Canadian Heritage

Local Arts and Heritage Festivals

Application Form

Building Communities Through Arts and Heritage
Application Form

1. Document Checklist

Please put a check mark beside each document you enclose.

<table>
<thead>
<tr>
<th>✔️</th>
<th>Your application must include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The General Application Form</td>
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<tr>
<td></td>
<td>The completed questionnaire</td>
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<td>The project budget</td>
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<td>The Confirmation of Support from Municipal Government or Equivalent Authority</td>
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<td></td>
<td>For incorporated applicants, a copy of the letters patent or certificate of incorporation</td>
</tr>
<tr>
<td></td>
<td>For incorporated applicants, a copy of the bylaws or articles of association (if applicable)</td>
</tr>
<tr>
<td></td>
<td>For unincorporated groups, a signed copy of the Unincorporated Applicant Acceptance of Liability (pages F15-16) and (if applicable) a copy of the articles of association</td>
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<td></td>
<td>A financial statement for the last completed year of activities</td>
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<td></td>
<td>Brochures and/or programmes and/or reports from the previous edition of the event or activity</td>
</tr>
</tbody>
</table>

Please:

- Submit the signed original of your application
- Complete the application and the attached documents in blue or black ink
- Initial any corrections you make
- Keep a copy of the application for your records
2. General Application Form

Building Communities Through Arts and Heritage (BCAH)

Instructions
1. Fill out all sections of the application form, sign and date it.
2. Submit the application form to your Department of Canadian Heritage regional office.
3. For instructions on how to prepare an application, please consult the Program Guide.

PART A – Applicant Information

ORGANIZATION / GROUP

Name

Scope of activities
- [ ] Local
- [ ] Municipal
- [ ] Provincial/Territorial
- [ ] Regional
- [ ] National
- [ ] International

Legal status
- [ ] Yes
- [ ] Federal
- [ ] Corporate Registration No. ____________
- [ ] In process
- [ ] No
- [ ] Provincial/Territorial
- [ ] Date ____________
- [ ] Date applied ____________

For incorporated applicants: What is your fiscal year? From ____________ to ____________

Charitable status
- [ ] Yes
- [ ] Registration No. ____________
- [ ] In process
- [ ] No
- [ ] Date applied ____________

Band Council or other Aboriginal government (specify):

Number of employees (if applicable)

Paid staff: Volunteers:

Full-time: Part-time: Full-time: Part-time:

Contact person’s name
- [ ] Mr.
- [ ] Ms.
- [ ] Other ____________

First name Last name Title

Address (street, city, province/territory, postal code) Mailing address (if different)

Telephone number (work) Telephone number (home) Fax E-mail address

( ) ( ) ( )

Has your organization or group previously received funding under the BCAH program?
- [ ] Yes
- [ ] No

If yes, under what name? Date

In which official language do you prefer to communicate?
- [ ] English
- [ ] French
## PART B – PROJECT SUMMARY

**Project Title:**

Under which Program component are you applying?

- [ ] Local Arts and Heritage Festivals
- [ ] Community Historical Anniversaries Programming

Types of activities (check all that apply):

- [ ] Presentations of artists
- [ ] Celebration of local history and heritage
- [ ] Presentations of artisans
- [ ] Commemorative activities
- [ ] Other (specify) ________________

<table>
<thead>
<tr>
<th>Scheduled project start date</th>
<th>Scheduled project end date</th>
</tr>
</thead>
</table>

In what locality will your project take place? Population of this locality

Total project cost $ ____________

Funding amount requested from the BCAH program? $ ____________

## PART C – DECLARATION

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 from 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 a final report, 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.

**Authorized Signature**

_________________________________________  ___________________________  __________

Authorized signature  Name and title (please print)  Date

OFFICE USE ONLY  Date received  File no.  Program Officer
3. Questionnaire

Your answers to the following questions will help the Department of Canadian Heritage assess your application.

