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Canadian Heritage

# Building Communities Through Arts and Heritage

Component II — Community Anniversaries  
Guide and Application Form

Updated July 2009



*Cette publication est également disponible en français.*

This publication is available upon request in alternative formats.

This publication is available in PDF and HTML formats  
on the Internet at <http://pch.gc.ca/pgm/dcap-bcah/index-eng.cfm>

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### **APPLICATION DEADLINES — *COMMUNITY ANNIVERSARIES***

<b>For anniversaries and projects taking place</b>	<b>Deadline</b>
January, 2010 – December, 2010	September 30, 2009
January, 2011 – December, 2011	April 30, 2010
April, 2011 – December, 2011	September 30, 2010

# ***Building Communities Through Arts and Heritage — Introduction***

Every year, all across Canada, numerous communities organize arts and heritage activities such as festivals<sup>1</sup> and commemorative events that enrich local community life and give Canadians an opportunity to engage in their community.

The Government of Canada's ***Building Communities Through Arts and Heritage*** program supports activities and projects that celebrate local historical heritage as well as local artists and artisans, and are intended for and accessible to the general public.

## **PROGRAM OBJECTIVE**

To engage citizens in their communities through performing and visual arts, as well as through the expression, celebration, and preservation of local historical heritage.

## **EXPECTED RESULTS**

- increased citizen participation in local festivals, anniversaries, and commemorative projects
- increased opportunities for local artists and artisans to engage with their communities
- increased exposure to local historical heritage

## **PROGRAM COMPONENTS**

The ***Building Communities Through Arts and Heritage*** program delivers its funding through three separate components. These components are administered independently and have separate guidelines and application forms.

<sup>1</sup> Terms that are underlined are defined in the Glossary.

# Program Components

## Component I — *Local Festivals*

This component provides funding of up to 100% of eligible expenses to a maximum of \$200,000 for **recurring** festivals and related activities that:

- present the work of local artists, artisans, or historical performers
- are organized locally
- actively involve members of the local community
- are intended for and accessible to the general public

## Component II — *Community Anniversaries*

This component provides funding of up to 100% of eligible expenses to a maximum of \$200,000 for **non-recurring** events, related activities and capital projects that:

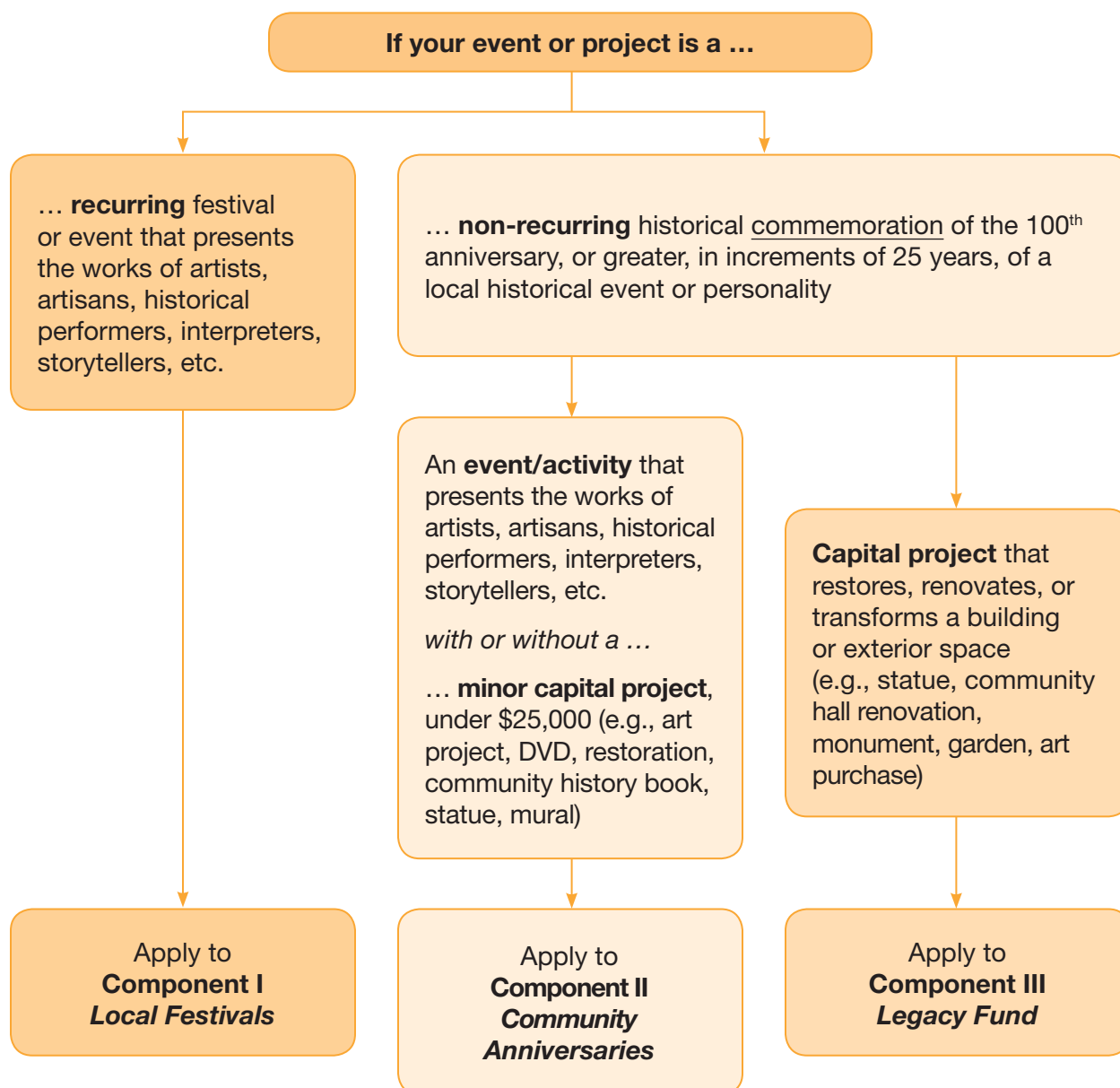
- commemorate a local historical event or pay tribute to a local historical personality
- mark the 100<sup>th</sup> anniversary or greater, in increments of 25 years (e.g., 125<sup>th</sup>, 150<sup>th</sup>)
- present the work of local artists, artisans, or historical performers
- are organized locally
- actively involve members of the local community
- are intended for and accessible to the general public

