



Canadian
Heritage

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Canada



Canada Cultural Spaces Fund

Guidelines

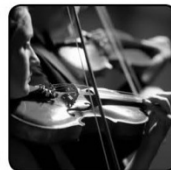


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Applicants must contact their nearest Department of Canadian Heritage office before completing an application. Departmental contact information is available on the departmental Web site at [Department of Canadian Heritage Web site](#).

Please refer to the glossary on page 8 for further explanation of any terminology used throughout this document.

1. Introduction

1.1 Program objectives

The objectives of the Canada Cultural Spaces Fund (CCSF) are to contribute to improved physical conditions for arts and heritage related creation, presentation, preservation and exhibition, and to increase and improve access for Canadians to performing arts, visual arts, media arts and to museum collections and heritage displays through the construction and/or renovation of arts and heritage facilities. The CCSF also supports the acquisition of specialized equipment and the preparation of feasibility studies for the construction and/or renovation of cultural spaces.

1.2 Expected results

- Arts and heritage organizations have resources to build and improve facilities and infrastructure.
- Arts and heritage organizations can better create, present, preserve and exhibit arts and heritage experiences.
- A variety of arts and heritage experiences are available in a wide range of communities.

Ultimately, the long-term results of the CCSF will allow Canadians to have access to arts and heritage spaces in their community for creation, presentation, preservation and exhibition.

1.3 Program components

The Program components are:

- 1) Construction and/or Renovation
- 2) Specialized Equipment
- 3) Feasibility Study for prospective construction and/or renovation projects

2. Who may apply to the CCSF?

2.1 Eligible organizations

Your organization must be:

- **A not-for-profit arts and/or heritage organization operating in a professional manner (see glossary)**, governed by an active Board of Directors, incorporated under Part II of the *Canada Corporations Act* or the *Canada Not-for-Profit Corporations Act* or under the equivalent provincial or territorial legislation.
- Provincial/territorial governments and municipal administrations and their agencies or equivalent **Aboriginal peoples institutions or organizations** (Aboriginal peoples include Inuit, Métis, Status and Non-Status people) that have historically demonstrated their support to professional artistic or heritage activities in their community.

The applicant's mission, letters patent, by-laws or other governance documents must clearly demonstrate a professional artistic or heritage mandate.

To be eligible to apply, applicants for construction and/or renovation and specialized equipment projects must

demonstrate that their organization has been active for at least two years, that programming can be accessible by all Canadians and they can provide financial reports.

For-profit cultural organizations, private cultural industry organizations, federal departments, agencies and federal Crown corporations are not eligible under this program.

2.2 Eligible projects

Eligible projects are construction and/or renovation projects, specialized equipment purchases or feasibility studies related to cultural infrastructure projects intended for professional arts and/or heritage activities.

2.3 Eligible expenses

Eligible expenses must be directly related to the project presented, including but not limited to these below.

Construction and/or Renovation projects

- Professional fees such as architectural, engineering and technical services, project management and environmental assessment.
- Construction and/or renovation of cultural infrastructure, including:
 - property acquisition/transfers
 - project's interest on short-term financing
 - demolition, excavation
 - materials and labour
- Fire safety and security systems
- Systems and measures to improve accessibility and mobility
- Environmental practices and sustainable construction, e.g. LEED, ecoENERGY, etc.
- Permanent seating

- Administrative costs directly related to the project, e.g. salaries, postage, photocopies, telephone, calls for tender, services to provide materials in both official languages, etc.

Specialized Equipment

- Sound and lighting equipment
- Removable seating
- Stage curtains
- Staging and rigging equipment
- Multimedia equipment
- Portable dance floor
- Ticketing system
- Environmental control systems
- Storage system
- Display case
- Installation costs and initial training related to the operation of specialized equipment

Feasibility Study

- Professional fees related to assessing project viability
- Professional fees related to design, market/needs analysis, requirements to operate the new or renovated space
- Professional fees related to specialized technical services

2.4 What projects and expenses are not eligible?

Ineligible projects

- Historic building renovations that are not directly linked to professional arts or heritage programming
- Projects related to regular or routine maintenance of a building
- Design and/or production of exhibitions or artistic works

Ineligible expenses

Ineligible expenses include the following

examples but are not limited to these below.

Construction and/or Renovation projects

- Restoration and refurbishment of artefacts/collections
- Commissioning and purchasing of works of art
- Landscaping
- Parking lots
- Gift shops
- Commercial beverage and food facilities
- Indoor and outdoor interpretative signage
- Long-term accrued interest on financing

Specialized Equipment

- Musical instruments and cases
- Office equipment, such as computers dedicated to administrative tasks or furniture
- Equipment for commercial beverage and food facilities or gift shops

Costs related to the development of the project proposal and/or applications are not eligible.

