



Part D – Summary			
1. Municipality Name:			
2. Project Name:			
3. Executive Summary: (Please provide a three-sentence description of your project on this page . This summary may be used on the Department's web site if you receive an award.)			
4. a) Project start date:	(y/m/d)	b) end date	(y/m/d)
5. Amount requested:	\$	6. Total project budget:	\$
7. Cultural Capitals of Canada	<input type="checkbox"/> Level 1: population over 125,000 - maximum of \$2,000,000 <input type="checkbox"/> Level 2: population 50,000 to 125,000 - maximum of \$750,000 <input type="checkbox"/> Level 3: population under 50,000 - maximum of \$500,000		
8. Innovative Cultural Bridges	<input type="checkbox"/> Innovative Cultural Bridges Prize - maximum \$500,000		
9. Amount requested (5) as percent of award maximum (7 or 8)	% (max 100%)	10. Amount requested (5) as percent of total project budget: (6)	% (max 75%)
11. Total population:			
12. Is the applicant a group of municipalities?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
13. Indicate the name, legal status, and population of each applicant, including the primary applicant. (If there are more than seven partners, attach an additional page.)	Name:	Legal Status	Population:
	i. Primary applicant (1)		
	ii.		
	iii.		
	iv.		
	v.		
14. Province / Territory	(black out box ■ for primary applicant, check <input checked="" type="checkbox"/> for other applicants in group):		
	<input type="checkbox"/> British Columbia <input type="checkbox"/> New Brunswick <input type="checkbox"/> Alberta <input type="checkbox"/> Prince Edward Island <input type="checkbox"/> Saskatchewan <input type="checkbox"/> Nova Scotia <input type="checkbox"/> Manitoba <input type="checkbox"/> Newfoundland <input type="checkbox"/> Ontario <input type="checkbox"/> Yukon <input type="checkbox"/> Québec <input type="checkbox"/> Northwest Territories <input type="checkbox"/> Nunavut		

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Category	Score
Ongoing commitment to culture and cultural development (/80)	
Quality and scope of the cultural proposal (/140)	
Total (/220)	

Part E – Demonstration of ongoing commitment

15. How much of the municipal budget has been spent on arts and culture (excluding libraries, recreation, amateur sports) in the past three years? What was the total municipal budget in the past three years?

	2004	2005	2006
Total cultural spending	_____	_____	_____
Per capita cultural spending	_____	_____	_____
Total municipal budget	_____	_____	_____
Total cultural capital spending	_____	_____	_____

16. Does the municipality support any of the following? (Check all applicable.)

Performing Arts

Literary/Visual/Media Arts

Heritage

- | | | |
|--|--|---|
| <input type="checkbox"/> professional artists | <input type="checkbox"/> professional artists | <input type="checkbox"/> heritage organizations |
| <input type="checkbox"/> professional groups | <input type="checkbox"/> professional groups | <input type="checkbox"/> training institutions |
| <input type="checkbox"/> service organizations | <input type="checkbox"/> service organizations | <input type="checkbox"/> museums |
| <input type="checkbox"/> training institutions | <input type="checkbox"/> training institutions | <input type="checkbox"/> historic sites |
| <input type="checkbox"/> facilities/venues | <input type="checkbox"/> facilities/venues | <input type="checkbox"/> festivals |
| <input type="checkbox"/> festivals | <input type="checkbox"/> festivals | |

In which areas? (**Excluding** support provided through the educational system, **including** municipality-run community programs.)

- | | | |
|----------------------------------|--|--|
| <input type="checkbox"/> theatre | <input type="checkbox"/> literary events | <input type="checkbox"/> heritage languages |
| <input type="checkbox"/> music | <input type="checkbox"/> visual arts | <input type="checkbox"/> folklore |
| <input type="checkbox"/> dance | <input type="checkbox"/> media arts | <input type="checkbox"/> traditional knowledge |
| <input type="checkbox"/> opera | | |

17. Does the municipality have existing cultural policies or action plans?

- Does the municipality have a stand-alone cultural policy?
(Please **provide a copy** of the cultural policy) Yes No
- Does the municipality have an action plan for arts and culture?
(Please **provide a copy** of the cultural policy) Yes No
- Does the municipality have cultural policies integrated in other policy area?
If yes, please specify in Question 21 Yes No
- Does the municipality have cultural policies in development?
If yes, please specify in Question 21 Yes No

Part F – Quality, scope, and artistic merit of the proposed activities

18. Please use the following chart indicating only those activities to be directly funded under this proposal. If space for additional activities is required, they may be added using the same chart format. Only one answer may be given for each activity; please choose the most appropriate box/phrase.

a) **Type of Activity.** Please indicate celebratory activities by marking C and legacy-building activities by marking L.