## Component III — *Legacy Fund*

This component provides funding of up to 50% of eligible expenses to a maximum of \$500,000 for community **capital projects** that:

- commemorate a local historical event or pay tribute to a local historical personality
- mark the 100<sup>th</sup> anniversary or greater, in increments of 25 years (e.g., 125<sup>th</sup>, 150<sup>th</sup>)
- involve existing buildings or exterior spaces
- actively involve members of the local community
- are intended for and accessible to the general public
- encourage arts or heritage

## TO WHICH PROGRAM COMPONENT SHOULD YOU APPLY?



# Guidelines

## Component II — *Community Anniversaries*

### WHO CAN APPLY?

To be **eligible** for funding from the *Community Anniversaries* component, your group must be one of the following:

- an incorporated non-profit group
- an unincorporated local non-profit group
- a local band council, local tribal council or other local Aboriginal government (First Nation, Inuit, or Métis) or equivalent authority

In addition, your group must:

- have a publicly-stated objective that is linked to the local community
- engage Canadians in their communities through activities that promote, celebrate, and preserve local arts or local historical heritage

The following are **not eligible**:

- individuals
- for-profit entities
- governments (federal, provincial/territorial, or municipal administrations)
- public and parapublic groups or organizations (e.g., schools, universities, school boards, public libraries)
- groups with an exclusively provincial/territorial, national, or international mandate
- groups with outstanding final reports for festivals, events, or projects previously funded by ***Building Communities Through Arts and Heritage***

### WHAT ARE THE ELIGIBILITY REQUIREMENTS?

To be eligible for funding from the *Community Anniversaries* component, your event and capital project must meet all of the following requirements:

- have the written support of your municipal administration or equivalent authority, in the form of cash and/or in-kind support
- commemorate a local historical event or pay tribute to a local historical personality
- mark the 100<sup>th</sup> anniversary or greater, in increments of 25 years (e.g., 125<sup>th</sup>, 150<sup>th</sup>)
- present local artists and/or artisans or aspects of local historical heritage
- capital projects must demonstrate a clear link to the anniversary
- events must last a minimum of one day and no longer than one calendar year
- actively encourage community engagement of citizens (e.g., through assistance with event planning, volunteering at the event, evaluating the event)
- be intended for and accessible to the general public

**NOTE:** *The Department of Canadian Heritage will fund only one historical commemoration per community for the same event or person. If the Department receives more than one application per locality, it will look to the municipal administration or equivalent authority to endorse one of the projects.*

## WHAT EVENTS OR PROJECTS ARE NOT ELIGIBLE?

- competitions
- events that forecast a deficit
- events and activities that receive financial support under the Canada Arts Presentation Fund, the Canada Cultural Spaces Fund, Celebrate Canada or other programs of the Celebration and Commemoration Program of the Department of Canadian Heritage; or under the Community Historical Recognition program of Citizenship and Immigration Canada
- activities celebrating Canada Day (July 1), National Aboriginal Day (June 21), Saint-Jean-Baptiste Day (June 24), or Canadian Multiculturalism Day (June 27)
- events or activities whose primary purpose is fundraising
- activities celebrating the national days, historical events, or personalities of other countries
- activities or projects that are intended for recreation or sport, unless celebrating the significant anniversary of a sport or recreational activity
- activities organized by arts or heritage groups (e.g., theatre or music organizations, museums, art galleries) that are part of their regular, ongoing performance or exhibition program
- events and activities of a primarily religious, political, or commercial nature, including food sales, art and craft sales, or book fairs
- projects that are assessed by the Department to be illegal or demeaning
- conferences, workshops, and other activities that are not intended for the general public

## WHAT EXPENSES ARE ELIGIBLE?

Eligible expenses are directly linked to activities that support the expected results of the Program. Some examples include:

- fees and expenses for local artists, artisans, and performers of local historical heritage activities
- costs of recruiting, training, and supporting local volunteers (e.g., child care expenses, food, non-alcoholic beverages, distinctive clothing)
- fees and expenses related to the exhibition of artwork by local artists and artisans
- costs of publicity aimed at the local population
- production expenses, including equipment rental costs (e.g., rental of costumes, lighting, sound equipment, tents)
- logistical expenses (e.g., traffic barriers, portable toilets, garbage bins)
- venue rental and set-up costs
- cost of insurance for eligible activities
- fees and expenses related to the creation, restoration, purchase and/or commission of tangible works of art (e.g., murals, sculptures, statues, plaques, community art projects, written or visual materials, including CDs and DVDs). Examples of eligible capital expenses include fees for artists and other professionals, construction materials, and reproduction expenses. Applications may include more than one capital project. The total request for all capital projects may not exceed \$25,000.
- project contingency for capital items

**NOTE:** If your event is eligible under the Community Anniversaries component, you may request financial support for all or part of your event's activities.



