



Canadian
Heritage

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Youth Take Charge

Guidelines



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This publication is available upon request in alternative formats.

Youth Take Charge Guidelines

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Introduction

Youth Take Charge Program

Through the Youth Take Charge Program, the Department of Canadian Heritage will enable young Canadians to become involved in a range of activities designed to strengthen their knowledge of and attachment to Canada¹. Youth participants will have an opportunity to learn about Canada's rich history and diversity and become engaged and active citizens. Through their active participation, young people will become more involved in their communities and thereby strengthen our country and shared future. Ultimately, the Department strives to increase youth attachment to Canada and to provide young Canadians with opportunities to share, express and appreciate their Canadian identity.

Program objective

- To strengthen youth attachment to Canada through engagement.

Program expected results

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

Program thematic areas

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

- History and heritage (priority)
- Economic activities
- Civic engagement and youth service
- Arts and culture

¹ Terms that are underlined are defined in the Glossary

NOTE: Projects promoting Canadian **history and heritage** will be given special consideration. History and heritage activities should engage youth in exploring some aspect of Canadian history and heritage (e.g. events, people, places, institutions). For the purposes of this Program, Canadian history and heritage content is considered to be any activity that encourages youth to learn about, gain knowledge of, or experience:

- Significant events, places, people, or artefacts from Canada's past (history)
- Accounts of diverse traditions that have had, and still have, an influence on the lives of Canadians (heritage)

This year the countdown to Canada's 150th birthday in 2017 continues. The Government of Canada has identified a number of nation-building **milestones on the road to 2017**, such as:

- 150th anniversary of the Charlottetown and Québec conferences (2014)
- 50th anniversary of the National Flag of Canada (2015)
- Centennial of women's suffrage (2016)

You may want to consider incorporating one of the road to 2017 milestones into your project.

Guidelines

Who can apply?

To be eligible for funding, your organization must be one of the following:

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

The following are not eligible:

- For profit entities
- Governments (federal, provincial/territorial or municipal administrations), Crown corporations or other federal institutions
- Public or parapublic groups or organizations (e.g. schools, colleges, universities, school boards, public libraries)

In addition, your organization must:

- have a minimum of three years of experience in serving youth on a significant national or provincial/territorial scale. This is defined by a number of factors, such as:
 - **Geographic reach:** your organization's activities reach beyond its immediate regional community
 - **Demographic impact:** your organization directly engages a significant number of youth on an annual basis.
 - **Track record:** your organization's reputation amongst other youth serving organizations, its public visibility, as well as its history of accomplishments
- have adequate security and safety policies and procedures in place
 - Due to the importance placed by the Program on the safety and security of participants, all applicant organizations are screened according to nature and length of experience in delivering youth programs and adequacy of security and safety policies and procedures in place.

What projects are eligible?

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

To be eligible for funding, your project must:

- meet the objective and contribute to the Program's expected results by actively encouraging youth engagement through an event, program or activity to:
 - strengthen youth attachment to Canada
 - provide opportunities for youth to participate in their community
 - involve youth in collaborative activities
- propose activities in one or more of the Program's thematic areas
- include participants who are between the ages of 7 and 30
- directly engage a significant number of youth
- be youth-led, in that youth play a significant role in the design, delivery and evaluation of the project
- use information and communication technologies (ICTs) as engagement tools
- demonstrate cash and/or in-kind support from community partners and other sources

The following are not eligible:

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

What expenses are eligible?

Eligible expenditures must be **directly linked** to the project and to the Program's objective.

The Department of Canadian Heritage takes no responsibility for contractual commitments made prior to receiving confirmation of support from the Department. If you enter into such commitments, you do so at your own risk.

Eligible expenses may include costs directly related to the development, management, implementation, delivery, coordination and logistical support of youth-led projects, such as (refer to Annex E for a description of each expense category):

- Promotion and Communication
- Youth Participant Training
- Volunteer Support
- Travel
- Hospitality
- Consultant-Professional Fees directly related to project delivery
- Artists and Performers
- Event / Venues
- Special Measures Expenses related to accessibility for youth participants with disabilities
- Administration Expenses

The following are not eligible:

- capital expenses (purchase of equipment and/or furniture, cost related to a contingency fund, acquisition of land, building, vehicle).
- operating expenses of your group
- purchase and/or commission of items produced for commercial purposes
- alcoholic beverages

How to apply?

