



Canadian  
Heritage

Patrimoine  
canadien



Canadian Heritage

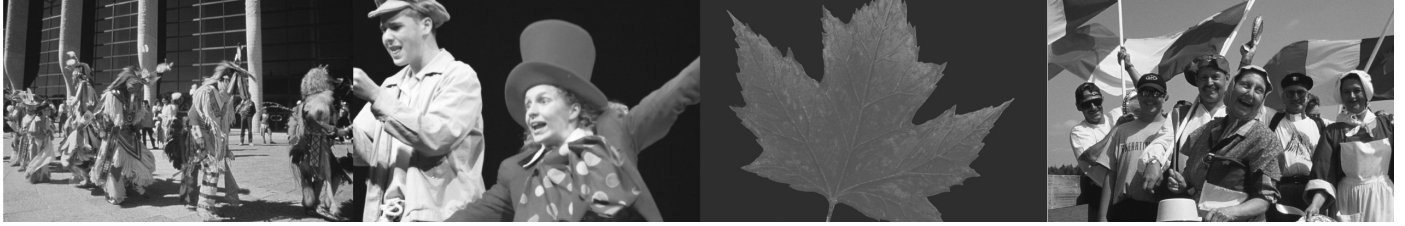
# Local Arts and Heritage Festivals

Guide and Application Form

Building Communities Through Arts and Heritage

Canada 





Canadian Heritage

# **Local Arts and Heritage Festivals**

Guide and Application Form

Building Communities Through Arts and Heritage

© Her Majesty the Queen in Right of Canada, 2007  
Catalogue No.: CH36-4/8-1-2007  
ISBN: 978-0-662-05069-8

# *Building Communities Through Arts and Heritage*

## **A Program that Promotes Local Community Participation**

All across Canada, hundreds of *communities*<sup>1</sup> 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 designed 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.

### **Application Deadlines**

**October 31, 2007** for projects taking place between January 1 and May 31, 2008.

**January 14, 2008** for projects taking place between June 1 and December 31, 2008.

To find out application deadlines for project dates later than December 31, 2008, please visit the Department’s website ([www.pch.gc.ca/communities](http://www.pch.gc.ca/communities)) or contact your Program Officer.

<sup>1</sup> Terms that are *in italics* are defined in the Glossary.

**In this guide, the term “festival” or “event” refers to your celebration as a whole (for example, the Hot Air Balloon Festival).**

**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 showcase of local artists at the Hot Air Balloon Festival), or it may constitute the entire event.**

# Table of Contents

<b>Who Can Apply? .....</b>	<b>3</b>
<b>What Projects Are Eligible? .....</b>	<b>3</b>
<b>What Expenses Are Eligible? .....</b>	<b>4</b>
<b>How Are Projects Funded?.....</b>	<b>5</b>
<b>How Are Projects Evaluated? .....</b>	<b>5</b>
<b>How to Apply .....</b>	<b>6</b>
1. Required Documents .....	6
2. Application Deadlines .....	6
3. Application Processing Time .....	7
<b>Department of Canadian Heritage Offices .....</b>	<b>7</b>
<b>Glossary .....</b>	<b>9</b>
<b>Application Form .....</b>	<b>F1</b>
1. Document Checklist.....	F1
2. General Application Form .....	F2
3. Questionnaire .....	F4
4. Budget .....	F10
5. Confirmation of Support from Municipal Government or Equivalent Authority .....	F12
6. Sample Budget.....	F14
7. Unincorporated Applicant Acceptance of Liability .....	F15





## Who Can Apply?

Eligible applicants for the Local Arts and Heritage Festivals 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?

For funding from the Local Arts and Heritage Festivals component a project must meet all of the following criteria:

- Consist of an activity or activities lasting more than one (1) calendar day and a maximum of twenty eight (28) days
- Be a recurring event presented at least once in the two years preceding the application
- Present the work of local artists and artisans and/or aspects of local historical heritage
- Be open to the general public<sup>2</sup>
- Actively involve members of the local community (for example, through assistance with fundraising, event planning, organizational support, volunteering)

---

<sup>2</sup> Including activities that charge admission.

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

- Projects that forecast a deficit
- Festivals and other events or related 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 1<sup>st</sup>), National Aboriginal Day (June 21<sup>st</sup>), Saint-Jean-Baptiste Day (June 24<sup>th</sup>) or Canadian Multiculturalism Day (June 27<sup>th</sup>)
- 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
- Costs of publicity to attract the local population including translation expenses, when applicable
- 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.**

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

- Performance or exhibition fees and expenses for non-local artists, artisans and performers
- Salaries and honoraria (except for fees for local artists, artisans or performers for heritage activities)
- Costs of commissioned or purchased artworks
- 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:

- How prominently the project will present and celebrate local artists, artisans, and 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
- The success of the previous edition of your festival, event or related activity (for example, number of volunteers, total attendance, financial outcome)

# 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 F15-16) and (if applicable) a copy of the articles of association
- A copy of the financial statement for the most recent year in which the event was held
- Sample materials from the previous edition of the event (e.g., brochure or flyer, media review, advertisement, etc.)

