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Canadian Heritage

Local Arts and Heritage Festivals

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 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 F15-16) and (if applicable) a copy of the articles of association
	A financial statement for the last completed year of activities
	Brochures and/or programmes and/or reports from the previous edition of the event or activity

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? \$ _____

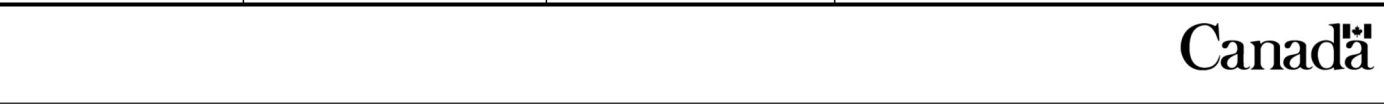
PART C – DECLARATION

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
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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 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:

5. Please answer the following questions related to the **previous edition** of the activity or activities for which you are applying for funding.

- What was the total attendance? _____
- How many volunteers participated? _____
- How many volunteer hours were contributed? _____
- What financial contribution did you receive from your municipal government or equivalent authority? \$ _____
- What was the dollar value of in-kind contributions you received from your municipal government or equivalent authority? \$ _____
- What financial contribution did you receive from your community (individuals, businesses, community groups and associations, etc.)? \$ _____
- What was the dollar value of in-kind contributions you received from your community (individuals, businesses, community groups and associations, etc.)? \$ _____
- Please fill out the Past Programming template below.

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 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 F14).

IMPORTANT

- **In-kind expenses must match in-kind revenues**
- **Projects that forecast a deficit are not eligible**



Budget – Local Arts and Heritage Festivals 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. Administration					
Salaries and fees					
Operating costs					
Financial audit ¹					
Other (specify)					
¹ 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)*

Sample Budget – Local Arts and Heritage Festivals

Applicant: City of ABC Fall Fair

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.)	\$8,000	
Volunteer coordination	\$18,000				
Food and beverages	\$ 750	\$500	2. Applicant's contribution	\$950	\$2,200
2. Promotion, publicity, marketing			3. Private-sector funding (specify)		
Salaries and fees	\$ 8,800		Donations	\$5,000	
Expenses for local promotion	\$1,250	\$1,500	Sponsorships	\$7,500	\$10,000
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	\$38,500	
			Other (specify)		
3. Fees and expenses			HRSDC (summer student)	\$4,850	
Fees for local artists/artisans	\$10,500		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			City of ABC	\$2,500	\$10,000
Fees for performers for heritage activities		\$700			
Expenses for performers for heritage activities					
4. Production					
Rental costs (hall, technical equipment, etc.)	\$5,000	\$10,000	B) Total projected revenues	\$68,300	\$22,200
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)					
Set construction	\$2,500	\$1,000	Volunteer support		\$11,250
			Publicity		\$2,250
5. Administration			Fees for artists and artisans		\$12,500
Salaries and fees	\$8,000		Production		\$12,500
Operating costs	\$2,000				
Financial audit ¹					
Other (specify)					
¹ For contributions of \$50,000 or more					
A) Total projected expenses	\$68,300	\$22,200	BCAH funding requested		\$38,500



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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