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Canadian Heritage

Building Communities Through Arts and Heritage

Guide and Application Form

**Community Historical Anniversaries -
Programming**

Updated April 2008

Canada 

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Building Communities Through Arts and Heritage

Every year, all across Canada, hundreds of communities¹ organize arts and heritage events—such as festivals and commemorative activities—that enrich local community life and give Canadians an opportunity to engage in their community.

The Government of Canada’s ***Building Communities Through Arts and Heritage*** program supports activities that celebrate local historical heritage, artists and artisans, and are intended for the general public.

Program objective

To engage citizens in their communities through festivals, events, and activities that promote the performing and visual arts, as well as through the expression, celebration, and preservation of local historical heritage.

Expected results

- Increased citizen participation in community festivals, events and activities
- Increased opportunities for local artists and artisans to engage with their communities
- Increased exposure to local historical heritage

Program components

Component I – Local Arts and Heritage Festivals

This component provides funding for **recurring** festivals, events, and related activities that celebrate one or several aspects of local historical heritage, and/or present works or performances by local artists, are organized locally, actively involve members of the community, and are intended for and open to the general public.

Component II – Community Historical Anniversaries Programming

This component provides funding for **non-recurring** festivals, events, and related activities that commemorate major historical anniversaries of significant local events or local historical personalities, are organized locally, actively involve members of the community, and are intended for and open to the general public. Historical celebrations must mark 100th anniversaries and over, in increments of 25 (125 years, 150 years, etc.).

¹Terms that are underlined are defined in the Glossary.

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Who can apply?

To be eligible for funding from the Community Historical Anniversaries Programming component, your organization or group must:

- Have a mandate that is clearly local
- Engage Canadians in their communities through activities that express, celebrate, and preserve local arts and/or local historical heritage
- Be one of the following:
 - a local incorporated non-profit organization
 - a local unincorporated non-profit group
 - a band council, a local tribal council or other local Aboriginal (First Nation, Inuit or Métis) government or equivalent authority

The following are **not** eligible for program funding:

- Individuals
- For-profit organizations
- Governments (except band councils and other Aboriginal organizations, as specified above)
- Public and parapublic institutions and organizations, such as schools, universities, school boards, and public libraries

In this guide, the term “event” refers to your commemoration as a whole (for example, the 100th anniversary of Snowytown). You may apply for funding for specific activities within the larger event (e.g., a showcase of local artists at the Snowytown Centennial, or a re-enactment of the arrival of John Snow) or for the event as a whole. In other words, if all activities are eligible, you may apply for the entire event. If only some activities are eligible, you may only apply for those activities.

What activities are eligible?

IMPORTANT:

Only the first application with municipal endorsement received from a community will be considered for any one historical commemoration.

To be eligible for funding from the Community Historical Anniversaries Programming component, you must provide written confirmation of support (financial or in-kind) from your municipal government or equivalent authority. You must include the value of this support in your budget.

To receive funding from the Community Historical Anniversaries Programming component, your activity must:

- Last a minimum of one (1) calendar day and a maximum of one (1) year
- Be intended for and open to the general public; this includes activities that charge admission

- Present a program of festivals, events or related activities that commemorate a 100th (or greater) anniversary, in increments of 25 years (100, 125, 150, etc.), of a locally significant historical event or personality
- Present local performing artists and/or the work of local artisans and/or aspects of local historical heritage
- Actively involve members of the local community (e.g., through assistance with event planning, volunteering at the event itself, evaluating the event, etc.)

What events or activities are not eligible?

The following are **not** eligible:

- Events that forecast a deficit
- Events and related activities that receive support under Arts Presentation Canada or the Celebration, Commemoration and Learning Program of the Department of Canadian Heritage
- Activities celebrating Canada Day (July 1), National Aboriginal Day (June 21), Saint-Jean-Baptiste Day (June 24) or Canadian Multiculturalism Day (June 27)
- Activities celebrating the national days of other countries
- Sports and recreation events
- Events of a primarily religious, political or commercial nature
- Conferences, workshops and other events not intended for the general public
- Book fairs
- Competitions

What expenses are eligible?

Eligible expenses are directly linked to activities that support the expected results of the program. Some examples include:

- Fees and expenses (e.g., transportation) for local artists, artisans, and performers of heritage activities
- Costs of recruiting, training and/or supporting local volunteers (e.g., child care expenses, food and non-alcoholic beverages, distinctive shirts or uniforms)
- Exhibition fees and expenses for local artists and artisans
- Travel, accommodation, and meal expenses related to the participation of descendants of historically significant local personalities whose anniversary is being commemorated (and, if applicable, to that local personality) (see page F7 for government travel directives)
- Costs of publicity for attracting the local population
- Production expenses, including equipment rental costs (e.g., costume rental, sound, lighting)
- Hall rental and set-up costs
- Cost of the financial audit (for recipients of a contribution of \$50,000 or more)
- Insurance premiums related to eligible activities

What expenses are not eligible?