**REMININDER**

Your project is not eligible for funding under the *Building Communities Through Arts and Heritage* program if:

- It receives support under the Arts Presentation Program, or the Celebration, Commemoration and Learning Program of the Department of Canadian Heritage
- It celebrates Canada Day, National Aboriginal Day, Saint-Jean-Baptiste Day or Canadian Multiculturalism Day

1. Please write a general description of the project you are submitting, including:
   - The main objective of your project
     
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   - How the project activities are linked with the goals of your organization or group
     
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F4 | APPLICATION FORM
• A description of proposed programming

• How volunteers will be involved

• Indication that the project is open to the general public

• A list of proposed activities (using the template provided on page F6).

*If you need more space, please continue on a separate sheet.*
### PROPOSED ACTIVITIES

(For example, performances, historical re-enactments, booths and displays, etc.)

Please fill out a separate chart for each proposed activity.

<table>
<thead>
<tr>
<th>Activity No. 1</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Time:</td>
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<td></td>
<td>Location:</td>
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<tr>
<td></td>
<td>Projected attendance:</td>
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</tbody>
</table>

**Brief description:**

<table>
<thead>
<tr>
<th>a) Participating local artists/artisans</th>
<th>Projected fee</th>
<th>In what sense is this artist/artisan local?</th>
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<thead>
<tr>
<th>b) Participating local performers for heritage activities</th>
<th>Projected fee</th>
<th>How is this heritage activity important to your community?</th>
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<thead>
<tr>
<th>Activity No. 2</th>
<th>Title:</th>
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<tbody>
<tr>
<td>Date:</td>
<td>Time:</td>
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<td></td>
<td>Location:</td>
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<td>Projected attendance:</td>
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</tbody>
</table>

**Brief description:**

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<th>How is this heritage activity important to your community?</th>
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</tbody>
</table>

Photocopy this sheet if required to list additional activities.

Total projected fees for local **artists/artisans**: $__________

(Enter this amount in your budget.)

Total projected fees for **local performers** for historical heritage activities: $__________

(Enter this amount in your budget.)
2. How many people do you expect will attend your activities?

________________________________________________________________________

3. How many volunteers will be involved in your project, and how many hours will they put in?

Projected number of volunteers: ____________________________________________

Projected total volunteer hours: ____________________________________________

4. As you know, English and French are the two official languages of Canada and the federal government is committed to promoting these two languages. Does your community include English-speaking and French-speaking people?

❑ Yes  ❑ No

If Yes, please indicate what you will do to communicate with both populations and encourage them to participate in your project:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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5. Please answer the following questions related to the previous edition of the activity or activities for which you are applying for funding.

• What was the total attendance? ____________________________________________

• How many volunteers participated? ________________________________________

• How many volunteer hours were contributed? _________________________________

• What financial contribution did you receive from your municipal government or equivalent authority? $ __________________

• What was the dollar value of in-kind contributions you received from your municipal government or equivalent authority? $ __________________

• What financial contribution did you receive from your community (individuals, businesses, community groups and associations, etc.)? $ __________________

• What was the dollar value of in-kind contributions you received from your community (individuals, businesses, community groups and associations, etc.)? $ __________________

• Please fill out the Past Programming template below.
**PAST PROGRAMMING**

(For example, performances, historical re-enactments, booths and displays, etc.)
Please fill out a separate chart for each activity presented during the previous edition of your event.

<table>
<thead>
<tr>
<th>Activity No. 1</th>
<th>Title:</th>
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<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Attendance:</td>
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<tr>
<td>Brief description:</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Participating local artists/ artisans and/or performers for heritage activities</th>
<th>Fees paid</th>
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<td>Attendance:</td>
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Photocopy this sheet if required to list additional activities

Total fees paid to local **artists/artisans**: $ ________________

Total fees paid to local **performers** for historical heritage activities: $ ________________
Is the project being submitted as part of a larger event? ☐ Yes ☐ No

6. If you answered yes to the above question, please write a brief description of the larger event, including:
   • The start and end dates
   • Projected total attendance
   • The total budget of the event
   • A summary of the event programming:

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4. Budget

How to Fill Out the Budget

All applicants must complete the project budget on the following pages. Please note that your budget must be directly linked to the activities for which you are requesting funding, and must include both eligible and non-eligible expenses.

