



FUNDING APPLICATION FORM

“Celebrate Canada!” Program



The objectives of the “Celebrate Canada!” Program are to: enhance appreciation of Canada’s rich diversity of culture, ethnicity, language and geography by fostering contacts and connections among Canadians; instill pride in Canada’s heritage by giving Canadians an opportunity to share our experiences, our stories, our myths and our symbols; and contribute to the development of the distinctive Canadian model of shared citizenship - a model where mutual accommodation, mutual respect, mutual responsibility and diversity are underlying values. Events organized under the “Celebrate Canada!” Program must be inclusive and support the program objectives outlined above.

Financial assistance is provided to support “Celebrate Canada!” activities from **June 21 to July 1, (including National Aboriginal Day, on June 21, Saint-Jean-Baptiste Day on June 24, Canadian Multiculturalism Day on June 27 and culminating with Canada Day on July 1). Priority may be given to activities held on the specific 4 dates of “Celebrate Canada!”. Funding cannot be guaranteed.**

IMPORTANT NOTICE: In order to expedite the processing of funding applications for “Celebrate Canada!” 2006, client groups are encouraged to submit their application forms by **January 31, 2006**.

Funding application forms postmarked or otherwise delivered to your provincial/territorial Celebrate Canada Committee (see page 12 for addresses) after March 31, 2006 cannot be considered.

A. ELIGIBLE RECIPIENTS

The following recipients are eligible for funding:

- Non-governmental organizations;
- Ad-hoc committees;
- Community associations and charitable organizations;
- Public and private corporations (with the exception of Crown corporations);
- Municipal governments;
- Public and private schools;
- School boards and other educational institutions such as colleges and universities.

B. ELIGIBLE EXPENDITURES

Eligible expenses for funding requests include expenditures which can be directly linked to the program objective, i.e. promotional expenses, entertainment, supplies, equipment, etc.

- Birthday cake is the only eligible food expense, with the exception of requests for events to be held in the territories. (Nunavut, Northwest Territories and Yukon) where all foods expenses are eligible.

- Fireworks are an eligible expense. The application form for fireworks requests must be accompanied by:
 - a) a completed event liability waiver (see page 8) with all relevant signatures absolving the Crown of all liability;
 - b) an authorization form completed and signed by the local fireworks authority (see page 9). **Remember to obtain appropriate liability insurance.**
- In recognition of cultural diversity, Elders' honoraria are eligible expenses for events celebrating National Aboriginal Day (June 21).

NOTE: Salaries or honoraria of event organizers/planners are not eligible expenses for event funding applicants.

C. FUNDING CRITERIA

Event funding applications will be considered on the following basis:

- Projects are for community events publicly identified as a "Celebrate Canada!" activity.
- Recipients have obtained donations/support from other sources.
- The funds provided by the "Celebrate Canada!" Program are to assist with start-up costs of projects and are not intended as 100% funding. Groups are encouraged to make their activities increasingly self-supporting from year to year.
- Community events will not charge admission fees to ensure they are accessible to the entire community.
- Repeat applicants should have submitted the required evaluation forms for the most recently funded "Celebrate Canada!" community event(s). Failure to do so will result in the rejection of a new application.
- The organizing committee agrees to respect and apply the spirit and provisions of the existing *Canadian Human Rights Act* and the *Official Languages Act*.
- For projects celebrating Canadian Multiculturalism Day (June 27), priority will be given to intercultural activities and events.

D. APPLICATION REQUIREMENTS

Applications submitted by recipients to the Celebrate Canada! Program **MUST** include:

- A project description (see page 4).
- A **signed waiver** (see page 8) absolving the Crown of all liability for the event(s).
- A description of the organization's mandate, objectives and major activities.
- Proof that the governing authority has authorized the proposal (applies to incorporated organizations only) (e.g. Board of Directors' resolution or letter of authorization).
- A copy of the letters patent or corporate charter demonstrating the non-profit status (applies to incorporated organizations only). Repeat applicants are not required to resubmit.
- A detailed **budget forecast and funding strategy** (see page 7).

In addition:

- Repeat applicants are asked to indicate both their current name and the previous name of their group, if applicable.
- The applicant will assume responsibility for any deficit incurred as a result of activities undertaken.
- A detailed evaluation form, and a financial statement, must be submitted to your provincial/territorial Celebrate Canada Committee and **must be postmarked no later than July 31.**
- The information provided in this application may be used for program evaluation purposes. Details of your project, including information about the individuals mentioned in the application as being members of the group, may be used in publicity releases.
- Funds not spent on Celebrate Canada celebrations are to be returned to the provincial/territorial Celebrate Canada Committee. **Cheques are to be made payable to the Receiver General for Canada.**

E. PROMOTIONAL MATERIAL

Small amounts of promotional material are available. Please note that promotional material is not sent automatically. Groups wishing to obtain these materials (small flags, posters, etc.) must complete the order form (see page 10).

