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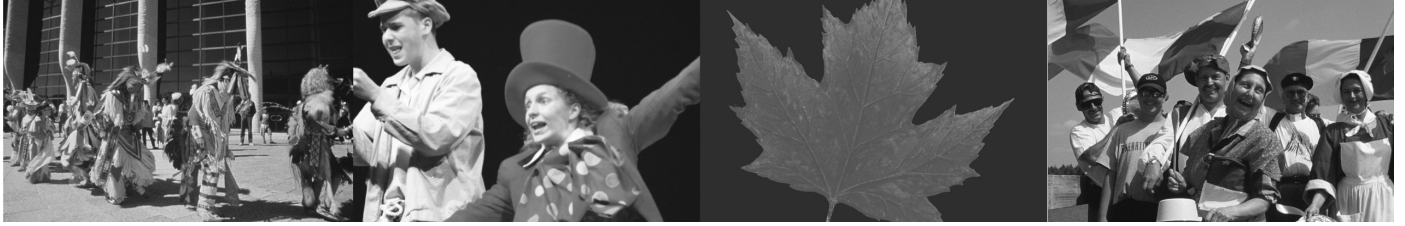
Canadian Heritage

Community Historical Anniversaries Programming

Guide and Application Form

Building Communities Through Arts and Heritage

Canada 



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Guide and Application Form

Building Communities Through Arts and Heritage

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Building Communities Through Arts and Heritage

A Program that Promotes Local Community Participation

All across Canada, hundreds of *communities*¹ organize arts and heritage events—such as festivals and commemorative activities—that enrich *local* community life and give Canadians an opportunity to engage in their community.

The Government of Canada’s ***Building Communities Through Arts and Heritage*** program supports activities that are intended for and open to the general population, and celebrate *local heritage*, artists and artisans.

The expected results are as follows:

- Increased citizen participation in community festivals, events and activities
- Increased opportunities for *local artists and artisans* to engage with their communities
- Increased exposure to local historical heritage

To achieve these results, the Program offers two components.

Component I – Local Arts and Heritage Festivals

This component applies to **recurring** festivals, events and related activities that are organized locally and actively involve members of the community. These festivals, events or related activities include presentations that are open to the general public, celebrate one or several aspects of local heritage and/or present works or performances by local artists.

Component II – Community Historical Anniversaries Programming

This component applies to **non-recurring** tributes or commemorations that celebrate major historical anniversaries of significant local events or local personalities. These events must be organized locally and actively involve members of the community.

¹ Terms that are *in italics* are defined in the Glossary.

Application Deadlines

There are two opportunities to apply for support from the Community Historical Anniversaries Programming Component for projects taking place in 2008:

Round 1*: If your project will take place early in 2008 (e.g. starting as early as January 1st), the deadline is **October 31, 2007**. This deadline is for projects taking place between January 1 and December 31, 2008.

Round 2*: If your project will take place later in 2008 (e.g. starting June 1st or later), the deadline is **January 14, 2008**. This deadline is for projects taking place between June 1 and December 31, 2008.

*Deadlines for 2009 anniversaries projects to be announced. Please visit the Department's website (www.pch.gc.ca/communities) or contact your Program Officer.

In this guide, the term “festival” or “event” refers to your celebration as a whole (for example, your community’s annual Fall Fair).

The term “project” refers to the specific activity or activities for which you are applying for funding under the *Building Communities Through Arts and Heritage* program. Your project may be part of a larger event (for example, a commemorative celebration of your community’s founder(s), or the 125th anniversary of the arrival of the railway) or it may constitute the entire event.

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Who Can Apply?

Eligible applicants for the Community Historical Anniversaries Programming component are:

- Local, incorporated, non-profit organizations
- *Unincorporated groups*
- Band Councils, Tribal Councils, and other Aboriginal (First Nation, Inuit and Métis) governments and equivalent authorities

Applicant organizations and groups must engage Canadians in their communities through activities that express, celebrate and preserve local arts and/or local historical heritage.

All applicants must provide written confirmation of support (financial or in-kind) from their municipal government or equivalent authority, and must include the value of that support in the project budget.

When the applicant is a Band Council, Tribal Council or other Aboriginal government or equivalent authority, this authority itself must provide written confirmation of support.