For Cultural Capitals of Canada awards: must include at least **two celebratory** activities (marked C) and **one legacy-building** activity (marked L).

For Innovative Cultural Bridges: reciprocal cultural exchanges among municipalities in at least two provinces or territories must be the main focus of the proposal; the proposal must also include at least **one celebratory** activity (C) and at least **one legacy-building** activity (L).

b) **Name of Activity.** Provide the name of your activity. The same name should be used in your activity description for Question 24.

c) **Description of Activity.** Please use **one** of the following phrases to describe each activity. **Only answers taken from the following lines should be used to fill the column Description of Activity.** Please include the letter indicated beside the phrase to complete the chart.

Celebratory:

A1	Performing arts productions in the applicant municipality
A2	Performing arts productions from the applicant municipality touring to other municipalities
B1	Performing Arts Festivals
B2	Literary, Visual, or Media Arts Festivals
B3	Heritage Festivals
C1	Visual or media arts productions and/or installations/exhibits in the applicant municipality
C2	Visual or media arts exhibits from the applicant touring to other municipalities
D1	<i>Reciprocal cultural exchanges</i> among municipalities in the same province or territory
D2	<i>Reciprocal cultural exchanges</i> in two or more provinces or territories
D3	<i>Reciprocal cultural exchanges</i> in Canada and abroad
E	other (specify)

Legacy:

F1	Support for <i>public art programs</i>
F2	Support for <i>community art programs</i>
G	Development and implementation or improvement of cultural or heritage policies and plans
H1	Marketing or promotion of cultural activities among the municipal population
H2	Marketing or promotion of cultural tourism targeted at visitors from beyond the municipality
I	Creation of linkages among municipal cultural workers and members of the arts and heritage communities, official-language minority, youth, culturally diverse or Aboriginal groups, and/or private sector partners, to strengthen their capacity and to support sustainable cultural development
J	Support for programs to preserve cultural practices and traditional knowledge among Aboriginal and Métis populations
K	other (specify)

d) **New or Expanded.** Activities may be either New or Expanded, not both. Expanded activities are considered to be new supplements to existing activities (ex. new set of workshops as part of existing festival).

e) **Target Population.** Some activities listed may have a **specific focus on the culture** of or **significant involvement of professional artists** from *culturally diverse*, Aboriginal, or official-language minority populations. Some may **focus on youth** as creators, participants, or audience members. Indicate which activities focus on/involve each group, by selecting the appropriate box. Please also make specific reference to how the selected target populations are involved in your response to Q24.

	a) Type of Activity	b) Name of Activity	c) Description of Activity	d) New or Expanded	e) Target Population
1	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
2	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
3	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
4	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
5	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
6	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
7	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
8	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
9	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
10	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
11	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth
12	<input type="checkbox"/> C <input type="checkbox"/> L			<input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/> Culturally Diverse <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youth

Part G – Demonstration of ongoing commitment

Funding

19. Attach a copy of the specific page(s) of the most recent annual report or financial statements that verify the figures for total cultural spending and total municipal budget shown in question 15. Do not attach the full report or statement.
20. Indicate the breakdown of the total cultural spending, i.e. how much was spent in 2006 in each of the areas indicated in question 16. Please clearly indicate all capital expenditures related to the total cultural spending. (Maximum 1 page.)

Policy and objectives

21. a) Provide the title and a brief summary of any cultural policies as noted in question 17.
 - b) Please indicate which policies are stand-alone and which are integrated into other policy areas within your summary.
 - c) If the municipality has no cultural policies, describe what its objectives are in the arts and culture, and how it has articulated these objectives. (Maximum 2 pages.)

