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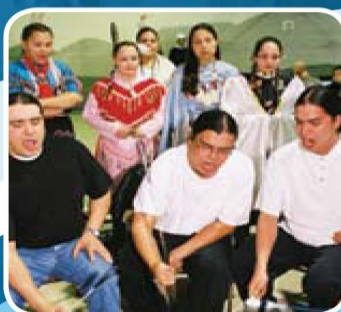
Canada



# Building Communities Through Arts and Heritage

Component III — Legacy Fund  
Guide

Updated July 2012



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

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Every year, all across the country, Canadians enrich local community\* life by organizing and participating in arts and heritage\* activities such as festivals\*, commemorative events and legacy projects.

The Government of Canada's *Building Communities Through Arts and Heritage* program supports local arts and heritage festivals\*, commemorations\* and legacy projects that encourage community engagement\* through the active involvement of volunteers\*, community partners, local artists\*, artisans\*, heritage specialists or performers and the local population at the event.

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## **PROGRAM OBJECTIVE**

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

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## **EXPECTED RESULTS**

- Local\* citizens are provided with opportunities to engage\* in their communities\* through local arts and heritage\*
  - Local partners within the community provide support to funded local festival\*, community anniversary and/or legacy projects
  - Local citizens have opportunities to be exposed to local arts and heritage
  - Local artists\*, artisans\* and/or heritage performers are provided with opportunities to engage in their communities through local arts and heritage
- 

## **PROGRAM COMPONENTS**

The *Building Communities Through Arts and Heritage* program funds projects 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:

- are organized locally\*
- actively involve members of the local community\* (e.g., volunteering\*)
- are intended for the general public
- are barrier-free, easily accessed and appropriately promoted
- present the work of local artists\*, artisans\*, or heritage\* specialists or performers

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

## **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 minor capital projects** that:

- commemorate a significant local historical event\* or pay tribute to a significant local historical personality\*
- mark a 100<sup>th</sup> anniversary or greater, in increments of 25 years (e.g., 125<sup>th</sup>, 150<sup>th</sup>)
- are organized locally\*
- actively involve members of the local community (e.g., volunteering)
- are intended for the general public
- are barrier-free, easily accessed and appropriately promoted
- present the work of local artists, artisans\*, heritage specialists or performers