The following expenses are **not** eligible:

- Salaries and honoraria (except fees for local artists, artisans and performers of heritage activities)
- Fees or expenses for non-local artists, artisans, and performers
- Cost of commissioned or purchased artwork
- Cost of repairing or restoring artwork, including crafts
- Creation costs for a performance, artwork or exhibition (e.g., creation of costumes, artistic direction, etc.)
- Costs related to fundraising activities
- Costs related to competitions, such as expenses for prizes and juries
- Ongoing operating expenses of your organization
- Food and beverages (other than those described above)
- Purchase of equipment and capital costs, such as computers and stage equipment (e.g., risers, lighting and sound equipment)
- Research, planning, and production costs for brochures, books, and exhibitions
- Security services, ambulance services
- Fireworks

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

How are applications evaluated?

The Department of Canadian Heritage will assess your proposal based on the following factors:

- The local significance of the local historical event or local historical personality being commemorated
- The way in which your activities will increase community exposure to local historical heritage
- The number of local artists, artisans, and performers of local heritage activities involved in your event
- The number of volunteers involved in your event
- How volunteers and other members of your community will be involved in planning, implementing, and evaluating the event
- How your event is inclusive and representative of your locality
- The level of support (financial or in-kind) from your municipal government or equivalent authority
- The level of support (financial or in-kind) from other community partners (local businesses, community associations, etc.)
- The reasonableness of your budget

The assessment is a competitive process, and the *Building Communities Through Arts and Heritage* program has limited resources. Therefore, even if your organization and application are eligible, you are not guaranteed funding from the program; and even if your application is successful, the funding you receive may not correspond to the amount you requested.

How are activities funded?

The maximum amount available from the *Building Communities Through Arts and Heritage (BCAH)* program for any one event is \$200,000.

Funding is disbursed either as a grant or as a contribution, depending on the dollar amount approved. Grants are only available for amounts up to \$50,000, while contributions generally apply to amounts of \$50,000 or more.

The Department of Canadian Heritage will determine the funding type, based on the complexity of the proposed event and the applicant's ability to carry out the event successfully.

Since your eligible activities receive funding from other government sources, the combination of that assistance and BCAH funding must not exceed 100 percent of total eligible expenses.

How to apply

1. Complete and sign the following documents (the person who signs the application form must have signing authority for the applicant and must be 18 years or older):
 - The General Application Form
 - The Questionnaire
 - Your detailed budget of revenues and expenses
2. Include the following documents as part of your application (see the Document Checklist, page F1):
 - The signed Confirmation of Support from Municipal Government or Equivalent Authority
 - For incorporated applicants, a copy of relevant letters patent, certificates of incorporation, bylaws or articles (if applicable)
 - For unincorporated groups, a signed copy of the Unincorporated Applicant Acceptance of Liability (page F9) and a copy of the articles of association (if applicable)
 - A proof of liability insurance for the event
 - A proof of anniversary date
3. Submit your application, in person or by mail, to a Canadian Heritage office in your region (see addresses, pages 7-8). Mailed applications must be postmarked no later than the published application deadline.
Applications postmarked after the deadline will not be accepted.

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

APPLICATION DEADLINES

Next deadline:

The application deadline for the Building Communities Through Arts and Heritage Program has been extended to September 30, 2008.

SEPTEMBER 1, 2008 for events presented between January 1st 2009 and December 31st 2009

Effective January 1, 2009, these deadline dates will remain the same, in future years:

APRIL 1 for events presented between September 1st and December 31st (same year); and

SEPTEMBER 1 for events presented between January 1st and December 31st (following year)

Application processing time

Upon receiving your application, the Department of Canadian Heritage will send you an acknowledgment of receipt. This may take **four (4) to six (6) weeks**.

Processing time varies depending on the overall demand for funding, as well as the nature and complexity of each proposal. In general, please allow **four (4) to six (6) months** from the deadline date for the Department to process your application.

You will be notified in writing if your application for funding has been successful.

If you receive funding

If you receive funding, you will be required to submit a final report to the Department of Canadian Heritage. A report template is available on the Department website or from your regional Canadian Heritage office (see list, pages 7-8).

You must acknowledge funding from the Department of Canadian Heritage in all promotional materials in a manner consistent with the guidelines found at the following address http://www.pch.gc.ca/pc-ch/pubs/peaf-pafa/index_e.cfm.

Contribution recipients must also submit a detailed final financial report. Furthermore, an audited financial statement of the event is required for contributions of \$50,000 or more.

Department of Canadian Heritage offices

For more information about the *Building Communities Through Arts and Heritage* program, to discuss your application with one of our program officers, or to submit your application, please contact your nearest Canadian Heritage office.

