



Canadian
Heritage

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Canadian Heritage

Community Historical Anniversaries Programming

Application Form

Building Communities Through Arts and Heritage

Canada 

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Application Form

1. Document Checklist

Please put a check mark beside each document you enclose.	
✓	Your application must include:
	The General Application Form
	The completed questionnaire
	The project budget
	The Confirmation of Support from Municipal Government or Equivalent Authority
	For incorporated applicants, a copy of the letters patent or incorporating document
	For incorporated applicants, a copy of the bylaws or articles of association (if applicable)
	For unincorporated groups, a signed copy of the Unincorporated Applicant Acceptance of Liability (pages F14-15) and (if applicable) a copy of the articles of association

Please:

- Submit the signed original of your application
- Complete the application and the attached documents in blue or black ink
- Initial any corrections you make
- Keep a copy of the application for your records

2. General Application Form



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PROTECTED once completed

Building Communities Through Arts and Heritage (BCAH)

Instructions

1. Fill out all sections of the application form, sign and date it.
2. Submit the application form to your Department of Canadian Heritage regional office.
3. For instructions on how to prepare an application, please consult the Program Guide.

PART A – Applicant Information

ORGANIZATION / GROUP

Name _____

Scope of activities Local Municipal Provincial/Territorial Regional National International

Legal status

Incorporated? Yes Federal Corporate Registration No. _____ In process
 No Provincial/Territorial Date _____ Date applied _____

For incorporated applicants: What is your fiscal year? From _____ to _____

Charitable status Yes Registration No. _____ In process
Registered charitable organization? No Date applied _____

Band Council or other Aboriginal government (specify): _____

Number of employees (if applicable)

Paid staff:

Volunteers:

Full-time:

Part-time:

Full-time:

Part-time:

Contact person's name Mr. Ms. Other _____

First name _____

Last name _____

Title _____

Address (street, city, province/territory, postal code) _____

Mailing address (if different) _____

Telephone number (work)

()

Telephone number (home)

()

Fax

()

E-mail address _____

Has your organization or group previously received funding under the BCAH program?

Yes

No

If yes, under what name? _____

Date _____

In which official language do you prefer to communicate? English French



PART B –PROJECT SUMMARY

Project Title :

Under which Program component are you applying?

- Local Arts and Heritage Festivals
- Community Historical Anniversaries Programming

Types of activities (check all that apply):

- Presentations of artists Celebration of local history and heritage
- Presentations of artisans Commemorative activities
- Other (specify) _____

Scheduled project start date

Scheduled project end date

In what locality will your project take place?

Population of this locality

Total project cost \$ _____

Funding amount requested from the BCAH program? \$ _____

PART C – DECLARATION

I AFFIRM THAT the information in this application is accurate and complete, and 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 from 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

Name and title (please print)

Date

OFFICE USE ONLY

Date received

File no.

Program Officer



- A description of proposed programming

- How volunteers will be involved

- Indication that the project is open to the general public

- A list of proposed activities (using the template provided on page F6).

If you need more space, please continue on a separate sheet.

PROPOSED ACTIVITIES

(For example, performances, historical re-enactments, booths and displays, etc.)

Please fill out a separate chart for each proposed activity.

Activity No. 1	Title:		
Date:	Time:	Location:	Projected attendance:

Brief description:

a) Participating local artists/artisans	Projected fee	In what sense is this artist/artisan local?

b) Participating local performers for heritage activities	Projected fee	How is this heritage activity important to your community?

Activity No. 2	Title:		
Date:	Time:	Location:	Projected attendance:

Brief description:

a) Participating local artists/artisans	Projected fee	In what sense is this artist/artisan local?

b) Participating local performers for heritage activities	Projected fee	How is this heritage activity important to your community?

Photocopy this sheet if required to list additional activities.

Total projected fees for local **artists/artisans**: \$ _____
(Enter this amount in your budget.)

Total projected fees for **local performers** for historical heritage activities: \$ _____
(Enter this amount in your budget.)



2. How many people do you expect will attend your activities?

3. How many volunteers will be involved in your project, and how many hours will they put in?

Projected number of volunteers: _____

Projected total volunteer hours: _____

4. As you know, English and French are the two official languages of Canada and the federal government is committed to promoting these two languages. Does your community include English-speaking and French-speaking people?

Yes No

If **Yes**, please indicate what you will do to communicate with both populations and encourage them to participate in your project:

Is the project being submitted as part of a larger event?

Yes No



4. Budget

How to Fill Out the Budget

All applicants must complete the project budget on the following pages. Please note that your budget must be directly linked to the activities for which you are requesting funding, and must include both eligible and non-eligible expenses.

If your project spans more than two *federal government fiscal years*, you must submit a separate budget for each fiscal year. For example, if you conduct volunteer training in March and your event takes place in May, you should record the volunteer expenses in a budget for the year ending March 31, and the event expenses in a separate budget for the year beginning April 1.

A sample budget is provided for your information and reference (see page F13).

