

17. BUDGET INFORMATION / INFORMATIONS BUDGÉTAIRES

For construction, renovation or re-use as well as for specialized equipment / Pour la construction, la rénovation ou la transformation, de même que pour les équipements spécialisés

PLEASE NOTE THAT BUDGETS MUST BALANCE / VEUILLEZ NOTER QUE LES BUDGETS DOIVENT ÊTRE ÉQUILIBRÉS

EXPENDITURES / DÉPENSES		\$ Projected Costs \$ Coûts prévus	% of Expenditures % Dépenses	Final report Rapport final
Fees and professional honoria / Honoraires professionnels et cachets	Architects / Architectes			
	Engineers (electrical, mechanical) / Ingénieurs (électricien, mécanicien)			
	Engineers (structure) / Ingénieurs (structure)			
	Sound specialists / Acousticiens			
	Technical studies / Études techniques			
	Environmental assessment / Évaluation environnementale			
	Other (specify) / Autre (préciser)			
Acquisition of building / Acquisition d'un édifice	Acquisition costs, land / Coûts d'acquisition, terrain			
	Acquisition costs, building / Coûts d'acquisition, édifice			
	Property transfer costs / Frais de transfert de propriété			
Specialized technical equipment / Équipement technique spécialisé	Acquisition costs / Coûts d'acquisition			
	Installation costs / Coûts d'installation			
	Training costs / Coûts de formation			
Construction, renovation or re-use / Construction, rénovation ou transformation	Excavation/demolition costs / Coûts d'excavation, démolition			
	Costs related to material / Coûts liés aux matériaux			
	Costs related to workforce / Coûts liés à la main d'oeuvre			
Other / Autre				
SUB-TOTAL / SOUS-TOTAL				
Contingency (10%) (specify) / Contingence (10%) (préciser)				
Administration (5%) (specify) / Administration (5%) (préciser)				
Interest on short-term financing / Intérêt du financement à court terme				
Taxes (minus GST/HST Rebate) / Taxes (moins le remboursement de la TPS/TVH)				
TOTAL EXPENSES / DÉPENSES TOTALES				

REVENUES / REVENUS		\$ Confirmed \$ confirmés	\$ Projected \$ projetés	% of Revenues % des revenus	Final report Rapport final
Public sector (specify) / Secteur public (préciser)	Federal / Fédéral	CSC / ECC			
	Province / Territory Province / Territoire				
	Municipal / Regional Municipal / régional				
Private sector / Secteur privé					
Other / Autres					
TOTAL REVENUES / REVENUS TOTAUX					



Cultural Spaces Canada Program APPLICATION FORM

APPLICATION CHECKLIST

Your application must include:

For all applicants:

- completion of "Funding Application General Information Page", Parts A-B-C including signature by authorized individual;
- answers to Questions 1 to 12;
- answers to Question 13;
- "Budget" page; Question 17;
- financial statements for the last two (2) years (audited financial statements for requests over \$50,000, if available);
- copy of the organization by-laws, constitution and other relevant governance documents highlighting the organization's mandate and vision;
- proof of incorporation or registration;
- a Board, or Municipal or Council resolution approving the present request for funding and identifying the authorized signing authority for the application if the signatory is other than the President of the organization;
- the organization chart as well as a list of Board or Council Members.

For specialized equipment purchase:

- answers to Question 14;
- estimate of expected costs. Projects over \$25,000 must be supported by at least 3 different proposals from separate vendors;
- in the case of installed equipment, documentation of ownership or long term facility lease agreement (minimum 10 years); attach any relevant operational agreements between the organization and the facility owners and other tenants
- demonstration that provincial and municipal fire and safety standards will be met.

For specialized equipment project requests over \$100,000 also include:

- a monthly cash flow forecast for the duration of the project;
- a business plan for the organization and facility, including financial operations for the first three years after completion of the project;
- a projected program of artistic or heritage activities for the three years following the completion of the project.

For feasibility studies:

- answers to Question 15;
- estimate of expected costs. Projects over \$25,000 must be supported by at least 3 different proposals from separate consultants;
- copy of terms of reference prepared and to be tendered.

