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Canadian Heritage

Youth Take Charge

Guidelines

2012





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Introduction

The Youth Take Charge Program supports youth-led¹ projects that exemplify the ability to strengthen youth attachment to Canada and involve activities in one or more of four thematic areas:



History and heritage (priority)



Civic engagement and youth service



Arts and culture



Economic activities (priority)

History and heritage and Economic activities thematic areas will be given priority for this intake.

Through the Youth Take Charge Program, the Government of Canada will enable young Canadians to become involved in a range of activities designed to strengthen their knowledge of and attachment to Canada. Youth participants will have an opportunity to learn about Canada's rich history and diversity and become engaged and active citizens. Through their active participation, young people will become more involved in their communities and thereby strengthen our country and shared future.

Program objective

To strengthen youth attachment to Canada through engagement.

Expected results

- Youth are aware of the importance of being an active and engaged citizen
- Youth are engaged in communities
- Youth-serving organizations are relevant to youth

¹ Terms that are underlined are defined in the Glossary



Who can apply?

If this is your first time applying to the Youth Take Charge Program, you can contact a program officer to discuss eligibility. 1-866-811-0055

To be eligible for funding from the Youth Take Charge Program, your organization must be one of the following:

- a Canadian registered not-for-profit or charitable group; or,
- an Aboriginal government (First Nation, Inuit, or Métis) or equivalent organization

In addition, your organization must:

- have adequate security and safety policies and procedures in place
- have a minimum of three years of experience in serving youth on a significant national or provincial/territorial scale

How do we define significant national or provincial/territorial scale?

Assessed through an organization's mandate and main activities, it is defined by a number of factors such as:

- **Geographic reach:** the reach of the organization's activities beyond its immediate regional community across a particular province/territory or across Canada;
- **Demographic impact:** the number of youth reached and engaged, taking into account geographic (provincial/territorial vs national) and demographic diversity (which includes but is not limited to age, gender, Aboriginal and culturally diverse youth, youth at risk, youth living in official language minority communities and youth with a disability);
- **Track record:** the organization's reputation amongst other youth serving organizations, its public visibility, as well as its history of accomplishments.

The following are not eligible:

- for-profit entities
- governments (federal, provincial/territorial or municipal administrations) and Crown corporations
- public and parapublic groups or organizations (e.g., schools, universities, school boards, public libraries)



What projects are eligible?

Proposals submitted to the Youth Take Charge Program may include more than one project but each project must meet all requirements of the Program.

To be eligible for funding from the Youth Take Charge Program, each project must clearly meet all of the following eligibility requirements:

- actively encourage youth engagement through an event, program or activity demonstrating the ability to:
 - ▣ Strengthen youth attachment to Canada
 - ▣ Provide opportunities for youth to participate in their community
 - ▣ Involve youth in collaborative activities
- propose activities in one or more of the Program's thematic areas (see Introduction)
- be youth-led, in that youth (generally between the ages of 7 and 30) play a significant role in the design, delivery and evaluation of the project
- demonstrate cash and/or in-kind support from community partners and other sources
- use information and communication technologies (ICTs) as engagement tools
- demonstrate how the proposed project takes into consideration the participation of youth from both official-language communities, including official-language minority communities (see Reaching out to official-language minority communities on p. 7 of this guide)

What projects are not eligible?

- projects that forecast a deficit
- projects consisting of activities that primarily take place outside of Canada
- projects with costs primarily related to the creation and/or maintenance of a website, unless its main objective is clearly to strengthen youth attachment to Canada
- projects or other activities for which support is received under the Exchanges Canada Program of the Department of Canadian Heritage
- activities of a primarily religious nature or that advocate for specific political parties



What could your project look like?



History and heritage (priority)

You could curate a collection of digital media (e.g., photography, short films, paintings, images and poetry) to be created by youth from all regions of the country around defining aspects of Canadian history and heritage.



Civic engagement and youth service

You could propose a mock election run by youth from all over a province to improve their knowledge of our democracy and to develop their interest in active citizenship.



