



Canadian
Heritage

Patrimoine
canadien

Canada



Designation of Institutions and Public Authorities

Under the Cultural Property Export and Import Act

Application Guide





Designation of Institutions and Public Authorities

Under the *Cultural Property Export and Import Act*

Application Guide



This publication is available in PDF format on the Internet at:
<http://www.pch.gc.ca/eng/1346279524020/1346280252091>

Également disponible en français

© Her Majesty the Queen in Right of Canada, (2013).
Catalogue No. CH41-33E-PDF
ISSN 2291-5842

Table of Contents

<u>INTRODUCTION</u>	2
<u>1.1 The Cultural Property Export and Import Act</u>	2
<u>DESIGNATION OF INSTITUTIONS AND PUBLIC AUTHORITIES</u>	2
<u>2.1 Purpose of Designation</u>	2
<u>2.2 Benefits</u>	3
<u>2.3 Eligibility</u>	3
<u>2.4 Designation Categories</u>	5
<u>Category A</u>	5
<u>Category B</u>	5
<u>2.5 Deadlines</u>	6
<u>2.6 How to Apply</u>	6
<u>2.7 Service Standards</u>	7
<u>2.8 Assessment process and criteria</u>	7
<u>2.8.i Assessment Process</u>	7
<u>2.8.ii Assessment Criteria</u>	8
<u>2.9 Conditions</u>	11
<u>2.10 Due Diligence</u>	11
<u>2.11 Revocation of Designation</u>	11
<u>CONTACT US</u>	12
<u>APPENDIX 1</u>	13
<u>Category A: List of Required Documents</u>	13
<u>APPENDIX 2</u>	136
<u>Category B: List of Required Documents</u>	136



Movable Cultural Property

Guidelines for the Designation of Institutions and Public Authorities

INTRODUCTION

These guidelines provide an overview of the designation process and outline the criteria that must be met for an organization to be designated under the terms of the *Cultural Property Export and Import Act* (Act) by the Minister of Canadian Heritage.

Prospective applicants should refer to the Designation Self-Assessment Tool ([hyperlink](#)) to assess their organization's eligibility and readiness to apply.

1.1 The *Cultural Property Export and Import Act*

The [Cultural Property Export and Import Act](#) encourages the preservation of significant examples of our artistic, historic and scientific heritage in Canada. In accordance with the Act, the Minister of Canadian Heritage may designate institutions and public authorities that have demonstrated the capacity to preserve cultural property over the long term and to exhibit or otherwise make it available to the public.

The Act provides tax incentives to encourage Canadians to donate or sell significant objects to designated organizations. Grants may also be awarded, under certain conditions, to assist designated organizations with the purchase of cultural property. The Act also contains provisions to control the export and import of cultural property in accordance with UNESCO treaty obligations to prevent the illicit traffic in cultural property.

The Act is administered by Canadian Heritage by the Movable Cultural Property Directorate (MCP) and the Canadian Cultural Property Export Review Board (Review Board).

Designation and MCP grants are administered by Canadian Heritage. Certification of cultural property for tax purposes is administered by the Review Board. Each of them have separate application processes.

DESIGNATION OF INSTITUTIONS AND PUBLIC AUTHORITIES

2.1 Purpose

The purpose of designation is to identify Canadian organizations that are eligible to apply to the Review Board for the certification of cultural property for income tax purposes. Designation also enables organizations to apply to Canadian Heritage for MCP grants.

In order to be designated, organizations must demonstrate the capacity to properly care for and preserve over the long term, cultural property certified as being of *outstanding*

significance and national importance by the Review Board or acquired with the assistance of an MCP grant. Designated organizations must also demonstrate the capacity to make cultural property accessible to Canadians through exhibitions, research or online.

2.2 Benefits

Designated organizations are recognized for their professional standards or best practices in their operations and in the care of their collections. Recognition of best professional practices brings the following benefits:

- establishes positive relations with donors and potential donors;
- reassures donors of the credibility and standards of the organization;
- leverages private and institutional collectors to lend works for exhibition;
- raises the profile of the organization;
- contributes to improved financial performance.