Specific initiatives

22. Describe the nature of the cultural activities and initiatives that the municipality has carried out in the past, that demonstrate its commitment to arts and culture. Be specific and provide details. Your answer should touch on the following points. (Maximum 5 pages.)

What specific activities, initiatives, or programs have been carried out?

How have these activities contributed to fulfilling the municipality's objectives?

- **How** and to what extent do they demonstrate the integration of culture into overall community planning?
- **When** were any cultural policies adopted, specific cultural initiatives carried out, or new measures taken?
- **Who** was involved in these decisions and initiatives, such as specific elected officials, staff, arts and cultural organizations, the private sector, key citizens, etc., and how were they involved?
- **Why** has the municipality supported arts and culture, i.e., what is its vision?

Creativity and innovation

23. Describe the innovative measures, if any, the municipality has taken to support and promote the arts and culture within its jurisdiction. Describe the challenges it has faced and how it has responded to challenges in a creative and innovative fashion. How do its accomplishments make it stand out from other municipalities in the same region or of a similar size? (Maximum 1 page.)

Part H – Quality, scope, and artistic merit of the proposed activities

Description of project

24. Provide a detailed description of the special cultural activities that the municipality is proposing to carry out as its Cultural Capital of Canada / Innovative Cultural Bridges project (ICB projects must centre around reciprocal cultural exchanges among municipalities in at least two provinces or territories). For each activity, your answer should relate to the following points (Maximum 7 pages):
- i) **What** specific activities is the municipality proposing to carry out? Please reference your description of each activity specifically to question 18, clearly indicating what **type of activity** it is and whether it is **new or expanded** (if the activity is expanded please describe clearly the expanded portion that you propose within the activity)
 - ii) **When** would this activity take place – i.e. length of activity, date, month
 - iii) **Who** will be involved in carrying out the activity from the municipality (elected officials, municipal staff) and from the community (arts or culture organizations, private sector)? And how will they be involved?
 - iv) **How** are the members of the target populations (refer to question 18) involved in a meaningful manner in carrying out this activity?
 - v) **What** is the legacy this project is meant to build? How will each activity contribute to the legacy? How will the legacy be maintained and built on after the year is over?
 - vi) Complete the attached timeline form. (Application page A9)

Project leadership

25. Provide a **one-page chart** showing the names and roles of the key persons who will be involved in managing and delivering the project, their responsibilities, and lines of accountability within the team
26. Provide a **two-page CV** of the project leader, indicating his/her experience with projects of a similar nature.

Support for project

27. **Authorization from Council:** Attach a copy of a motion passed by the council of the applicant municipality or municipalities authorizing an application to be made to Cultural Capitals of Canada and **committing a specific amount of municipal funding** if the application is successful.
28. **What steps** has the municipality taken, such as consultations or studies, to determine that these are the appropriate directions to pursue for its celebration and legacy-building activities? If no such steps have been carried out, on what basis did the municipality select these activities? How are arts and culture organizations and the private sector demonstrating their support for the project? (Maximum 1 page.)

Goals, outcomes, and results

29. What are the goals and expected outcomes of the proposed activities? *Note outcomes must be measurable and detailed.* Describe your evaluation plan for measuring the success of your project. Specify the tools and methods that will be used to gather and assess both outputs and outcomes. (Maximum 1 page.) Refer to page 6 of the guidelines – Reporting on Results.
30. **How** and to what extent will the project achieve the expected results of **Cultural Capitals of Canada**, as defined on page 6 of the guidelines - Expected Results? (Maximum 1 page.) Note: Winning communities will be required to report on these outcomes and results.

Part I – Budget

31. Complete the budget breakdown for each activity of the project and the budget summary form. Budgets must be detailed and balanced. Please note that for expanded activities, budget submitted must detail only those expenditures incurred for the expanded portion of the activity. You may download the budget forms on the Canadian Heritage website at www.canadian.heritage.gc.ca/ccc. (Application pages A11-A12)

Please send your application to the following address:

Cultural Capitals of Canada (15-3-K)
Arts Policy Branch
Department of Canadian Heritage
15 Eddy, 3rd floor
Gatineau, QC K1A 0M5