



Cultural Spaces Canada Program APPLICATION FORM

APPLICATION CHECKLIST

Your application must include:

For all applicants:

- completion of "Funding Application General Information Page," Parts A-B-C including signature by authorized individual;
- answers to Questions 1 to 12;
- answers to Question 13;
- "Budget" page; Question 17 (additional budget support materials may be required);
- financial statements for the last two (2) years (audited financial statements for requests over \$50,000);
- copy of the organization by-laws, constitution and other relevant governance documents highlighting the organization's mandate and vision;
- proof of incorporation or registration;
- a Board, or Municipal or Council resolution approving the present request for funding and identifying the authorized signing authority for the application if the signatory is other than the President of the organization;
- the organization chart as well as a list of Board or Council Members;
- tendering and supply process/policy.

For specialized equipment purchase:

- answers to Question 14;
- estimate of expected costs. Projects over \$25,000 must be supported by at least 3 different proposals from separate vendors;
- in the case of installed equipment, documentation of ownership or long-term facility lease agreement (minimum 10 years); attach any relevant operational agreements between the organization and the facility owners and other tenants;
- demonstration that provincial and municipal fire and safety standards will be met.

For requests over \$250,000 also include:

- a business plan for the organization and facility, including financial operations for the first three years after completion of the project;
- the current program of artistic or heritage activities as well as a projected program of artistic or heritage activities for two years following the completion of the project;
- a monthly cash flow forecast for the duration of the project.

For feasibility studies:

- answers to Question 15;
- estimate of expected costs. Projects over \$25,000 must be supported by at least 3 different proposals from separate consultants; preferred consultant must be identified;
- copy of terms of reference prepared and to be tendered.

For expansion/construction or renovation:

- answers to Question 16;
- a feasibility study for the project (new construction or major renovation/expansion only);
- architectural and engineering studies, with preliminary designs and specifications;
- documentation of ownership or long-term facility lease (minimum 10 years); attach any relevant operational agreements between the organization and the facility owners and other tenants;
- a monthly cash flow forecast for the duration of the project;
- the current program of artistic or heritage activities as well as a projected program of artistic or heritage activities for two years following the completion of the project;
- demonstration that provincial and municipal fire and safety standards will be met;
- completion of the Canadian Environmental Assessment Act exclusion form;
- attach proof of community support, including 3 letters from potential users of the facility (where applicable).

For construction or renovation project requests over \$250,000 also include:

- a business plan for the organization and the facility including a financial operating forecast for the three years following project completion.

**Please send the original of your application.
Ensure that Part C. and Question 12 are signed by the same authorized individual.
Do not use pencil to fill out the form or attached documents.
Initial any corrections that you make.
Keep a copy of the application for your records.**



CULTURAL SPACES CANADA / ESPACES CULTURELS CANADA

FUNDING APPLICATION
GENERAL INFORMATION

DEMANDE DE FINANCEMENT
RENSEIGNEMENTS GÉNÉRAUX

INSTRUCTIONS
Please complete parts A and B, sign and date part C.

INSTRUCTIONS
Remplir les parties A et B, signer et inscrire la date à la partie C.

A. APPLICANT INFORMATION / RENSEIGNEMENTS SUR LE DEMANDEUR

INCORPORATED NAME / NOM LÉGAL

Usual Name / Nom usuel

Previous name of organization / Ancien nom de l'organisme

Scope of Organization's Activities
Portée des activités de l'organisme

Local
Locale

Municipal
Municipale

Provincial / Territorial
Provinciale / territoriale

Regional
Régionale

National
Nationale

International
Internationale

LEGAL STATUS / STATUT JURIDIQUE

Incorporated → Yes/Oui Federal / Fédéral

Constitué en société No/Non Provincial / Territorial

Registration no. /
No d'enregistrement

Date

In process / En traitement

Date applied /

Date de la demande

Registered with Canada Revenue Agency as a charitable organization /
Enregistré auprès de l'Agence du revenu du Canada à titre d'organisme de
bienfaisance

Yes/Oui

No/Non

Registration no. /

No d'enregistrement

Date

B. CONTACT INFORMATION / RENSEIGNEMENTS SUR LA PERSONNE-RESSOURCE

Name of contact for official correspondence /
Nom de la personne-ressource pour correspondance officielle

Mr.
M.

Mrs.
Mme.

Ms.
Mlle.