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

Step 1

Verify application deadline

The application deadline is posted on the Program's website: www.pch.gc.ca/takecharge. You may also contact us by email at engagetoitakecharge@pch.gc.ca or at the following toll-free number 1-866-811-0055.

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

Step 2

Complete the following forms

- Document Checklist
- General Application Form signed by a person 18 years of age or older with signing authority for the organization
- Application Questionnaire
- Anticipated Demographic Distribution Form
- Budget
- Conflict of Interest Disclosure signed by a person 18 years of age or older with signing authority for the organization

Step 3

Include supporting documents

Include a copy of the supporting documents listed in the Document Checklist with your application.

Step 4

Submit your application

By mail

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

Applications must be received or postmarked no later than application deadline date.

In person

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

Applications must be delivered at the above address no later than 3 p.m. (Eastern Daylight Time) of the application deadline date. You will be given a confirmation to validate the date and time of delivery.

By email

engagetoi.takecharge@pch.gc.ca

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

The General Application Form (Annex B) and the Conflict of Interest Disclosure (Annex F) must be submitted by mail or in person with original signatures.

For email applications, the embedded “sent” date must be no later than 11:59 pm local time on the date of the application deadline.

Incomplete applications will not be considered. You are encouraged to discuss your proposal with a Youth Take Charge representative before submitting your application.

A clearly labeled virus scanned CD or USB key included with your mailed or hand – delivered application would be appreciated.

How will your application be evaluated?

Through the Youth Take Charge Program, the Department of Canadian Heritage seeks to support projects that demonstrate the ability to strengthen youth attachment to Canada.

Eligibility Assessment

Youth Take Charge will assess your complete application and supporting documents to determine whether your organization and proposed project are eligible for funding.

Project Assessment

Once your application has been determined eligible, Youth Take Charge will assess your application based on the following factors:

- how and to what extent your project will contribute to the Program's objective and results and will address the identified thematic areas
- how and to what extent your project has the potential to positively impact youth engagement and youth attachment to Canada
- how and to what extent your project is youth-led (i.e. the involvement of youth in the planning, implementation and evaluation of your project)
- the reach of the project (i.e. the number of youth directly involved)
- the degree of diversity in the reach of the project (i.e. the proposed project contribution to Youth Take Charge's efforts to ensure a global participation of young Canadians which is representative of provincial/territorial youth populations and encourages the participation of under-represented groups, including but not limited to: Aboriginal youth, visible minority youth, youth with disabilities, and youth from rural or isolated regions)
- your use of information and communication technologies (ICTs) as tools for increasing youth engagement in the project
- your ability to provide access to participants in both official languages and include participants from official language minority communities
- your ability to manage the project
- the reasonableness of your budget
- the ability to demonstrate cash and/or in-kind support from community partners and other sources

Reaching out to official-language minority communities

English and French are the two official languages of Canada.

Through its funding, the Government of Canada is committed to enhancing the vitality of the English and French linguistic minority communities in Canada, supporting and assisting their development and fostering the full recognition and use of both English and French in Canadian society.

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

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

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

Interdepartmental Committee

A committee of representatives from departments across the federal government will be consulted to validate project assessments and provide advice to the Department of Canadian Heritage to ensure that projects reflect the needs of young Canadians and that they allow Canadians to share, express and appreciate their Canadian identity.

How are projects funded?

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

Funding amounts of \$50,000 or more are disbursed through a contribution agreement. For funding amounts of up to \$50,000, the Department of Canadian Heritage will determine if the funding will be disbursed as a grant or as a contribution based on the risk of the project.

The maximum level of total government assistance shall not exceed 100% of eligible expenses i.e. if you anticipate receiving funding from other government sources (federal, provincial/territorial and/or municipal administrations) for the same project, the combination of financial assistance received from the Youth Take Charge Program and other government sources at all levels cannot exceed 100% of the total eligible expenses of the project.

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

This is a competitive funding process and the Youth Take Charge Program has limited resources. Therefore, funding decisions will depend on the number and quality of requests received for each deadline and the amount of funding available.

While your organization and project may be eligible, you are **not** guaranteed funding from the Program. If your application is successful, the funding may not correspond to the amount requested.