For construction or renovation:

- answers to Question 16;
- a feasibility study for the project (new construction or major renovation/expansion only);
- architectural and engineering studies, with preliminary designs and specifications;
- documentation of ownership or long-term facility lease (minimum 10 years); attach any relevant operational agreements between the organization and the facility owners and other tenants;
- a monthly cash flow forecast for the duration of the project;
- a projected plan of artistic or heritage activities for the three years following the completion of the project;
- demonstration that provincial and municipal fire and safety standards will be met;
- completion of the Canadian Environmental Assessment Act exclusion form;
- attach at least two letters demonstrating community support, including potential users of the facility.

For construction or renovation project requests over \$100,000 also include:

- a business plan for the organization and the facility including a financial operating forecast for the three years following project completion.

Please send the original of your application.

Ensure that Part C. and Question 12 are signed by the same authorized individual.

Do not use pencil to fill out the form or attached documents.

Initial any corrections that you make.

Keep a copy of the application for your records.



FUNDING APPLICATION GENERAL INFORMATION

DEMANDE DE FINANCEMENT RESEIGNEMENTS GÉNÉRAUX

INSTRUCTIONS

Please complete parts A and B, sign and date the form in part C.

INSTRUCTIONS

Remplir les parties A et B, signer le formulaire et inscrire la date à la partie C.

PART A - APPLICANT INFORMATION / PARTIE A - RENSEIGNEMENTS SUR LE DEMANDEUR			
INCORPORATED NAME / NOM DE LA SOCIÉTÉ			
Usual Name / Nom usuel		Previous Name of Organization / Ancien nom de l'organisme	
Scope of Organization's Activities Portée des activités de l'organisme	<input type="checkbox"/> Local Locale	<input type="checkbox"/> Municipal Municipale	<input type="checkbox"/> Provincial / Territorial Provinciale / territoriale
	<input type="checkbox"/> Regional Régional	<input type="checkbox"/> National Nationale	<input type="checkbox"/> International Internationale
LEGAL STATUS / STATUT JURIDIQUE			
Incorporated Constitué en société	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> Federal Niveau fédéral	Registration No. N° d'enregistrement
	<input type="checkbox"/> No Non	<input type="checkbox"/> Provincial / Federal Niveau provincial / fédéral	Date
			<input type="checkbox"/> In Process En traitement
			Date Applied Date de la demande
Registered with Canadian Customs & Revenue Agency as a Charitable Organization Enregistré auprès de l'Agence des douanes et du revenu du Canada à titre d'organisme de bienfaisance	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	Registration No. N° d'enregistrement
			Date
			<input type="checkbox"/> In Process En traitement
			Date Applied Date de la demande

PART B - CONTACT INFORMATION / PARTIE B - RENSEIGNEMENTS SUR LA PERSONNE-RESSOURCE			
Contact Person's Name for Official Correspondence Nom de la personne-ressource pour correspondance officielle			Title / Titre
<input type="checkbox"/> Mr. M.	<input type="checkbox"/> Mrs. Mme.	<input type="checkbox"/> Ms. Mlle.	
Street Address (Street, City, Province/Territory, Postal Code) Adresse (rue, ville, province/territoire, code postal)		Mailing Address (if different) / Adresse postale (si différente)	
Office Telephone No. / N° de téléphone (bureau) ()	Residence Telephone No. / N° de téléphone (domicile) ()	Fax / Télécopieur ()	
E-Mail / Courrier électronique	Web Site / Site web	In which official language do you wish to communicate? Langue officielle de communication demandée	
		<input type="checkbox"/> English Anglais	
		<input type="checkbox"/> French Français	
OFFICE USE ONLY RÉSERVÉ À L'ADMINISTRATION INTERNE	Date Received Date de réception	Program Officer Agent de programme	