Applicants also receive copies of reports prepared by the [Canadian Conservation Institute](#) (CCI) on aspects related to facilities management, fire safety and security measures. CCI's expert analysis and recommendations help organizations plan and implement improvements to their facility in order to ensure the long-term preservation of their collections.

2.3 Eligibility

To be eligible to apply for designation, applicants must be either a public authority or an institution as defined under the Act.

A **public authority** as defined by the Act means:

Her Majesty in right of Canada or a province, an agent of Her Majesty in either such right, a municipality in Canada, a municipal or public body performing a function of government in Canada or a corporation performing a function or duty on behalf of Her Majesty in right of Canada or a province.

Public authorities must fit the above definition and meet all of the following requirements:

- be able to issue official donation receipts for income tax purposes;
- be mandated, upon winding up or dissolution, to transfer to another organization designated under the Act any cultural property has been certified by the Review

Board or purchased with the assistance of an MCP grant.¹ Applicants must indicate their willingness to change their by-law on their application form. This change must be finalized before the designation is awarded.

Public authorities include federal, provincial/territorial and municipal/regional governments. Crown agencies, Crown corporations and other public bodies that perform a function of government in Canada are also eligible to apply.

An **institution** as defined by the Act means:

an institution that is publicly owned and is operated solely for the benefit of the public, that is established for educational or cultural purposes and that conserves objects and exhibits them or otherwise makes them available to the public.

Institutions must meet all of the following requirements:

- be in operation for at least three years;
- be a registered charity with the Canada Revenue Agency, and be able to issue official donation receipts for income tax purposes;
- be mandated, upon winding up or dissolution, to transfer to another organization designated under the Act any cultural property has been certified by the Review Board or purchased with the assistance of an MCP grant.² Applicants must indicate their willingness to change their by-law on their application form. This change must be finalized before the designation is awarded.

Institutions must have a public mandate, have educational or cultural goals and be managed exclusively in the public interest. Some institutions are established under federal or provincial legislation as not-for-profit corporations or chartered societies with non-profit objectives. Some institutions may be established by legislation.

Institutions that may qualify for designation include public arts and heritage organizations such as libraries, archives, art galleries, and museums. Other institutions, including universities or cultural entities within universities (such as university art galleries or libraries), may also be eligible provided they meet the above definition. Heritage organizations affiliated with religious or ethno-cultural organizations may also

¹ If another designated organization cannot accept the certified cultural property, transfer to another public, not-for-profit, charitable organization with a similar mandate may be acceptable. Organizations are required to consult with MCP prior to making the transfer arrangements.

² If another designated organization cannot accept the certified cultural property, transfer to another public, not-for-profit, charitable organization with a similar mandate may be acceptable. Organizations are required to consult with MCP prior to making the transfer arrangements.

be eligible, provided that membership or use of facilities is not restricted on religious or ethno-cultural grounds.

Private-for-profit organizations and private foundations are not eligible for designation.

2.4 Designation Categories

An organization may be designated **Category A** or **Category B**.

Category A

Category A designation is granted indefinitely to eligible organizations that collect, preserve and make cultural property accessible to the public through exhibitions, research or online. **Category A** organizations must demonstrate a professional capacity to preserve their collections for the long term. The designation is based on the collecting mandate of the organization.

Category B

Category B designation is granted indefinitely to eligible organizations that intend to apply to the Review Board to have a specific object or collection certified as cultural property for income tax purposes. It is also intended for non-designated organizations that wish to apply for an MCP grant.

Category B applicants must demonstrate the capacity to preserve a specific object or collection and make it accessible to the public.

Category B designation must be granted *before* the specific object is donated or purchased by the organization. In other words, an application for Category B designation cannot be made in relation to cultural property already owned by the organization.

Organizations may seek Category B designation under the following circumstances:

- When the organization may not have an active collecting mandate that warrants seeking Category A designation but has a specific purpose or reason to acquire an object or collection.
- When an organization wishes to obtain Category A designation but does not yet fully meet all of the criteria. Each successive Category B application must demonstrate that the organization has made progress towards achieving Category A designation.
- When a Category A organization identifies cultural property for acquisition that may fall outside its normal collecting mandate and group under which it is designated (see table below for list of groups). For example, an institution designated in relation to objects of fine art wishing to acquire an object of

ethnographic material culture would be required to apply for Category B designation to acquire that specific object.