If your project spans two federal government fiscal years, you must submit a separate budget for each fiscal year. For example, if you conduct volunteer training in March and your event takes place in May, you should record the volunteer expenses in a budget for the year ending March 31, and the event expenses in a separate budget for the year beginning April 1.

A sample budget is provided for your information and reference (see page F14).

IMPORTANT
• In-kind expenses must match in-kind revenues
• Projects that forecast a deficit are not eligible
## Budget – Local Arts and Heritage Festivals

**Applicant:**

Federal government fiscal year: April 1, 200__ to March 31, 200__

<table>
<thead>
<tr>
<th>A. Projected Expenses</th>
<th>B. Projected Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash ($)</strong></td>
<td><strong>In-kind contributions ($ value)</strong></td>
</tr>
<tr>
<td><strong>1. Volunteer Support (specify)</strong></td>
<td>1. <strong>Earned revenues</strong> (ticket sales, concession etc.)</td>
</tr>
<tr>
<td>Salaries and fees</td>
<td>2. <strong>Applicant’s contribution</strong></td>
</tr>
<tr>
<td>Expenses for local promotion</td>
<td></td>
</tr>
<tr>
<td>Expenses for promotion to reach a wider public</td>
<td></td>
</tr>
<tr>
<td>Translation costs</td>
<td>3. <strong>Private-sector funding</strong> (specify)</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>4. <strong>Public-sector funding</strong> Federal (specify)</td>
</tr>
<tr>
<td><strong>3. Fees and expenses</strong></td>
<td></td>
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<tr>
<td>Fees for local artists/ artisans</td>
<td></td>
</tr>
<tr>
<td>Expenses for local artists/ artisans</td>
<td>Provincial/territorial (specify)</td>
</tr>
<tr>
<td>Fees for non-local artists/ artisans</td>
<td></td>
</tr>
<tr>
<td>Expenses for non-local artists/ artisans</td>
<td></td>
</tr>
<tr>
<td>Fees for performers for heritage activities</td>
<td>Municipal or equivalent authority (specify)</td>
</tr>
<tr>
<td>Expenses for performers for heritage activities</td>
<td></td>
</tr>
<tr>
<td><strong>4. Production</strong></td>
<td><strong>B) Total projected revenues</strong></td>
</tr>
<tr>
<td>Rental costs (hall, technical equipment, etc.)</td>
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<tr>
<td>Exhibition costs (shipping, framing, set-up and take-down, etc.)</td>
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<tr>
<td>Security</td>
<td></td>
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<tr>
<td>Other (specify)</td>
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<tr>
<td><strong>5. Administration</strong></td>
<td></td>
</tr>
<tr>
<td>Salaries and fees</td>
<td></td>
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<tr>
<td>Operating costs</td>
<td></td>
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<tr>
<td>Financial audit¹</td>
<td></td>
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<tr>
<td>Other (specify)</td>
<td></td>
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</tbody>
</table>

¹ For contributions of $50,000 or more

A) **Total projected expenses** | B) **Total projected revenues**
5. Confirmation of Support from Municipal Government or Equivalent Authority

*Building Communities Through Arts and Heritage*

**IMPORTANT**
Please complete this form and have it signed by an authorized representative of your municipal government or equivalent authority.

I, _____________________, being an authorized representative, confirm that I have reviewed the funding application prepared by _____________________ (name of applicant organization or group) for submission to the Department of Canadian Heritage, and hereby confirm the commitment of the municipality of _____________________ to support the project entitled _____________________ and taking place from ________________ to ________________.

Project support will take the form of a direct financial contribution from the municipality or equivalent authority in the amount of $ __________, and/or a contribution of goods and/or services (e.g., maintenance services, security services, event venue, etc.) with a total estimated value of $ __________.

The applicant will receive the following goods and/or services:

<table>
<thead>
<tr>
<th>Description of goods and/or services</th>
<th>Value estimated by the municipality</th>
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<tbody>
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*Please continue on a separate sheet if necessary.*
Funding provided by the Department of Canadian Heritage is conditional on written confirmation of concrete project support (financial or in-kind) from the applicant’s municipal government or equivalent authority. The present form, duly completed and signed, constitutes proof of that support. Should the municipality or equivalent authority withdraw its support, the applicant must immediately notify the Department. Projects that do not have confirmed support from the municipality or equivalent authority will become ineligible for funding.