Atlantic Region

pch-atlan@pch.gc.ca

New Brunswick

1045 Main Street
Suite 106, Third Floor
Moncton, New Brunswick
E1C 1H1
Tel.: 506-851-7066

Nova Scotia

1869 Upper Water Street
Suite 200, Old Red Store
Halifax, Nova Scotia
B3J 1S9
Tel.: 902-426-2244

Prince Edward Island

Jean Canfield Government of Canada Building
191 University Avenue, Second Floor
Charlottetown, Prince Edward Island
C1A 4L2
Tel.: 902-566-7188

Newfoundland and Labrador

John Cabot Building
10 Barters Hill, Fifth Floor
P.O. Box 5879
St. John's, Newfoundland and Labrador
A1C 5X4
Tel.: 709-772-5364

Quebec Region

pch-qc@pch.gc.ca

Guy-Favreau Complex
200 René Lévesque Boulevard West
West Tower, Sixth Floor
Montréal, Quebec
H2Z 1X4
Toll-free: 1 877 222-2397

3 Passage du Chien d'Or
P. O. Box 6060
Haute-Ville
Québec, Quebec
G1R 4V7
Tel.: 418-648-5054
Toll-free: 1 877 222-2397

Ontario Region

pch-ontario@pch.gc.ca

150 John Street, Suite 400
Toronto, Ontario
M5V 3T6
Tel.: 416-954-0395
Toll free: 1 800 749-7061

350 Albert Street, Suite 330
Ottawa, Ontario
K1A 0M5
Tel.: 613-996-5977
Toll free: 1 800 749-7061

Prairies and Northern Region
pnr_rpn@pch.gc.ca

Nunavut

Toll-free: 1 800 661-0585

Northwest Territories

Government of Canada Building
5101 – 50th Avenue, Third Floor
Yellowknife, Northwest Territories
X1A 2N4

Toll-free: 1 800 661-0585

Saskatchewan

101 – 22nd Street East, Suite 311
Saskatoon, Saskatchewan
S7K 0E1

Toll-free: 1 800 661-0585

400 – 1975 Scarth Street
Regina, Saskatchewan
S4P 2H1

Toll-free: 1 800 661-0585

Manitoba

275 Portage Avenue, Second Floor
Winnipeg, Manitoba
R3B 2B3

Toll-free: 1 800 661-0585

Western Region
wro-pch@pch.gc.ca

Alberta

First Street Plaza
138 – 4th Avenue South East, Suite 310
Calgary, Alberta
T2G 4Z6
Tel.: 403-292-5541

Canada Place
9700 Jasper Avenue, Suite 1630
Edmonton, Alberta
T5J 4C3
Tel.: 780-495-3350

British Columbia

300 West Georgia Street, Suite 400
Vancouver, British Columbia
V6B 6C6
Toll-free: 1 800 663-5812

Yukon

300 Main Street, Suite 205
Whitehorse, Yukon
Y1A 2B5
Toll-free: 1 800 663-5812

Glossary

For the purposes of the *Building Communities Through Arts and Heritage* program, the following definitions apply:

Community: The persons residing in and sharing a common geographic area.

Community involvement: Occurs when members of a community participate together in an event or activity. Their contribution can take various forms, including donations of time, money, goods or services.

Competition: A contest in which participants are judged.

Contribution: A transfer payment issued by the Department of Canadian Heritage to an organization or group for a specific purpose, as outlined in a contribution agreement signed by the Department and the applicant. Recipients of a contribution are required to submit activity reports and revenue and expense reports. Recipients of a contribution of \$50,000 or more must also submit audited financial statements.

Federal government fiscal year: The Canadian federal government fiscal year is from April 1 to March 31.

Grant: A transfer 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 revenue and expense reports, but it must submit a final report to the Department upon project completion. Grants are normally awarded for amounts less than \$50,000.

In-kind contributions: Goods or services donated to a project (by a third party or by the applicant) without expectation of compensation. In-kind contributions are considered real contributions to the cost of the proposed activities but are not reimbursable. Donated goods or services may be eligible as an in-kind contribution if they:

- are essential to a project's success, eligible under the program guidelines, and would otherwise be purchased and paid for by the recipient
- can be measured at fair market value (i.e., in relation to the purchase of similar materials and services)
- are recorded in the budget, and the budget shows equal in-kind revenues and expenses.

Local: Belonging to or existing in a particular geographic area, smaller than its province or territory, with a population that shares a common culture, economic activity, historical heritage, etc. By extension:

- **local artist or artisan:** An artist or artisan born in, residing in or having a significant connection to the geographic area identified by the applicant.
- **local historical event:** A historical event that occurred at least 100 years ago in the geographic area identified by the applicant. Applications submitted must commemorate an anniversary in increments of 25 years (100, 125, 150, etc.).
- **local historical heritage:** The local history which is shared by the residents of a geographic area and clearly connected to that area.
- **local historical personality:** A person with a significant connection to the community identified by the applicant, and who is the subject of a community historical anniversary of at least 100 years or more, in increments of 25 years (100, 125, 150, etc.).

Unincorporated non-profit group: A group of individuals who come together to conceive and implement an activity being proposed for funding. Such a group is not a legal entity, nor is it necessarily permanent.