The following are **not** eligible for program funding:

- Individuals not associated with a group or organization
- For-profit organizations
- Governments and public authorities (except Band Councils and other Aboriginal organizations, as specified above)
- Public institutions and organizations, such as schools, universities, school boards, and public libraries

What Projects Are Eligible?

IMPORTANT:

Only the first project proposal received from a community will be considered for any one historical commemoration.

To be considered for funding from the Community Historical Anniversaries Programming component a project must meet all of the following criteria:

- Last a minimum of one (1) calendar day and a maximum of one (1) year
- Be non-recurring, i.e., a one-time event
- Present a program of local events or activities that commemorates the 100th or greater anniversary (multiples of 25 years only: 100, 125, 150, etc.) of a locally significant historical event or person
- Present the work of local artists and artisans and/or aspects of local historical heritage

- Be open to the general public²
- Actively involve members of the local community (for example, through assistance with fundraising, event planning, organizational support, volunteering)

The following are **not** eligible for Program funding:

- Projects that forecast a deficit
- Activities that receive support under the Arts Presentation Canada program or the Celebration, Commemoration and Learning program of the Department of Canadian Heritage
- Activities celebrating Canada Day (July 1st), National Aboriginal Day (June 21st), Saint-Jean-Baptiste Day (June 24th) or Canadian Multiculturalism Day (June 27th)
- Activities celebrating the national days of other countries
- Sport and recreation events
- Activities of a primarily religious or political nature
- Conferences
- Workshops and other events not intended for the general public
- Events of a primarily commercial nature
- Book fairs

What Expenses Are Eligible?

Eligible expenses are **directly linked to the project and the Program's objectives**. Some examples are:

- Costs of recruiting, training and/or supporting local volunteers (including, for example, child care expenses, food and non-alcoholic beverages)
- Performance fees and expenses for local artists, artisans, and performers for activities celebrating historical heritage
- Exhibition fees and expenses for local artists and artisans
- Expenses related to local exhibitions
- Travel, accommodation and meal expenses (within reasonable limits, and consistent with government directives) related to the participation of historically significant local persons and/or their descendants whose anniversary is being commemorated
- Costs of publicity to attract the local population, including translation
- Production expenses, including equipment rental costs
- Hall rental and fit-up costs
- Cost of the financial audit of the project (for recipients of a *contribution* of \$50,000 or more)

The value of *in-kind contributions* must be listed in the project budget, and must be balanced by equivalent expenses.

² Including activities that charge admission.

The following expenses are **not** eligible for program funding:

- Performance or exhibition fees and expenses for non-local artists, artisans and performers
- Costs of commissioned or purchased artworks, including crafts
- Costs of repairing or restoring artworks, including crafts
- Salaries and honoraria (except for fees for local artists, artisans or performers for heritage activities)
- Expenses related to *competitions*, such as expenses for prizes and juries
- Ongoing operating expenses of your organization
- Food and beverages (other than for volunteers)
- Purchases of equipment such as computers and stage equipment (e.g., risers, lighting and sound equipment)

The Department takes no responsibility for costs related to contractual commitments entered into before confirmation of support from the Department. Applicants entering into such commitments do so at their own risk. Should your project be approved for funding, the only eligible costs will be those incurred:

- As of October 31, 2007 for projects with an October 31, 2007 application deadline
- As of April 1, 2008 for projects with a January 14, 2008 application deadline

The assessment is a competitive process within the context of a program with limited resources. An eligible organization that submits an application is not guaranteed funding from the *Building Communities Through Arts and Heritage* Program in a given year. An organization receiving financial support may receive an amount that does not correspond to its initial request.

How Are Projects Funded?

The Program will disburse funding in one of two ways: as a *grant* or as a *contribution*, depending on the dollar amount approved. Grants are generally awarded to projects requesting funding of up to \$50,000, while contributions apply to projects requesting funding of \$50,000 or more. The Department reserves the right to determine the form of funding for each project, depending on the complexity of the project and the applicant's ability to carry it out successfully.

Please note that for the *Building Communities Through Arts and Heritage* program, total project funding from all government sources combined must not exceed 100% of eligible expenses. Maximum funding from the program is \$200,000.

Applicants must disclose all confirmed and potential sources of funding for a proposed project to the Department.

How Are Projects Evaluated?

