_  
\_\_\_\_\_
5. Primary phone: \_\_\_\_\_ Secondary phone (*optional*): \_\_\_\_\_
6. Email address: \_\_\_\_\_
7. Project start date: \_\_\_\_\_
8. Work ongoing:  Yes  No If no, date of completion: \_\_\_\_\_
9. Did the project or work undertaken differ in any way from the description included with your grant application? Did you encounter any unforeseen problems or challenges? Please describe:

10. What did you learn about your structure, restoration, or project management during the course of your project? Please describe:

11. Have you achieved the objectives you set out with? If work is continuing, are you in line to meet your objectives? Explain why or why not:

12. In what ways will this project benefit you or your community?

13. Please estimate the number of person-days of employment generated by this project: \_\_\_\_\_  
(Construction/restoration only.)

Are any long-term jobs supported by this project?  Yes  No If yes, how many? \_\_\_\_\_  
(E.g. ongoing private business or tourism use.)

This form **must be accompanied by:**

- Digital images submitted online or on a USB drive including photos of restoration in progress, close-ups of restored elements, and photos of the entire exterior (at least two). Include at least one photo at a distance showing the structure and its immediate surroundings.
- Copies of all receipts paid by the owner(s) or project coordinator. Receipts must be issued by a vendor or contractor and indicate all claimed amounts have been paid.
- An index of receipts including receipt number, issuer, and date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed forms to: **michael@heritagenl.ca**

**Heritage NL**  
**P.O. Box 5171**  
**St. John's NL A1C 5V5**

*Personal information is being collected for the purpose of assessing applications under Heritage NL's designation and grant programs. All records are considered confidential and will be handled in accordance with the Access to Information and Protection of Privacy (ATIPP) Act. Questions or comments may be directed to: [info@heritagenl.ca](mailto:info@heritagenl.ca) or 1-888-739-1892*