PART C - AFFIRMATION / PARTIE C - AFFIRMATION	
<p>I AFFIRM THAT the information in this application is accurate and complete and the project proposal, including plans and budgets, are fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Department. I agree to publicly acknowledge funding and assistance by the Department, in accordance with the terms of the funding agreement. I also agree to submit a final report, and where required, financial accounting for evaluation of the activity funded by the Department. I understand that the information provided in this application may be accessible under the <i>Access to Information Act</i>. I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.</p>	<p>J'AFFIRME QUE les renseignements contenus dans la présente demande sont exacts et complets et que le projet, y compris les plans et les budgets, est correctement présenté. J'accepte qu'une fois le financement fourni, toute modification au projet devra être approuvée au préalable par le Ministère. J'accepte de faire état publiquement du financement et de l'aide du Ministère, conformément aux modalités de l'accord de financement. J'accepte également de déposer un rapport final et, au besoin, la comptabilité générale aux fins de l'évaluation de l'activité financée par le Ministère. Je comprends que les renseignements fournis dans la présente demande peuvent être divulgués en vertu de la <i>Loi sur l'accès à l'information</i>. J'accepte en outre de respecter l'esprit des diverses lois régissant les programmes du ministère du Patrimoine canadien.</p>
AUTHORIZED SIGNATURE / SIGNATURE AUTORISÉE	
_____	_____
Authorized Signature / Signataire autorisé	Name and Title (please print) / Nom et titre (en lettres moulées)
	Date

Cultural Spaces Canada / Espaces culturels Canada

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A L'USAGE EXCLUSIF DU PATRIMOINE

File number / Numéro du dossier

Deadline/ Échéance

1a. Name of Organization / Nom de l'organisme		
1b. Project Title / Titre du projet		
2. Nature of Request / Nature de la demande		
<input type="checkbox"/> New Construction Nouvelle construction	<input type="checkbox"/> Renovation / Adaptive Re-use Rénovation / Transformation	<input type="checkbox"/> Specialized Equipment Équipements spécialisés
<input type="checkbox"/> Feasibility Study Étude de faisabilité		
3. Cost (See Question 17) / Coût (Voir question 17)		
Total Project Cost / Coût total du projet	Amount Requested / Montant demandé	Percentage / Pourcentage
		%
4. Artistic Director, Project Director / Directeur artistique, directeur du projet		
Name / Nom	Mr./ M <input type="checkbox"/> Ms. / Mme <input type="checkbox"/>	Title / Titre
5. Administrator / Responsable de l'administration		
Name / Nom	Mr./ M <input type="checkbox"/> Ms. / Mme <input type="checkbox"/>	Title / Titre
6. Your fiscal year (m/d/y) / Votre exercice financier (m/j/a)		Period covered in this application (m/d/y) / Période couverte par la demande (m/j/a)
From / De	To / À	From / De To / À
7. Main artistic discipline / Principale discipline artistique		
<input type="checkbox"/> Theatre Théâtre	<input type="checkbox"/> Dance Danse	<input type="checkbox"/> Visual Arts Arts visuels
<input type="checkbox"/> Media Arts Arts médiatiques	<input type="checkbox"/> Music Musique	<input type="checkbox"/> Multidisciplinary Multidisciplinaire
Heritage Specialization / Spécialisation patrimoniale		
<input type="checkbox"/> Museum Musée	<input type="checkbox"/> Archives Archives	<input type="checkbox"/> Library Bibliothèque
<input type="checkbox"/> Heritage Centre/Site Centre/Site patrimonial	<input type="checkbox"/> Fine Arts Beaux-arts	<input type="checkbox"/> Multidisciplinary Multidisciplinaire
8. Main sector of activity / Principal secteur d'activités		
<input type="checkbox"/> Creation / Production Création / Production	<input type="checkbox"/> Presentation Diffusion	<input type="checkbox"/> Exhibitions Expositions
<input type="checkbox"/> Preservation Conservation	<input type="checkbox"/> Training Formation	
9. Does your organization self-identify with any of these populations? / Est-ce que votre organisme s'identifie à ces populations ?		
<input type="checkbox"/> Aboriginal Autochtones	<input type="checkbox"/> Culturally Diverse Communautés culturelles diverses	<input type="checkbox"/> Official Language Minority Minorité de langue officielle
<input type="checkbox"/> Youth Jeunes		
10. Is your facility or site designated a Historic Place? / Est-ce que votre installation ou site est désigné un lieu patrimonial ?		
<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	<input type="checkbox"/> National <input type="checkbox"/> Provincial/Territorial <input type="checkbox"/> Municipal
11. Project Summary (in box please) / Sommaire du projet (l'encadré)		
The description may be posted on the Canadian Heritage Web site if you receive funding. / Ce résumé pourrait apparaître sur le site web du Patrimoine canadien si votre projet est financé.		
12. Chair of organization / Président de l'organisme		Signature
Name / Nom	Mr./ M <input type="checkbox"/> Ms. / Mme <input type="checkbox"/>	

Cultural Spaces Canada Program

APPLICATION FORM

All applicants are advised to contact the nearest Department of Canadian Heritage office before completing an application. Please answer all the applicable questions fully and completely to a maximum of fifteen (15) pages on 8 ½ x 11. Note that the answers to the questions below will form the basis of the Department's assessment of your application.