## **Component III — *Legacy Fund***

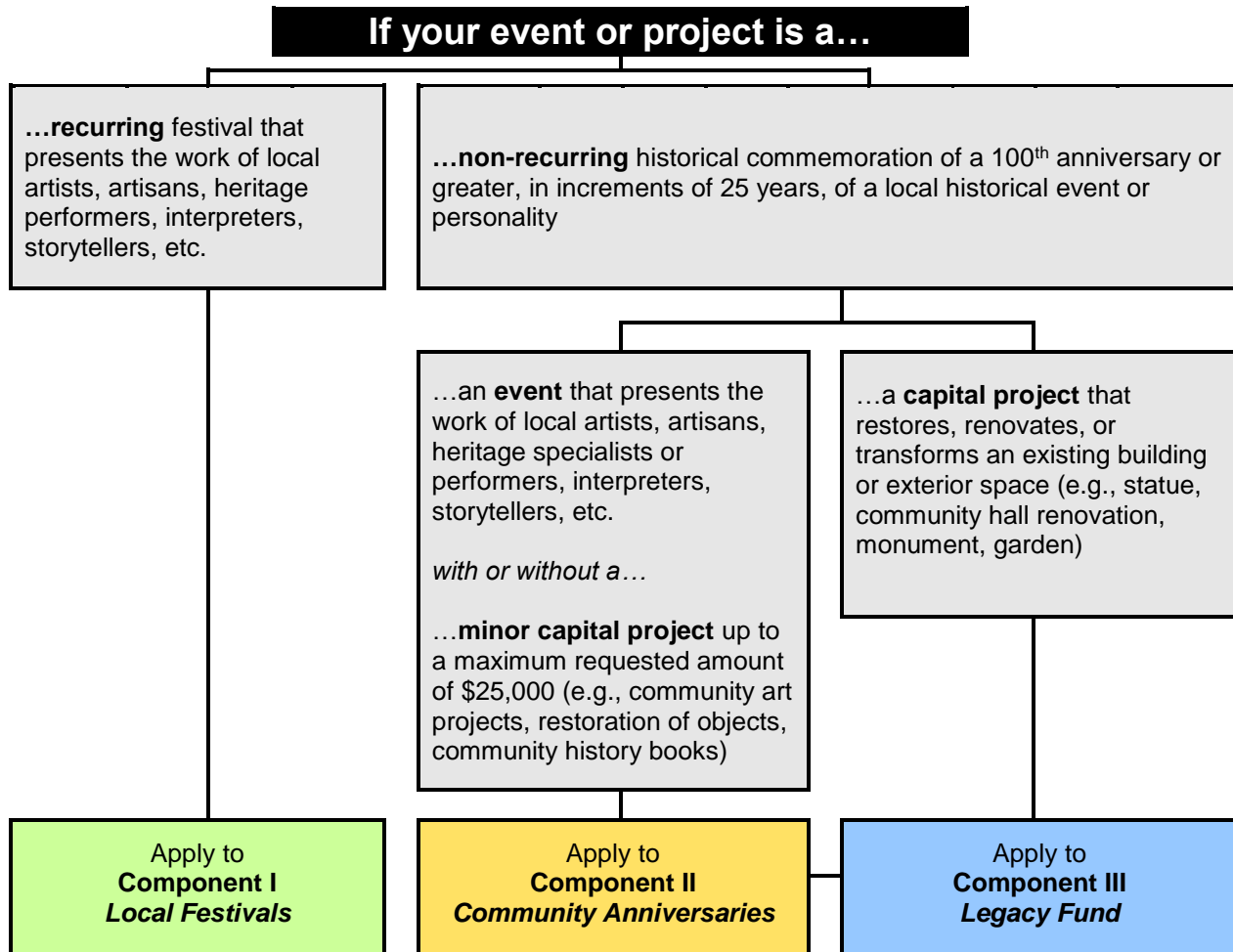
This component provides funding of up to 50 percent of eligible expenses to a maximum of \$500,000 for community **capital projects** that:

- commemorate a significant local historical event or pay tribute to a significant local historical personality
- mark a 100<sup>th</sup> anniversary or greater, in increments of 25 years (e.g., 125<sup>th</sup>, 150<sup>th</sup>)
- transform existing buildings or exterior spaces\*
- actively involve members of the local community (e.g., volunteering)
- are intended for the general public
- are barrier-free, easily accessed and appropriately promoted
- present the work of local artists, artisans, heritage specialists or performers

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

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## TO WHICH PROGRAM COMPONENT SHOULD YOU APPLY?



NOTE: If you are planning to apply for a capital project of the following type - a statue, monument, fountain, garden, permanent exhibition, public art installation, mural - please contact the *Legacy Fund* to discuss whether the project fits best with the *Community Anniversaries* or *Legacy Fund* component. Please call 1-866-811-0055 and ask to speak to a Program Officer working in the *Legacy Fund* component of *Building Communities Through Arts and Heritage*.

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

## Guidelines for Component III — *Legacy Fund*

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The *Legacy Fund* component provides funding for capital projects that are linked to the celebration of a 100th anniversary or greater, in increments of 25 years (100, 125, 150, etc.), of a significant local historical event or local historical personality. The projects must involve the restoration, renovation or transformation of existing buildings or exterior spaces\*.

Successful applicants may receive up to 50 percent of eligible expenses to a **maximum of \$500,000**. Please note that *Building Communities Through Arts and Heritage* is a highly competitive program and the demand exceeds available resources. Even if eligibility requirements are met, there is no guarantee of support.

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### APPLICATION DEADLINES

There is no fixed deadline for *Legacy Fund* submissions; however, your project must be submitted at the latest by the date of your anniversary. In general, you should allow about 12 months to complete your application and have it assessed, or six months for smaller projects. Please take this into account when planning your project. You must contact the *Legacy Fund* to discuss your project before submitting your application. The contact information is available at the end of this document.