## WHAT EXPENSES ARE NOT ELIGIBLE?

- salaries and honoraria (except fees for local artists, artisans, and performers of local historical heritage, and other professional fees related to capital projects)
- fees and expenses for non-local artists, artisans, and performers (except for fees and expenses related to capital projects)
- creation costs for a performance (e.g., creation of costumes, artistic direction, rehearsals)
- expenses associated with creating parade floats
- expenses related to competitions (e.g., purchase of prizes, expenses of jury members), except for capital projects
- operating expenses of your group (e.g., office equipment and furniture, vehicles)
- food and beverages, other than those described for volunteers
- creation, and/or commission of non-tangible works of art including theatre, music, and dance works
- purchase of equipment (e.g., computers, stage equipment, risers, lighting, sound equipment)
- purchase, commission, or restoration of religious art or artefacts currently used in the practice of religious rites or ceremonies
- restoration of grave sites or cemeteries
- expenses related to archaeological digs
- purchase, commission, or restoration of items that are intended for sale
- security or paramedic services
- fireworks

The Department of Canadian Heritage takes no responsibility for contractual commitments entered into before confirmation of support from the Department. If you enter into such commitments, you do so at your own risk.

Even if your project receives funding from the *Community Anniversaries* component, expenses incurred prior to the date your application is received by the Department are not reimbursable.

## HOW ARE APPLICATIONS EVALUATED?

The Department of Canadian Heritage will assess your application based on the following factors:

- the significance for your community of the local historical event or local historical personality being commemorated
- the way your activities/capital project will increase community exposure to local historical heritage
- the number of local artists, artisans, and performers of local historical heritage involved in your event/project
- the number of volunteers involved in your event/project
- the contribution of volunteers and other members of your community to the planning, implementation, and evaluation of your event/project
- the level of cash and/or in-kind support from your municipal administration or equivalent authority
- the number of community partners involved in your event or project (e.g., community associations, historical societies, service clubs, local businesses)
- the level of cash and/or in-kind support from your community partners
- the reasonableness of your budget and your ability to manage the event/project
- the degree to which the objectives of previously funded ***Building Communities Through Arts and Heritage*** events/projects were met

The assessment of applications is a competitive process and the *Community Anniversaries* component has limited resources. Funding decisions are based on the number and quality of requests received for each deadline and the amount of funding available. While your group and event/project may be eligible, you are not guaranteed funding from the Program. If your application is successful, the funding may not correspond to the amount requested.

## HOW ARE EVENTS OR PROJECTS FUNDED?

The maximum amount available from the *Community Anniversaries* component for any one event/project is \$200,000.

Funding amounts of \$50,000 or more are disbursed through a contribution agreement. For funding amounts of up to \$50,000, the Department of Canadian Heritage will determine if the funding will be disbursed as a grant or as a contribution, based on the size and complexity of the proposed project.

Some activities that are eligible under the *Community Anniversaries* component may receive funding from other government sources (federal, provincial/territorial, municipal administrations or equivalent authority). The combination of financial assistance received from the *Community Anniversaries* component and other government sources cannot exceed 100% of the total eligible expenses of these activities.

### APPLICATION DEADLINES COMMUNITY ANNIVERSARIES

**APRIL 30:** events starting between January 1 and December 31 of the following year

**SEPTEMBER 30:** events starting between April 1 and December 31 of the following year  
*Exceptionally in 2009:* events starting between January 1 and December 31, 2010

## HOW TO APPLY

### STEP 1

Complete the following documents:

- the *General Application Form* signed by a person 18 years of age or older with signing authority for the group
- the *Questionnaire*
- the *Community Anniversaries Budget*
- the *Document Checklist*

### STEP 2

Include the following documents:

- the signed *Confirmation of Support from Municipal Administration or Equivalent Authority* form
- proof of the anniversary date confirming the commemoration of a 100<sup>th</sup> anniversary or greater, in increments of 25 years (e.g., 125<sup>th</sup>, 150<sup>th</sup>)

For incorporated applicants:

- a copy of your organization's letters patent and documents of incorporation
- a copy of your organization's bylaws
- a copy of your organization's two most recent financial statements (audited if available)

For unincorporated applicants:

- the signed *Unincorporated Applicant Acceptance of Liability* form
- a copy of your articles of association (if applicable)
- a copy of your most recent financial statements

For Quebec only:

- a list of your Board of Directors (if applicable)

### STEP 3

Submit your application by e-mail, in person, or by mail, to a Department of Canadian Heritage office in your region (pages F15 and F16) no later than the application deadline. If you submit your application by e-mail, you must also submit the *General Application Form* (pages F2 to F4) with an original signature in person or by mail.

**Applications postmarked after the deadline will not be accepted.**

## APPLICATION PROCESSING TIME

The Department of Canadian Heritage will send you a letter of acknowledgment within two weeks of receipt of your application.

