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Building Communities Through Arts and Heritage

Component III — Legacy Fund
Guide

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Building Communities Through Arts and Heritage — Introduction

Every year, all across Canada, numerous communities¹ organize arts and heritage activities such as festivals and commemorative events that enrich local community life and give Canadians an opportunity to engage in their communities.

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.

Component I — Local Festivals

This component provides funding of up to 100 percent of eligible expenses to a maximum of \$200,000 for **recurring festivals** 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

¹ Terms that are underlined are defined in the Glossary.

Component II — *Community Anniversaries*

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

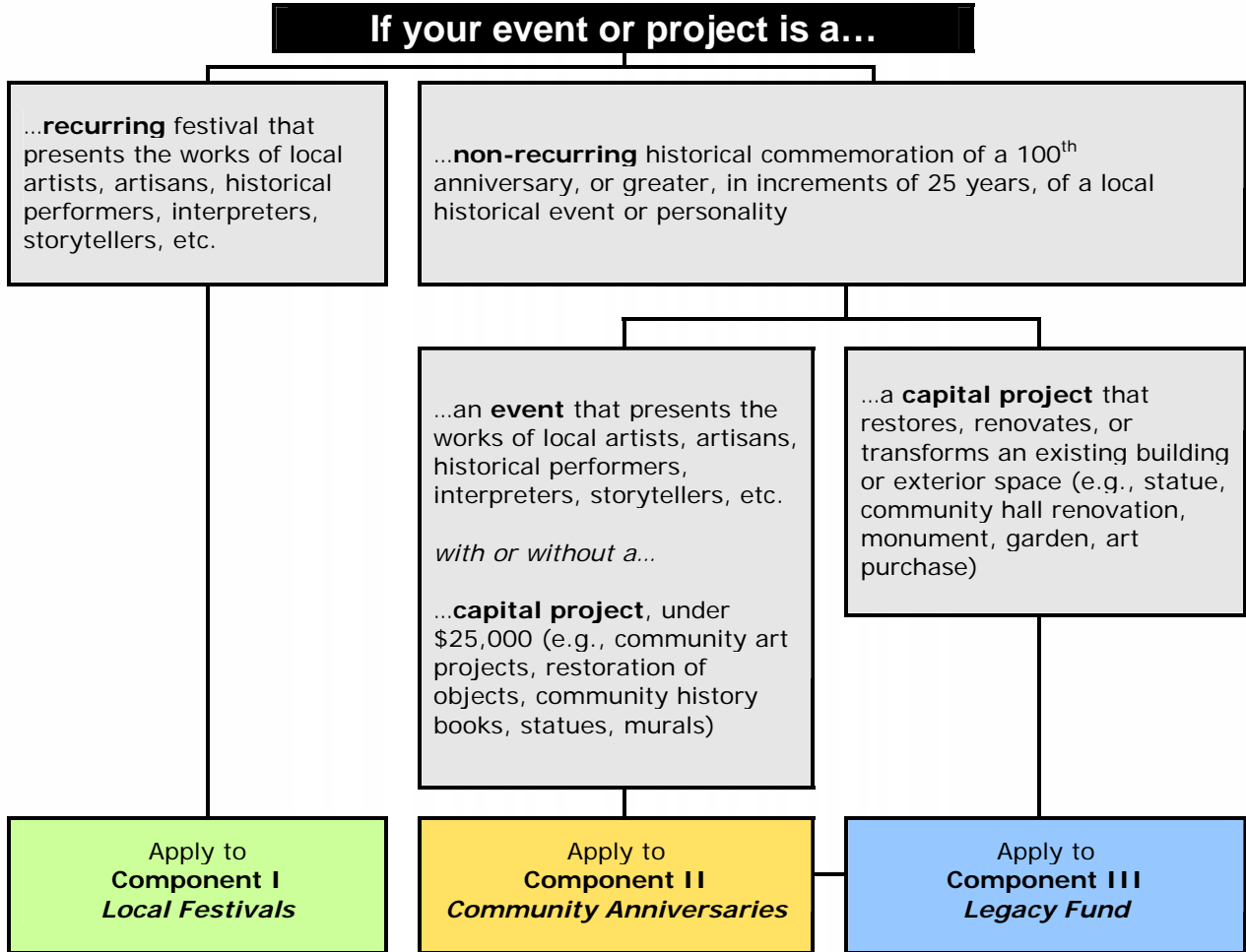
- commemorate a significant local historical event or pay tribute to a significant local historical personality
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- present the work of local artists, artisans, or historical performers
- are organized locally
- actively 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 percent of eligible expenses to a maximum of \$500,000 for community **capital projects** that:

- commemorate a significant local historical event or pay tribute to a significant local historical personality
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- transform 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 for Component III — *Legacy Fund*

The *Legacy Fund* component provides funding for **community capital projects** that restore, renovate or transform existing buildings or exterior spaces in order to commemorate a significant local historical event or pay tribute to a significant local historical personality that is celebrating a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th).

