# **Photo Worksheet**

Important

* Complete the worksheet below if your project directly concerns a building(s) or landscape area(s), regardless of project category.
* The worksheet must be submitted by email to partagedesfrais-costsharing@pc.gc.ca. Our email system can receive messages up to a maximum of 20 MB in size; it is recommended that you submit the worksheet in a pdf format to reduce file size. If you are unable to submit a photo worksheet by email, please contact the Program office by phone or email to arrange an alternative submission, well in advance of the application deadline.
* In the text boxes provided for each photograph, add a caption, the date the photograph was taken, and the name of the photographer (credit).
* If the project concerns a building, please ensure you include one current photo per elevation, taken in the last 12 months, as well as one overall photo, at a minimum.
* Photographs submitted with your application must be clear and provide an accurate representation of the subject building(s) or area(s) and their current condition. The necessary number of photographs depends on the size of the property and complexity of the project. Professional photographs are not required but when selecting images, consider sending those that help us fully understand your heritage place and the physical areas where the proposed conservation work will occur and for which you are seeking funding.

Views (please provide the following views of the subject building(s) and project area(s)):

* Front façade (main elevation)
* Secondary elevations (sides and rear)
* Perspective or corner view
* Perspective view, rear and opposing sides.
* Close-up of deteriorated material or area, as applicable

Captions:

* Check boxes to indicate the direction the building is facing in the photograph (elevation). If the photograph shows the building side that faces southeast, check both south and east.
* Check the box to indicate an interior feature. Provide the room name and orientation in the caption.

Image 1:



Caption:(Insert description of photograph)

Elevation: North  South  East  West

Interior:

Date photograph taken: (Insert the date (DD/MM/YYYY) the photograph was taken)

Credit:(Insert photo credit, name of photographer)

Image 2:



Caption:(Insert description of photograph)

Elevation: North  South  East  West

Interior:

Date photograph taken: (Insert the date (DD/MM/YYYY) the photograph was taken)

Credit:(Insert photo credit, name of photographer)

Image 3:



Caption:(Insert description of photograph)

Elevation: North  South  East  West

Interior:

Date photograph taken: (Insert the date (DD/MM/YYYY) the photograph was taken)

Credit:(Insert photo credit, name of photographer)

Image 4:



Caption:(Insert description of photograph)

Elevation: North  South  East  West

Interior:

Date photograph taken: (Insert the date (DD/MM/YYYY) the photograph was taken)

Credit:(Insert photo credit, name of photographer)

If you wish to submit additional photos, please copy the format above or contact the Program Office for additional worksheet pages.