Processing time will vary depending on the overall demand for funding, as well as the nature and complexity of each proposal. Successful applicants will be notified no later than six months after the application deadline. All applicants will be notified in writing about the results of their application.

The Department of Canadian Heritage takes no responsibility for contractual commitments entered into before confirmation of support from the Department. If you enter into such commitments, you do so at your own risk.

Any project expenses incurred before your application is received by the Department are not reimbursable.

## IF YOU RECEIVE FUNDING

Your initial payment will be processed within 28 days of the Department's receipt of your signed contribution agreement and a request for payment, or for grant recipients, the signed Liability Waiver.

All recipients are required to sign the *Liability Waiver* by which they indemnify the Crown and all its employees from the results of the undertakings of the group. For contributions, a recipient liability clause is included in the contribution agreement.

The historical accuracy and content of the project are solely the responsibility of the recipient.

Recipients are strongly encouraged to obtain insurance to cover their own and their volunteers' activities within the context of the event or project.

Some recipients may be required to provide a revised budget and a monthly cash flow for the duration of the project.

For capital projects, recipients are required to publicly acknowledge the commemoration of the historical event or personality. For example, a plaque attached to a mural created by the community could read, "This mural (*title*) was created by the community of (*name*) in 2010 to commemorate the 100<sup>th</sup> anniversary of the arrival of the railway line in 1910."

All recipients must acknowledge funding from the Department of Canadian Heritage in promotional materials in a manner consistent with the guidelines found at the following address: [www.pch.gc.ca/pc-ch/peaf-pafa/index-eng.cfm](http://www.pch.gc.ca/pc-ch/peaf-pafa/index-eng.cfm) or by contacting their regional Canadian Heritage office (pages F15 and F16). Additional requirements related to the acknowledgement of funding from the Department will be described in your contribution agreement.

All recipients are required to submit a final report to the Department of Canadian Heritage. The report template is available on the Department website. Recipients of a contribution must submit a final financial report, as described in their contribution agreement, and may be required to submit audited financial statements of their project. Final reports for festivals, events, or projects previously funded by ***Building Communities Through Arts and Heritage*** must be accepted by the Department in order for any future application to be eligible for funding.

## GLOSSARY

For the purposes of the *Community Anniversaries* component, the following definitions apply:

**Cash flow:** A presentation of all anticipated revenue and planned expenses that will occur over the length of your project. At the beginning of your project, your cash flow presentation will forecast revenue and expenses to help you manage your funds. Over time your cash flow presentation will need to be updated to reflect the actual revenue and expenses.

**Commemoration:** Non-recurring local events or activities that pay tribute to an historical event or historical personality of significance for the community.

**Community:** The persons residing in and sharing a common geographic area that is smaller than a province or territory (Quebec only, smaller than an administrative area).

**Community engagement:** The participation of the members of a community in activities such as festivals, events or projects. This participation can take various forms including donations of time, money, goods, services, etc.

**Competition:** A contest in which participants are evaluated or judged. The Program will not fund any activities that rank or grade participants, give prizes or ribbons (e.g., music/dance competitions, dog-sled racing, agricultural competitions).

**Contingency:** A budgeted amount equal to 10% of the total planned expenses, that may or may not be required, and that is intended to cover unforeseen expenses, variances, cost overruns, etc.

**Contribution:** A payment issued by the Department of Canadian Heritage to an organization or group for a specific purpose, as outlined in a contribution agreement signed by the Department and the recipient. Recipients of a contribution are required to submit activity reports and revenue and expense reports.

**Festival:** Local artistic and/or historical heritage events or activities that are held in a particular locality.

**Grant:** A payment issued by the Department of Canadian Heritage to an organization or group for a specific purpose. An organization or group that receives a grant is not required to submit revenue and expense reports, but must submit a final report to the Department upon project completion.

**In-kind support:** Donated goods or services (by a third party or by the applicant) without expectation of compensation or remuneration. In-kind support is considered to be a real contribution to the total planned expenses, but is not reimbursable by the *Building Communities Through Arts and Heritage* program. Donated goods or services may be eligible if they:

- are essential to the success of the event or capital project, are eligible under the program guidelines, and would otherwise be purchased by the recipient
- can be assessed at fair market value (i.e., in relation to the purchase of similar materials and services)
- are recorded in the budget at fair market value, with total in-kind expenses equalling total in-kind revenue

**Local:** Pertaining to a geographic area that is smaller than a province or territory (Quebec only, smaller than an administrative area), with a population characterized by a common culture, economic activity, historical heritage, etc.; and by extension:

- **Local artist or artisan:** an artist or artisan born in, residing in, or having a significant connection to the locality identified by the applicant.
- **Local historical heritage:** historical events or personalities directly linked to the history of the locality identified by the applicant.
- **Local historical event:** an occurrence in the past that contributed to shaping the locality identified by the applicant.
- **Local historical personality:** a person who was born in, resided in, or had a significant connection to the locality identified by the applicant.

**Parapublic:** A group or organization that, through its governance structure, is partially accountable to a federal, provincial, territorial government, a municipal administration, or equivalent authority. Some Business Improvement Areas (BIAs) and Economic Development Agencies are eligible to apply, provided that they are not responsible to a government.

**Unincorporated local non-profit group:** A group of at least three individuals who come together to conceive and carry out planned activities, operate on a cost recovery basis, and do not in any manner, distribute any income in excess of expenses to their members. Such a group is not a legal entity, nor is it necessarily permanent.