### **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 in order to be eligible. Please submit your application before the deadline. The postmark provides proof of the date sent.**

## 2. Application Deadlines

**October 31, 2007** for projects taking place between January 1 and May 31, 2008.

**January 14, 2008** for projects taking place between June 1 and December 31, 2008.

To find out application deadlines for project dates later than December 31, 2008, please visit the Department's website ([www.pch.gc.ca/communities](http://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 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.	
✓	<b>Your application must include:</b>
	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



Canadian Heritage  
Patrimoine canadien

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? <input type="checkbox"/> Local Arts and Heritage Festivals <input type="checkbox"/> Community Historical Anniversaries Programming	
Types of activities (check all that apply): <input type="checkbox"/> Presentations of artists <input type="checkbox"/> Celebration of local history and heritage <input type="checkbox"/> Presentations of artisans <input type="checkbox"/> Commemorative activities <input type="checkbox"/> 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

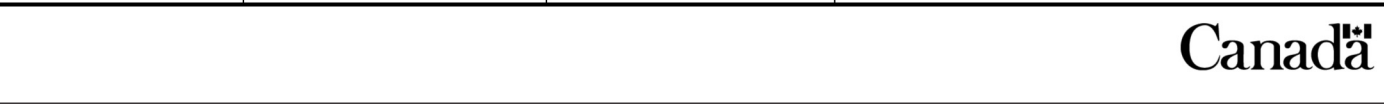
I AFFIRM THAT the information in this application is accurate and complete, and the project proposal, including plans and budgets, is fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval from the Department. I agree to publicly acknowledge 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 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.

<b>Activity No. 1</b>	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?

<b>Activity No. 2</b>	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.

## PAST PROGRAMMING

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

Please fill out a separate chart for each activity presented during the previous edition of your event.

### Activity No. 1

Title:

Date:

Attendance:

Brief description:

Participating local artists/artisans and/or performers for heritage activities

Fees paid

### Activity No. 2

Title:

Date:

Attendance:

Brief description:

Participating local artists/artisans and/or performers for heritage activities

Fees paid

Photocopy this sheet if required to list additional activities

Total fees paid to local **artists/artisans**: \$ \_\_\_\_\_

Total fees paid to local **performers** for historical heritage activities: \$ \_\_\_\_\_





## 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)
<b>1. Volunteer Support</b> (specify)			<b>1. Earned revenues</b> (ticket sales, concession etc.)		
			<b>2. Applicant's contribution</b>		
<b>2. Promotion, publicity, marketing</b>			<b>3. Private-sector funding</b> (specify)		
Salaries and fees					
Expenses for local promotion					
Expenses for promotion to reach a wider public					
Translation costs			<b>4. Public-sector funding</b>		
Other (specify)			Federal (specify)		
			BCAH funding requested		
			Other (specify)		
<b>3. Fees and expenses</b>					
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					
<b>4. Production</b>					
Rental costs (hall, technical equipment, etc.)			<b>B) Total projected revenues</b>		
Exhibition costs (shipping, framing, set-up and take-down, etc.)			<b>List the categories of expenses you intend to cover using BCAH funding</b>		
Security					
Other (specify)					
<b>5. Administration</b>					
Salaries and fees					
Operating costs					
Financial audit <sup>1</sup>					
Other (specify)					
<sup>1</sup> For contributions of \$50,000 or more					
<b>A) Total projected expenses</b>			<b>BCAH funding requested</b>		

**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
<b>Description of goods and/or services</b>	
<b>TOTAL</b>	

*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)
<b>1. Volunteer Support</b> (specify)			<b>1. Earned revenues</b> (ticket sales, concession etc.)	\$8,000	
<b>Volunteer coordination</b>	\$18,000				
<b>Food and beverages</b>	\$ 750	\$500	<b>2. Applicant's contribution</b>	\$950	\$2,200
<b>2. Promotion, publicity, marketing</b>			<b>3. Private-sector funding</b> (specify)		
Salaries and fees	\$ 8,800		<b>Donations</b>	\$5,000	
Expenses for local promotion	\$1,250	\$1,500	<b>Sponsorships</b>	\$7,500	\$10,000
Expenses for promotion to reach a wider public	\$1,000		<b>Foundations</b>	\$1,000	
Translation costs	\$1,000		<b>4. Public-sector funding</b>		
Other (specify)			Federal (specify)		
<b>Billboard advertising</b>		\$1,000	BCAH funding requested	\$38,500	
			Other (specify)		
<b>3. Fees and expenses</b>			<b>HRSDC (summer student)</b>	\$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			<b>City of ABC</b>	\$2,500	\$10,000
Fees for performers for heritage activities		\$700			
Expenses for performers for heritage activities					
<b>4. Production</b>					
Rental costs (hall, technical equipment, etc.)	\$5,000	\$10,000	<b>B) Total projected revenues</b>	<b>\$68,300</b>	<b>\$22,200</b>
Exhibition costs (shipping, framing, set-up and take-down, etc.)	\$5,000	\$5,000	<b>List the categories of expenses you intend to cover using BCAH funding</b>		
Security		\$2,500			
Other (specify)					
<b>Set construction</b>	\$2,500	\$1,000	<b>Volunteer support</b>		\$11,250
			<b>Publicity</b>		\$2,250
<b>5. Administration</b>			<b>Fees for artists and artisans</b>		\$12,500
Salaries and fees	\$8,000		<b>Production</b>		\$12,500
Operating costs	\$2,000				
Financial audit <sup>1</sup>					
Other (specify)					
<sup>1</sup> For contributions of \$50,000 or more					
<b>A) Total projected expenses</b>	<b>\$68,300</b>	<b>\$22,200</b>	<b>BCAH funding requested</b>		<b>\$38,500</b>



## 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

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, Province

\_\_\_\_\_  
Postal Code

---

Name and Title

---

Signature

---

Home Address

---

City, Province

---

Postal Code

---

Name and Title

---

Signature

---

Home Address

---

City, Province

---

Postal Code

---

Name and Title

---

Signature

---

Home Address

---

City, Province

---

Postal Code

---

Name and Title

---

Signature

---

Home Address

---

City, Province

---

Postal Code

---

Name and Title

---

Signature

---

Home Address

---

City, Province

---

Postal Code

---

Name and Title

---

Signature

---

Home Address

---

City, Province

---

Postal Code