For administrative purposes, organizations are designated for “groups” of cultural property. These groups correspond broadly to the collecting mandate of the organization (for Category A) or the type of cultural property to be acquired (for Category B). Organizations may apply to be designated for one or more of these groups:

GROUP	
1A	Natural history (including fossils, minerals and other natural history objects)
1B	Archaeology
2	Objects of ethnographic material culture
3	Military objects
4	Objects of applied and decorative arts
5	Objects of fine art
6	Scientific or technological objects
7	Archival material (fonds and collections including textual records, graphic records, cartographic records and iconography)
8	Musical instruments
9	Audio-visual collections (film and video, including digital)

2.5 Deadlines

There are no deadlines. MCP accepts applications any time throughout the year.

Please note that only one application for Category B designation may be made in each calendar year. A Category B application may relate to one or more proposed donations.

2.6 How to Apply

Before submitting an application, organizations should complete the *Designation Self-Assessment Tool* ([hyperlink](#)) to determine their eligibility and readiness to apply.

The application must include:

- an Application for Designation of Institutions and Public Authorities Form ([hyperlink](#));
- a Facility Evaluation Form ([hyperlink](#));
- all required documents listed on the list in Appendix 1.

The completed Application Form and Facility Evaluation Form must be sent by regular mail to Canadian Heritage. This is done to protect the confidentiality of your information. In order to save shipping costs, applicants may choose to submit electronic copies of their documents by regular mail on a portable storage device such a CD or USB key.

2.7 Service Standards

Canadian Heritage has set service standards for the timely delivery of program processes.

The following service standards have been set for the designation process:

Acknowledgement: our goal is to acknowledge receipt of applications within 15 calendar days.

Decision: Once MCP deems that an application is complete, an official written notification will be issued within ten months. This applies to both Category A and B applicants.

2.8 Assessment process and criteria

2.8.i Assessment Process

Assessment of the application will be based on the information provided.

Each application will be reviewed on a case-by-case basis.

Applicants who do not meet the eligibility criteria will be notified in writing and the file will be closed.

Incomplete applications may be returned to the organization.

Applicants are encouraged to contact MCP *before* submitting an application to discuss the relevant assessment criteria. In some cases, such as an application for an outdoor sculpture, all the assessment criteria may not be applicable.

MCP may request additional documentation to complete its assessment. If information is not provided within two months, MCP reserves the right to close the file. The applicant may re-apply when all the requested information becomes available.

Complete applications are analysed according to the assessment criteria outlined in section 2.8.ii below. Applications are assessed to ensure that organizations have the appropriate governance structure, facilities, policies, professional staff and financial resources in place to preserve cultural property and make it accessible to the public.

Category A applicants are assessed on their overall capacity to meet these criteria. Category B applicants are assessed on their capacity to preserve and make accessible the specific object(s) or collection identified in the application.

As part of the review, CCI conducts a technical assessment of the applicant's facility, fire protection, security systems and policies. In some cases, MCP may request that CCI conduct a site visit, in which case CCI will charge the applicant a service fee.

Reports produced by CCI as part of the technical assessment are shared with the applicant. If the technical reports raise issues about the facility and its capacity to preserve cultural property over the long term, the organization is given two months to respond.

When a decision regarding designation has been made, applicants will be notified in writing. Successful organizations will receive a "designation instrument," a document which states that the organization has been designated by the Minister. If the application is not successful, the applicant must wait one year from the date of refusal before submitting a new application. The applicant is expected to address any issues/problems identified in the refused application before applying again.

2.8.ii Assessment Criteria

The applicant's capacity to manage the risks associated with preserving cultural property for the long term and making it accessible to the public will be carefully considered when assessing an application. Where risks are identified in the application, MCP will consider how the policies and monitoring processes of the organization mitigate those risks.

Applications will be assessed on the following criteria:

a) Governance Structure

An institution or public authority must demonstrate that it has the organizational capacity to support its intended purpose, namely to preserve cultural property for the long term make it accessible to the public. Well-managed organizations with a good governance structure, stable management and sound financial practices are the ideal.

