



APPENDIX C-1

**CANADIAN ARTS AND HERITAGE SUSTAINABILITY PROGRAM (CAHSP)
CAPACITY BUILDING COMPONENT FOR ARTS ORGANIZATIONS
APPLICATION CHECKLIST**

This checklist must be completed and included with all supporting documentation.

Do not write in this shaded space – For office use only	
ATTESTATION FORM FOR WORKING FILE CONTENT	
Commitment no.: <input style="width: 150px; height: 20px;" type="text"/>	
Name of organization: _____	
Project title: _____	
Documents to be kept by: _____ (Name of Program)	
	Check
Appendix A: Funding Application Form completed and signed by an authorized individual (Chairperson, Executive Director/General Manager)	<input type="checkbox"/>
Appendix B-1: Revenues	<input type="checkbox"/>
Appendix B-2: Expenses	<input type="checkbox"/>
Appendix B-3: Cash Flow Projections (when applicable; see instructions on form)	<input type="checkbox"/>
Appendix C-1: Application Checklist for Arts Organizations	<input type="checkbox"/>
If hiring consultants, copy of the terms of reference or the consultant's proposal	<input type="checkbox"/>
Evidence of your current federal, provincial or territorial incorporation (for first time applicants)	<input type="checkbox"/>
List of your current board members (or equivalent). Please indicate the positions occupied by these members.	<input type="checkbox"/>
List of your current staff members, their position title as well as the reporting structure	<input type="checkbox"/>
Completed and approved financial statements of operations for the last two years signed by two members of your Board of Directors (audited financial statements for project requesting a contribution greater than \$50,000)	<input type="checkbox"/>
Brochures, performance or exhibition programs, annual reports, etc., reflecting your organization's programming or outreach activities	<input type="checkbox"/>
Additional supporting documentation, e.g. existing strategic or business plans, audience surveys, human resource material, board policies, etc.	<input type="checkbox"/>
Do not write in this shaded space - For office use only	
I attest that the items above have been verified and accepted and are present in the project file.	
Signature: _____	
Print Name: _____ (Program Officer)	Tel.: _____

Applicant Authority Signature

Printed Name/Title