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### WHO CAN APPLY?

To be **eligible** for funding from the *Legacy Fund* component, your organization must have been in existence for at least two years, plan to continue operating after this project's completion, and be one of the following:

- a local\* non-profit incorporated organization, or
- a local band council, local tribal council, or other local Aboriginal government (First Nations, Inuit, or Métis) or equivalent organizations, or
- a municipal administration or any of its agencies, boards or commissions that, for the purposes of your proposed commemoration\* project, demonstrate an active partnership with at least one community\*-based group

In addition, all applicants, including the community-based groups that will partner with municipal governments, 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 heritage\*

For projects with multiple stakeholders, the applicant must be responsible for implementing the project (managing the finances, taking legal responsibility).

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.



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## WHO CANNOT APPLY?

- individuals
- ad hoc groups and organizations without legal incorporation
- for-profit entities
- federal, provincial or territorial governments, including their Public Institutions (such as schools and universities) and Public Authorities (such as school boards or commissions, public library boards) that are not connected to the municipal government, with the exception of band councils and equivalents, as provided above
- educational institutions including universities, colleges and school boards; public libraries, hospitals
- groups with an exclusively provincial, territorial, national or international mandate
- groups whose complete final reports for festivals\*, events, or projects previously funded by *Building Communities Through Arts and Heritage* have not been received by the Department

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## WHAT ARE THE ELIGIBILITY REQUIREMENTS?

To be **eligible** for funding from the *Legacy Fund* component, your capital project must:

- actively encourage local community engagement\* through volunteerism\* and citizen involvement in the planning, management or ongoing operations of the project and through the creation of community partnerships
- mark a 100<sup>th</sup> anniversary or greater, in increments of 25 years (e.g., 125<sup>th</sup>, 150<sup>th</sup>) of a significant local historical event\* or a significant local historical personality\* (e.g., the person's birth, death, or the year of their significant achievement)
- demonstrate a clear link to the anniversary
- involve the restoration, renovation, or transformation of existing buildings and/or exterior spaces\* with local community significance that are intended for community use
- be tangible and lasting with a useful life of at least ten years
- provide an unveiling/launch or celebratory event
- be designed for and open/accessible to the general public

If you **are not** a municipal administration or equivalent authority, your organization must 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.

If you **are** a municipal administration, your organization must: provide cash and/or in-kind support, and have the written support of a local community group that demonstrates how it will:

- Have a meaningful degree of decision-making authority during the project; and
- Be primarily or jointly responsible for the operations, programming or maintenance of the completed project (where relevant).

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.



**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 contact the municipal administration or equivalent authority to determine which project will be submitted to the *Legacy Fund* component.

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## WHAT PROJECTS ARE ELIGIBLE?

Community\*-initiated projects that are intended to commemorate an event or person and 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 museum or theatre
- a longhouse
- a formerly religious building transferred to secular use
- a public garden or park for which over half the costs deemed reasonable by the Department are devoted to the arts and heritage\* elements (the legacy) of the anniversary

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

## WHAT PROJECTS ARE NOT ELIGIBLE?

- buildings celebrated for their architectural history, unless they have played a significant role in the enhancement of community\* life
- projects that forecast a deficit
- projects that receive financial support under the *Canada Cultural Spaces Fund* or components of the *Celebration and Commemoration Program* of the Department of Canadian Heritage, including *Celebrate 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 or projects taking place outside Canada
- projects that are primarily intended for recreation or sport, unless celebrating a locally significant anniversary of a sport or recreational activity
- projects that are of a primarily religious, political, or commercial nature

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

- projects on grave sites or cemeteries
- 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\* (e.g., buildings less than 100 years old)

If your project does not meet the Program's requirements, please visit the Funding Opportunities section of our website for more funding options by clicking [here](#).

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## WHAT EXPENSES ARE ELIGIBLE?