Title / Titre

Organization's Address (Street, City, Province/Territory, Postal Code) /
Adresse de l'organisme (rue, ville, province / territoire, code postal)

Organization's Mailing Address (if different) /
Adresse postale de l'organisme (si différente)

Office Telephone No. / No. de téléphone (bureau)
() Ext. - Poste

Residence Telephone No./No. de téléphone (domicile)
()

Fax / Télécopieur
()

E-mail address / Courrier électronique

Web site / Site web

Preferred language of communication English

Langue de communication préférée Français

OFFICE USE ONLY
RÉSERVÉ À L'ADMINISTRATION INTERNE

Date Received →
Date de réception

Program Officer
Agent de programme

C. AFFIRMATION / AFFIRMATION

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 of 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 required reports, 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.

J'affirme que les renseignements contenus dans la présente demande sont exacts et complets et que le projet, y compris les plans et les budgets, est correctement présenté. J'accepte qu'une fois le financement fourni, toute modification au projet devra être approuvée au préalable par le Ministère. J'accepte de faire état publiquement de financement et de l'aide du Ministère, conformément aux modalités de l'accord de financement. J'accepte également de déposer les rapports requis et, au besoin, la comptabilité générale aux fins de l'évaluation de l'activité financée par le Ministère. Je comprends que les renseignements fournis dans la présente demande peuvent être divulgués en vertu de la Loi sur l'accès à l'information. J'accepte en outre de respecter l'esprit des diverses lois régissant les programmes du ministère du Patrimoine canadien.

AUTHORIZED SIGNATURE / SIGNATURE AUTORISÉE

Authorized Signature / Signataire autorisé

Name and title (please print) / Nom et titre (en lettres moulées)

Date



Cultural Spaces Canada / Espaces culturels Canada

FOR CANADIAN HERITAGE USE ONLY / A L'USAGE EXCLUSIF DU PATRIMOINE CANADIEN		File number / Numéro du dossier
Type of Organization / Type d'organisme <input type="checkbox"/> Aboriginal / Autochtones <input type="checkbox"/> Culturally Diverse / Communautés culturelles diverses <input type="checkbox"/> Official Language Minority / Minorité de langue officielle <input type="checkbox"/> Youth / Jeunes		
1a. Name of Organization / Nom de l'organisme		
1b. Project Title / Titre du projet		
2. Nature of Request / Objet de la demande <input type="checkbox"/> Expansion/Construction / Agrandissement/Construction <input type="checkbox"/> Renovation / Adaptive Re-use / Rénovation / Transformation <input type="checkbox"/> Specialized Equipment / Équipements spécialisés <input type="checkbox"/> Feasibility Study / Étude de faisabilité		
3. Cost (See Question 17) / Coût (Voir question 17)		
Total Project Cost / Coût total du projet	Amount Requested / Montant demandé	Percentage / Pourcentage %
4. Artistic Director, Project Director / Directeur artistique, directeur du projet		
Name / Nom Mr./ M <input type="checkbox"/> Ms. / Mme <input type="checkbox"/>	Title / Titre	
5. Administrator / Responsable de l'administration		
Name / Nom Mr./ M <input type="checkbox"/> Ms. / Mme <input type="checkbox"/>	Title / Titre	
6. Your fiscal year (m/d/y) / Votre exercice financier (m/j/a)		Period covered in this application (m/d/y) / Période couverte par la demande (m/j/a)
From / De	To / à	From / De
7. Main artistic discipline (check only one) / Discipline artistique principale (cochez une case seulement)		
<input type="checkbox"/> Theatre / Théâtre <input type="checkbox"/> Dance / Danse <input type="checkbox"/> Visual Arts / Arts visuels <input type="checkbox"/> Media Arts / Arts médiatiques <input type="checkbox"/> Music / Musique <input type="checkbox"/> Multidisciplinary (no main discipline) / Multidisciplinaire (aucune discipline principale)		
Main Heritage Specialization (check only one) / Fonction patrimoniale principale (cochez une case seulement)		
<input type="checkbox"/> Museum / Musée <input type="checkbox"/> Archives / Archives <input type="checkbox"/> Heritage Centre/Site / Lieu patrimonial <input type="checkbox"/> Fine Arts / Beaux-arts <input type="checkbox"/> Multidisciplinary (no main discipline) / Multidisciplinaire (aucune discipline principale)		
8. Main sector of activity / Secteur d'activités principal		
<input type="checkbox"/> Creation / Production / Création / Production <input type="checkbox"/> Presentation / Diffusion <input type="checkbox"/> Exhibitions / Expositions <input type="checkbox"/> Preservation / Conservation <input type="checkbox"/> Training / Formation		
9. Is your facility or site designated a Historic Place? / Est-ce que votre installation ou site est est un lieu patrimonial désigné?		
<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> National <input type="checkbox"/> Provincial / Territorial <input type="checkbox"/> Municipal		
10. Identify the size of your community according to the following definitions / Identifiez à partir des critères suivants la taille de votre communauté :		
<input type="checkbox"/> Large Urban / Urbain grand (population over 200,000 / population de plus de 200,000) <input type="checkbox"/> Medium Urban / Urbain moyen (population between 100,000 - 200,000 / population entre 100,000 et 200,000) <input type="checkbox"/> Small Urban / Urbain petit (population between 50,000 - 100,000 / population entre 50,000 et 100,000) <input type="checkbox"/> Rural / Rural (population under 50,000, 50-200km from city / population de moins de 50,000, 50-200km ou plus d'une ville) <input type="checkbox"/> Remote / Éloigné (population under 50,000, over 200km from city / population de moins de 50,000, 200km ou plus d'une ville)		
11. Project Summary (in box please) / Sommaire du projet (dans l'encadré s.v.p.)		
The description may be posted on the Canadian Heritage Web site if you receive funding / Ce résumé pourrait apparaître sur le site web du Patrimoine canadien si votre projet est financé		
12. Chair of organization / Président de l'organisme		Signature
Name / Nom Mr./ M <input type="checkbox"/> Ms. / Mme <input type="checkbox"/>		