Successful applicants may receive up to 50 percent of eligible expenses to a **maximum of \$500,000**.

APPLICATION DEADLINES

September 30, 2011 for projects starting after March 31, 2012.

April 1, 2012 for projects starting after March 31, 2012.

You must contact the Department to discuss your file before submitting your application. The Program Officer will review the basic eligibility criteria with you in order to determine whether you may apply.

For your planning purposes, please note that our goal is to issue official written notification of the funding decision within 26 weeks of the program's application deadline dates.

WHO CAN APPLY?

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

- a local incorporated non-profit organization
- a local band council, local tribal council, or other local Aboriginal government (First Nations, Inuit, or Métis) or equivalent authority

In addition, your organization must:

- have a publicly stated objective that is linked to the local community
- encourage local community engagement through activities that promote, celebrate, and preserve local arts or local historical heritage

The following are **not eligible**:

- individuals
- unincorporated or for-profit entities
- governments or government agencies (federal, provincial/territorial, or municipal administrations)
- schools, universities, school boards

- public groups or institutions (e.g., public libraries)
- organizations that have, or whose articles of association or bylaws require that more than 50% of the membership of the board of directors be reserved for government appointments, employees or elected officials
- groups with a provincial/territorial, national or international mandate
- groups whose final reports for festivals, events, or projects previously funded by *Building Communities Through Arts and Heritage* have not been approved by the Department

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

To be eligible for funding from the *Legacy Fund* component, your capital project must meet all of the following eligibility requirements:

- commemorate a significant local historical event or pay tribute to a significant local historical personality
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- be related to an anniversary taking place in 2011, 2012, 2013 or 2014. Note that funding will be conditional on the renewal of the Program.
- demonstrate a clear link to the anniversary
- involve the restoration, renovation, or transformation of existing buildings and/or exterior spaces with local community significance
- encourage arts and heritage activities in your community and be intended for and accessible to the general public
- be tangible and lasting with a useful life of at least ten years
- have the written support of your municipal administration or equivalent authority, in the form of cash and/or in-kind support specifically for this project
- provide opportunities for community engagement of citizens through an unveiling or celebratory event(s)
- actively encourage citizen participation through activities such as planning, commissioning, or fundraising

NOTE: The Department of Canadian Heritage will fund one *Legacy Fund* project per community to commemorate the same event or person. If the Department receives more than one such application, the applicants will be required to confer with the municipal administration or equivalent authority, to determine which project will be submitted to the *Legacy Fund* component.

WHAT PROJECTS ARE ELIGIBLE?

Community-initiated projects that are intended to commemorate an event or person that involve the restoration, renovation, or transformation of an existing building and/or exterior space intended for community use, such as, but not limited to:

- a community building
- a public garden or park
- a commemorative arch
- a train station
- a longhouse
- a deconsecrated church

Community-initiated projects that involve the purchase, commissioning, restoration, and/or installation of objects that will transform an existing building and/or exterior space intended for community use, such as, but not limited to:

- a monument
- a sculpture
- a statue
- a public mural
- a fountain
- a work of art

WHAT PROJECTS ARE NOT ELIGIBLE?

- municipal projects
- projects that forecast a deficit
- projects that receive financial support under the Canada Cultural Spaces Fund, components of the Celebration and Commemoration Program of the Department of Canadian Heritage, or under the Community Historical Recognition Program of Citizenship and Immigration Canada
- projects commemorating Canada Day (July 1), National Aboriginal Day (June 21), Saint-Jean-Baptiste Day (June 24), or Canadian Multiculturalism Day (June 27)
- projects commemorating the national days, historical events, or personalities of other countries
- projects that are primarily intended for recreation or sport, unless celebrating the significant anniversary of a sport or recreational activity
- projects that are of a primarily religious, political, or commercial nature
- public works projects such as the building or restoration of roads, wharfs, and sewers
- construction of a new building
- historical building renovations that are not directly linked to the commemoration

WHAT EXPENSES ARE ELIGIBLE?