3. Assessment process and criteria

3.1 How are applications assessed?

An application will not be fully assessed until all required documents are submitted and the application is deemed complete. Incomplete applications may be rejected by Canadian Heritage.

The assessment will be based on information provided in the application. Canadian Heritage may request additional documentation for assessment purposes.

Eligible projects will be assessed through a two-stage process:

- i. A regional analysis prioritizes projects on the basis of the Program's assessment criteria (see section 3.2) directly linked to the expected results of the CCSF Program and the extent to which projects address the needs and gaps of underserved communities and groups, such as official language minority communities, Aboriginal communities and culturally diverse communities.
- ii. Projects will then be submitted to a National Review Committee, which considers the distribution of program funds across the country and the national needs or gaps related to underserved communities and groups, as indicated above.

As part of the project review of applications to CCSF, consultations may be undertaken with other federal departments or agencies, other provincial/territorial governments and municipal administrations as well as provincial/territorial arts boards or arts councils. In the context of these consultations applicant information may be shared with these stakeholders.

3.2 Assessment criteria

Applications will be assessed and prioritized based on the following criteria:

A. Availability and quality of spaces

- Impact of the project on the number and/or capacity of available spaces at the local, regional and/or national level.
- Impact of the project on physical conditions, including technological and safety features.

- Impact of the project on working spaces for artists, staff and other users, e.g. rental organizations, volunteers.
- Benefits to other arts and heritage organizations at the local, regional and/or national level.
- Practices leading to green building certification, e.g. LEED, ecoENERGY, etc.

B. Access to professional arts and heritage experiences

- Impact of the project on audience accessibility, including disabled access.
- Impact of the project on the capacity to reach audiences, including underserved communities and groups.
- Impact of the project to enhance programming and increase access to underrepresented disciplines.

C. Viability of project and long-term financial impact on organization

- Organizational management capacity, ability to manage the project effectively, history of the organization, including capacity to submit reports in a timely fashion.
- Past and present financial situation of the organization and confirmation of other sources of revenues for the project.
- Ability to manage the financial impact of the project on long-term operations, e.g. increased maintenance costs, additional staff requirements.

4. CCSF Funding conditions and requirements

4.1 Financing

The Program can finance up to 50% of eligible project expenses for construction and/or renovation, specialized equipment purchases or feasibility studies for the construction and/or renovation of a cultural space.

Please note that the CCSF is a highly competitive program and the demand exceeds available resources. Even if eligibility requirements are met, there is no guarantee of support. The average approved contribution is 37% of total project cost.

Under exceptional circumstances, the Program could consider an increased percentage of funding beyond 50%. Exceptional circumstances will be determined by the Department of Canadian Heritage and may include projects occurring in rural or remote areas or in underserved communities and groups, such as official language minority communities, Aboriginal communities and culturally diverse communities, where the financial need is clearly justified.

The decision by the Department of Canadian Heritage to approve or refuse funding to an organization under the CCSF is not subject to an appeal.

4.2 Incurred expenses

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

4.3 Conflict of interest

All recipients under CCSF must provide a disclosure regarding the participation of any former public office holder or public servant subject to the *Conflict of Interest and Post-employment Code*.

4.4 If your application is approved

Canadian Heritage disburses funds from the CCSF as either a **contribution** or a **grant (see glossary)**. Canadian Heritage will determine the type of funding agreement. Specific requirements will apply to each type of funding agreement.

4.5 Deadline

Applications are accepted at any time throughout the year.

4.6 Application processing time

Canadian Heritage has set service standards for the timely acknowledgement of applications, funding decisions and payment processes. These service standards are a shared responsibility and all required documentation must be provided in a timely fashion.

Acknowledgement of application: Our goal is to acknowledge receipt of your application within 15 calendar days.

Funding decision:

Construction and/or Renovation

Our goal is to issue official written notification of the funding decision within 12 months from the date a complete application is received.

Specialized Equipment and Feasibility Study

Our goal is to issue official written notification of the funding decision within six months from the date that a complete application is received.

Payment

Our goal is to issue payments within 28 calendar days of the successful fulfillment of requirements as outlined in the contribution agreement or the grant awards letter.

4.7 Acknowledgment of funding from CCSF

For construction and/or renovation projects receiving \$100,000 or more, acknowledgement will be required in the form of a temporary sign on the work site. This sign, in both official languages and prepared at the expense of Canadian Heritage, is to be installed at the expense of the recipient during the construction and/or renovation work.

Upon completion of construction and/or renovation projects receiving \$100,000 or more, acknowledgement of the support provided by the Government of Canada is required in the form of a permanent plaque. This plaque, in both official languages and provided by Canadian Heritage, is to be installed and displayed in a prominent and publicly visible location at the expense of the recipient.