**Venue:** The place or site where activities occur (e.g., local theatre, park, school gymnasium, library, soccer stadium, farmer's field).



# Application — *Community Anniversaries*

## DOCUMENT CHECKLIST

Please put a check mark beside each document you enclose and include this sheet with your application.

### YOUR APPLICATION MUST INCLUDE:

- ☐ The *General Application Form*
- ☐ The *Questionnaire*
- ☐ The *Community Anniversaries Budget*
- ☐ The *Confirmation of Support from the Municipal Administration or Equivalent Authority form*
- ☐ Proof of the anniversary date

### FOR INCORPORATED APPLICANTS:

- ☐ A copy of your organization's letters patent and documents of incorporation
- ☐ A copy of your organization's bylaws
- ☐ A copy of your organization's two most recent financial statements (audited if available)

### FOR UNINCORPORATED APPLICANTS:

- ☐ A copy of your articles of association (if applicable)
- ☐ A copy of your most recent financial statements
- ☐ A copy of the *Unincorporated Applicant Acceptance of Liability form*
- ☐ For Quebec only, a list of your Board of Directors (if applicable)

### PLEASE:

- Initial all corrections you make.
- Submit the signed original of your application.
- Keep a copy of your application for your records.



Canadian  
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**BUILDING COMMUNITIES THROUGH ARTS AND HERITAGE  
COMMUNITY ANNIVERSARIES**
**A — APPLICANT INFORMATION**
**NAME OF YOUR GROUP**
**LEGAL STATUS**
Non-profit? ☐ Yes ☐ NoIncorporated? ☐ Yes ☐ No☐ At the federal level Corporate Registration No. \_\_\_\_\_☐ In process☐ At the provincial or territorial level Date (yyyy/mm/dd) \_\_\_\_\_

Date applied \_\_\_\_\_

On what date does your fiscal year begin? (mm/dd) \_\_\_\_\_

Is your organization or group a local band council, a local tribal council, or other local Aboriginal government? ☐ Yes ☐ No

If yes, please specify) \_\_\_\_\_

The Program funds groups that have a publicly-stated objective that is linked to its local community.

Please state your group's objective that demonstrates a link to the local community.

Where is this objective publicly stated?

**CONTACT PERSON'S NAME**

First name

Last name

Title

Address (street, city, province/territory, postal code)

Mailing address (if different)

Telephone number (day)

Telephone number (evening)

Fax

E-mail address

Has your group previously received funding under the Program? ☐ Yes ☐ No

If yes, under what name?

Has a final report been submitted?

☐ Yes ☐ NoIn which official language do you prefer to communicate? ☐ English ☐ French



## B — EVENT INFORMATION

### NAME OF YOUR EVENT

Expected start date for planning (yyyy/mm/dd)	Expected end date for all event transactions (yyyy/mm/dd)
Expected start date of the event (yyyy/mm/dd)	Expected end date of the event (yyyy/mm/dd)
Number of days during which eligible activities will take place _____	
In which locality will your event take place? (city, town, village, local area)	Population of this locality
What were the dates of the previous edition of your festival? (yyyy/mm/dd) _____ to _____	Number of days of the previous edition of your festival. _____
Funding amount you are requesting from the <i>Community Anniversaries</i> component: \$ _____	
<b>NOTE:</b> Please ensure that this amount appears in Box C1 and Box C2 in the <i>Local Festivals Budget</i> . (pages F11 and F12)	
Has an application related to this event been submitted to any other federal government program(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, to what program(s)? _____	

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## C — DECLARATION

I CONFIRM THAT the information in this application is accurate and complete, and that the application and budget are fairly presented. I confirm that the applicant has all the necessary authorities to undertake the proposed project, or will attain these authorities prior to the approval of Departmental support for the project. I agree that once funding is provided, any change to the proposal will require prior approval from the Department of Canadian Heritage. I agree to publicly acknowledge funding and assistance by the Department, in accordance with the funding agreement. I agree to submit a final report, and where required, financial accounting for evaluation of the activities funded by the Department. I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.

BY SIGNING THIS application, (the applicant) authorizes the Department of Canadian Heritage to disclose any information received in this application within Canadian Heritage and the Government of Canada or to outside entities for the following purposes: to reach a decision on this application, to administer and monitor the implementation of the project or programming, or to evaluate the results of the project or programming and this program after project completion. This disclosure of any information received in this application may also be used to reach a decision on any other application of the applicant for funding under any other PCH program.

IN THE EVENT OF an access to information request regarding the present funding application or any other information about the organization in the Department's possession, the information provided to the Department will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. Where funding is approved, however, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

I CONFIRM THAT I have the authorization to sign official documents related to this application for my group.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date (yyyy/mm/dd)

OFFICE USE ONLY

Date received

File no.

Program officer



# QUESTIONNAIRE

Your answers to the following questions will help the Department of Canadian Heritage assess your application. It is the applicant’s responsibility to **provide all required information and documents**. If this information is not provided, the Department will be unable to proceed with the assessment of your application for funding.

## VOLUNTEERS

To determine eligible activities consult “What expenses are eligible?” on page 6 of the Program Guide.

- 1. How many **volunteers** will be involved in eligible activities under the *Community Anniversaries* component? \_\_\_\_\_
- 2. How many **volunteer hours** will be dedicated to eligible activities under the *Community Anniversaries* component? \_\_\_\_\_
- 3. Explain the **roles and responsibilities** of volunteers before, during, and after the event.

