



Canadian  
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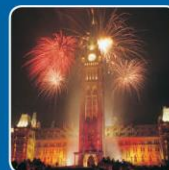
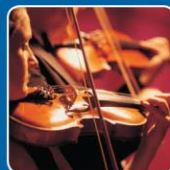
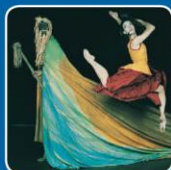
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# CANADA HISTORY FUND

Guidelines | 2014-2015







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# CANADA HISTORY FUND OVERVIEW

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## FUND OBJECTIVES

The Canada History Fund (CHF) encourages Canadians to learn about Canada's history, civic life and public policy. The Fund supports the development and/or enhancement of learning materials, the organization of learning and developmental experiences, and the establishment and maintenance of networks that give Canadians opportunities to enhance their understanding of Canada, thus building an informed and engaged citizenry.

**On the Road to 2017 (Canada's 150<sup>th</sup> birthday), the Fund will focus its support on projects that commemorate key milestones and celebrate people who have helped shape our country as we know it today.**

## FUND EXPECTED RESULTS

The Fund supports initiatives that provide Canadians, particularly youth, opportunities to enhance their understanding of Canada and its history, thus building an informed and engaged citizenry.

Canada History Fund Expected Results	
Short-term results	<ul style="list-style-type: none"><li>Materials developed/enhanced and activities organized on Canada's history, civics and public policy</li><li>Formal and informal history, civics, and public policy networks supported</li></ul>
Intermediate results	<ul style="list-style-type: none"><li>Canadians exposed to knowledge on Canada's history, civics and public policy</li><li>Educators and specialists use new knowledge to promote learning of Canada's history, civics and public policy</li><li>Leadership and collaboration in Canada's history, civic, and public policy sectors are encouraged</li></ul>
Long-term results	<ul style="list-style-type: none"><li>Canadians enhance their knowledge of Canada's history, civics and public policy</li></ul>



# APPLICATION FORM GUIDELINES

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## A. APPLICANT ELIGIBILITY

Eligible applicants include key national Canadian history and civics sector organizations as well as post-secondary educational institutions.

Applicants must have a proven track record and be able to demonstrate a national geographic reach:

- **Track record:** the organization's achievements and recognition in the sector
- **Geographic reach:** the demonstrated capacity of the organization to deliver programming to a pan-Canadian audience

The following are **not eligible**:

- Governments (federal, provincial/territorial, municipal, Crown Corporations and Aboriginal Governments)
  - Canadian organizations that generally deliver programming that is regionally based or focused
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## B. PROJECT ELIGIBILITY

**Eligible projects** may include:

- learning materials;
- websites, mobile applications or other new media tools;
- group activities such as conferences and workshops;
- establishment of networks and partnerships;
- large-scale works of reference;
- research and publications on current trends and public policy issues about Canada; and
- creative history-related activities such as essays.

**Ineligible projects** include:

- Conservation and archive-building projects; and
- Projects designed to fill the curriculum needs of one specific province or the needs of a particular institution or course.

**Priority for funding recommendations will be given to proposals that demonstrate:**

- a pan-Canadian focus or importance;
- a wide potential reach;
- an interactive learning experience;
- diversified funding sources;
- innovative use of technology; and
- creative history-related activities such as essays.

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## C. APPLICATION REQUIREMENTS

There are no deadlines for submitting applications. The CHF accepts a continuous intake of applications year-round. When submitting your application, please do not use staples, spiral or Cerlox binding, or any other similar form of fastening system. We recommend that you use large paper clips or three-ring binders to keep your materials together. Please note that your application is subject to information requests under the [Access to Information Act](#) and is protected under the [Privacy Act](#).

### All applications must include:

- A signed and completed general application form;
- A complete Canada History Fund Questionnaire will:
  - include a clear description of the project, its objectives and target audiences;
  - demonstrate that the project has a pan-Canadian focus – that is, it should not be regionally restrictive in scope; if a topic is regionally based, its national application or importance must be clearly set out;
  - demonstrate the need for the project amongst the target audiences and its ability to reach the audiences;
  - show the potential general educational and/or pedagogical applications of the project;
  - demonstrate how the project supports at least one of the CHF's objectives;
  - include a detailed budget that shows all anticipated and confirmed sources of funding (e.g.: in-kind) for the entire project and provides a detailed breakdown of forecast expenditures;
  - include a detailed timeline that includes key milestones in the development of the project and clear links to the proposal's expenditures (e.g.: to the cash flow);
  - include a list of the current Board of Directors or Council members of your organization; and
  - include a disclosure regarding the participation of any former public office holder or public servant subject to the *Policy on Conflict of Interest and Post-Employment*.

### If you have not recently applied to the Fund, the application must include:

- A proof of the legal status of the organization. For example, copies of not-for-profit registration and incorporation papers or proof of pending status;
- A copy of the by-laws (Constitution); and
- A copy of the most recent annual report or any other publication that profiles the organization, such as a newsletter or brochure.

**Important notes:**

- If the organization is requesting more than \$ 50,000, a copy of the most recent financial statements for the organization is required (audited, if available);
- If the contact person for the project is not the President or the responsible member of the Board of Directors, a proof that this contact person has legal signing authority for the project is required, such as a letter from the Board of Directors or the President; and
- If other funding sources have been confirmed for this project, the application must include a written confirmation on official letterhead from the foundation(s), corporation(s) or government program(s) indicating that financial support has been, or will be, provided and stating the amount awarded. A scanned copy of the official letter is acceptable.