If your project is eligible, the Department of Canadian Heritage will assess your proposal based on the following factors:

- The local significance of the historical event or person being commemorated
- How your project will increase community exposure to local historical heritage
- How volunteers and other members of your community will be involved in planning, implementing and evaluating the project
- The level of support (financial or in-kind) you will receive from your municipal government or equivalent authority
- The level of support (financial or in-kind) you will receive from other community partners (local businesses, community associations, etc.)
- The number of staff and volunteers who will be involved in carrying out the project successfully
- The reasonableness of the project budget

How to Apply

1. Required Documents

- The General Application Form, duly completed and signed
- The completed questionnaire
- A detailed budget of project revenues and expenses, allocated to the appropriate federal government fiscal year(s)
- The signed Confirmation of Support from Municipal Government or Equivalent Authority
- For incorporated applicants, a copy of the letters patent or certificate of incorporation
- 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

REPORTING:

Upon project completion, all recipients must submit a final activity report to the Department of Canadian Heritage. A report template will be provided by the Department.

Contribution recipients must also submit a detailed final financial report. For contributions of \$50,000 or more, an audited financial statement of the project must be submitted.

Please check that your application is complete and accurate—incomplete applications are not eligible. Please submit your application before the deadline the postmark provides proof of the date sent.

2. Application Deadlines

There are two opportunities to apply for support from the Community Historical Anniversaries Programming component for projects taking place in 2008:

Round 1*: If your project will take place early in 2008 (e.g. starting as early as January 1st), the deadline is **October 31, 2007**. This deadline is for projects taking place between January 1 and December 31, 2008.

Round 2*: If your project will take place later in 2008 (e.g. starting June 1st or later), the deadline is **January 14, 2008**. This deadline is for projects taking place between June 1 and December 31, 2008.

*Deadlines for 2009 anniversaries projects to be announced. Please visit the Department's website (www.pch.gc.ca/communities) or contact your Program Officer.

3. Application Processing Time

On receiving an application, the Department of Canadian Heritage sends the applicant an acknowledgment of receipt.

Processing times will vary with the nature and content of a complete proposal. In general, **please allow four months** from the deadline date for the Department to process your application.

For requests for funding for the first deadline (October 31, 2007), we recognize that there is a shorter time between your application deadline and the date of your project, and we will be expediting our regular process.

Canadian Heritage Offices

For more information about the *Building Communities Through Arts and Heritage* Program, or to discuss a project with one of our Program Officers, please contact your nearest Canadian Heritage office.

Atlantic Region
pch-atlan@pch.gc.ca

New Brunswick
1045 Main Street, Suite 106, Third Floor
Moncton, New Brunswick E1C 1H1
Tel: 506 851-7066

Nova Scotia
1869 Upper Water Street
Halifax, Nova Scotia B3J 1S9
Tel: 902 426-2244

Prince Edward Island
119 Kent Street, Suite 420
Charlottetown, Prince Edward Island C1A 1N3
Tel: 902 566-7188

Newfoundland and Labrador
John Cabot Building
10 Barters Hill, Fifth Floor
Box 5879
St. John's, Newfoundland and Labrador
A1C 5X4
Tel: 709 772-5364

Quebec Region
pch-qc@pch.gc.ca

Guy-Favreau Complex
200 René Lévesque Boulevard West
West Tower, Sixth Floor
Montreal, Quebec H2Z 1X4
Toll-free: 1 877 222-2397

3, Passage du Chien d'Or
Box 6060
Haute-Ville
Quebec City, Quebec G1R 4V7
Tel: 418 648-5054
Toll free: 1 877 222-2397

Ontario Region
pch-ontario@pch.gc.ca

150 John Street, Suite 400
Toronto, Ontario M5V 3T6
Tel: 416 954 0395
Toll free: 1 800 749 7061

350 Albert Street, Suite 330
Ottawa, Ontario K1A 0M5
Tel: 613 996 5977
Toll free: 1 800 749-7061

Prairies and Northern Region
pnr_rpn@pch.gc.ca

Nunavut
Toll-free: 1 800 661-0585

Northwest Territories
Government of Canada Building
5101 – 50th Avenue, Third Floor
Yellowknife, Northwest Territories X1A 2N4
Toll-free: 1 800 661-0585

Saskatchewan
101 – 22nd Street East, Suite 311
Saskatoon, Saskatchewan S7K 0E1
Toll-free: 1 800 661-0585

2201 – 11th Avenue, Suite 100
Regina, Saskatchewan S4P 0J8
Toll-free: 1 800 661-0585