Institutions should be able to demonstrate, through their bylaws, minutes, organizational chart, conflict of interest policy or other documents that:

- the Board of Directors meets regularly;
- a stable management structure is in place;
- membership is open to all individuals past the age of majority who support the aims and objectives of the institution;

- the organization is independently audited on a regular basis;
- the organization has a written conflict of interest policy.

b) Facilities

The facility in general and the exhibition, consultation, and collection storage areas in particular, must be suitable for cultural property to be acquired, exhibited, stored, consulted and conserved. Applicants operating in facilities that do not provide adequate protection for collections may not qualify for designation.

- For Category A applicants: exhibition and storage areas are expected to meet ASHRAE Class A control standards for [environmental conditions for a mixed collection](#). Variations may be acceptable depending on the collecting mandate of the organization or if the organization has an appropriate strategy in place to protect cultural property while on display and in storage.
- Category B applicants are assessed on a case-by-case basis. Variations may be acceptable based on specific environmental conditions and the nature of the object or collection to be acquired. While the overall facility is reviewed, specific attention is paid to the exhibition, consultation and storage areas in the facility where the specific object or collection will be exhibited, stored, consulted and conserved.
- The applicant must have a system to monitor environmental conditions.
- The applicant must have a 24/7 monitored security alarm system.
- The applicant must have a 24/7 monitored detection and fire alarm system.
- Other aspects of facility management (pest control, lighting, etc) are assessed as appropriate.

c) Policies/Plans

Applicants are expected to have comprehensive and up-to-date written policies, plans, and procedures that demonstrate the organization's capacity to manage, preserve and ensure the safety of the cultural property in its collection.

Required plans include:

- emergency response plan
- fire safety plan
- security plan

Key policy elements include documents or clauses pertaining to:

- acquisitions
- documentation/collections management (registration, inventory and cataloguing)
- care of collections (storage, conservation, lighting, environmental controls, handling, etc)
- de-accessioning
- exhibitions
- loans

d) Financial Resources

Public authorities and institutions must demonstrate that they can commit appropriate financial resources to ensure the ongoing care of their collection and facility.

Institutions are assessed on their audited financial statements. Institutions must demonstrate that they have a strategy for improving their fiscal health if a fiscal deficit exists. Those with a high debt ratio (greater than 10% of revenue) or unstable operational funding may not qualify for designation.

Public authorities may submit financial statements or copies of the total operating budget for the unit or division that is seeking designation.

e) Human Resources

Applicant organizations must employ professional staff appropriate to the size and nature of the collections to ensure their long term preservation and accessibility.

f) Accessibility

Applicant organizations must be open to the Canadian public on a regular basis throughout the year or otherwise make its collections readily available to the public through exhibitions, research or online.

g) Audio-Visual Material

MCP recognizes that audio-visual materials, digital material and new media require a high level of risk management for their long term preservation and accessibility.

Applicants with a mandate to collect large collections of audio-visual material (including digital material) must demonstrate an ongoing commitment to the technical equipment, human and financial resources, etc. necessary to ensure the long term stability of the material. An understanding is also required of issues related to access (copyright, intellectual property right, etc. to ensure its continued accessibility. Applicants must demonstrate that they have an appropriate preservation strategy in place and are prepared to make a long term investment in the material.

2.9 Conditions

Designated organizations agree to ensure that cultural property certified by the Review Board or acquired with the assistance of an MCP grant is:

- catalogued and preserved according to professional standards;
- accessible to the public through exhibitions, research or online;
- not loaned to private individuals or organizations.

Designated organizations must inform MCP when:

- there are changes to the organization's governance, facilities, policies, etc., in order to keep their designation status up to date;
- the collection is at risk because of an unforeseen disaster or other exceptional circumstances. In such cases, the organization may be asked to temporarily suspend applying for certification or grants until all risk factors have been addressed;
- the organization ceases operations and disposes of its certified cultural property or cultural property acquired through an MCP grant.