HOW TO ORGANIZE YOUR “CELEBRATE CANADA!” EVENT

- 1. START EARLY:** Before you know it, “Celebrate Canada!” will be just around the corner; so start now. You may want to join with other organizations or groups to form a committee. You may prefer to keep things informal by holding your own neighbourhood meetings. When choosing your committee members, try to keep a balance between creative individuals, people with practical organizational and promotional skills, and a variety of representatives from the community.
- 2. GET TOGETHER FOR A BRAINSTORMING SESSION:** Beyond flag-raising ceremonies, parades and citizenship courts, there are numerous other ideas you might want to consider in planning your celebrations. Here are just a few examples: **organize** a community “pot-luck” lunch/BBQ honouring Canada — featuring regional and multicultural foods; **adopt** a grandmother or grandfather from a local senior citizens or retirement home and involve them in your activities; **plan** a block party and decorate your street — challenge neighbours on other streets to do the same; **organize** a kite-flying activity using Canadian symbols such as the flag, beaver, etc.; **arrange** a track-and-field day at a local park or school yard and use Canadian flags as prizes; **send** a greeting card to the local police station, fire hall, hospital and Royal Canadian Legion thanking them for their past and ongoing contribution to the community; **encourage** your municipal government to hold a civic event, possibly including the presentation of a Celebrate Canada Youth Award or the planting of a tree in honour of Canada; **plant** red and white flowers at home, work or school to show your true colours; **encourage** your library to develop a special display on Canadian writers and promote Canadian literary works; **ask** your newspaper to print a full-size Canadian flag in colour and have it encourage its readers to display them in their windows.
- 3. GET SUPPORT FOR YOUR EVENT(S):** Money, services, volunteer assistance — you need all these forms of support. Your event(s) cannot be successful without community involvement. A successful fund-raising drive requires good organization. Involve the businesses in your community by inviting them to donate money or services, particularly in the area of insurance liability which is an absolute necessity. Look for volunteers of all ages. Encourage people to participate by reminding them that “Celebrate Canada!” is their event. (Please refer to “Community Involvement and Private Sector Support” — page 2.)
- 4. STICK TO A REALISTIC BUDGET:** A simple, well-organized event is always preferable to a lavish celebration that you are not able to afford. Keep within your means and all will be able to enjoy themselves.
- 5. ACCESSIBILITY:** Ensure that your activities are fully accessible to all people including those with disabilities.
- 6. PLAN A DETAILED SCHEDULE AND DELEGATE:** In any major undertaking, nothing is more nerve-wracking than a series of last-minute snags. Try to prevent this by assigning to each committee member a different task along with a deadline. Ensure that all involved know clearly what is expected of them. If you take the trouble to do this in the beginning, it will save you a great deal of confusion in the end.
- 7. BE ENVIRONMENTALLY CONSCIOUS:** Try to use biodegradable and recycled products in all of your activities wherever possible. Organize your members and participants to sort their garbage in appropriate recycling bins. Even these can be colourfully decorated for the occasion.
- 8. PUBLICIZE YOUR EVENT(S):** Media coverage and other forms of advertising are necessary for any event. However, advertising can be expensive, so watch your budget! An effective way to handle this is to involve local media right from the beginning in promoting your activities as a public service. Ensure that the contribution of your provincial/territorial Celebrate Canada Committee and the Department of Canadian Heritage is properly recognized. Have people in the community put up posters, deliver flyers and spread the news by word of mouth. Ask local merchants, hotels and restaurants to lend a hand.
- 9. CALL US:** Your provincial/territorial Celebrate Canada Committee can provide your group with assistance. Give them a call using the toll-free number, or call collect. Among other things, they can supply you with paper hand flags, posters, as well as imaginative and problem-solving suggestions.

COMMUNITY INVOLVEMENT AND PRIVATE SECTOR SUPPORT

“Celebrate Canada!” activities are special celebrations for the whole community. Extensive community involvement is especially important to continue our tradition of celebrating our national day. The funding available through your provincial/territorial Celebrate Canada Committees is intended to assist with start-up costs. A network of sponsors, individuals and organizations can assist by donating goods, services and skills. Examples of such sponsors and assistance might include:

- local business offering prizes for contests, games, special awards;
- bookstores donating books by Canadian authors for your events;
- clubs or community centres providing space or parking;
- graphic designers and/or printers assisting with production of brochures;
- media (TV, radio, print) offering free advertising and coverage of your events;
- retired professionals providing advice and assistance in a variety of fields.

