



APPENDIX A-2
CANADIAN ARTS AND HERITAGE SUSTAINABILITY PROGRAM (CAHSP)
CAPACITY BUILDING COMPONENT FOR HERITAGE
Application Form 2007-2008

OFFICE USE ONLY	DATE RECEIVED → _____	PROGRAM OFFICER → _____
A. Applicant Identification (please print)		
Applicant Information		
Full Legal Name (as per incorporation documents)		
Usual Operating Name	Former Legal Name (as per incorporation documents, if applicable)	
LEGAL STATUS		
Incorporated as a non-profit organization		
<input type="checkbox"/> Yes	<input type="checkbox"/> Federal	<input type="checkbox"/> In process
<input type="checkbox"/> No	<input type="checkbox"/> Provincial/Territorial	Date applied _____
Corporate registration No. _____		
Scope of organization's activities		
<input type="checkbox"/> Local	<input type="checkbox"/> Provincial/Territorial	<input type="checkbox"/> National
<input type="checkbox"/> Municipal	<input type="checkbox"/> Regional	<input type="checkbox"/> International
Applicant Address		
Street	City	Province/Territory
Postal code		
Mailing Address (if different)		
Street	City	Province/Territory
		Postal code
		P.O. Box
Telephone No. () ()	ext.	Fax () ()
E-mail		Web site
Contact Information		
Contact Person's Name	Title	
Mailing Address (if different than above)		
Street	City	Province/Territory
		Postal code
		P.O. Box
Telephone No. () ()	ext.	Cellular Telephone No. () ()
Fax () ()		E-mail
Official Language of Choice		
In which official language do you wish to communicate? <input type="checkbox"/> English <input type="checkbox"/> French		

Applicant

Type of institution

- | | | |
|--|--|---|
| <input type="checkbox"/> Museum (specify) | <input type="checkbox"/> Library | <input type="checkbox"/> Municipal or regional government |
| <input type="checkbox"/> History | <input type="checkbox"/> Archives | <input type="checkbox"/> Agency of a provincial/territorial government |
| <input type="checkbox"/> Science-Technology | <input type="checkbox"/> Historic Site | <input type="checkbox"/> Aboriginal organization/governing body (specify) _____ |
| <input type="checkbox"/> Art | <input type="checkbox"/> National professional not-for-profit heritage service organization | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Nature | <input type="checkbox"/> Provincial/regional/territorial professional not-for-profit heritage service organization | |
| <input type="checkbox"/> Other (specify) _____ | | |

B. Proposal Summary

Project Title

Brief Project Description (If your application is successful, this information may be used on the Department's Web site.)

Project Focus

- | | |
|---|---|
| <input type="checkbox"/> Strategic or Business Planning | <input type="checkbox"/> Communications Plan/Strategy |
| <input type="checkbox"/> Governance | <input type="checkbox"/> Financial Management Plan |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Revenue Generation Strategy |
| <input type="checkbox"/> Market Study/Strategy | <input type="checkbox"/> Audience Development Plan |
| | <input type="checkbox"/> Other (please specify) _____ |

Fiscal Year End of the Organization

Project Start Date

Project End Date

Total Cost of the Project

Funding Amount Requested

Project Manager

Name

Phone number

C. Organizational Profile (Please limit your responses to a maximum of three (3) pages with a minimum font size of 12)

1. State your organization's vision statement and mandate.

2. Describe briefly your organization's history.

3. Describe your organizational structure (please attach as an appendix the list of board members and staff, with position titles as well as the reporting structure). Describe the role of the board, board committees and staff.

4. Describe your organization's principal activities and programming (please attach as an appendix supporting documentation to illustrate your programming and outreach activities).

5. Describe the role your organization plays in the heritage and broader community.

6. If applicable, describe how your organization operates within, or provides service to, a community that the Department recognizes as a priority, explaining the impact on operations and programming. The priority communities are:

- Aboriginal
- Culturally diverse
- Official language minority
- Rural or remote
- Youth

D. Project (Please limit our responses to no less than two (2) pages with a minimum font size of 12)

1. Project Description

Provide a concise description of your proposed project. Clearly identify which one of the following program goals this project will address:

- Improve the organization's governance
- Improve the organization's management practices
- Strengthen the organization's financial self-sufficiency
- Develop new or diversified audiences

2. Goals and Objectives

Explain why you need to undertake this project and describe how it will build your organization's capacity to plan, organize, finance or govern itself.

3. Resources

Describe what human and management resources will be applied to your project. Identify the role, responsibilities or project-related tasks of each participant, including consultant(s) and staff (include a copy of the consultant's project proposal or terms of reference for the proposal).

4. Action plan

Describe the action plan for your project. Provide a timeline that identifies all activities, immediate products or services (outputs) and key milestones.

5. Target Groups

If applicable, describe how and to what extent your project will increase your organization's capacity to serve communities that the Department recognizes as a priority. The priority communities are:

- Aboriginal
- Culturally diverse
- Official language minority
- Rural or remote
- Youth

6. Expected Results

Itemize all short- and long-term changes (*outcomes*) expected to result from your project (short term is defined as occurring during the project or immediately following the project activities).

7. Project Evaluation

Describe your evaluation plan, including performance indicators, for measuring the success of your project. Specify the tools and methods that will be used to gather data to assess both outputs and outcomes.

8. Partnerships

If applicable, explain how your project serves other members of the heritage community or develops new partners for initiatives in, for example, shared administration or marketing.

E. Declaration

I affirm that the information in this application is accurate and complete, and the project proposal, including annexes, plans and budgets, are 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