4.8 Reporting on results

Organizations receiving financial support from Canadian Heritage, either in the form of a contribution or a grant, must submit a final report. The requirements for the final report are specified in the contribution agreement or the grant letter.

Projects may also be subject to an independent project audit or post-project survey.

4.9 Access to information

Applications to the CCSF will be treated in accordance with the *Access to Information Act* and the *Privacy Act*.

5. Glossary

The following definitions are specific to the CCSF.

Arts organization (operating in a professional manner)

A not-for-profit organization that creates, produces and/or presents works in dance, theatre, music, visual arts or media arts where the majority of activities undertaken include professional artists who are reimbursed for their work. Such organizations may include performing arts companies, artist run centres, arts festivals and other presenters, arts services organizations; and national arts training institutions that are eligible for support through the Canada Arts Training Fund.

Business Plan

A document that describes an organization's management plans for several years into the future. It presents the organization's future activities and maps anticipated financial and operational considerations for reaching its goals. A business plan usually includes financial projections and targets, the size of markets (current and potential) and information on market trends. A business plan describes how the organization is accountable to the community and its methods for monitoring and evaluating progress, and demonstrates how the project will improve the financial performance of the organization where applicable.

Cash Flow Statement

A cash flow statement includes actuals and forecasts of monthly and/or quarterly revenues and expenses for the project duration. It provides the dollar amounts that an organization expects to collect and spend during a project. It is normally presented in a spreadsheet.

Contribution

A conditional payment to an individual or an organization for a specified purpose as outlined in a contribution agreement. A contribution may be subject to an independent project audit by the Department.

Contribution agreement

A contribution agreement is a signed agreement between the Department and a recipient that outlines the objectives, the expected results of the project and conditions for payment.

Culturally diverse communities

A group of people whose members identify with each other, through a common heritage. For the purpose of this definition, ethnocultural communities include Canadians of diverse cultures such as, but not limited to, African, Arab, Asian, Latin American or mixed heritage.

Feasibility study

Report conducted in advance of a project to determine the likelihood of the project's success. It is prepared by an independent consultant, architect and/or engineer or other specialist.

The study includes a systematic evaluation designed to assess the desirability or practicality of developing the project and should articulate what is required regarding space, functions, staffing and finances. It may include a needs assessment and market analysis. The written report includes the study's findings, recommendations, timetable and estimated project costs. It may also

include a fundraising strategy and capital campaign plan as well as the preliminary sketches of the building with general technical information.

Financial report:

A financial report includes a statement of financial position (balance sheet), a statement of operations (statement of revenues and expenses) and a statement of changes in financial position (statement of cash flow).

Types of financial reports:

- **Audited financial statements**

Financial report submitted to an independent accounting consultant to be audited. Audited financial statements offer a maximum level of assurance of conformity.

- **Review engagement**

Financial report submitted to an independent accounting consultant for enquiry, analysis and discussions. A review engagement offers a moderate level of assurance of conformity.

- **Unaudited financial statements**

Financial report not submitted to an independent accounting consultant. Unaudited financial statements offer a minimum level of assurance of conformity.

Grant

A payment issued by the Department of Canadian Heritage to an organization or group for a specific purpose. An organization or group that receives a grant is not required to submit financial statements, but must submit a final report to the Department upon project completion.

Grant letter

A grant letter informs an organization that its request for funding has been approved and provides notification of forthcoming payment.

Heritage organization (operating in a professional manner)

Permanent not-for-profit organization with a custodial mandate to collect, preserve, interpret, study and/or exhibit heritage collections that are regularly open to the public. They provide a physical forum for critical inquiry, research and education. The following are recognized as heritage organizations:

Museums, archive centres, botanical gardens, aquariums, insectariums, zoos, biodomes, science and interpretation centres, planetarium and natural, archaeological, historical and ethnographic sites.

In-kind donation

Donated materials or services may be eligible as in-kind donation if they are essential to the project's success and would otherwise be purchased by the recipient. They are to be measured at fair market value and have to be recorded in the applicant's accounting books. An in-kind donation can be included as a project expense but is not reimbursable.

Official language minority community

Official language minority communities are the Anglophone communities residing in Quebec and the Francophone communities residing outside of Quebec.

Professional fees

Money paid to a resource person, a consultant or a provider of professional services such as those related to architectural or engineering designs, environmental assessments, project management or financial audits.

Short-term financing

A loan obtained by the organization to cover immediate costs incurred by the acquisition or construction and/or renovation of the cultural or historical infrastructure until the applicant takes possession of the infrastructure.

Sustainable construction

Environmentally friendly construction methods that promote a more efficient use of resources.

Terms of reference

A document annexed to a contract or an agreement that defines the administrative, technical and financial obligations of a contracting party and describes the work to be accomplished, the benefits and the terms and conditions of the contract.