2.10 Due Diligence

MCP undertakes periodic due diligence reviews of designated organizations to ensure that the requirements for designation continue to be met. During the review process an organization may, in most cases, continue to apply for certification or MCP grants.

2.11 Revocation of Designation

Under the Act, the Minister is authorized to revoke designation. Revocation is recommended when a designated organization:

- ceases operations
- has its registered charitable status revoked by the Canada Revenue Agency.
NOTE: Some gifting arrangements to designated organizations may be [tax shelters](#). Many tax shelters do not comply with the *Income Tax Act*. As a result, designated organizations that participate in tax shelter arrangements [risk losing their registered charitable status](#) and their Category A designation.
- no longer meets the criteria for designation.

Organizations that merge with another organization, undergo a change in legal authority, or operate under a different legal name may also have their former designation status revoked. If the new organization continues to meet the designation criteria, a new designation instrument may be issued.

Before proceeding with any revocation, MCP will first contact the designated organization to ensure that no issues are outstanding and confirm that grounds for revocation are justified.

CONTACT US

Applicants for designation are encouraged to contact MCP before submitting an application in order to confirm eligibility and obtain guidance.

Movable Cultural Property Directorate

25 Eddy (25-9-N)

Gatineau, Quebec

K1A 0M5

Phone: (819) 997-7761

Toll Free: 1-866-811-0055

Fax: (819) 997-7757

Email: bcm-mcp@pch.gc.ca

Web: <http://www.pch.gc.ca>

APPENDIX 1

List of Required Documents for Category A

Please submit with your application all of the documents or clauses relating to the assessment criteria below. MCP staff is available for consultation if documents are missing or believed to be not relevant.

Eligibility

Applicants must submit documents demonstrating that the organization is either public authority or institution (as described in Section 2.3 above) and that it has an appropriate governance structure in place. All of the following six documents must be submitted:

1. Legal documents establishing the organization	A copy of, or the relevant sections of, the legal document establishing the organization (such as legislation, articles of incorporation, letters patent, constitution, charter), as well as all subsequent updates and amendments to that instrument.
2. Bylaws	A copy of the organization's bylaws. Highlight clauses referencing membership, election of directors at the annual general meeting and formation and structure of the board of directors.
3. Winding-Up or dissolution clause	A copy of the dissolution clause (or highlight in the relevant legal documents or bylaws).

Organizational Profile

4. History of the organization	A brief history of the organization, including the circumstances of its establishment and any significant changes or achievements. A link to the organization's website is acceptable if it includes a complete history.
5. Collecting mandate	A statement of the organization's collecting mandate.
6. Annual report	A copy of the most recent annual report, or provide a link to the website if the annual report is published online.

Facilities Information

Category A: Please provide comprehensive documentation in relation to *each facility* or *distinct area within a facility* (including off-site storage, satellite galleries, separate branches, or any other areas) where cultural property acquired under the Act will be exhibited, stored, consulted and conserved.

1. Facility Evaluation Form	A <i>separate</i> Facility Evaluation Form for each facility.
-----------------------------	---

2. Interior and exterior photographs	Representative photographs (minimum size 4 x 6 inches, 300 dpi), clearly labelled and identified, of the exterior of each facility and of all areas within the facility where collections are exhibited, stored, consulted and conserved.
3. Floor plans	Complete floor plans for each facility, identifying each area where collections are exhibited, stored, consulted and conserved. Identify the location of all emergency exits, fire suppression systems and security systems.
4. Temperature and relative humidity charts	Ambient temperature and relative humidity charts, for a consecutive 12 month period, in each distinct area or micro-climate within each facility where certified cultural property will be exhibited, stored, consulted and conserved. Please include the following: <ul style="list-style-type: none"> • monthly charts; • location of the hygrothermograph or recorder in the facility; • temperature (T) and relative humidity (RH) levels clearly identified on the same graph, scaled 1-100% for RH and 0-30°C for T; • anomalies must be identified on the charts • an explanation as to anomalies recorded on a separate document.
5. Security review or evaluation	A copy of the most recent security review or evaluation.