Manitoba
275 Portage Avenue, Second Floor
Winnipeg, Manitoba R3B 2B3
Toll-free: 1 800 661-0585

Western Region
wro-pch@pch.gc.ca

Alberta
First Street Plaza
138 – 4th Avenue South East, Suite 310
Calgary, Alberta T2G 4Z6
Tel: 403 292-5541

Canada Place
9700 Jasper Avenue, Suite 1630
Edmonton, Alberta T5J 4C3
Tel: 780 495-3350

British Columbia
300 West Georgia St., Suite 400
Vancouver, British Columbia V6B 6C6
Toll-free: 1 800 663-5812

Yukon
300 Main Street, Suite 205
Whitehorse, Yukon Y1A 2B5
Toll-free: 1 800 663-5812

Glossary

For the purposes of the *Building Communities Through Arts and Heritage* program, the following definitions apply.

Community: A group of persons residing in and sharing a common geographic area.

Community involvement: Occurs when members of a community participate together on a project or activity. Their contribution can take various forms, including donations of time, money, goods or services.

Competition: A contest in which participants are judged chiefly on the excellence of their work, presentation or performance, under fair and equitable rules and conditions.

Contribution: A transfer payment issued by the Department of Canadian Heritage to an organization or group for a specific purpose, as outlined in a contribution agreement signed by the Department and the applicant. An organization or group that receives a contribution is required to submit activity reports and revenue and expense reports. Recipients of a contribution of more than \$50,000 must also submit an audited financial statement for the project.

Federal government fiscal year: The Canadian federal government fiscal year is April 1 to March 31.

Grant: A transfer payment issued by the Department of Canadian Heritage to an organization for a specific purpose. An organization or group that receives a grant is not required to submit revenue and expense reports, but it must submit a final activity report to the Department upon project completion.

In-kind contributions: Goods and/or services donated to a project (by a third party or by the applicant) without expectation of compensation. An in-kind contribution is considered a real contribution to the total cost of the proposed activities of the project but is not reimbursable. Donated goods and/or services may be eligible as an in-kind contribution if they:

- Are essential to a project's success, eligible under the program guidelines and would otherwise be purchased and paid for by the recipient
- Can be measured at fair market value (i.e., in relation to the purchase of similar materials and services)
- Are recorded in the project budget, and the budget shows equal in-kind revenues and expenses

Local: A geographic area.

By extension:

- **Local artist or artisan:** An artist or artisan residing in and/or born in, or having a significant connection to, the geographic area identified by the applicant.
- **Local historical event:** A historical event that occurred at least 100 years ago in the geographic area identified by the applicant. Projects submitted must commemorate an anniversary in a multiple of 25 years only, i.e. 100, 125, 150, etc.
- **Local personality:** A person residing in and/or born in the community identified by the applicant or having a significant connection to that community, and who is the subject of a community historical celebration.
- **Local heritage:** The collective heritage of a community or geographic area that is passed down through the generations.

Unincorporated group: A group of individuals who conceive and implement a project being proposed for funding. Such a group is not a legal entity, nor is it necessarily permanent.



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 If yes, under what name? Date
 No

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



3. Questionnaire

Your answers to the following questions will help the Department of Canadian Heritage assess your application.

REMINDER

Your project is not eligible for funding under the *Building Communities Through Arts and Heritage* program if:

- **It receives support under the Arts Presentation Canada Program or the Celebration, Commemoration and Learning Program of the Department of Canadian Heritage**
- **It celebrates Canada Day, National Aboriginal Day, Saint-Jean-Baptiste Day or Canadian Multiculturalism Day**

1. Please write a general description of the project you are submitting, including:

- The main objective of your project

- How the project activities are linked with the goals of your organization or group



- 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			B) Total projected revenues	\$58,600	\$30,200
Rental costs (hall, technical equipment, etc.)	\$5,000	\$10,000	List the categories of expenses you intend to cover using BCAH funding		
Exhibition costs (shipping, framing, set-up and take-down, etc.)	\$5,000	\$5,000	Volunteer support		\$8,400
Security		\$2,500	Publicity		\$5,750
Other (specify)			Local artists and artisans		\$10,500
Period costumes	\$2,000	\$500	Production		\$5,000
			Transport and accommodation		\$2,600
5. Travel and Accommodation ¹	\$2,600	\$700			
6. Administration					
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

Signature

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