IMPORTANT

- **In-kind expenses must match the in-kind revenues**
- **Projects that forecast a deficit are not eligible**
- **Travel, accommodation and meal expenses related to the participation of historically significant local persons and/or descendants whose anniversary is being commemorated are eligible, within reasonable limits, and consistent with the federal government Travel Directive (see www.tbs.sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)**

Budget – Community Historical Anniversaries Programming

Applicant: _____

Federal government fiscal year: April 1, 200__ to March 31, 200__

A. Projected Expenses			B. Projected Revenues		
	Cash (\$)	In-kind contributions (\$ value)		Cash (\$)	In-kind contributions (\$ value)
1. Volunteer Support (specify)			1. Earned revenues (ticket sales, concession etc.)		
			2. Applicant's contribution		
2. Promotion, publicity, marketing			3. Private-sector funding (specify)		
Salaries and fees					
Expenses for local promotion					
Expenses for promotion to reach a wider public					
Translation costs			4. Public-sector funding		
Other (specify)			Federal (specify)		
			BCAH funding requested		
			Other (specify)		
3. Fees and expenses					
Fees for local artists/artisans					
Expenses for local artists/artisans			Provincial/territorial (specify)		
Fees for non-local artists/artisans					
Expenses for non-local artists/artisans					
Fees for performers for heritage activities			Municipal or equivalent authority (specify)		
Expenses for performers for heritage activities					
4. Production					
Rental costs (hall, technical equipment, etc.)			B) Total projected revenues		
Exhibition costs (shipping, framing, set-up and take-down, etc.)			List the categories of expenses you intend to cover using BCAH funding		
Security					
Other (specify)					
5. Travel and Accommodation ¹					
6. Administration					
Salaries and fees					
Operating costs					
Financial audit ²					
Other (specify)					
¹ Details of expenses may be required			² For contributions of \$50,000 or more		
A) Total projected expenses			BCAH funding requested		



5. Confirmation of Support from Municipal Government or Equivalent Authority

Building Communities Through Arts and Heritage

IMPORTANT
Please complete this form and have it signed by an authorized representative of your municipal government or equivalent authority.

I, _____, being an authorized representative, confirm that I have reviewed the funding application prepared by _____ (name of applicant organization or group) for submission to the Department of Canadian Heritage, and hereby confirm the commitment of the municipality of _____ to support the project entitled _____ and taking place from _____ to _____.

Project support will take the form of a direct financial contribution from the municipality or equivalent authority in the amount of \$ _____, and/or a contribution of goods and/or services (e.g., maintenance services, security services, event venue, etc.) with a total estimated value of \$ _____.

The applicant will receive the following goods and/or services:

	Value estimated by the municipality
Description of goods and/or services	
TOTAL	

Please continue on a separate sheet if necessary.

Funding provided by the Department of Canadian Heritage is conditional on written confirmation of concrete project support (financial or in-kind) from the applicant's municipal government or equivalent authority. The present form, duly completed and signed, constitutes proof of that support. Should the municipality or equivalent authority withdraw its support, the applicant must immediately notify the Department. Projects that do not have confirmed support from the municipality or equivalent authority will become ineligible for funding.

Name of authorized representative:

_____ *(please print)*

Title:

_____ *(please print)*

Telephone number:

Signature:

Date:

_____ *(dd/mm/yyyy)*



Budget Sample – Community Historical Anniversaries Programming Applicant: Historical Society of the City of ABC
 Federal government fiscal year: April 1, 2007 to March 31, 2008

A. Projected Expenses			B. Projected Revenues		
	Cash (\$)	In-kind contributions (\$ value)		Cash (\$)	In-kind contributions (\$ value)
1. Volunteer Support (specify)			1. Earned revenues (ticket sales, concession etc.)	\$1,000	
Volunteer coordination	\$8,000				
Food and beverages	\$ 750	\$500	2. Applicant's contribution	\$2,000	\$5,200
2. Promotion, publicity, marketing			3. Private-sector funding (specify)		
Salaries and fees	\$ 2,500		Donations	\$5,000	
Expenses for local promotion	\$1,250	\$1,500	Sponsorships	\$7,500	\$15,000
Expenses for promotion to reach a wider public	\$1,000		Foundations	\$1,000	
Translation costs	\$1,000		4. Public-sector funding		
Other (specify)			Federal (specify)		
Billboard advertising		\$1,000	BCAH funding requested	\$32,250	
			Other (specify)		
3. Fees and expenses			HRSDC (summer student)	\$4,850	
Fees for local artists/artisans	\$5,000		Provincial/territorial (specify)		
Expenses for local artists/artisans	\$2,000				
Fees for non-local artists/artisans	\$2,500		Municipal or equivalent authority (specify)		
Expenses for non-local artists/artisans					
Fees for performers for heritage activities	\$5,000		City of ABC	\$5,000	\$10,000
Expenses for performers for heritage activities	\$5,000	\$8,500			
4. Production					
Rental costs (hall, technical equipment, etc.)	\$5,000	\$10,000	B) Total projected revenues	\$58,600	\$30,200
Exhibition costs (shipping, framing, set-up and take-down, etc.)	\$5,000	\$5,000	List the categories of expenses you intend to cover using BCAH funding		
Security		\$2,500			
Other (specify)					
Period costumes	\$2,000	\$500	Volunteer support		\$8,400
			Publicity		\$5,750
5. Travel and Accommodation¹	\$2,600	\$700	Local artists and artisans		\$10,500
			Production		\$5,000
6. Administration			Transport and accommodation		\$2,600
Salaries and fees	\$8,000				
Operating costs	\$2,000				
Financial audit ²					
Other (specify)					
A) Total projected expenses	\$58,600	\$30,200	BCAH funding requested		\$32,250

¹ Details of expenses may be required

² For contributions of \$50,000 or more

7. Unincorporated Applicant Acceptance of Liability

Building Communities Through Arts and Heritage

Where the applicant is not incorporated, it is agreed that the following representatives of the applicant shall undertake to be personally, jointly and severally liable for all obligations, covenants, promises, liabilities and expenses arising out of the financing which may be granted to the applicant.

Applicant's Name: _____

Event Date: _____

Event Location: _____

We, _____

are the representatives of the applicant. We sign this Funding Application Form for the ***Building Communities Through Arts and Heritage*** program on behalf of the applicant.

Name and Title

Signature

Home Address

City, Province

Postal Code

Name and Title

Signature

Home Address

City, Province

Postal Code

Name and Title

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