Arts and culture

You could put together a country-wide series of workshops and concerts planned by young musicians that would include traditional music and Aboriginal culture to engage youth in exploring and appreciating our cultural diversity.



Economic activities (priority)

You could organize a national roundtable of young leaders on Canadian economic diversity. Youth could use that platform to gain knowledge about and discuss current economic trends and issues that are shaping today's and tomorrow's Canada.

This section provides examples in order to illustrate what kind of projects could be eligible under the Program's four thematic areas. Proposed projects should not be limited to these examples, as the Youth Take Charge Program encourages innovative approaches to strengthening youth attachment to Canada through engagement.



What expenses are 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.

Even if your project receives funding from the Youth Take Charge Program, expenses incurred prior to the date your application is received by the Department are not reimbursable.

Eligible expenditures must be directly linked to projects that support the expected results of the Youth Take Charge Program.

Some examples include:

- expenses associated with outreach and promotional activities (includes printing, communications, etc.)
- costs of recruiting and training youth and adult supervisors
- travel and accommodation expenses, as well as reasonable food and non-alcoholic beverage expenses, for participants and adult supervisors in accordance with government directives. See http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp
- salaries specifically for the project
- security measures and comprehensive liability insurance for the project
- expenses related to special measures to ensure representative participation by youth (e.g., basic travel expenses for those accompanying young people with disabilities, funding to defray participation costs for youth facing socio-economic barriers)
- project evaluation
- costs related to translation of public project materials in order to ensure accessibility for youth in both official languages
- reasonable administrative expenses which will not normally exceed 15% of the total eligible project expenses (e.g., accounting, office expenses, reporting, overhead, cancellation fees)

What expenses are not eligible?

- purchase of equipment and capital expenses
- operating expenses of your group
- purchase and/or commission of items produced for commercial purposes
- alcoholic beverages



Reaching out to official-language minority communities

English and French are the two official languages of Canada. The Government of Canada is committed to enhancing the vitality of the English and French linguistic minority communities in Canada, supporting and assisting their development and fostering the full recognition and use of both English and French in Canadian society.

In order to develop a solid outreach strategy towards the English and French linguistic minority communities in Canada, you should take into consideration the scale of your activities (national or provincial/territorial), as well as the thematic area(s) and the type of proposed activities.

Some best practices in engaging youth from official-language minority communities:

- You could support a youth committee that includes participants from official-language minority communities with a mandate to provide advice on the design and delivery of project activities.
- Your project's communication strategy could address the specificities of official-language minority communities. Information related to your project could be made available in both official languages in an effort to recruit and engage youth from official-language minority communities.



How will your application be assessed?

Through the Youth Take Charge Program, the Department of Canadian Heritage seeks to support projects that demonstrate the ability to strengthen youth attachment to Canada. Such projects are selected through a three-stage analysis.

Stage 1 – Eligibility Assessment



The Department of Canadian Heritage will assess your application material to determine whether your organization and proposed project(s) are eligible under the Youth Take Charge Program.

Stage 2 – Canadian Heritage Project Assessment



Once your application has been determined eligible, the Department of Canadian Heritage will assess your application based on the following factors:

- how and to what extent your project will contribute to the Program objective and address the identified thematic areas
- how and to what extent your project has the potential to positively impact youth engagement and youth attachment to Canada
- how and to what extent your project is youth-led (i.e. the involvement of youth in the planning, implementation and evaluation of your project)
- the reach of the activity which includes the geographic reach, the demographic impact and diversity of youth, the organization's track record (see p.3 for definition), and the number of youth involved in your project
- the ability to demonstrate cash and/or in-kind support from community partners and other sources
- the reasonableness of your budget
- your ability to manage the project
- your use of information and communication technologies (ICTs) as tools for increasing youth engagement in the project
- having taken into consideration the scale of your activities (national or provincial/territorial), as well as the thematic area(s) and the type of proposed activities, your capacity to reach out to youth from both official-language communities, including official-language minority communities

Stage 3 – Interdepartmental Committee



Projects assessed by the Program will be submitted to a committee consisting of representatives from departments across the federal government. The committee will review the project assessment in light of the Program's expected results and provide advice to the Department of Canadian Heritage to ensure that projects reflect the needs of young Canadians.