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## LOCAL SUPPORT

- 4. Please provide the **names of the partners** for your event (e.g., community associations, historical societies, service clubs, local businesses) and describe how they will contribute to your event.

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**NOTE:** If these partners will contribute cash and/or in-kind goods and services, you must include the value of the contributions in the Anticipated Revenue section of the Budget. (page F12)

## YOUR EVENT

5. Please provide a **description of your event**.

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6. Describe the **historical significance** of this anniversary for your locality.

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7. Explain how your event is **intended for and accessible to the general public** and specify the methods that will be used to reach your public.

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## YOUR EVENT (continued)

8. Limiting yourself to activities that will involve local artists, artisans, and local historical heritage performers, please provide a **list of all activities** for which you are requesting funding. Four examples have been provided.

Brief description of activity	Venue	Date of activity	Name of artist or group (if a group, specify the number of members)	A-Artist B-Artisan C-Historical Heritage Performer	Fee
Music performance: a number of concerts will be presented on an hourly basis, on different stages	Town Hall	June 3	Anne Wise Paul Welch Charles Dixon	A A C	\$500 \$300 \$300
Woodworking demonstration: Master turners will show the safe use of a lathe and woodturning tools	Main Street	June 4	Irene Chartrand Jean-Gilles Leclerc	B B	\$500 \$500
Choral performances	Church	June 6	The Butterfly Children's Chorus (45 voices)	A	\$800
Local history talk	Museum	June 7	Bruce Hammer	C	\$200

## YOUR EVENT (continued)

9. Please provide a **brief overview of your community**. In what ways will your event be representative of your community?

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10. How many **non-local artists, artisans, and non-local historical heritage performers** will participate in your event? \_\_\_\_\_

11. What is the **anticipated attendance** at your event? \_\_\_\_\_

12. Please provide a **list of all capital projects** for which you are requesting funding. Three examples have been provided.

Brief description of your capital project(s)	Link to your anniversary	Location	Unveiling or Launch
<i>Commissioned statue of a coal miner</i>	<i>To commemorate the 100<sup>th</sup> anniversary of the founding of the local coal mining company</i>	<i>Town Hall</i>	<i>June 3</i>
<i>Community art project to create and construct a "Heritage Mural" on an exterior wall of the municipal library</i>	<i>Mural will be decorative and feature a dedication to the opening of the library 125 years ago</i>	<i>Municipal library</i>	<i>June 4</i>
<i>Commemorative local history book (500 copies)</i>	<i>Book about local history 1860 – 2010, will be dedicated to the 150<sup>th</sup> anniversary of the first settlers</i>	<i>Reference copies in municipal library and Town Hall</i>	<i>November 30</i>

## OFFICIAL LANGUAGES

*Your answers in this section will not be used in the assessment of your application.*

13. English and French are the two official languages of Canada and the federal government is committed to promoting both languages. Does your community include English-speaking and French-speaking people?

☐ Yes ☐ No

14. If yes, please indicate what you will do to communicate with both groups and to encourage them to participate in your event.

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## BUDGET

### HOW TO PRESENT YOUR BUDGET

All applicants must complete the Budget form on paper or electronically. Electronic versions are available on the Department's website ([www.pch.gc.ca/communities](http://www.pch.gc.ca/communities)). The following guidelines will assist you:

- Your budget must include **all anticipated revenue** for the event, including earned revenue, applicant's contribution, local support, and government support, whether confirmed or pending. You must include **all projected expenses** for every event activity, whether eligible or ineligible. Expenses must be reasonable and justifiable. Assessment by the Department of Canadian Heritage includes a determination of which expenses are eligible and what portion can be funded by the *Community Anniversaries* component.
- **In-kind revenue must equal in-kind expenses.** For example, if your local grocery store donates a fair market value of \$500 in food for your volunteers, you must:
  - declare \$500 in your Planned Expenses, In-kind, and
  - declare \$500 in your Anticipated Revenue, In-kind

**NOTE:** *You cannot request funding for in-kind expenses.*

- Your GRAND TOTAL PLANNED EXPENSES (Box A1) must equal your GRAND TOTAL ANTICIPATED REVENUE (Box B1).
- Your budget cannot project a deficit.
- If your project requires a more detailed budget, please attach additional pages.

For assistance in completing your budget, please contact your regional Canadian Heritage office. For a list of regional offices, please consult pages F15 and F16.

## BUDGET — COMMUNITY ANNIVERSARIES

Applicant Name:				
PLANNED EXPENSES		Cash	In-kind (\$ Value)	Funding Requested
<b>1 Volunteer support</b>	Training			
	Food and non-alcoholic beverages			
	Transportation and parking			
	Child care			
	Distinctive clothing			
	Recognition			
	Other (please specify)			
<b>2 Artists, artisans, and performers of historical heritage</b>	Fees for <b>local</b> artists, artisans, and performers			
	Expenses for <b>local</b> artists, artisans, and performers			
	Fees for <b>non-local</b> artists, artisans, and performers			
	Expenses for <b>non-local</b> artists, artisans, and performers			
	Other (please specify)			
<b>3 Production</b>	Salaries and fees			
	Rentals (e.g., hall, technical equipment)			
	Exhibition (e.g., shipping, framing, set-up and dismantling)			
	Logistics (e.g., traffic barriers, portable toilets, garbage bins)			
	Security			
	Other (please specify)			
<b>4 Promotion</b>	Salaries and fees			
	Advertising, posters, flyers, website updates, etc. aimed at the <b>local</b> community			
	Advertising, posters, flyers, website updates, etc. aimed at the <b>non-local</b> community			
	Translation services			
	Other (please specify)			