How long will it take to process your application?

The Program will send you an acknowledgment letter within 15 calendar days of receipt of your complete application.

Processing time will vary depending on the overall demand for funding, as well as the nature and complexity of each proposal. The Program's goal is to issue an official written notification of the funding decision to the applicant within 26 weeks of the application deadline date.

All applicants will be notified in writing about the results of their application.

What happens if your project is approved?

You will sign a contribution agreement or receive a grant letter.

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

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

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

The Program's goal is to issue payments within 28 calendar days of the successful fulfillment of requirements outlined in the contribution agreement or the grant letter.

All recipients must acknowledge funding from the Department of Canadian Heritage in promotional materials in a manner consistent with the guidelines. For contributions, additional requirements related to the acknowledgement of funding from the Department will be described in your contribution agreement.

What are your reporting requirements?

All recipients, including grant recipients, are required to submit a final report to Youth Take Charge in order to assist in the collection of information for Program performance measurement.

Activity Report: all recipients are required to report on the activities of their project to measure progress during project implementation, to help the program officer determine whether expected results are being achieved.

Demographic Data: all recipients must provide demographic data on participants directly involved (e.g. age, province, language spoken at home, etc.)

Financial Reports: recipients of a contribution must submit cash flows and a final financial report, as described in their Contribution Agreement, and may be required to submit audited financial statements of the organization or an audited financial report for their project.

Program questionnaires: recipients shall ensure that the Youth Take Charge questionnaires are distributed to each youth (age 13 and over only) directly involved in the project.

The information collected through the final reports submitted by the recipient and the completed questionnaires will remain confidential, but the Department of Canadian Heritage reserves the right to produce summary analyses at the end of each funding cycle.

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

Glossary

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

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

Cash flow: The reporting of all actual and forecasted cash receipts and cash disbursements, as well as in-kind revenues and expenses as may be applicable, for the completion of the project. This report must provide a breakdown of cash receipts and cash disbursements, as well as in-kind revenues and expenses, as per the expenditure categories set out in the budget, on a quarterly or monthly basis, for the funding period.

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

Contribution: A conditional transfer payment to an organization for a specified purpose, pursuant to a contribution agreement, that is subject to being accounted for and audited.

Contribution Agreement: A legal document between a donor department and a contribution recipient which describes the obligations of each party.

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

Grant: A transfer payment that is subject to pre-established eligibility and other entitlement criteria. A grant is not subject to being accounted for by a recipient and is not normally subject to audit by the department in question. The recipient may be required to report on results achieved.

History and heritage: Projects related to exploring the history and heritage of Canada:

- o Significant events, places, people, or artefacts from Canada's past (history)
- o Accounts of diverse traditions that have had, and still have, an influence on the lives of Canadians (heritage)

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

In-kind support: A non-cash donation, from a third party or the applicant, of goods or services towards a project financed by a department, which would otherwise be paid for by the recipient. Such a contribution is provided without any expectation of compensation or remuneration. An in-kind donation is considered to be a true contribution towards the total planned expenses, however it is not reimbursable. Any goods and services provided must be essential to the success of the event and evaluated at fair market value. Donated goods or services may be eligible if they:

- o are essential to the project's success, are eligible under the program guidelines, and would otherwise be purchased by the recipient
- o can be substantiated in the application as representing fair market value (i.e., in relation to the purchase of similar materials and services)
- o are recorded in the budget at fair market value, with total in-kind expenses equaling total in-kind revenue

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

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

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

Youth engagement: The meaningful participation and sustained involvement of youth in an activity, with a focus outside of him or herself. The kind of activity in which the youth is engaged can be almost anything – the arts, music, volunteer work, politics, social activism – and it can occur in almost any kind of setting. Not all youth engaged in a project will be involved to the same extent or in the same way.

- o A youth who is **directly engaged** in a project may be involved in a leadership role (e.g., planning, implementing, or evaluating activities) or they may be called upon to participate actively (e.g. contributing to an activity through their own work or ideas).
- o A youth who is **indirectly engaged** will have a more passive role (e.g. attending a workshop or performance in order to learn or experience something new).
- o Both direct and indirect forms of engagement are important and valuable. (Source: these definitions are Inspired by the Centres of Excellence for Children's Well-Being "What is Youth Engagement?")