Remember that involved corporate citizens generate goodwill and a positive image in the communities in which they do business. The contribution of volunteers is also invaluable.

STEPS TO FOLLOW

1. Clearly define your goals and develop an appropriate action plan.

First, answer the following questions:

- What are your needs and requirements to make your event successful?
- What do you want from local businesses/organizations/volunteers?
- What can you offer them in return for their support (e.g. visibility)?
- What is your marketing plan to “get the message out”?

2. Be effective and organized in approaching potential partners.

Useful presentation materials should include:

- background
- program description and objectives
- description of sponsorship opportunities
- organizational support/capabilities
- sponsor benefits
- pricing, cost contribution commitment being sought
- timing
- evaluation process to be implemented
- key contact to be identified

3. Negotiate support with a clear purpose — remember to be flexible.

4. Work closely with your supporters to implement the complete program.

5. Evaluate your overall support package, after the event, and review/revise your plan accordingly for future use.

6. Follow up directly with supporters with a view to cultivating lasting relationships with them.

**FUNDING APPLICATION GENERAL INFORMATION****PROTECTED when completed****INSTRUCTIONS**

Please complete parts A and B, sign and date the form in part C (in blue ink).
Include information outlined in attached project/program/capital schedules, as required.

PART A - APPLICANT INFORMATION**ORGANIZATION**

Name in Full

Previous Name of Organization

Scope of Organization's Activities → Local Municipal Provincial/Territorial Regional National International**LEGAL STATUS**

Incorporated Yes Federal In Process
 No Provincial/Territorial Corporation Registration No. _____
 ↓
 Date Applied _____

Registered with Revenue Canada as a Charitable Organization Yes In Process
 No Registration No. _____
 ↓
 Date Applied _____

PART B - CONTACT INFORMATIONContact Person's Name Mr. Mrs. Miss Ms. Other

Title

Street Address (City, Province/Territory, Postal Code)

Mailing Address (if different)

Office Tel. No.

Residence Tel. No.

Fax

E-mail

Web site

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In which language do you wish to communicate? English French**OFFICE USE ONLY**

Date Received →

Program Officer →

PART C - AFFIRMATION

I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is 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 *Access to Information Act*. I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.

AUTHORIZED SIGNATURE_____
Authorized Signature (In blue ink)_____
Name and Title (please print)_____
Date

SPECIAL EVENTS PROGRAMMING

(For example, formal ceremony, shows, parade, fireworks, etc.)

Please complete this sheet if your event consists of more than one activity.

Activity No. 1			
Date:	Time:	Location:	# of participants expected:
Description of activity:			
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.....			

Activity No. 2			
Date:	Time:	Location:	# of participants expected:
Description of activity:			
.....			
.....			
.....			
.....			
.....			
.....			

Activity No. 3			
Date:	Time:	Location:	# of participants expected:
Description of activity:			
.....			
.....			
.....			
.....			
.....			
.....			

SAMPLE PROJECT BUDGET

The budget must be balanced, which means that the anticipated revenue plus the funding requested must equal the planned expenditures.

A-PLANNED EXPENDITURES (itemize and list costs)		B-ANTICIPATED REVENUE	
		<ul style="list-style-type: none"> Financial support from other organizations, federal and provincial/territorial departments and agencies (excluding the funding requested), and municipal and provincial/territorial governments. Funding from your organization Donations in kind (itemize & list estimated donations) 	
<i>Decorations</i>	\$200	Financial Support	
<i>Fireworks</i>	\$50	<i>Local Rotary Club</i>	\$75
<i>Equipment rental</i>	\$500	<i>Provincial cultural development</i>	\$200
<i>Permit</i>	\$25		
<i>Prizes</i>	\$100		
<i>Band and sound system</i>	\$225		
<i>Liability insurance</i>	\$200		
<i>Translation</i>	\$100	Donations in kind	
<i>Hot dogs and buns</i>	\$100	<i>Rick's Stationary (decorations)</i>	\$50
<i>Canada Day cake</i>	\$50	<i>Riverside Grocery (hot dogs and buns)</i>	\$100
<i>Soft drinks</i>	\$50	<i>Bisson Pastries (cake)</i>	\$50
		<i>Soft drinks</i>	\$50
		<i>Lauzon Sound Systems</i>	\$25
		<i>Insurance broker</i>	\$200
		Funding from your organization	\$150
		Total anticipated revenue (B)	\$900
		C-FUNDING REQUESTED	
		Total planned expenditures (A)	\$1600
		Minus total anticipated revenue (B)	\$900
Total planned expenditures (A)	\$1,600	Funding requested (C)	\$700

IMPORTANT REMINDER:

Beverages and food (except for a birthday cake), capital costs and salaries of organizers are not eligible for support.