## BUDGET — COMMUNITY ANNIVERSARIES (continued)

Applicant Name:				
PLANNED EXPENSES		Cash	In-kind (\$ Value)	Funding Requested
<b>5 Capital project(s)</b>	Please specify (e.g., fees for artists and other professionals, installation expenses, construction materials, purchase of art work)			
	Contingency (maximum 10% of total cash expenses)			
<b>6 Administra- tion</b>	Salaries and fees			
	Operating costs			
	Financial audit (if required)			
	Liability insurance			
	Other (please specify)			
<b>Subtotal Cash and In-kind Expenses</b>		\$	\$	
<b>Total Funding Requested from the <i>Community Anniversaries</i> component<sup>1</sup></b>				C1 \$
<b>GRAND TOTAL PLANNED EXPENSES</b>		A1 \$	\$	

<sup>1</sup> Box C1 is the total amount of funding you are requesting from the *Community Anniversaries* component. The same amount must appear in Box C2 in Anticipated Revenue, and in Part B of the *General Application Form*.

Canada

## BUDGET — COMMUNITY ANNIVERSARIES

<b>Applicant Name:</b>			
<b>ANTICIPATED REVENUE</b>		<b>Cash</b>	<b>In-kind (\$ Value)</b>
<b>1 Earned revenue</b>	Ticket sales		
	Merchandising and other sales		
	Kiosk rentals		
	Other (please specify)		
<b>2 Applicant's contribution</b>	Please specify		
<b>3 Local support</b>	Please specify the names of your donors and sponsors (e.g., community associations, historical societies, service clubs, local businesses)		
<b>4 Government support</b>	<b>Funding from <i>COMMUNITY ANNIVERSARIES</i> component<sup>2</sup></b>	<b>C2 \$</b>	
	Other federal support (please specify)		
	Provincial or territorial support (please specify)		
	Municipal administration or equivalent authority support (please specify) <sup>3</sup>		
<b>Subtotal Cash and In-kind Revenue</b>		<b>\$</b>	<b>\$</b>
<b>GRAND TOTAL ANTICIPATED REVENUE</b>		<b>B1</b>	

<sup>2</sup> Box C2 is the total amount of funding you are requesting from the *Community Anniversaries* component. The same amount must appear in Box C1 in Planned Expenses, and in Part B of the *General Application Form*.

<sup>3</sup> Please ensure that this amount in cash and/or in-kind is identical to the amount indicated on the *Confirmation of Support from the Municipal Administration or Equivalent Authority* form.



**CONFIRMATION OF SUPPORT FROM MUNICIPAL ADMINISTRATION  
OR EQUIVALENT AUTHORITY**

**IMPORTANT:** Please have this form completed and signed by an authorized representative of your municipality or equivalent authority.

When the applicant is a local band council, local tribal council, other local Aboriginal government or equivalent authority, that authority must provide written confirmation of support.

Support, whether in cash or in-kind, may also be confirmed in the form of a letter that includes the monetary value. Please confirm that the total amount of cash and/or in-kind support is included in the Anticipated Revenue section of the Budget.

I, \_\_\_\_\_, being an authorized representative, confirm that I have reviewed the funding application prepared by (name of group) \_\_\_\_\_ for submission to the Department of Canadian Heritage, and hereby confirm the commitment of (name of the municipal administration or equivalent authority) \_\_\_\_\_ to support the undertaking of the event entitled \_\_\_\_\_ taking place from \_\_\_\_\_ to \_\_\_\_\_.

The support of this event will take the form of a financial contribution from the municipal administration or equivalent authority in the amount of \$ \_\_\_\_\_, and/or a contribution of goods and services (e.g., maintenance services, security services, event venue) with a total estimated value of \$ \_\_\_\_\_.

**THE APPLICANT WILL RECEIVE THE FOLLOWING GOODS AND SERVICES AS IN-KIND CONTRIBUTIONS:**

Description of in-kind goods and services	Value estimated by the municipal administration or equivalent authority
<b>TOTAL</b>	

Funding provided by the Department of Canadian Heritage is conditional on written confirmation of event support (cash and/or in-kind) from the applicant's municipal administration or equivalent authority. The present form, duly completed and signed, constitutes proof of such support. Should the municipal administration or equivalent authority withdraw its support, the applicant must immediately notify the Department of Canadian Heritage.

Name of authorized person

Title

Department

Telephone number

Authorized person's signature

Date (yyyy/mm/dd)

## UNINCORPORATED APPLICANT ACCEPTANCE OF LIABILITY

Unincorporated groups must have at least three members. The signatories of this form represent the total membership of the organizing committee of the (name of project) \_\_\_\_\_ and confirm that:

- at least three members are 18 years of age or older
- no more than 50% of the membership of the applicant group are elected officials or employees of any government (federal, provincial/territorial, municipal)

Where the applicant is not incorporated, it is agreed that all members of the applicant group named below 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. The unincorporated applicant must open a bank account in the name of its group (applicant's name). In the event that funding should be awarded by the Department of Canadian Heritage, a cheque will be issued in the applicant's name.

