



APPENDIX C-2

CANADIAN ARTS AND HERITAGE SUSTAINABILITY PROGRAM (CAHSP) CAPACITY BUILDING COMPONENT FOR HERITAGE 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-2: Application Checklist for Heritage 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