How are projects funded?

The maximum amount available from the Youth Take Charge Program for any one recipient is **\$500,000 per year**, with a maximum total amount of **\$1,000,000** for multi-year agreements.

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, as well as risks involved in the delivery of the project and the applicant's ability to carry out the project successfully.

If the project you are submitting to the Youth Take Charge Program plans to receive funding from other government sources (federal, provincial/territorial and/or municipal administrations), **the combination of financial assistance received from the Youth Take Charge Program and other government sources at all levels cannot exceed 100% of the total eligible expenses of the project.**

The maximum level of total federal government assistance will not normally exceed 75% of the project's eligible expenditures.

This is a competitive funding process and the Youth Take Charge Program has limited resources. Therefore, funding decisions will depend 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 to apply?

Please note that your application is subject to information requests under the *Access to Information Act* and is protected under the *Privacy Act*.

Step 1 – Target an application deadline



By visiting our website at the following address: www.pch.gc.ca/takecharge, which also contains all mandatory documents required for your application. If you don't have access to the Internet, please contact us at the following toll-free number: 1-866-811-0055.

Applications must be fully completed and received or postmarked by the deadline date or they will not be accepted.

Step 2 – Complete



1. the General Application Form signed by a person 18 years of age or older with signing authority for the organization (original signature required)
2. the Application Questionnaire
3. the Budget
4. the Document Checklist
5. the Conflict of Interest Disclosure (original signature required)

Step 3 – Include (see the Document Checklist)



- a copy of your organization's letters patent and documents of incorporation
- a copy of your organization's most recent bylaws
- a copy of your organization's financial statements (audited, if possible) for the last 3 years.
- a copy of your organizational chart and a list of your Board of Directors or Aboriginal Government members
- a security plan or policy on safety of participants to include disciplinary measures and appeal process for the proposed project(s)
- proof of comprehensive general liability insurance with a coverage of not less than \$2,000,000
- a schedule of activities or work plan for the project



Step 4 – Submit your application



By email at:

engagetoi.takecharge@pch.gc.ca

Include the name of your organization and the name of the project in the title of the email.

If you submit your application by **email**, do not resend the contents of the email by mail. **Note that the General Application Form and the Conflict of Interest Disclosure with original signatures must be sent by mail only.** Applications must be received by midnight of the deadline date.

By mail at:

**Department of Canadian Heritage
Youth Take Charge Program
15 Eddy Street, 8th floor, 15-8-C
Gatineau, Quebec K1A 0M5**

If you submit your application by **mail**, do not send a second copy by **email**. Applications must be received or postmarked by the deadline date.

In person:

**Department of Canadian Heritage
Attention: Youth Take Charge Program
15 Eddy Street, 2nd floor, Mailroom
Gatineau, Quebec K1A 0M5
Tel: 819-997-4313**

If you deliver your application in person, it must be delivered at the above address no later than 3pm (Eastern Daylight Time) on the deadline date. You will be given a confirmation to prove the date and time of delivery. If you submit your application **in person**, do not send a second copy by **email**.

How much time will it take to process your application?

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



What happens if your project is approved?

You will sign a contribution agreement or receive a grant letter (See How are projects funded? on p. 9 of this guide).

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

Recipients may be required to provide a revised budget and a monthly cash flow before starting their project.

The Recipient shall, through appropriate, comprehensive general liability insurance cover any liability resulting from anything done or omitted by the Recipient or its employees, agents or voluntary workers in carrying out the project.

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 must acknowledge funding from the Department of Canadian Heritage in promotional materials in a manner consistent with the guidelines found at the following address: <http://www.pch.gc.ca/pc-ch/peaf-pafa/index-eng.cfm>. Additional requirements related to the acknowledgement of funding from the Department will be described in your contribution agreement.



What will your reporting requirements be?