Policies and Plans

1. Emergency response plan	Plans or procedures to be followed in the event of a disaster caused by fire, flood or explosion, etc.
2. Fire safety plan	Plans or procedures to be followed in the event of a fire.
3. Fire inspection certificate(s)	Copies of the most recent signed and dated fire inspection certificates for each facility where cultural property is exhibited, stored, consulted and conserved.
4. Security policy and procedures	Policies or procedures in place to protect the public, personnel, the collections and other resources against security breaches. The policy should ensure appropriate security to protect collections in displays, exhibitions, working or storage areas and in transit against theft or damages.
5. Acquisition policy	The organization's acquisition policy or documentation that defines the criteria for making acquisitions and the organizational procedures for acquisitions.
6. Conflict-of-interest policy	A copy of the organization's conflict-of-interest policy.
7. Disposition agreement form (deed of gift)	A blank contract documenting the irrevocable transfer of legal ownership of cultural property from a donor to the organization.

8. Collections management policy	Collections management policy or documentation which defines how collections are managed, documented, inventoried, monitored, etc.
9. Examples of object records	Three to five examples of object records from the organization's collections management system.
10. Care of collections policy	Written collections policy or documentation that addresses the care (storage, conservation, lighting, air quality, handling, etc.) and use of collections.
11. De-accessioning policy	This policy indicates the criteria for de-accessioning cultural property from the organization's collection and also specifies the name of the individual authorized to make that decision.
12. Exhibition/loan policies and agreement forms/contracts	Copies of exhibition and loan policies as well as agreement forms or contracts that specify the organization's lending conditions (packing, handling, transportation, insurance, etc.).

Financial Resources

1. Audited financial statements	<p>For institutions: Two years of independently audited financial statements which are signed and dated by the president of the board of directors or equivalent.</p> <p>For public authorities: Financial statements or copies of the total operating budget for the unit or division that is seeking designation, signed by the appropriate authority.</p>
2. Summary of funding applications	A summary of all successful funding applications within the last five years.
3. Collections and liability insurance	Evidence that the organization carries collections and liability insurance.

Human Resources

4. Staff list or organizational chart	A list of all current staff positions or titles, including full-time and part-time personnel. Where possible, include an organizational chart. Please <i>do not</i> include staff resumes.
---------------------------------------	--

Accessibility

5. Brochures and publicity documents	Include a representative selection of the organization's brochures, pamphlets, flyers, catalogues, program guides, etc. to demonstrate that it is actively fulfilling its mandate to collect and preserve cultural property and make it available to the public. A link to the organization's website is acceptable if the website includes online versions of this documentation.
--------------------------------------	--

APPENDIX 2

List of Required Documents for Category B

Eligibility

1. Legal documents establishing the organization	A copy of, or the relevant sections of, the legal document establishing the organization (such as legislation, articles of incorporation, letters patent, constitution, charter), as well as all subsequent updates and amendments to that instrument.
2. Bylaws	A copy of the organization's bylaws. Highlight clauses referencing membership, election of directors at the annual general meeting and formation and structure of the board of directors.
3. Winding-Up or dissolution clause	A copy of the dissolution clause (or highlight in the relevant legal documents or bylaws).

Organizational Profile

4. History of the organization	A brief history of the organization, including the circumstances of its establishment and any significant changes or achievements. A link to the organization's website is acceptable if it includes a complete history.
5. Collecting mandate	A statement of the organization's collecting mandate.
6. Annual report	A copy of the most recent annual report, or provide a link to the website if the annual report is published online.

Facilities Information

Category B: Appropriate measures must be in place at each location to ensure the long-term preservation and protection of the cultural property. The applicant must provide documentation for *each area within a facility* where the cultural property that is the subject of the application will be exhibited, consulted, and stored.

1. Facility Evaluation Form	A <i>separate</i> Facility Evaluation Form for each facility where certified cultural property will be exhibited, stored, consulted and conserved.
2. Interior and exterior photographs	Representative photographs (minimum size 4 x 6 inches, 300 dpi), clearly labelled and identified, of the exterior of each facility and of all areas within the facility where collections are exhibited, stored, consulted and conserved.
3. Floor plans	Complete floor plans for each facility, identifying each area where collections are exhibited, stored, consulted and conserved. Identify the location of all emergency exits, fire suppression systems and security systems. Identify the location of the hygrothermograph or data-loggers.

