

Museum Assistance Program - Canada-France Agreement (CFA)

Application Checklist

2008-2009 Application Cycle

General Information

This **Application Checklist**, the **Application Form**, and the **Project Budget Form** are integral parts of the application: the three documents must be completed, signed, and submitted with the supporting documents listed in the Application Checklist.

Refer to the bottom of this page, and click on **Tab 1**) Canada-France Agreement, which contains the detailed application checklist specific to the CFA.

Once completed, print a copy of the document, sign it and include with your completed application form and project budget form.

All documentation provided should **be current**. If some of the documents have been provided in past years, please indicate directly on the checklist, in the Notes Column on the right (**A.S. = Already Submitted**).

ADDITIONAL SUPPORTING DOCUMENTS: If you wish to, you have the opportunity to **complete the checklist with documents** specifically related to the project and that may assist in the evaluation of your proposal (eg. products developed or evaluations implemented as part of previous projects under the CFA).

MAP - Canada-France Agreement (CFA)

Application Checklist

2008-2009 Application Cycle

This checklist includes all documents to be provided to submit an application to the Canada-France Agreement. Please complete and sign.

General Information	
Name of Organization:	_____
Project Title:	_____

DOCUMENTS - Check the appropriate boxes	Notes
<input type="checkbox"/> Completed Application Form signed by an authorized person	_____
<input type="checkbox"/> Completed Project Budget Form - CFA	_____
<input type="checkbox"/> Three to five-year strategic/business plan	_____
<input type="checkbox"/> Annual Report	_____
<input type="checkbox"/> List of institutional policies	_____
<input type="checkbox"/> Copies of institutional policies related to key museological functions	_____
<input type="checkbox"/> Completed and approved financial statements of operations for the last two years, signed by two members of the Board of Directors (or equivalent)	_____
<input type="checkbox"/> Evidence of current federal, provincial or territorial incorporation (for first time applicants)	_____
<input type="checkbox"/> Organizational Chart	_____
<input type="checkbox"/> List of current Board members (or equivalent)	_____
<input type="checkbox"/> Competencies profiles of all project participants	_____
<input type="checkbox"/> Collaboration Agreement with at least one French museum, signed by authorized persons	_____
<input type="checkbox"/> Letters of support and/or confirmation letters from Canadian and French institutions	_____
<input type="checkbox"/> Implementation plan and comprehensive project timeline (including places visited, travel schedule, people met, etc.)	_____
<input type="checkbox"/> Detailed outline of project evaluation strategy	_____
Additional supporting documents (please specify below):	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Attestation	
<p>I agree that the information submitted in this application can be shared with other programs of the Heritage Group, namely the Canada Travelling Exhibitions Indemnification Program, Movable Cultural Property Program, the Canadian Arts and Heritage Sustainability Program and Cultural Spaces Canada. I confirm that the information provided is reliable and accurate.</p>	
<p>Applicant Authority: _____</p>	
Signature	Printed Name
_____	_____
Title	Date
_____	_____

Do not write in this space - For office use only	
Commitment no.:	_____
I attest that the items above have been verified and accepted and are present in the project file.	
Signature:	_____
Printed Name:	_____
Program Representative	E-mail
_____	_____