



Part D – Summary			
1. Municipality Name:			
2. Project Name:			
3. Executive Summary: (Please provide a three-sentence description of your project on this page . This summary may be used on the Department's web site if you receive an award.)			
4. a) Project start date:	(y/m/d)	b) end date	(y/m/d)
5. Amount requested:	\$	6. Total project budget:	\$
7. Cultural Capitals of Canada	<input type="checkbox"/> Level 1: population over 125,000 - maximum of \$2,000,000 <input type="checkbox"/> Level 2: population 50,000 to 125,000 - maximum of \$750,000 <input type="checkbox"/> Level 3: population under 50,000 - maximum of \$500,000		
8. Innovative Cultural Bridges	<input type="checkbox"/> Innovative Cultural Bridges Prize - maximum \$500,000		
9. Amount requested (5) as percent of award maximum (7 or 8)	% (max 100%)	10. Amount requested (5) as percent of total project budget: (6)	% (max 75%)
11. Is the applicant a group of municipalities?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12. Indicate the name, legal status, and population of each applicant, including the primary applicant. (If there are more than seven partners, attach an additional page.)	Name:	Legal Status	Population:
	i. Primary applicant (1)		
	ii.		
	iii.		
	iv.		
	v.		
	vi.		
13. Total population:			
14. Province / Territory	(black out box ■ for primary applicant, check <input checked="" type="checkbox"/> for other applicants in group): <input type="checkbox"/> British Columbia <input type="checkbox"/> New Brunswick <input type="checkbox"/> Alberta <input type="checkbox"/> Prince Edward Island <input type="checkbox"/> Saskatchewan <input type="checkbox"/> Nova Scotia <input type="checkbox"/> Manitoba <input type="checkbox"/> Newfoundland <input type="checkbox"/> Ontario <input type="checkbox"/> Yukon <input type="checkbox"/> Québec <input type="checkbox"/> Northwest Territories <input type="checkbox"/> Nunavut		

For Canadian Heritage use only

Category	Score
Ongoing commitment to culture and cultural development (/60)	
Quality and scope of the cultural proposal (/140)	
Total (/200)	

Part E – Demonstration of ongoing commitment

15. How much of the municipal budget has been spent on arts and culture (excluding libraries, recreation, amateur sports) in the past three years? What was the total municipal budget in the past three years?

	2003	2004	2005
total \$:	_____	_____	_____
per capita \$:	_____	_____	_____
total municipal budget \$:	_____	_____	_____

16. Does the municipality support any of the following? (Check all applicable.)

<u>Performing Arts</u>	<u>Literary/Visual/Media Arts</u>	<u>Heritage</u>
<input type="checkbox"/> professional artists	<input type="checkbox"/> professional artists	<input type="checkbox"/> heritage organizations
<input type="checkbox"/> professional groups	<input type="checkbox"/> professional groups	<input type="checkbox"/> training institutions
<input type="checkbox"/> service organizations	<input type="checkbox"/> service organizations	<input type="checkbox"/> museums
<input type="checkbox"/> training institutions	<input type="checkbox"/> training institutions	<input type="checkbox"/> historic sites
<input type="checkbox"/> facilities/venues	<input type="checkbox"/> facilities/venues	<input type="checkbox"/> festivals
<input type="checkbox"/> festivals	<input type="checkbox"/> festivals	

In which areas? (**Excluding** support provided through the educational system, **including** municipality-run community programs.)

<input type="checkbox"/> theatre	<input type="checkbox"/> literary events	<input type="checkbox"/> heritage languages
<input type="checkbox"/> music	<input type="checkbox"/> visual arts	<input type="checkbox"/> folklore
<input type="checkbox"/> dance	<input type="checkbox"/> media arts	<input type="checkbox"/> traditional knowledge
<input type="checkbox"/> opera		

17. Does the municipality have any existing cultural policies and/or action plans?

Stand-alone cultural policies:	<input type="checkbox"/> Yes	<input type="checkbox"/> In development	<input type="checkbox"/> No
Cultural policies integrated into other policy areas:	<input type="checkbox"/> Yes	<input type="checkbox"/> In development	<input type="checkbox"/> No

Part F – Quality, scope, and artistic merit of the proposed activities

18. Please use the following chart indicating only those activities to be directly funded under this proposal. If space for additional activities is required, they may be added using the same chart format. Only one answer may be given for each activity; please choose the most appropriate box/phrase.

a) **Type of Activity.** Please indicate celebratory activities by marking C and legacy-building activities by marking L.