**Please note that all material provided with the application will not be returned to the organization unless specifically requested when applying.**

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**D. ASSESSMENT PROCESS AND FUNDING CRITERIA**

The Fund uses activity bench marks, comparisons with similar projects, and management team experience to evaluate budget reasonability. Eligible applications are assessed on the following criteria:

- **Need:** Project's significance in the history/civics sector;
- **Objective and proposed activities:** Link between the CHF's objectives and proposed project;
- **Expected results:** Project's impact on Canadians;
- **Outreach:** Organization's efforts to reach a wide audience and ability to address Canada's Official Languages; and
- **Financial and management capacity:** Organization's ability to carry out the project.

**The assessment of applications under the CHF is a competitive process and funding decisions are based on the extent to which they address the objective of the Fund as well as the amount of funding available. Emphasis for funding will be on projects that highlight the Road to 2017 milestones (see page 5).**



## Road to 2017

Following the announcement of new measures to help promote Canadian history on June 11, 2013, the Department wishes to enhance Canadians' knowledge, understanding and appreciation of events, people and objects that reflect and have shaped Canada's history and identity.

On the Road to 2017, the following anniversaries of nation-building milestones will be given priority by the Government of Canada. Please note that projects funded by the Canada History Fund cannot also receive funding from another Department of Canadian Heritage program:

YEAR	MILESTONES
2014	<ul style="list-style-type: none"><li>• 200<sup>th</sup> Birth of Sir George-Étienne Cartier</li><li>• 150<sup>th</sup> Charlottetown and Quebec Conferences</li><li>• 100<sup>th</sup> First World War</li><li>• 75<sup>th</sup> Second World War</li></ul>
2015	<ul style="list-style-type: none"><li>• 200<sup>th</sup> Birth of Sir John A. Macdonald</li><li>• 50<sup>th</sup> Canada's national flag</li></ul>
2016	<ul style="list-style-type: none"><li>• 175<sup>th</sup> Birth of Sir Wilfrid Laurier</li><li>• 175<sup>th</sup> Election of Baldwin and Lafontaine - Leaders for Responsible Government</li><li>• 150<sup>th</sup> Fenian Raids</li><li>• 100<sup>th</sup> Anniversary of the Battles of the Somme and Beaumont-Hamel (First World War)</li><li>• 100<sup>th</sup> Canadian Women's suffrage</li><li>• 75<sup>th</sup> Battle of Hong Kong</li></ul>
2017	<ul style="list-style-type: none"><li>• 150<sup>th</sup> Anniversary of the Confederation</li><li>• 125<sup>th</sup> Anniversary of the Stanley Cup and 100<sup>th</sup> National Hockey League (NHL)</li><li>• 100<sup>th</sup> Battles of Vimy Ridge and Passchendaele</li><li>• 75<sup>th</sup> Anniversary of the Dieppe Raid</li><li>• 50<sup>th</sup> Anniversary of the Canada Games</li></ul>

Source: [www.canada150.gc.ca](http://www.canada150.gc.ca)

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## Canada's Official Languages

English and French are the two official languages of Canada. The Canada History Fund expects applicants to develop learning materials and organize learning activities in ways that reflect and support Canada's bilingual character. The Government of Canada is committed to enhancing the vitality of official-language minority communities by assisting and supporting their development, and to fostering full recognition and use of English and French in Canadian society. The Canada History Fund encourages applicants to develop strategies for engaging these official-language minority communities, by including them in marketing and promotional plans and inviting the active participation of community members.

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## E. FINANCIAL REQUIREMENTS

### Budget

Eligible Project expenses include:

- Up to 75 % of costs for the design, development, delivery, promotion, and evaluation of projects;
- Up to 100 % of costs for large-scale works of reference on Canada; and
- Administrative expenses up to 15 % of the total CHF contribution.

**Eligible expenditures must be directly linked to projects that support the expected results of the Canada History Fund.**

In cases where the CHF can only fund up to 75 % of the total costs of a project, the remaining 25 % can be funded through other federal, provincial/territorial or municipal government sources, but cannot come from another Department of Canadian Heritage program.

### Funding

The maximum level (stacking limit) of total government assistance (federal, provincial/territorial and municipal assistance) shall not exceed 100 % of the total project expenditures.

The maximum amount of total contributions payable to an applicant per project is \$ 2 million per fiscal year.

The Department will require all applicants to disclose all confirmed and potential sources of funding for a proposed project before the start and at the end of a project.

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## F. APPLICATION PROCESSING TIME

- Our goal is to acknowledge receipt of the application form within **15 calendar days**.
- Our goal is to issue official written notification of the funding decision **within 24 weeks of the date** we receive the complete application.

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## CONTACT US

**Your questions and comments are important to us. We are committed to providing you with accurate information in a timely manner.**

**Coordinates:**

Department of Canadian Heritage  
Canada History Fund  
15 Eddy Street, 8th floor, 15-8-C  
Gatineau (Quebec) K1A 0M5

Email: CHF-FHC@pch.gc.ca  
Telephone: 819-997-0055  
Toll-free\*: 1-866-811-0055  
Facsimile: 819-953-3415  
TTY\*\* (Toll-Free): 1-888-997-3123

*\*The toll-free lines have agents available to answer your questions, Monday to Friday, 8:30 a.m. to 5:00 p.m. (Eastern Time).*

*\*\*The TTY is a telecommunication device for people who are deaf, hard of hearing, or speech-impaired.*