Name of authorized representative:  
(please print)

Title:  
(please print)

Telephone number:  

Signature:  

Date:  
(dd/mm/yyyy)
## Sample Budget – Local Arts and Heritage Festivals

**Applicant:** City of ABC Fall Fair  
Federal government fiscal year: April 1, 2007 to March 31, 2008

### A. Projected Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Cash ($)</th>
<th>In-kind contributions ($) value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Volunteer Support</strong> (specify)</td>
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</tr>
<tr>
<td>Volunteer coordination</td>
<td>$18,000</td>
<td></td>
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<tr>
<td>Food and beverages</td>
<td>$750</td>
<td>$500</td>
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<tr>
<td>2. <strong>Promotion, publicity, marketing</strong></td>
<td></td>
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</tr>
<tr>
<td>Salaries and fees</td>
<td>$8,800</td>
<td></td>
</tr>
<tr>
<td>Expenses for local promotion</td>
<td>$1,250</td>
<td>$1,500</td>
</tr>
<tr>
<td>Expenses for promotion to reach a wider public</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Translation costs</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billboard advertising</td>
<td>$1,000</td>
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<tr>
<td>3. <strong>Fees and expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees for local artists/artisans</td>
<td>$10,500</td>
<td></td>
</tr>
<tr>
<td>Expenses for local artists/artisans</td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>Fees for non-local artists/artisans</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Expenses for non-local artists/artisans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees for performers for heritage activities</td>
<td>$700</td>
<td></td>
</tr>
<tr>
<td>Expenses for performers for heritage activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>Production</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental costs (hall, technical equipment, etc.)</td>
<td>$5,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Exhibition costs (shipping, framing, set-up and take-down, etc.)</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Security</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set construction</td>
<td>$2,500</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. <strong>Administration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and fees</td>
<td>$8,000</td>
<td></td>
</tr>
<tr>
<td>Operating costs</td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>Financial audit¹</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ For contributions of $50,000 or more

### B. Projected Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Cash ($)</th>
<th>In-kind contributions ($) value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Earned revenues</strong> (ticket sales, concession etc.)</td>
<td>$8,000</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Applicant’s contribution</strong></td>
<td>$950</td>
<td>$2,200</td>
</tr>
<tr>
<td>3. <strong>Private-sector funding</strong> (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Sponsorships</td>
<td>$7,500</td>
<td>$10,000</td>
</tr>
<tr>
<td>Foundations</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>4. <strong>Public-sector funding</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billboard advertising</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>BCAH funding requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B) Total projected revenues</strong></td>
<td>$68,300</td>
<td>$22,200</td>
</tr>
</tbody>
</table>

List the categories of expenses you intend to cover using BCAH funding

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**F14 | APPLICATION FORM**
7. Unincorporated Applicant Acceptance of Liability

Building Communities Through Arts and Heritage

Where the applicant is not incorporated, it is agreed that the following representatives of the applicant shall undertake to be personally, jointly and severally liable for all obligations, covenants, promises, liabilities and expenses arising out of the financing which may be granted to the applicant.

Applicant’s Name: ____________________________________________________________

Event Date: __________________________________________________________________

Event Location: __________________________________________________________________

We, ________________________________________________________________________

are the representatives of the applicant. We sign this Funding Application Form for the Building Communities Through Arts and Heritage program on behalf of the applicant.

Name and Title ____________________________________________________________

Signature ______________________________________________________________________

Home Address ______________________________________________________________

City, Province ______________________________________________________________

Postal Code _____________________________________________________________________

Name and Title ____________________________________________________________

Signature ______________________________________________________________________

Home Address ______________________________________________________________

City, Province ______________________________________________________________

Postal Code _____________________________________________________________________
APPLICATION FORM

Name and Title

Signature

Home Address

City, Province

Postal Code

Name and Title

Signature

Home Address

City, Province

Postal Code

Name and Title

Signature

Home Address

City, Province

Postal Code

Name and Title

Signature

Home Address

City, Province

Postal Code