Cultural Spaces Canada Program APPLICATION FORM

All applicants are advised to contact the nearest Department of Canadian Heritage office before completing an application. Please answer all the applicable questions fully and completely to a maximum of fifteen (15) pages on 8 ½ x 11 paper. Note that the answers to the questions below will form the basis of the Department's assessment of your application.

13. ALL APPLICANTS

- a) Describe your organization and its structure (full-time/part-time/paid staff?), history, mandate or vision, and its current artistic or heritage programming (including outreach, training, partnership activities, numbers of presentations/exhibits, and audience size or annual attendance).
- b) Describe your project.
- c) Describe the impact of the project on the number and/or capacity of available spaces for artistic creation or presentation, or for the exhibition and preservation of heritage collections at the local, regional, provincial, and/or national level.
- d) Describe how your proposal fits your organization's mandate or vision.
- e) Describe the expected results of this project.
- f) How will the project results be assessed? Please include both qualitative and quantitative measures.
- g) Describe how this project will serve underserved disciplines, communities and groups such as Aboriginal, youth, official language minorities, culturally diverse communities (if applicable).

14. SPECIALIZED EQUIPMENT PURCHASES

- a) How will the project enhance your organization's physical conditions for artistic creation, production and/or presentation, or for collecting, preserving, studying and/or exhibiting heritage collections?
- b) How will this new equipment benefit other arts or heritage organizations or institutions at the local, provincial, regional and/or national levels? Provide examples or attach letters of support.
- c) How will the project improve the local or regional inventory of technical equipment?
- d) How will the project improve the level of safety of the space and/or accessibility to arts or heritage activities (including increased disabled access, if applicable)?
- e) How will the project increase the capacity of your organization, and/or other organizations utilizing the facility, to reach audiences?
- f) How will the project enable your organization, and/or other organizations utilizing the facility, to enhance its program offering?
- g) How will the project have an impact on the future financial operations of your organization? (For project requests over \$250,000, please attach business plan.)
- h) Describe the process and criteria to select a supplier. Attach your policy. (Projects over \$25,000 must be supported by at least 3 different proposals from separate vendors.)

15. FEASIBILITY STUDIES

- a) How will the study's objectives, as outlined in the Terms of Reference, result in the completion of a comprehensive report that will critically assess a proposal for a facility, determine the project's success and address the CSC program assessment criteria?
- b) How will the study's objectives, as outlined in the Terms of Reference, address the needs of other stakeholders?
- c) Describe the process and criteria to select the appropriate firm for the Study. (Projects over \$25,000 must be supported by at least 3 different proposals from separate consultants.)



16. EXPANSION/CONSTRUCTION OR RENOVATION PROJECTS

Availability of Spaces

- a) How will the project have a positive overall impact on the availability of spaces for artistic creation or presentation, or for the exhibition and preservation of heritage collections?
- b) How will the project complement the local, provincial/territorial, regional and/or national network of cultural infrastructure for arts and heritage activities?
- c) How will the project directly benefit other artistic and heritage organizations locally, in the region, province or territory, in Canada, and/or from other countries? (Provide examples, ex.: project collaborations).

