

# Museum Assistance Program

## Application Checklists

2008-2009 Application Cycle

General Information
<p>The <b>Application Checklist</b>, the <b>Application Form</b>, and the <b>Project Budget Form</b> are integral parts of the application: the three documents must be completed, signed, and submitted with the supporting documents listed in the Application Checklist</p>
Overview
<p>The sub-files you will find under the tabs located at the bottom of this screen correspond to each of the <b>program components</b>.</p> <ul style="list-style-type: none"><li data-bbox="191 737 651 768">\Tab 1/ Checklist - Access to Heritage</li><li data-bbox="191 770 743 802">\Tab 2/ Checklist - Exhibition Circulation Fund</li><li data-bbox="191 804 654 835">\Tab 3/ Checklist - Aboriginal Heritage</li><li data-bbox="191 837 764 869">\Tab 4/ Checklist - Organizational Development</li></ul>
Notes
<p>Please choose the <b>appropriate checklist</b>, based on the program component for which you are submitting an application.</p>
<p>Once completed, print a copy of the document, sign it and include with the hard copy of your completed application form.</p>
<p>All documentation provided should be <b>current</b>. If some of the documents have been provided in past years, please indicate directly on the checklist, in the Notes Column on the right (<b>A.S. = Already Submitted</b>).</p>
<p><b>ADDITIONAL SUPPORTING DOCUMENTS:</b> Please note you have the opportunity to <b>complete the checklist with documents</b> specifically related to the project and that may assist in the evaluation of your proposal. Examples: need assessments, audience surveys, activity planning reports, products or evaluations from previous projects of similar nature, etc.</p>

# Museum Assistance Program

## Application Checklist - Access to Heritage

### 2008-2009 Application Cycle

This checklist must be completed, signed by an authorized person, and included with all supporting documents.

<b>General Information</b>	
Name of Organization: _____	
Project Title: _____	
<b>DOCUMENTS - Check the appropriate boxes</b>	
	<b>Notes</b>
<input type="checkbox"/> Completed Application Form signed by an authorized person <input type="checkbox"/> Completed Project Budget Form <input type="checkbox"/> Three to five-year strategic/business plan (applicable to museums only) <input type="checkbox"/> Annual Report <input type="checkbox"/> List of institutional policies <input type="checkbox"/> Copies of institutional policies related to key museological functions (applicable to museums only) <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"/> Last two years Audited Financial Statements (for funding requests greater than \$50,000) <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) and list of full time staff, including position titles <input type="checkbox"/> Competencies profiles of key project participants (staff and outside consultants) <input type="checkbox"/> Proposals, Agreements and/or Terms of reference for tenderers, consultants, partners, etc. <input type="checkbox"/> Letters of intent or confirmation letters <input type="checkbox"/> For circulation phase: exhibition loan agreements (minimum of two host venues) <input type="checkbox"/> Detailed list of exhibition content, including list of objects with fair market values <input type="checkbox"/> Status activity and financial reports on previous phase of same project (when applicable) <input type="checkbox"/> Comprehensive project timeline <input type="checkbox"/> Detailed outline of the project evaluation strategy <input type="checkbox"/> Confirmation of other sources of funding (if applicable) <b>Additional supporting documents</b> (please specify below): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Attestation</b>	
<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> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Signature</p> <p>_____</p> <p>Title</p> </div> <div style="text-align: center;"> <p>Printed Name</p> <p>_____</p> <p>Date</p> </div> </div>	
<b>Do not write in this space - For office use only</b>	
<p>Commitment no.: _____</p> <p>I attest that the items above have been verified and accepted and are present in the project file.</p> <p>Signature: _____</p> <p>Printed Name: _____</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Program representative</p> </div> <div style="text-align: center;"> <p>E-mail</p> </div> </div>	

**Museum Assistance Program**  
**Application Checklist - Exhibition Circulation Fund (ECF)**  
**2008-2009 Application Cycle**

This checklist must be completed, signed by an authorized person, and included with all supporting documents.

