

# ALBERTA ARTS, CULTURE AND STATUS OF WOMEN

## HERITAGE PRESERVATION PARTNERSHIP PROGRAMS

### Record of Project Expenses

**Review** your grant award letter and if applicable, your Grant Funding Agreement.

**Enter** your information directly on this form or use the form as a guide. This form is available at <https://www.alberta.ca/heritage-programs-and-activities.aspx>.

**List** cash expenses and donated labour, materials, services, equipment for work/project identified on your grant award letter and Grant Funding Agreement (if applicable).

**Submit** paper or electronic copy of this form and other required documents identified on your grant award letter (preferably in one PDF file) to: [acsw.hppp@gov.ab.ca](mailto:acsw.hppp@gov.ab.ca) or 8820-112 Street, Edmonton, AB T6G 2P8.

#### What to submit with this form

**For historic resource conservation grants:** Submit supporting invoices/receipts of paid expenditures. Submit proof of in-kind costs, when requested by the program office. To account for donated labour: \$35 for skilled labour; \$20 for unskilled labour; other donations at verified fair market value.

**For heritage awareness, publication and research grants:** Submit final report and other documents as described on your grant award letter. Submit proof of project expenses, only if requested by the program office.

To account for travel expenses in Canada, use mileage and meal allowances: \$0.57 per km, breakfast-\$13.00, lunch-\$18.00, dinner-\$28.00. To account for donated labour: \$35 for skilled labour; \$20 for unskilled labour; other donations at verified fair market value.

Project		File No.	
Grant Approved		Grant recipient	

Description of Cash Expenses	Invoice/Receipt Number	Date (mm/dd/yy)	Provider	Amount excluding GST

Description of Cash Expenses	Invoice/Receipt Number	Date (mm/dd/yy)	Provider	Amount excluding GST
<b>Total Cash Expenses</b>				

Description of Donated Labour, Materials, Services or Equipment	Number of hours, number of individuals, hourly rate, other details	Amount excluding GST
<b>Total Donated Labour, Materials, Services or Equipment</b>		

I am a duly authorized representative having legal and/or financial signing authority. I certify that the above information is an accurate accounting of the project expenses.

Name		Signature	
Position/Title, Name of Organization		Date (mm/dd/yy)	