Quality of Available Spaces

- d) How will the project enhance your organization's physical conditions for artistic creation, production and/or presentation, or for collecting, preserving, studying and/or exhibiting heritage collections?
- e) How will the project improve the overall conditions, security and safety for artistic creation, production and/or presentation, or for the exhibition and preservation of heritage collections, e.g. environmental or conservation controls, building performance ("green" building design, materials and practices), etc.?
- f) How will the project improve the level of safety and accessibility for the public (including disabled access)?
- g) To what extent will the project increase facility seating or visitor capacity of exhibition halls (if applicable)?

Financial Feasibility of Project and Future Impact on the Organization

- h) To what extent do arts or heritage communities endorse the project? (Include letters of support and methods of consultation with key stakeholders, e.g. community meetings, survey, etc.)
- i) To what extent do other public funding bodies and the private sector support the project? (Include letters of support and letters indicating confirmed funding if identified as such in the budget)
- j) To what extent will the project have an impact on the future financial operations of the organization? If operating expenses and on-going capital needs are expected to increase, what steps have been taken to secure additional revenues? (For project requests over \$250,000, a business plan is required.)
- k) What is your plan for managing this project? (Who is going to manage the project and what is their expertise in this area?)

Access to and Participation in Arts and Heritage Experiences

- l) How will the project benefit the arts/heritage community as well as the community at large?
- m) How will it increase the capacity of your organization, or other organizations utilizing the facility, to reach audiences?
- n) How will the project enable your organization, or other organizations utilizing the facility, to enhance its program offering?

17. BUDGET INFORMATION / INFORMATIONS BUDGÉTAIRES

PLEASE NOTE THAT BUDGETS MUST BALANCE / VEUILLEZ NOTER QUE LES BUDGETS DOIVENT ÊTRE ÉQUILIBRÉS

EXPENDITURES / DÉPENSES		\$ Projected Costs \$ Coûts prévus	% of Expenditures % Dépenses	Amount requested under CSC / Montant demandé du programme ECC	Final report Rapport final	FOR CANADIAN HERITAGE USE ONLY / À L'USAGE DU PATRIMOINE
Fees and professional honoraria / Honoraires professionnels et cachets	Architects / Architectes					
	Engineers (electrical, mechanical) / Ingénieurs (électrique, mécanique)					
	Engineers (structure) / Ingénieurs (structure)					
	Sound specialists / Acousticiens					
	Environmental assessment / Évaluation environnementale					
	Other (specify) / Autre (préciser) Contingency (10% of fees and honoraria) / Contingence (10% d'honoraires et cachets)					
TOTAL						
Acquisition of building / Acquisition d'un édifice	Acquisition costs, land / Coûts d'acquisition, terrain					
	Acquisition costs, building / Coûts d'acquisition, édifice					
	Property transfer costs / Frais de transfert de propriété					
	TOTAL					
Specialized technical equipment / Équipement technique spécialisé	Acquisition costs / Coûts d'acquisition					
	Installation costs / Coûts d'installation					
	Training costs / Coûts de formation Contingency (10% of specialized technical equipment) / Contingence (10% d'équipement technique spécialisé)					
	TOTAL					
Expansion/ construction, renovation / Agrandissement /construction, rénovation	Excavation/demolition costs / Coûts d'excavation, démolition					
	Costs related to material / Coûts liés aux matériaux					
	Costs related to workforce / Coûts liés à la main d'oeuvre Contingency (15% of expansion/construction, renovation) / Contingence (15% d'agrandissement/construction, rénovation)					
	TOTAL					
Other (specify) / Autre (préciser)						
SUB-TOTAL / SOUS-TOTAL						
Administration (5%) (specify) / Administration (5%) (préciser)						
Interest on short-term financing / Intérêt du financement à court terme						
Taxes (minus GST/HST Rebate) / Taxes (moins le remboursement de la TPS/TVH)						
TOTAL EXPENSES / DÉPENSES TOTALES						
REVENUES / REVENUS		\$ Confirmed attach proof \$ confirmés inclure une preuve	\$ Projected \$ projetés	% of Revenues % des revenus	Final report Rapport final	
Public sector (specify) / Secteur public (préciser)	Federal / Fédéral	CSC-ECC				
	Province / Territory Province / Territoire					
	Municipal / Regional Municipal / Régional					
Private sector / Secteur privé						
Other / Autres						
TOTAL REVENUES / REVENUS TOTAUX						