NOTE: Funding may be approved for food in lieu of fireworks in the territories (i.e. Nunavut, Northwest Territories, Yukon).

In accordance with due diligence requirements, please ensure that the application form is complete, that all budget calculations are correct and all required documentation has been provided. All corrections or changes made to the application, including those made with correction fluid, will need to be initialled by the organization's contact person. **Failure to follow these directives may delay processing of the application.**

List specific items to be paid for by the funding:

<i>Decorations</i>	\$	150
<i>Fireworks</i>		50
<i>Translation</i>		100
<i>Band</i>		200
<i>Equipment rental</i>		200

TOTAL FUNDING REQUESTED = (C) \$ 700

SAMPLE PROJECT BUDGET

The budget must be balanced, which means that the anticipated revenue plus the funding requested must equal the planned expenditures.

A-PLANNED EXPENDITURES (itemize and list costs)		B-ANTICIPATED REVENUE			
		<ul style="list-style-type: none"> Financial support from other organizations, federal and provincial/territorial departments and agencies (excluding the funding requested), and municipal and provincial/territorial governments. Funding from your organization Donations in kind (itemize & list estimated donations) 			
		Financial Support			
		Donations in kind			
		Funding from your organization			
		Total anticipated revenue (B)			
		C-FUNDING REQUESTED			
		Total planned expenditures (A)			
		Minus total anticipated revenue (B)			
Total planned expenditures (A)			Funding requested (C)		

IMPORTANT REMINDER:

Beverages and food (except for a birthday cake), capital costs and salaries of organizers are not eligible for support.

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In accordance with due diligence requirements, please ensure that the application form is complete, that all budget calculations are correct and all required documentation has been provided. All corrections or changes made to the application, including those made with correction fluid, will need to be initialled by the organization's contact person. **Failure to follow these directives may delay processing of the application.**

List specific items to be paid for by the funding:

\$ _____

TOTAL FUNDING REQUESTED = (C) \$ _____



WAIVER- EVENT LIABILITY

**All groups must sign and
submit this waiver**

“HER MAJESTY THE QUEEN IN RIGHT OF CANADA and the
Celebrate Canada Committee for

(Name of province/territory)

shall not be liable for any injury, including death, to any person, or for loss or damages to the
property of the Municipality or of anyone else, occasioned by or in any way attributable to
the

(Name of group)

as a result of any activity including fireworks, if applicable staged during “Celebrate
Canada!” celebrations, unless such injury, loss or damage is caused by the negligence of an
officer or servant of Her Majesty acting within the scope of his/her employment.”

NAMES (PLEASE PRINT) AND SIGNATURES (IN BLUE INK)

Name and title of property owner

Name of “Celebrate Canada!” organizer

Signature of owner

Signature of “Celebrate Canada!” organizer

Telephone number of property owner

Date

*** Remember to obtain proper liability insurance.**



AUTHORIZATION FOR FIREWORKS

To be completed by your local authority with jurisdiction over fireworks (e.g., fire marshal, or fire department) if the event includes a fireworks display – please include with your funding application.

As local authority with jurisdiction over fireworks, I authorize

(Name of organizing group)

to set off fireworks as part of the “Celebrate Canada!” event.”

NAME (PLEASE PRINT) AND SIGNATURE (IN BLUE INK)

Name of local authority

Title (e.g. fire marshal, or fire department)

Signature of local authority

Date

“Celebrate Canada!”



Le Canada en fête!

ORDER FORM PROMOTIONAL MATERIAL

PLEASE PRINT DELIVERY ADDRESS IN BOX BELOW.

(If your regular address is a P.O. Box number, please provide physical address to facilitate “by hand” delivery of materials).

Name of Project Organizer : _____

Telephone: () _____ Fax: () _____

E-mail address (if applicable): _____

What type(s) of event(s) are being planned? _____

How many people are you expecting to attend? _____

Are there any special details (e.g. primarily children in attendance, etc.) that should be noted?

Small amounts of promotional material are available. Please note that promotional material is not sent automatically. Groups wishing to obtain these materials must complete the order form.