For Cultural Capitals of Canada awards: must include at least **two celebratory** activities (marked C) and **one legacy-building** activity (marked L).

For Innovative Cultural Bridges: reciprocal cultural exchanges among municipalities in at least two provinces or territories must be the main focus of the proposal; the proposal must also include at least **one celebratory** activity (C) and at least **one legacy-building** activity (L).

b) **Name of Activity.** Provide the name of your activity. The same name should be used in your activity description for Question 24.

c) **Description of Activity.** Please use **one** of the following phrases to describe each activity. **Only answers taken from the following lines should be used to fill the column Description of Activity.** Please include the letter indicated beside the phrase to complete the chart.

Celebratory:

A	Workshops in arts, culture, heritage, or <i>traditional knowledge</i> for the general population, led by professional artists/heritage workers or Aboriginal community elders
B1	Performing arts productions in the applicant municipality
B2	Performing arts productions from the applicant municipality touring to other municipalities
C1	Performing Arts Festivals
C2	Literary, Visual, or Media Arts Festivals
C3	Heritage Festivals
D1	Visual or media arts productions and/or installations/exhibits in the applicant municipality
D2	Visual or media arts exhibits from the applicant touring to other municipalities
E1	<i>Reciprocal cultural exchanges</i> among municipalities in the same province or territory
E2	<i>Reciprocal cultural exchanges</i> in two or more provinces or territories
E3	<i>Reciprocal cultural exchanges</i> in Canada and abroad
F	other (specify)

Legacy:

G1	Support for <i>public art programs</i>
G2	Support for <i>community art programs</i>
H	Development and implementation or improvement of cultural or heritage policies and plans
I1	Marketing or promotion of cultural activities among the municipal population
I2	Marketing or promotion of cultural tourism targeted at visitors from beyond the municipality
J1	Creation of <i>linkages</i> among municipal cultural workers in two or more municipalities
J2	Creation of linkages among municipal cultural workers and members of the arts and heritage communities, official-language minority, youth, culturally diverse or Aboriginal groups, and/or private sector partners, to strengthen their capacity and to support sustainable cultural development
K	Support for programs to preserve cultural practices and traditional knowledge among Aboriginal and Métis populations
L	other (specify)

- d) **New or Expanded.** Activities may be either New or Expanded, not both. Expanded activities are considered to be new supplements to existing activities (ex. new set of workshops as part of existing festival).
- e) **Target Population.** Some activities listed may have a **specific focus on the culture** of or **significant involvement of professional artists** from *culturally diverse*, Aboriginal, or official-language minority populations. Some may **focus on youth** as creators, participants, or audience members. Indicate which activities focus on/involve each group, by selecting the appropriate box. Please also make specific reference to the selected target population in your response to Q24.

	a) Type of Activity	b) Name of Activity	c) Description of Activity	d) New or Expanded	e) Target Population
1	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
2	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
3	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
4	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
5	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
6	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
7	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
8	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
9	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
10	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
11	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
12	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth

Part G – Demonstration of ongoing commitment
Funding
19. Attach a copy of the specific page(s) of the most recent annual report or financial statements that verify the figures for total cultural spending and total municipal budget shown in question 15. Do not attach the full report or statement.
20. Indicate the breakdown of the total cultural spending, i.e. how much was spent in 2005 in each of the areas indicated in question 16. Please clearly indicate all capital expenditures related to the total cultural spending. (Maximum 1 page.)
Policy and objectives
21. Provide the title and a brief summary of any cultural policies that have been adopted or are in development, as noted in question 17. If the municipality has no cultural policies, describe what its objectives are in the arts and culture, and how it has articulated these objectives. Please indicate which policies are stand-alone and which are integrated into other policy areas within your summary. (Maximum 2 pages.)
Specific initiatives
22. Describe the nature of the cultural activities and initiatives that the municipality has carried out in the past, that demonstrate its commitment to arts and culture. Be specific and provide details. Your answer should touch on the following points. (Maximum 5 pages.) What specific activities, initiatives, or programs have been carried out? How have these activities contributed to fulfilling the municipality's objectives? – How and to what extent do they demonstrate the integration of culture into overall community planning? – When were any cultural policies adopted, specific cultural initiatives carried out, or new measures taken? – Who was involved in these decisions and initiatives, such as specific elected officials, staff, arts and cultural organizations, the private sector, key citizens, etc., and how were they involved? – Why has the municipality supported arts and culture, i.e., what is its vision?
Creativity and innovation
23. Describe the innovative measures, if any, the municipality has taken to support and promote the arts and culture within its jurisdiction. Describe the challenges it has faced and how it has responded to challenges in a creative and innovative fashion. How do its accomplishments make it stand out from other municipalities in the same region or of a similar size? (Maximum 1 page.)
Part H – Quality, scope, and artistic merit of the proposed activities
Description of project
24. Provide a detailed description of the special cultural activities that the municipality is proposing to carry out as its Cultural Capital of Canada / Innovative Cultural Bridges project (ICB projects must centre around reciprocal cultural exchanges among municipalities in at least two provinces or territories). Please reference your description of each activity specifically to question 18, clearly indicating what type of activity it is and whether it is new or expanded . Your answer should relate to the following points (Maximum 7 pages): What specific activities is the municipality proposing to carry out? To what extent are these new or expanded activities? When will the proposed activities take place, i.e. what is the proposed schedule? Who will be involved in carrying out the project from the municipality (elected officials or municipal staff) and from the community (arts or culture organizations or the private sector)? How will they be involved? How and to what extent will each specific activity address the targeted populations indicated in question 18? How are members of these populations involved in a meaningful way? What is the legacy that the project is meant to build? How will each activity contribute to creating this legacy? How will the legacy be maintained and built on after the project is over?
Project leadership
25. Provide a one-page chart showing the names and roles of the key persons who will be involved in managing and delivering the project , their responsibilities, and lines of accountability within the team.
26. Provide a two-page CV of the project leader, indicating his/her experience with projects of a similar nature.
Support for project
27. Authorization from Council: Attach a copy of a motion passed by the council of the applicant municipality or municipalities authorizing an application to be made to Cultural Capitals of Canada and committing a specific amount of municipal funding if the application is successful.
28. What steps has the municipality taken, such as consultation or studies, to determine that these are the appropriate directions to pursue for its celebration and legacy-building activities? If no such steps have been carried out, on what basis did the municipality select these activities? How are arts and culture organizations and the private sector demonstrating their support for the project? (Maximum 1 page.)

Goals, outcomes, and results

29. What are the goals and expected outcomes of the proposed activities? *Note outcomes must be measurable and detailed.* Describe your evaluation plan for measuring the success of your project. Specify the tools and methods that will be used to gather and assess both outputs and outcomes. (Maximum 1 page.)

30. **How** and to what extent will the project achieve the expected results of **Cultural Capitals of Canada**, as defined on page 5 of the guidelines? (Maximum 1 page.) Note: Winning communities will be required to report on these outcomes and results.

Part I - Budget

31. Please complete the budget summary sheet form and a detailed budget for each activity. Budgets must be detailed and balanced. You may download the budget form on the Canadian Heritage website at www.canadian.heritage.gc.ca/cc.

Please send your application to the following address:

Cultural Capitals of Canada (15-3-K)
Arts Policy Branch
Department of Canadian Heritage
15 Eddy, 3rd floor
Gatineau, QC K1A 0M5