4. Temperature and relative humidity charts	<p>Ambient temperature and relative humidity charts, for a consecutive 12 month period, in each distinct area or micro-climate within each facility where certified cultural property will be exhibited, stored, consulted and conserved. Please include the following:</p> <ul style="list-style-type: none"> • monthly charts; • location of the hygrothermograph or recorder in the facility; • temperature (T) and relative humidity (RH) levels clearly labeled on the same graph, scaled 1-100% for RH and 0-30°C for T; • anomalies must be identified on the charts • explanation of any significant anomalies recorded on a separate sheet.
5. Security review or evaluation	A copy of the most recent security review or evaluation.
6. Climate controlled display case	If applicable, submit photographs, plans or specifications of the climate controlled case in which the cultural property will be displayed.

If applicable, please submit the following three documents for outdoor sites:

1. Facility Evaluation Form	Complete all sections that are relevant to outdoor sites.
2. Photographs	Detailed photographs of the proposed site.
3. Site Plans	Site plans which identify the proposed location of the work, and the location of nearby pathways, lighting and fire hydrants.

Policies and Plans

1. Emergency response plan	Plans or procedures to be followed in the event of a disaster caused by fire, flood or explosion, etc.
2. Fire safety plan	Plans or procedures to be followed in the event of a fire.
3. Fire inspection certificate(s)	Copies of the most recent signed and dated fire inspection certificates for each facility where cultural property is exhibited, stored, consulted and conserved.
4. Security policy and procedures	Policies or procedures in place to protect the public, personnel, the collections and other resources against security breaches. The policy should ensure appropriate security to protect collections in displays, exhibitions, working or storage areas and in transit against theft or damages.
5. Acquisition policy	The organization's acquisition policy or documentation that defines the criteria for making acquisitions and the organizational procedures for acquisitions.
6. Conflict-of-interest policy	A copy of the organization's conflict-of-interest policy.

7. Disposition agreement form (deed of gift)	A blank contract documenting the irrevocable transfer of legal ownership of cultural property from a donor to the organization.
8. Collections management policy	Collections management policy or documentation which defines how collections are managed, documented, inventoried, monitored, etc.
9. Examples of object records	Three to five examples of object records from the organization's collections management system.
10. Care of collections policy	Written collections policy or documentation that addresses the care (storage, conservation, lighting, air quality, handling, etc.) and use of collections.
11. De-accessioning policy	This policy indicates the criteria for de-accessioning cultural property from the organization's collection and also specifies the name of the individual authorized to make that decision.
12. Exhibition/loan policies and agreement forms/contracts	Copies of exhibition and loan policies as well as agreement forms or contracts that specify the organization's lending conditions (packing, handling, transportation, insurance, etc.).

Financial Resources

1. Audited financial statements	<p>For institutions: Two years of independently audited financial statements which are signed and dated by the president of the board of directors or equivalent.</p> <p>For public authorities: Financial statements or copies of the total operating budget for the unit or division that is seeking designation, signed by the appropriate authority.</p>
2. Summary of funding applications	A summary of all successful funding applications within the last five years.
3. Collections and liability insurance	Evidence that the organization carries collections and liability insurance.

Human Resources

4. Staff list or organizational chart	A list of all current staff positions or titles, including full-time and part-time personnel. Where possible, include an organizational chart. Please <i>do not</i> include staff resumes.
---------------------------------------	---

Accessibility

5. Brochures and publicity documents	Include a representative selection of the organization's brochures, pamphlets, flyers, catalogues, program guides, etc. to demonstrate that it is actively fulfilling its mandate to collect and preserve cultural
--------------------------------------	--

	property and make it available to the public. A link to the organization's website is acceptable if the website includes online versions of this documentation.
--	---

Cultural Property

1. Photographs of the cultural property/ collection	Detailed photographs of the cultural property proposed for acquisition.
---	---

Attestation

2. Attestation letter	A signed letter attesting that the object or collection is a proposed acquisition and that the legal transfer will not take place until after the organization is designated.
-----------------------	---