To be eligible, an expense must be directly linked to a capital project that supports the expected results of the Program. Some examples include:

- costs related to the restoration, renovation, or transformation of a building and/or an exterior space, including demolition, excavation, materials, labour, and specialized equipment
- costs related to the commissioning and/or installation of statues, murals, works of art, and fountains
- acquisition of land, buildings, or significant objects
- the commissioning of planning and design studies for the project (eg. architectural drawings, engineering studies, environmental assessments, heritage reports)
- costs incurred in conducting project financial audits for requests over \$200,000
- costs of recruiting, training, and supporting local volunteers who are directly involved in the transformation of a building/space
- project contingency of up to 10% of cash expenses directed towards planning, acquisition, construction, or material costs of the project
- HST, PST, GST: Only the portion of the applicable tax that is not reimbursable by the federal government through its tax credit program is eligible.

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.

If you apply September 30, 2011 or April 1, 2012, only those eligible expenses that are incurred after March 31, 2012 are reimbursable.

WHAT EXPENSES ARE NOT ELIGIBLE?

- costs related to routine maintenance
- operating expenses of your organization (e.g., salaries, travel expenses, office equipment and furniture, vehicles)
- costs associated with the unveiling or celebratory events of the commemorative project (some expenses are eligible under the *Community Anniversaries* component of the Program)
- purchase, commission, or restoration of religious art or artifacts currently used or projected for use 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

THE *LEGACY FUND* AND THE *CANADIAN ENVIRONMENTAL ASSESSMENT ACT*

Consistent with its commitment to sustainable development through all of its policies and programs, the Department of Canadian Heritage requires that applications to *Building Communities Through Arts and Heritage* be subject to the rules and regulations of the *Canadian Environmental Assessment Act*.

Your application to the *Legacy Fund* component must include a completed *Exclusion Questionnaire* of the *Canadian Environmental Assessment Act*, which is provided online at www.pch.gc.ca/communities, and is available from the Department of Canadian Heritage. Please consult the [Contact Us](#) information in this Guide.

The information requested in the *Exclusion Questionnaire* is used to determine whether a project will require an environmental assessment under the *Canadian Environmental Assessment Act*. Some examples of projects that may require an environmental assessment are:

- projects in a national park, national park reserve, national historic site, or on a First Nations Reserve
- projects located within 30 metres of a body of water.

If an environmental assessment is required for your project, your group will have to communicate with an officer of Public Works and Government Services Canada (PWGSC) to complete the process and to confirm your eligibility for funding from *Building Communities Through Arts and Heritage*. The environmental assessment will determine the nature and

extent of any adverse environmental consequences that could result from the project, and the mitigation measures that may be necessary to complete the project as planned.

HOW ARE APPLICATIONS EVALUATED?

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

1. Community involvement
2. Impact on local arts and heritage in the community
3. Management capacity

Some of the specific factors to be considered include:

- the significance to your community of the local historical event or local historical personality being commemorated
- the link between the project and the anniversary
- how your project will increase community exposure to local historical heritage
- the degree to which on-going local arts and/or heritage activities/experiences will be encouraged through the project
- the number and/or level of engagement of **local** artists, artisans, designers and/or heritage specialists in the design, implementation, and/or ongoing activities of the project
- the number of volunteers involved in your project
- the contribution of volunteers and other members of your community to the planning, implementation, and evaluation of your project
- the degree to which the project will be accessible and visible to the local community
- the level of cash and/or in-kind support from your municipal administration or equivalent authority
- the number of community partners involved in your 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 timeline
- your ability to manage the project (e.g., past experience, qualifications of the project manager)
- the portion of confirmed funding, and the likelihood that the unconfirmed funding for the project will be secured
- the degree to which the *Building Communities Through Arts and Heritage* objectives were met by previously funded projects

Included in the assessment process may be an examination of your website, media coverage of your project, your group and its activities, and other public documents.

The assessment of applications is a competitive process and the *Legacy Fund* 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 organization and 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 PROJECTS FUNDED?

The *Legacy Fund* can support up to 50 percent of the total eligible expenses for **capital projects** that restore, renovate, or transform a building or exterior space. The maximum support available from the *Legacy Fund* for any one project is \$500,000.

Example: You are transforming the public gardens in your town by designing and organizing a community planting project to celebrate the town's centenary. The project has total eligible expenses of \$120,000, but since \$20,000 of the designer and engineering fees have already been expensed when your application is submitted to the Department, you are entitled to apply for up to 50 percent of \$100,000, or \$50,000.

Under exceptional circumstances determined by the Department, the program may consider increased levels of support. However, given the success to date of the *Building Communities Through Arts and Heritage* program and the demands on its limited resources, the majority of *Legacy Fund* awards will be under \$200,000.

Funding amounts of more than \$50,000 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.

Some eligible expenses under the *Legacy Fund* component may receive funding from other government sources (federal, provincial/territorial, municipal administrations). The combination of financial assistance received from the *Legacy Fund* component and other government sources cannot exceed 100 percent of the total eligible expenses.

