

Canadian Arts and Heritage Sustainability Program

The Networking Initiatives Component

Application Guidelines

What is it?

The Networking Initiatives Component supports, through contributions, pan-Canadian networking projects whose aim is to develop and strengthen capacity through harnessing the power of artists, the arts, and culture to build creative, sustainable, and healthy communities. Networking projects are national in scope and work toward developing the capacity of participants in at least one of the following areas:

- Development of cultural policies and action plans at the local level;
- Development of strategic partnerships leading to an improved environment for arts and culture at the local level.

Eligibility

a) Applicants

Applicants must be independent, not-for-profit organizations incorporated under the Canada Corporations Act, Part II, or provincial or territorial legislation, whose activities include the sharing of information, experiences, best practices, research or pooling of resources in order to foster sustainable cultural practices.

Ineligible Applicants

Federal, provincial, territorial, municipal governments and their agencies, crown corporations, as well as arts or heritage service organizations are not eligible to receive direct funding under the Networking Initiatives Component.

b) Project

The primary activities of eligible projects include sharing information, experiences, best practices, research or pooling of resources in order to foster sustainable local cultural practices. The applicant will need to provide a detailed description of the project, the impact of the project on the broader community and a statement committing the applicant's directors to the success of the project. The project must result in significant changes and improvement in the project area and contain clearly articulated and measurable results relating to the project and the goals of the Networking Initiatives Component.

National networking projects must include one or more of the following:

- ❑ the development of communications forums like conferences, seminars or workshops, for information sharing or dialogue;
- ❑ the production of material that will guide in the development, adoption and integration of policies and action plans that will improve the scope and availability of cultural activities in Canadian communities;
- ❑ the development of strategic partnerships.

Projects must involve participants from at least four Canadian provinces or territories. Particular attention will be paid to projects that make an effort to address the needs of Aboriginal, culturally diverse, minority language communities and rural communities.

Ineligible Projects

- ❑ On-going operations
- ❑ Third party projects
- ❑ Capital projects

Funding

Payment is made through the terms and conditions of a detailed contribution agreement. Under no circumstances can the total assistance from all government sources exceed 90% of the total resources required for the project.

Deadline

There is no deadline date for receipt of applications to the Networking Initiatives Component. The assessment process takes approximately three months to complete.

Points to consider

The Networking Initiatives Component cannot fund projects retroactively. If you enter into a contractual agreement before your application is approved, this is at your own risk. The information contained in your submission is subject to the regulations of the *Access to Information Act* and the *Privacy Act*.

All applicants must be able to certify that any former public office holder or public servant employed will comply with the provisions of the relevant conflict of interest and post-employment codes.

APPLICATION REQUIREMENTS FOR THE NETWORKING INITIATIVES COMPONENT

All applications to the Networking Initiatives Component must include:

1. Funding Application General Information Parts A, B and C;
2. A description of the applicant organization including the vision, history, mandate, and organizational structure;
3. The names and curriculum vitae of the key officers, both staff and Board of Directors;
4. The current annual operating budget for the applicant;
5. A detailed description of the project for which funds are requested including:
 - the objective(s) (short, medium and/or long-term);
 - the plan (proposed manner, method and/or means) for executing the project;
 - the time-frame for the projected activities;
 - a detailed budget for the project which is tied to the plan and the time frame - please refer to the glossary for Eligible Expenses and In-Kind Contributions;
 - the expected results or outcomes of the project and a description of how these will be measured.

Assessment Criteria

Applications are assessed using the following criteria:

How and to what extent, the applicant:

- has the capacity to complete the project as presented, based on the skill base of the applicant;
- will invest its own financial and human resources in the project;
- enjoys a significant level of support in its field of activities.

How and to what extent, the proposed project:

- is based on a rigorous analysis of the needs for the networking undertaking;
- will receive funding from other sources;
- will foster the development, adoption and implementation of cultural policies or action plans at the local level;
- will foster the exchange of information, experiences and best practices aimed at building or improving a sustainable environment for arts and culture at the local level;
- will foster the development of strategic partnerships leading to an improved environment for arts and culture at the local level;
- will foster involvement by Canadian communities and the private sector to sustain cultural activities at the local level;

- ❑ will benefit communities located in under-serviced areas in Canada, such as rural or remote communities;
- ❑ includes elements addressing the needs of Aboriginal, culturally diverse, minority language communities and rural communities;
- ❑ will result in significant and measurable changes and improvement in the project area.

Please send completed application to:

Canadian Arts and Heritage Sustainability Program
Networking Initiatives Component
Arts Policy Branch
Department of Canadian Heritage
Les Terrasses de la Chaudière
15 Eddy Street
3rd Floor, Room 100
15-3-K
Gatineau, QC K1A 0M5

Glossary

For the purposes of the Program, the following definitions apply.

CAPACITY in the context of this program refers to organizational competencies and the extent to which these are effective in realizing an articulated mandate. It refers in this context to competencies in financial management, governance practices, planning, marketing and organizational development policies.

ELIGIBLE EXPENSES are expenditures, which can be directly linked to the project's objectives. They may include, for example:

- fees and expenses paid to consultants
- transportation and accommodation costs for Boards, staff and consultants or facilitators
- material expenses and salaries linked to positioning an organization to implement plans
- networking and/or communications initiatives
- project administration expenses (e.g. staff time to report to funders, manage payroll, invoicing and/or communications, manage arrangements for meetings including travel and accommodation, incremental costs of office space or equipment).

*Costs for travel and accommodation may not exceed Treasury Board guidelines. Please see www.tbs-sct.gc.ca.

IN-KIND CONTRIBUTIONS - Materials or services that are donated to a project by arms length parties or by the applicant (no exchange of cash). An in-kind contribution is considered a real contribution to the total cost of the project, but it is not reimbursable as no monies changed hands. By definition, in-kind contributions are donations; therefore, there cannot be funding related to in-kind expenses.

To be eligible as an in-kind contribution, the donated materials or services must be eligible expenses under the program's Terms and Conditions. In addition, the donated materials or services:

- would otherwise be purchased and paid for by the recipient;
- can be measured at fair value at the date of contribution. Fair value would be estimated using market or appraisal values. For example, fair value could be determined in relation to the purchase of similar materials and services.
- are recorded in the recipient's accounting books.

STRATEGIC PLAN is a clearly written document that describes an organization's mandate; its near, mid and long-term goals or objectives, as well as the priority actions necessary to realize these goals and objectives.