The Program funds expenses that are directly linked to activities that encourage and promote community engagement\* and that reflect the expected results of the Program, through projects that commemorate a significant historical event or personality. 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, fountains and Aboriginal gathering circles
- acquisition of land, buildings, or significant objects
- costs associated with the unveiling/launch of the commemorative project of up to 10 percent of total eligible project costs to a maximum of \$10,000
- the commissioning of planning and design studies for the project (e.g., 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/exterior space
- project contingency\* of up to 10 percent of cash expenses directed towards planning, acquisition, construction, or material costs of the project
- cost of insurance for eligible activities
- 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.

Applicants who incur expenses for a project before receiving written confirmation of funding do so at their own risk. Even if a project is approved, the Department cannot fund expenses incurred before the application submission.

**Example:** You are transforming a heritage building into an art gallery that will feature a permanent exhibit of the town's founding, to celebrate the municipality's centenary. The project has total eligible expenses of \$620,000. However \$120,000 of the materials were purchased before your completed application is submitted. You are therefore allowed to apply for up to 50 percent of \$500,000 only or a maximum of \$250,000.

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

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## WHAT EXPENSES ARE NOT ELIGIBLE?

- costs related to routine maintenance
- operating expenses of your organization (e.g., salaries, business travel expenses, office equipment and furniture, vehicles)
- purchase, commission, or restoration of religious art or artifacts currently used or projected for use in the practice of religious rites or ceremonies
- expenses related to archaeological digs
- costs related to public works infrastructures such as building/restoration of roads, wharfs, bridges or sewers
- restoration of cemeteries or grave sites
- purchase, commission, or restoration of items that are intended for sale

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## 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 available on the website, and is available from the Program. 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 the *Building Communities Through Arts and Heritage* program. 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.

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

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## HOW ARE APPLICATIONS EVALUATED?

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

1. Community engagement\* (30 percent)
2. Impact on arts and heritage\* in the community (30 percent)
3. Management capacity (40 percent)

Some of the specific factors to be considered include:

- the roles and responsibilities of volunteers\* before, during and in the ten years after the project's completion (the latter for building/museum projects in particular)
- whether the volunteers will be involved in initiating the project and in decision-making as the project goes forward
- the number of community partners involved in your project and the in-kind\* and/or cash value of their commitment (local organizations\*, including municipalities, and independent contractors that provide cash or in-kind services necessary for the successful completion of the project)
- the degree to which the project will be accessible and visible to the local community
- 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 arts and heritage
- the degree to which ongoing 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
- how you demonstrate that your project is barrier-free, easily accessed and appropriately promoted
- 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 funding still to be raised, 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 (where applicable)

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. Funding decisions are based on the number and quality of requests received. Applicants must pass each of the three evaluation sections in order to be approved for funding.

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

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## APPLICATION PROCESSING TIME

The Department of Canadian Heritage will send you a letter of acknowledgment within two weeks of receipt of your application. If you do not receive an acknowledgment within that period, please contact the Program.

The goal is to issue official written notification of the funding decision within 26 weeks from receipt of a *complete* application. 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.

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## IF YOU RECEIVE FUNDING

The *Legacy Fund* can support up to 50 percent of the total eligible expenses. The maximum support available from the *Legacy Fund* for any one project is \$500,000. 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.

For funding amounts of \$50,000 or less, the Department of Canadian Heritage will determine if the funding will be disbursed as a grant\* or as a contribution\*. Funding amounts of more than \$50,000 are disbursed through a contribution agreement.

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

If your application is approved for a grant, your initial payment will be processed within 28 days of the Program'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 Program'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.

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. If the Department determines that your project will require an environmental assessment consistent with the *Canadian Environmental Assessment Act*\*, funding will be conditional on receipt and

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

acceptance of the assessment report. In some cases, funding may also be conditional on the completion of steps to mitigate damage to the environment.

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 2012 to commemorate the 100<sup>th</sup> anniversary of the incorporation of the town in 1912.”

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 by clicking [here](#). 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 complete final report to the Department. The report template is available on the Program’s website.