APPLICATION PROCESSING TIME

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

The goal is to issue official written notification of the funding decision within 26 weeks of the Program's application deadline dates. Processing time will vary depending on the overall demand for funding, as well as the nature and complexity of each proposal. All applicants will be notified in writing about the results of their application.

IF YOU RECEIVE FUNDING

If your application is approved for a grant, your initial payment will be processed within 28 days of the Department's receipt of the signed Liability Waiver Form, by which you indemnify the Crown and all its employees from the results of the undertakings of your group.

If your application is approved for a contribution, your initial payment will be processed within 28 days of the Department's receipt of the signed contribution agreement and a request for payment. Please note that in the case of a contribution, a waiver of liability 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 project.

Recipients will be required to provide a revised budget and a monthly cash flow for the duration of the project.

Funding for projects that are assessed by the Department to require an environmental assessment consistent with the *Canadian Environmental Assessment Act*, will be conditional on receipt of the assessment report and where necessary, notice that steps to mitigate damage to the environment have been completed.

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 2011 to commemorate the 100th anniversary of the arrival of the railway line in 1911."

All recipients must acknowledge funding from the Department of Canadian Heritage in promotional materials as well as during unveilings and celebratory events, in a manner consistent with the guidelines found at the following address: www.pch.gc.ca/communities. Consult the [Program](#) for further information.

The Department will, at its discretion, provide a plaque acknowledging the Government of Canada's financial assistance to the recipient, for placement on, or within a reasonable distance of the project. Plaques will be prepared and shipped at the Department's expense.

All recipients are required to submit a final report to the Department of Canadian Heritage. The report template is available on the Department's website at www.pch.gc.ca/communities. Consult the [Contact Us](#) section provided in this Guide.

Recipients of a contribution must submit a final financial report, as described in their contribution agreement. Recipients of a contribution of \$200,000 or greater are required to submit audited financial statements **of their project**.

HOW TO APPLY

You must contact a Program Officer to discuss your project before submitting your application.

USING THE INTERACTIVE FORMS

The Application Form and the Exclusion Questionnaire of the *Canadian Environmental Assessment Act* in Microsoft Word, the Budget and the Cash Flow Statement in Microsoft Excel are available on the Department website at www.pch.gc.ca/communities

When you open the Application Form or the Budget on your computer, you will be prompted to "Enable Macros". Enabling macros will allow you to access additional guidance by double-clicking the icons that appear as "?" (question marks). Should you wish to disable the macros, you can still complete and submit the interactive forms with access to this additional guidance through the paper forms.

USING THE PAPER FORMS

If you wish to apply using the paper format, you can obtain the PDF forms by contacting the Department of Canadian Heritage. The [Contact us](#) information is published in this Guide.

Step 1 – Complete the forms

Complete and provide signatures **as required**:

- Application Form Parts A to D (signature required)
- Budget
- Cash Flow
- *Exclusion Questionnaire of the Canadian Environmental Assessment Act* (signature required)
- Application Checklist

Step 2 – Assemble the application package

Using the Application Checklist as a guide, assemble the application package.

Be sure to include the Application Checklist itself in the application package. Please note that incomplete applications may not be assessed.

In addition to the forms completed in **Step 1**, include the following documents, **as per the**

Application Checklist:

- a letter of support from the municipal administration or equivalent authority that includes:
 - endorsement of the capital project to commemorate this anniversary
 - the monetary value of the support in cash and/or in-kind, to this project, presented separately
- proof of the anniversary date
- 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)
- a copy of your organizational chart and a list of your Board of Directors or band council members, with the number of years of service
- a schedule of activities or work plan for the project
- a fundraising plan (unless all other funds are confirmed)
- documentation of ownership or long-term facility lease (minimum ten years) or operational agreements between the organization and the facility owner
- a letter from the party responsible for the maintenance and ongoing operations for the next ten years
- confirmation that the project will meet provincial and municipal fire and safety standards
- architectural and engineering studies, with preliminary designs and specifications (where applicable)
- confirmation that if your project is located in an historic place that has been formally recognized by a federal, provincial or municipal authority and/or is listed on the Canadian Register of Historic Places (CRHP), you have consulted and are in compliance with the Standards and Guidelines for the Conservation of Historic Places in Canada (S&Gs). Both the CRHP and the S&Gs are accessible at www.historicplaces.ca
- documentation for cost estimates included in the budget
- for projects with total expenses over \$200,000, a business plan for the organization, including a financial operating forecast for the three years following project completion
- for major renovation/expansion projects with total expenses over \$200,000, an independently written feasibility study for the project
- a completed *Exclusion Questionnaire* of the *Canadian Environmental Assessment Act*
- a completed Cash Flow Statement indicating cash and in-kind expenses and revenues for the duration of the project

Step 3 – Submit the application to the Department

Choose **only ONE** of the following two acceptable means to submit your application and supporting material.

