COMMEMORATIVE PLAQUE APPLICATION FORM

For nearly half a century, Heritage Toronto's Historical Plaques program has commemorated key people, places, and events in Toronto's past. These plaques help us explore our rich cultural, natural, archaeological, and architectural past—the people who lived in our homes and once walked our streets; the communities, events and streetscapes they shaped; and the world they faced and changed.

The program encourages Torontonians to apply for plaques and find funding support within their communities to make them happen. Heritage Toronto provides expertise in historical research and writing, plaque design and fabrication, and installation of plaques on buildings and in public spaces.

Together we work to remember our past, enrich our present, and inform future generations.

Plaque projects are reviewed by Heritage Toronto's Historical Plaques Committee, a group of individuals with expertise in Toronto's diverse heritage. Commemorative Plaque proposals are reviewed using the following criteria:

1. Plaque subjects must be based in Toronto and must have made a significant contribution to the heritage of the city.
2. Plaque subjects must be suitable for interpretation by means of a plaque.
3. Proposed plaques must demonstrate an understanding of the subject that acknowledges all voices and interpretations, and that includes the availability and reliability of academic support.
4. Proposed plaques that inform on topics not otherwise well presented to the public will be encouraged.
5. Plaque applications from communities of interest that are seen to be under-represented in the presentation of Toronto's heritage will be encouraged.
6. Plaque applications should have broad community support.
7. Proposed plaques should create opportunities for related programming.
8. Proposed plaques that create new partnerships for Heritage Toronto are encouraged.
9. Proposed plaques must have full funding available from the applicant or another source. It should be noted, however, that full funding, alone, will not ensure automatic project approval.
10. Plaque subjects that are already commemorated in Toronto will not be considered unless there are compelling circumstances to the proposal.
11. Plaque subjects that have occurred at least 40 years in the past will be considered. The Historical Plaques Committee may approve plaque subjects that have occurred more recently under compelling circumstances.
12. Heritage Toronto's Historical Plaques Committee retains the right to make final editorial decisions.
13. Commemorative Plaques are used for plaque subjects of a general nature such as the Site of the first moving picture show in Toronto, Chinatown, Scarboro' Beach Amusement Park, Withrow Archaeological Site. For plaques on heritage buildings, please see our *Heritage Properties* plaque program.

Upon completion, plaques are the property and maintenance responsibility of Heritage Toronto.

COMMEMORATIVE PLAQUE APPLICATION FORM

Contact Information	
Name of Applicant (individual or organization)	Name of Primary Contact Person for Plaque Project (if different from Applicant)
Mailing Address of Contact Person including Postal Code	
Telephone (Daytime)	E-mail

Proposed Plaque Project Information

Plaque Subject:

If there is an anniversary, opening, or celebration connected to this plaque project, please describe with dates.

Proposed Plaque Location (Street Name and Number):

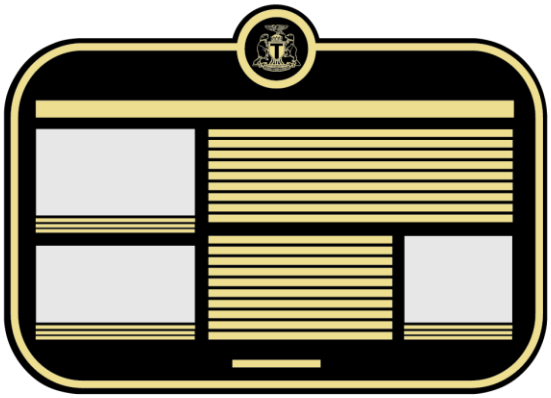
☐ The proposed location for this plaque is outside, and easily accessible to the public.
☐ The subject of this plaque has not already been commemorated at or near the proposed location. (If not true, please include an additional page briefly describing the existing commemoration, and the reasons for another).
☐ The owner of the site property has consented to the placement of a plaque at the proposed location. Please return a completed copy of the attached "Property Owner/manager Consent Form" with this application.

Please ensure that the following have been included with this application:

☐ A 750-word typed paper explaining the subject matter of the plaque and its particular significance to the history of the City of Toronto. Please include a detailed list of all of the sources from which you gathered your historical information so that each can be easily found (include location and page numbers).
☐ A draft (150 words) of a proposed plaque text, in either point form or full sentence structure.