13. ALL APPLICANTS

- a) Describe your organization and its structure (full-time/part-time/paid staff?), history, mandate or vision, and its current artistic or heritage programming (including outreach, training, and partnership activities).
- b) Describe your project.
- c) Describe how your project will contribute to the CSC program objective and results.
- d) Describe how your proposal fits your organization's mandate or vision.
- e) Describe the expected results of this project.
- f) How will the project results be assessed? Please include both qualitative and quantitative measures.
- g) Describe how this project will serve underserved disciplines, communities and groups such as Aboriginal, youth, official language minorities, culturally diverse communities (if applicable).

14. SPECIALIZED EQUIPMENT PURCHASES

- a) How will the project enhance your organization's capacity for artistic creation, production and/or presentation, or for collecting, preserving, studying and/or exhibiting heritage collections?
- b) How will this new equipment benefit other arts or heritage organizations or institutions at the local, provincial, regional and/or national levels? Provide examples or attach letters of support.
- c) How will the project improve the local inventory of technical equipment?
- d) How will the project improve the level of comfort and safety of the space and/or accessibility to arts or heritage activities?
- e) How will the project increase the capacity of your organization, and/or other organizations utilizing the facility, to reach new audiences?
- f) How will the project enable your organization, and/or other organizations utilizing the facility, to enhance and diversify its program offering?
- g) How will the project have an impact on the future financial operations of your organization? (For project requests over \$100,000, please attach business plan.)
- h) Describe the process and criteria to select a supplier. Attach your policy if available. (Projects over \$25,000 must be supported by at least 3 different proposals from separate vendors.)

15. FEASIBILITY STUDIES

- a) How will the study's objectives, as outlined in the Terms of Reference, result in the completion of a comprehensive report that will critically assess a proposal for a facility, determine the project's success and address the CSC program assessment criteria?
- b) How will the study's objectives, as outlined in the Terms of Reference, address the needs of other stakeholders?
- c) Describe the process and criteria to select the appropriate firm for the Study. (Projects over \$25,000 must be supported by at least 3 different proposals from separate consultants.)

16. CONSTRUCTION, ADAPTIVE RE-USE OR RENOVATION PROJECTS

Availability of Spaces

- a) How will the project have a positive overall impact on the availability of spaces for artistic creation, innovation or presentation, or for the presentation and preservation of heritage collections?
- b) How will the project complement the local, provincial/territorial, regional and/or national network of cultural infrastructure for arts and heritage activities?
- c) How will the project directly benefit other artistic and heritage organizations locally, in the region, and/or in Canada, or from other countries? (Provide examples e.g. project collaborations.)

Quality of Available Spaces

- d) How will the project enhance your organization's capacity for artistic creation, production and/or presentation, or for collecting, preserving, studying and/or exhibiting heritage collections?
- e) How will the project improve the overall conditions, security and safety for the creation and presentation of arts presentations, or for the exhibition and preservation of heritage collections?
- f) How will the project improve the level of comfort and safety for the public?

Financial Feasibility of Project and Future Impact on the Organization

- g) To what extent do arts or heritage communities endorse the project? (Include letters of support and methods of consultation with key stakeholders, e.g. community meetings, survey, etc.)
- h) To what extent do other public funding bodies and the private sector support the project? (Include letters of support or letters indicating approved funding)
- i) To what extent will the project have an impact on the future financial operations of the organization? (For project requests over \$100,000, please attach business plan.)

Access to and Participation in Arts and Heritage Experiences

- j) How will the project benefit the arts/heritage community as well as the community at large?
- k) How will it increase the capacity of your organization, or other organizations utilizing the facility, to reach new audiences?
- l) How will the project enable your organization, or other organizations utilizing the facility, to enhance and diversify its program offering?