Recipients of a contribution of \$200,000 or greater are required to submit an audited financial report of their project.

The Department may undertake to monitor your *Legacy Fund* project by conducting a site visit or through media coverage.

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

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## HOW TO APPLY

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

## USING THE INTERACTIVE FORMS

The Application Form, the *Exclusion Questionnaire* of the *Canadian Environmental Assessment Act*\*, the Budget and the Cash Flow\* Statement are available on the Department’s website.

## USING THE PAPER FORMS

If you wish to apply using the paper format, you can obtain the complete application package by contacting the Department. The Contact us information is published in this Guide and on the website by.

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

## Step 1 – Complete the forms

Complete and provide signatures **as required**:

- General Application Form Parts A to D (signature required)
- Budget (must balance)
- 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:

- proof of the anniversary date
- documentation for cost estimates included in the budget
- a copy of your organization's letters patent and/or documents of incorporation
- 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
- a schedule of activities or work plan for the project
- 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

Where applicable:

- a copy of your organization's bylaws (not mandatory in Quebec)
- a fundraising plan (unless all other funds are confirmed)
- architectural and engineering studies, with preliminary designs and specifications
- 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](http://www.historicplaces.ca)
- for projects with total expenses over \$200,000 that will have ongoing activities and/or will require operating support beyond regular maintenance, a business plan\* for the project, including financial operations for the first three years after completion of the project
- for major renovation/expansion projects with total expenses over \$200,000, an independently written feasibility study\* for the project

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.



If you are an incorporated organization: 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

If you are a municipality or equivalent authority: a letter of support from the local community\* group describing its role in the project. Note that the partner must demonstrate that it will either:

- Have a meaningful degree of decision-making authority during the project; and
- Be primarily or jointly responsible for the operations, programming or maintenance of the completed project (where relevant)

### **Step 3 – Submit the application to the Program**

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

#### **1. Email**

Email all the items listed in **Step 1** to:

[bcah-dcap@pch.gc.ca](mailto:bcah-dcap@pch.gc.ca)

All 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.

**Or**

#### **2. Mail, Courier or Hand-deliver**

Mail, courier or hand-deliver all the items in **Steps 1 and 2** to the mailing address of the Program.

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

The Department of Canadian Heritage will send you a letter of acknowledgment within two weeks of receipt of your application. If you do not receive an acknowledgment within that period, please contact the Program.

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

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## GLOSSARY

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

**Artisan:** Submissions featuring artisans must present arts and crafts (textiles, fashion, glass, wood, stone, folk art, floral art, etc.). Artisans from other areas, including food artisans who produce food for tasting, without a direct relation to local heritage tradition are not eligible under this Program because it is not a question of artistic activity, or activity within the local heritage.

**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.

**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.

**Engagement:** Identification of one's self as a part of a community; commitment to one's community.

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

**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 fundraising 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.

**Heritage:** Comprises activities related to tangible or intangible attributes related to arts and/or history for the purpose of this Program.

Examples: artifacts, arts objects, archives, stories, songs, legends, tradition, historical sites and events, but not restricted to them.

**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, 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 geographic community identified by the applicant.
- **Local group or organization:** A group or organization that, through either its mandate, objectives or activities, clearly engages the geographic community in which it operates.
- **Local heritage:** Historical events or personalities directly linked to the history of the geographic community identified by the applicant.
- **Local historical event:** An occurrence in the past that contributed to shaping the geographic community identified by the applicant.

\* For definitions of terms associated with the Program, please see the glossary at the end of the document.

- **Local historical personality:** A person who was born in, resided in, or had a significant connection to the geographic community identified by the applicant.

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

**Primarily arts and heritage:** Arts and heritage are the main focus of the events rather than an accessory.

**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).

**Volunteers:** Individuals who of their own free will offer time, energy and skills with no expectation of monetary reward.

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## CONTACT US

*Legacy Fund*, Building Communities Through Arts and Heritage Program  
Canadian Heritage  
15 Eddy Street, 15-8-C  
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\* For definitions of terms associated with the Program, please see the glossary at the end of the document.