1. Email

a) Email all the items listed in **Step 1** no later than the application deadline to:
bcah-dcap@pch.gc.ca

The scanned signatures on all emailed documents must be handwritten and legible. Emailed applications that do not have all the required signatures will be considered incomplete.

b) Email, mail, fax, courier or hand-deliver **all** the items in **Step 2 only**, to the [mailing address](#) of the Program no later than the application deadline. **Do not include any copies of the items in Step 1, if you have chosen to email these as per a) above.**

Or

2. Mail, Fax, Courier or Hand-deliver

Mail, fax, courier or hand-deliver all the items in **Steps 1 and 2** to the mailing address of the [Program](#) no later than the application deadline.

Mailed, faxed, couriered or hand-delivered applications that do not have all the required signatures will be considered incomplete.

NOTE: Applicants are responsible for sending their applications no later than the application deadline. Proof that an applicant has respected this eligibility criterion is established as follows:

- For emailed and faxed materials: the embedded “sent” or “transmission” date must be no later than the application deadline.
- For mailed materials: the envelope must be postmarked no later than the application deadline.
- For couriered and hand-delivered materials: the envelope must be stamped and receipted no later than the application deadline.

CONTACT US

Questions?

Legacy Fund, Building Communities Through Arts and Heritage Program

Canadian Heritage

25 Eddy Street, 25-3-T

Gatineau, Quebec K1A 0M5

Toll-free: 1-888-330-3018

Direct: 819-953-3436

Fax: 819-953-3457

Email bcah-dcap@pch.gc.ca

GLOSSARY

For the purposes of the *Legacy Fund*, the following definitions apply:

Business plan: A written document that describes an organization's current status and plans for three to five years into the future. A business plan describes how an organization is accountable to its community, how it monitors and evaluates progress, and demonstrates how its projects will improve financial performance. It generally projects future opportunities and maps financial, operational, and marketing strategies to achieve its goals.

Canadian Environmental Assessment

Act: An Act that ensures that the environmental effects of projects are carefully reviewed before federal authorities take action in connection with them so that projects do not cause significant adverse environmental effects.

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.

Contingency: A budgeted amount set aside to accommodate uncontrollable price fluctuations in a project. Increases in the price of materials and unforeseen construction delays are common uses for a contingency amount. The *Legacy Fund* allows for a budgeted contingency of up to 10 percent of the total planning, acquisition, and material costs; however, the contingency should be less than 10 percent for simpler projects, such as those with only a few vendors, or those to be completed in the short-term. Because of the speculative nature of contingency, it is not considered a reimbursable expense. It can be included in the calculation of the project's total eligible costs, however, thus increasing the project's maximum eligible requested amount.

Contribution: A payment issued by the Department of Canadian Heritage to an organization 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.

Exterior spaces: Defined outdoor spaces such as public gardens or parks that are accessible for public use.

Feasibility study: An independently-written report prepared prior to starting a project to determine the likelihood of its success. A feasibility study is the foundation of future planning documents that summarizes basic requirements for a successful project. It provides options that can influence the design, location, size, or type of project to be undertaken. Feasibility studies identify potential obstacles to be addressed, such as layout, design, operating costs, program space, and the need in the community. A feasibility study makes recommendations that include timetables, budgets, and fund-raising strategies that can help your organization realize the project.

Festival: A period of celebration that includes a number of local arts and/or historical heritage activities that are held in a particular locality.

Grant: A payment issued by the Department of Canadian Heritage to an organization for a specific purpose. An organization 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) 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 project's success, 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 equaling 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.

Public works projects: These are construction or engineering projects carried out by the government on behalf of the community. Common examples include roadwork, bridges and canals. In some special cases, these types of projects may be considered for funding, but only if they transform the object into a heritage site, community space, or other eligible *Legacy Fund* project. For example, the restoration of a historic covered bridge could be eligible if its primary function was to preserve and celebrate its place in history.

Specialized equipment: Technical equipment intended to support arts or historical heritage activities following the completion of a capital project (e.g., security system, sound system for a community building, lighting board and lights for a community theatre).

Cette publication est également disponible en français.

This publication is available upon request in alternative formats.

This publication is available in HTML format on the Internet at www.pch.gc.ca/pgm/dcap-bcah/index-eng.cfm

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