For the benefit of the Historical Plaques Program, please provide the following information:

How did you learn about Heritage Toronto's Historical Plaques Program?
☐ Existing Plaques ☐ Heritage Toronto publications ☐ Media
☐ Heritage Toronto website (www.heritagetoronto.org)
☐ Local heritage organization _____
☐ Other (please specify) _____
It is Heritage Toronto's policy that the names and addresses of members and donors will not be sold or traded.
☐ Please check here if you would like to receive Heritage Toronto e-newsletter.

6-10 Months	☐	**BRONZE** 24" x 15" 140 words max	**PRICE** $2500
	☐ 	**ENAMEL** 24" x 15" 140 words max Up to 3 colour images	**PRICE** $6500

If full funding is not immediately available, please describe plans to finance the proposed plaque project.

Fees payable by the client or a sponsor offset program overhead, cover the cost of research, plaque production and installation, and, where appropriate, contribute to a maintenance fund.

The cost to the applicant and timeline of an individual plaque project are dependent on the type of plaque, the overall size and the amount of text, and the complexity of the text and layout creation process. Final costs will be amended annually as part of Heritage Toronto's operating budget process.

Signature of Contact Person	Date
The personal information on this form is collected under the authority of Chapter 103, Article II of the Municipal Code. The information is used to process your application for a plaque or marker. Questions about this collection can be directed to the Coordinator, Historical Plaques Program,	Please submit your completed application, with supporting materials, to: **Historical Plaques Program** **Heritage Toronto, Historic St. Lawrence Hall** **157 King Street East, 3rd Floor** **Toronto, ON, M5C 1G9** Or cbegin@toronto.ca **Camille Bégin** **Historical Plaques Program Coordinator** **416-338-0679**

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COMMEMORATIVE PLAQUE APPLICATION FORM

Property Owner/Manager Consent Form

DO NOT COMPLETE THIS FORM UNLESS YOU ARE THE PROPERTY OWNER.

Contact Information		
Name of Site Property Owner	Name of Authorized Representative of Owner (if different)	
Contact Mailing Address including Postal Code		
Telephone (Daytime)	Fax	E-mail

Proposed Plaque Site Information
Address of Site Property
Description of location where plaque will be placed on property. Attach rough map if needed. Plaques should be outside and easily accessible. (For example, at entry way; on corner of building)
I hereby consent to the placement of a Heritage Toronto plaque in the location noted above. _____ _____ Signature of owner or authorized representative Date

The personal information on this form is collected under the authority of Chapter 103, Article II of the Municipal Code. The information is used to process your application for a plaque. Questions about this collection can be directed to the Coordinator, Historical Plaques Program.	Please submit your completed application, with supporting materials, to: Historical Plaques Program Heritage Toronto, Historic St. Lawrence Hall 157 King Street East, 3rd Floor, Toronto, ON, M5C 1G9 Or cbegin@toronto.ca Camille Bégin Historical Plaques Program Coordinator 416-338-0679.

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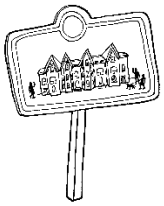

COMMEMORATIVE PLAQUE FLOWCHART

Phase 1

- Heritage Toronto receives the commemorative plaque application.
- The Historical Plaques Committee reviews the application at their next meeting and, if approved, forwards it to the Heritage Toronto Board for approval at their next meeting.
- Upon approval of the plaque topic by the Heritage Toronto Board, Heritage Toronto invoices the applicant for the plaque fee.
- **Prompt payment ensures that the project moves to the next step.**

Phase 2

- In consultation with the plaque applicant, Heritage Toronto acquires the required installation permissions.
- **Plaque texts are dependant on location.**
- Heritage Toronto researchs the plaque, selects photographs and images if applicable, drafts the text, and creates a design mock-up.
- The Historical Plaques Committee reviews the plaque text and design.

Phase 3

- The approved plaque text and design is sent to the applicant for review and feedback.
- **Heritage Toronto's Historical Plaques Committee retains the right to make final editorial decisions**.
- Heritage Toronto coordinates the copy editing and design of the plaque.
- Heritage Toronto sends the plaque to production.

Phase 4

- Heritage Toronto selects up to 10 plaques a year for an official plaque presentation and is happy to attend unofficial plaque presentations.
- Heritage Toronto coordinates the installation of the plaque.
- Heritage Toronto adds the plaque to its digital exploration map.