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 - ECF	_____
<input type="checkbox"/> Three to five-year strategic/business plan (applicable to museums only)	_____
<input type="checkbox"/> Annual Report	_____
<input type="checkbox"/> List of institutional policies	_____
<input type="checkbox"/> Copies of institutional policies related to key museological functions (applicable to museums only)	_____
<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) and list of full time staff, including position titles	_____
<input type="checkbox"/> Signed exhibition loan agreement(s)	_____
<input type="checkbox"/> Detailed list of exhibition content, including list of objects with fair market values	_____
<input type="checkbox"/> Confirmation of other sources of funding (if applicable)	_____
<b>Additional supporting documents</b> (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>	
Applicant Authority:	_____
	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

**Museum Assistance Program**  
**Application Checklist - Aboriginal Heritage**  
**2008-2009 Application Cycle**

This checklist must be completed, signed by an authorized person, and included with all supporting documents.

General Information	
Name of Organization:	_____
Project Title:	_____
DOCUMENTS - Check the appropriate boxes	
<input type="checkbox"/>	Completed Application Form signed by an authorized person
<input type="checkbox"/>	Completed Project Budget Form
<input type="checkbox"/>	Three to five-year strategic/business plan (applicable to museums only)
<input type="checkbox"/>	Annual Report
<input type="checkbox"/>	List of institutional policies
<input type="checkbox"/>	Copies of institutional policies related to key museological functions (applicable to museums only)
<input type="checkbox"/>	Completed and approved financial statements of operations for the last two years, signed by two members of the Governing Body, Board of Directors or equivalent. Aboriginal Governing bodies which do not receive separate financial statements from those of the parent organization must submit financial statements for the last two years, signed by the Chief Financial Officer of the organization.
<input type="checkbox"/>	Last two years Audited Financial Statements (for funding requests greater than \$50,000). Aboriginal Governing bodies which do not receive separate financial statements from those of the parent organization must submit financial statements for the last two years, signed by the Chief Financial Officer of the organization.
<input type="checkbox"/>	Evidence of your current federal, provincial or territorial incorporation (for first time applicants)
<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	List of current Governing membership (Board or equivalent), and list of full time staff, including position titles
<input type="checkbox"/>	Competencies profiles of key project participants (staff and outside consultants)
<input type="checkbox"/>	Proposals, Agreements and/or Terms of reference for tenderers, consultants, partners, etc.
<input type="checkbox"/>	Letters of intent, letters of support or confirmation letters (when applicable)
<input type="checkbox"/>	Exhibition loan agreement(s) (when applicable)
<input type="checkbox"/>	For exhibition projects: detailed list of exhibition content, including list of objects with fair market values
<input type="checkbox"/>	Status activity and financial reports on previous phase of same project (when applicable)
<input type="checkbox"/>	Comprehensive project timeline
<input type="checkbox"/>	Detailed outline of the project evaluation strategy
<input type="checkbox"/>	Confirmation of other sources of funding (if applicable)
<input type="checkbox"/>	<b>Additional supporting documents</b> (please specify below):
<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>	
Applicant Authority:	_____
	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

# Museum Assistance Program

## Application Checklist - Organizational Development

2008-2009 Application Cycle

This checklist must be completed, signed by an authorized person, and included with all supporting documents.

<b>General Information</b>	
Name of Organization: _____ Project Title: _____	
<b>DOCUMENTS - Check the appropriate boxes</b>	<b>Notes</b>
<input type="checkbox"/> Completed Application Form signed by an authorized person	_____
<input type="checkbox"/> Completed Project Budget Form	_____
<input type="checkbox"/> Annual Report	_____
<input type="checkbox"/> List of institutional policies	_____
<input type="checkbox"/> Copies of institutional policies related to key museological functions (when applicable)	_____
<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"/> Last two years Audited Financial Statements (for funding requests greater than \$50,000)	_____
<input type="checkbox"/> Evidence of your 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) and list of full time staff, including position titles	_____
<input type="checkbox"/> Competencies profiles of key project participants (staff and outside consultants)	_____
<input type="checkbox"/> Proposals, Agreements and/or Terms of reference for tenderers, consultants, partners, etc.	_____
<input type="checkbox"/> Letters of intent, letters of support or confirmation letters (when applicable)	_____
<input type="checkbox"/> Status activity and financial reports on previous phase of same project (when applicable)	_____
<input type="checkbox"/> Comprehensive project timeline	_____
<input type="checkbox"/> Detailed outline of the project evaluation strategy	_____
<input type="checkbox"/> Confirmation of other sources of funding (if applicable)	_____
<b>Additional supporting documents</b> (please specify below):	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<b>Attestation</b>	
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.	
Applicant Authority: _____	
Signature	Printed Name
_____	_____
Title	Date
_____	_____
<b>Do not write in this space - For office use only</b>	
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
_____	_____