All recipients, including grant recipients, are required to submit a final report to the Department of Canadian Heritage in order to assist in the collection of information for Program performance measurement. Recipients of a contribution must also submit a final financial report, as described in their Contribution Agreement, and may be required to submit audited financial statements of their project.

In addition, recipients must provide the Program with a completed standard questionnaire filled out by youth participating in the project(s). The questionnaire will collect information for the purpose of Program performance measurement.

The information collected through the final reports submitted by recipients and the questionnaires filled out by participating youth may be used by the Department of Canadian Heritage to produce summary analyses at the end of each funding cycle on items such as demand by province/territory, the variety of sources of funding and types of projects supported by the Program. The Department will maintain confidentiality when using this information.

Final reports for projects previously funded by the Youth Take Charge Program will be considered by the Department in the assessment of future applications to the Program.



Glossary

Arts and culture: Projects that connect youth with Canada's artistic expression and cultural content. It encompasses a diverse range of activities, creations, and modes of expression, including music, theatre, literature, film, new media, sculpture, and paintings.

Attachment to Canada: Knowledge of and appreciation for Canada's diversity, as well as shared values and common interests, leading to identifying oneself as belonging to Canadian society.

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

Civic engagement and youth service: Projects related to individual and collective actions designed to identify and address issues of public concern. It can take many forms, from individual volunteerism to organizational involvement to electoral participation. It may involve individual action or group processes that result in positive community change and decision-making that is more reflective of community needs and desires.

Contribution: A payment issued to an organization or group conditional on meeting certain criteria, as outlined in a contribution agreement signed by the Department and the recipient. Recipients of a contribution are required to submit activity reports and financial reports.

Contribution Agreement: A written undertaking between a donor department or agency and a prospective recipient, describing the obligations of each party, as well as the terms and conditions for payment.

Economic activities: Projects which, through the use of activities focused on entrepreneurship, employment, trade and economic growth, expose youth to the economic sphere of Canadian life. For the purpose of the Youth Take Charge Program, only those economic activities which increase youth knowledge and attachment to Canada are deemed eligible.

Grant: A payment issued to an organization or group for a specific purpose. The organization or group is not required to submit revenue and disbursement reports, but must submit a final activity report to the Department upon project completion.

History and heritage: Projects related to exploring the history and heritage of Canada (events, people, places, institutions, tangible or intangible legacies).

Information and communication technologies (ICTs): This refers to electronic means of communication that encourage linkages between groups or individuals and which include, but are not limited to, social networking websites, text messaging, computer generated presentations and video conferencing.



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 Youth Take Charge 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 substantiated in the application as representing 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

Official-language minority community: French-language community outside of Quebec or English-language community in Quebec.

Security and safety policies and procedures: This refers to documents outlining measures taken by the organization to ensure the safety and security of all youth participants in the project. A copy of these documents will be required with your funding application. The assessment of your application will include an evaluation of your security and safety policies and procedures to ensure that they adequately address the risks inherent with the project and your organization's experience and capacity in delivering projects for youth.

Significant national or provincial/territorial scale: Defined by a number of factors, such as:

- **Geographic reach:** the reach of the organization's activities beyond its immediate regional community across a particular province/territory or across Canada;
- **Demographic impact:** the number of youth reached and engaged, taking into account geographic (provincial/territorial vs national) and demographic diversity (which includes but is not limited to age, gender, Aboriginal and culturally diverse youth, youth at risk, youth living in official language minority communities and youth with a disability);
- **Track record:** the organization's reputation amongst other youth serving organizations, its public visibility, as well as its history of accomplishments.

Youth: For the purpose of the Youth Take Charge Program, youth are individuals generally between 7 and 30 years of age.

- **Youth engagement:** The meaningful participation and sustained involvement of youth in an activity, with a focus outside of him or herself. The kind of activity in which the youth is engaged can be almost anything – the arts, music, volunteer work, politics, social activism – and it can occur in almost any kind of setting.
- **Youth-led:** Youth are involved in the planning, design, delivery and evaluation of the project which gives them the chance to be involved and make decisions, gain leadership skills and see their ideas realized.