Indicate your preference among the following items:

- | | |
|---|---|
| <input type="checkbox"/> CANADIAN FLAG LAPEL PINS | <input type="checkbox"/> PAPER HAND FLAGS |
| <input type="checkbox"/> CANADIAN FLAG POSTERS | <input type="checkbox"/> CELEBRATE CANADA POSTERS |
| <input type="checkbox"/> BOOKMARKS WITH “O CANADA” LYRICS | |
| <input type="checkbox"/> CANADA DAY POSTERS | |

Name of group: _____

Address: _____

Town/City: _____

Province/Territory: _____ Postal Code: _____



CHECKLIST

IMPORTANT:

Please review the following requirements carefully. Incomplete applications may result in delayed processing or rejection.

- the funding application form is completed and signed (page 3)
- any miscalculations, deletions or corrections made on the budget page should be initialled (page 7)
- the event liability waiver is completed and signed (page 8)
- the fireworks authorization form is completed and signed and by the local fireworks authority (if applicable) (page 9)
- the approval from the governing authority regarding the proposal is attached (if applicable)
- a complete copy of the letters patent or corporate charters is attached (if applicable)
- the promotional material order form is completed (if required) (page 10)

CELEBRATE CANADA COMMITTEES: A BACKGROUND

The celebrations on the “Celebrate Canada!” calendar have become a tradition offering Canadians the opportunity to share their pride in their country. The success of these celebrations is due, in great part, to the volunteer members of the Celebrate Canada Committees — one in each province and territory.

Every year, the members of these committees donate their time and skills in assisting community groups, businesses, and municipal and provincial/territorial governments to co-ordinate local celebrations. These individuals would be pleased to offer advice and assistance in the planning and organizing of your event, as well as to respond to any questions or concerns that you may have. The complete list of committee offices, addresses and telephone numbers is as follows:

Celebrate Canada Committee for Newfoundland and Labrador

c/o Canadian Heritage
P.O. Box 5879
St. John's, Newfoundland and Labrador
A1C 5X4
(709) 772-5364 (call collect)

Celebrate Canada Committee for Prince Edward Island

c/o Canadian Heritage
BDC Place
119 Kent Street, Suite 420
Charlottetown, Prince Edward Island
C1A 1N3
(902) 566-1867 (call collect)

Celebrate Canada Committee for Nova Scotia

c/o Canadian Heritage
Royal Bank Building
5161 George Street, 6th Floor
Room 602
Halifax, Nova Scotia
B3J 1M7
(902) 426-2945 or 1-800-996-3995

Celebrate Canada Committee for New Brunswick

c/o Canadian Heritage
1045 Main Street, Unit 106
Moncton, New Brunswick
E1C 1H1
(506) 851-7052 or 1-800-561-7146

Celebrate Canada Committee for Quebec

2075 University Street
Room 1206, 12th Floor
Montréal, Quebec
H3A 2L1
(514) 866-9164 or 1-800-361-8303

Celebrate Canada Committee for Ontario

c/o Canadian Heritage
150 John Street
Suite 400
Toronto, Ontario
M5V 3T6
(416) 973-1990 or 1-800-749-7061

Celebrate Canada Committee for Manitoba

P.O. Box 2160
275 Portage Avenue, 2nd Floor
Winnipeg, Manitoba
R3C 3R5
(204) 983-4664 (call collect)

Celebrate Canada Committee for Saskatchewan

c/o Canadian Heritage
2201 - 11th Avenue, Suite 100
Regina, Saskatchewan
S4P 0J8
(306) 780-8005 (call collect)

Celebrate Canada Committee for Alberta

c/o Canadian Heritage
Canada Place
9700 Jasper Avenue, Suite 1630
Edmonton, Alberta
T5J 4C3
(780) 495-3350 (call collect)

Celebrate Canada Committee for British Columbia

c/o Canadian Heritage
Library Square
300 West Georgia Street, 4th Floor
Vancouver, British Columbia
V6B 6C6
(604) 666-8082 or 1-800-663-5812

Celebrate Canada Committee for Yukon

c/o Canadian Heritage
300 Main Street, Room 205
Whitehorse, Yukon
Y1A 2B5
(867) 667-3925 (call collect)

Celebrate Canada Committee for Northwest Territories

c/o Canadian Heritage
P.O. Box 460
Government of Canada Building
5101 - 50th Avenue, 3rd Floor, North Wing
Yellowknife, Northwest Territories
X1A 2N4
(867) 766-8480 or 1-800-661-0585

Celebrate Canada Committee for Nunavut

c/o Canadian Heritage
275 Portage Avenue, 2nd Floor
P.O. Box 2160
Winnipeg, Manitoba
R3C 3R5
(204) 983-4743
(866) 426-8559 (toll free for Nunavut residents)
FAX (866) 426-8557 (toll free for Nunavut residents)