\_\_\_\_\_  
Name of the applicant

\_\_\_\_\_  
Event date(s)

\_\_\_\_\_  
Event location

We, \_\_\_\_\_  
are members of the applicant group and we sign the application to the *Community Anniversaries* component on behalf of the applicant group. In addition, we, the undersigned, authorize

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Signature

to represent the applicant regarding all matters related to, or arising out of this application for funding.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Home address

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City, province, postal code

\_\_\_\_\_  
City, province, postal code

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Home address

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City, province, postal code

\_\_\_\_\_  
City, province, postal code

*Should you require more space, you may add additional sheets to this form.*

## DEPARTMENT OF CANADIAN HERITAGE OFFICES

For more information about the ***Building Communities Through Arts and Heritage*** program and its components, or to discuss your application with one of our program officers, please contact your nearest Canadian Heritage office.

### ATLANTIC REGION

pch-atlan@pch.gc.ca

#### **New Brunswick**

1045 Main Street  
Third Floor, Suite 106  
Moncton, New Brunswick E1C 1H1  
Tel.: 506-851-7066  
Toll free: 1-866-811-0055

#### **Nova Scotia**

1869 Upper Water Street  
Old Red Store, Second Floor, Suite 200  
Halifax, Nova Scotia B3J 1S9  
Tel.: 902-426-2244  
Toll free: 1-866-811-0055

#### **Prince Edward Island**

Jean Canfield Government of Canada Building  
191 University Avenue, Second Floor  
Charlottetown, Prince Edward Island C1A 4L2  
Tel.: 902-566-7188  
Toll free: 1-866-811-0055

#### **Newfoundland and Labrador**

John Cabot Building  
10 Barters Hill, Fifth Floor  
P.O. Box 5879  
St. John's, Newfoundland and Labrador A1C 5X4  
Tel.: 709-772-5364  
Toll free: 1-866-811-0055

### QUEBEC REGION

pch-qc@pch.gc.ca

Guy-Favreau Complex  
200 René Lévesque Boulevard West  
West Tower, Sixth Floor  
Montreal, Quebec H2Z 1X4  
Tel.: 514-283-5191  
Toll free: 1-877-222-2397

3, Passage du Chien d'Or  
P. O. Box 6060, Haute Ville  
Quebec City, Quebec G1R 4V7  
Tel.: 418-648-5054  
Toll free: 1-877-222-2397

### ONTARIO REGION

pch-ontario@pch.gc.ca

150 John Street, Suite 400  
Toronto, Ontario M5V 3T6  
Tel.: 416-954-0395  
Toll free: 1-800-749-7061

350 Albert Street, Suite 330  
Ottawa, Ontario K1A 0M5  
Tel.: 613-996-5977  
Toll free: 1-800-749-7061

### PRAIRIES AND NORTHERN REGION

pnr.rpn@pch.gc.ca

#### **Nunavut & Northwest Territories**

Government of Canada Building  
5101 – 50<sup>th</sup> Avenue, Third Floor, Wing B  
P. O. Box 460  
Yellowknife, Northwest Territories X1A 2N4  
Tel.: 867-766-8485  
Toll free: 1-800-661-0585

#### **Saskatchewan**

101 – 22nd Street East, Suite 311  
Saskatoon, Saskatchewan S7K 0E1  
Tel.: 306-975-5505  
Toll free: 1-800-661-0585

400 – 1975 Scarth Street  
Regina, Saskatchewan S4P 2H1  
Tel.: 306-780-7287  
Toll free: 1-800-661-0585

#### **Manitoba**

275 Portage Avenue, Second Floor  
P. O. Box 2160  
Winnipeg, Manitoba R3B 2B3  
Tel.: 204-983-3601  
Toll free: 1-800-661-0585

## DEPARTMENT OF CANADIAN HERITAGE OFFICES (continued)

### WESTERN REGION

wro-pch@pch.gc.ca

#### **Alberta**

First Street Plaza  
138 – 4<sup>th</sup> Avenue SE, Suite 310  
Calgary, Alberta T2G 4Z6  
Tel.: 403-292-5541  
Toll free: 1-866-811-0055

Canada Place  
9700 Jasper Avenue, Suite 1630  
Edmonton, Alberta T5J 4C3  
Tel.: 780-495-3350  
Toll free: 1-866-811-0055

#### **British Columbia**

300 West Georgia Street, Suite 400  
Vancouver, British Columbia V6B 6C6  
Tel.: 604-666-0176  
Toll free: 1-800-663-5812

711 Broughton Street, Second Floor  
Victoria, British Columbia V8W 1E2  
Tel.: 250-363-3514  
Toll free: 1-866-811-0055

471 Queensway Avenue, Suite 320  
Federal Building  
Kelowna, British Columbia V1Y 6S5  
Tel.: 250-470-4833  
Toll free: 1-866-811-0055

#### **Yukon**

300 Main Street, Suite 205  
Whitehorse, Yukon Y1A 2B5  
Tel.: 867-667-3925  
Toll free: 1-800-663-5812

### HEADQUARTERS

(For *Legacy Fund* projects only)

bcah-dcap@pch.gc.ca  
12 York Street  
Ottawa, Ontario K1A 0M5  
Tel: 613-991-4298  
Toll free: 1-888-330-3018