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Canadian Heritage

Building Communities Through Arts and Heritage

Component II — Community Anniversaries
Guide



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Building Communities Through Arts and Heritage — **Introduction**

Every year, all across Canada, numerous communities organize arts and heritage activities such as festivals¹ and commemorative events 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 and projects that celebrate local historical heritage, as well as local artists and artisans, and are intended for and accessible to the general public.

PROGRAM OBJECTIVE

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

EXPECTED RESULTS

- increased citizen participation in local festivals, anniversaries, and commemorative projects
- increased opportunities for local artists and artisans to engage with their communities
- increased exposure to local historical heritage

PROGRAM COMPONENTS

The *Building Communities Through Arts and Heritage* program delivers its funding through three separate components. These components are administered independently and have separate guidelines and application forms.

Component I — *Local Festivals*

This component provides funding of up to 100 percent of eligible expenses to a maximum of \$200,000 for **recurring** festivals and related activities that:

- present the work of local artists, artisans, or historical performers
- are organized locally
- actively involve members of the local community
- are intended for and accessible to the general public

¹ Terms that are underlined are defined in the Glossary.



Component II — *Community Anniversaries*

This component provides funding of up to 100 percent of eligible expenses to a maximum of \$200,000 for **non-recurring** events, related activities and capital projects that:

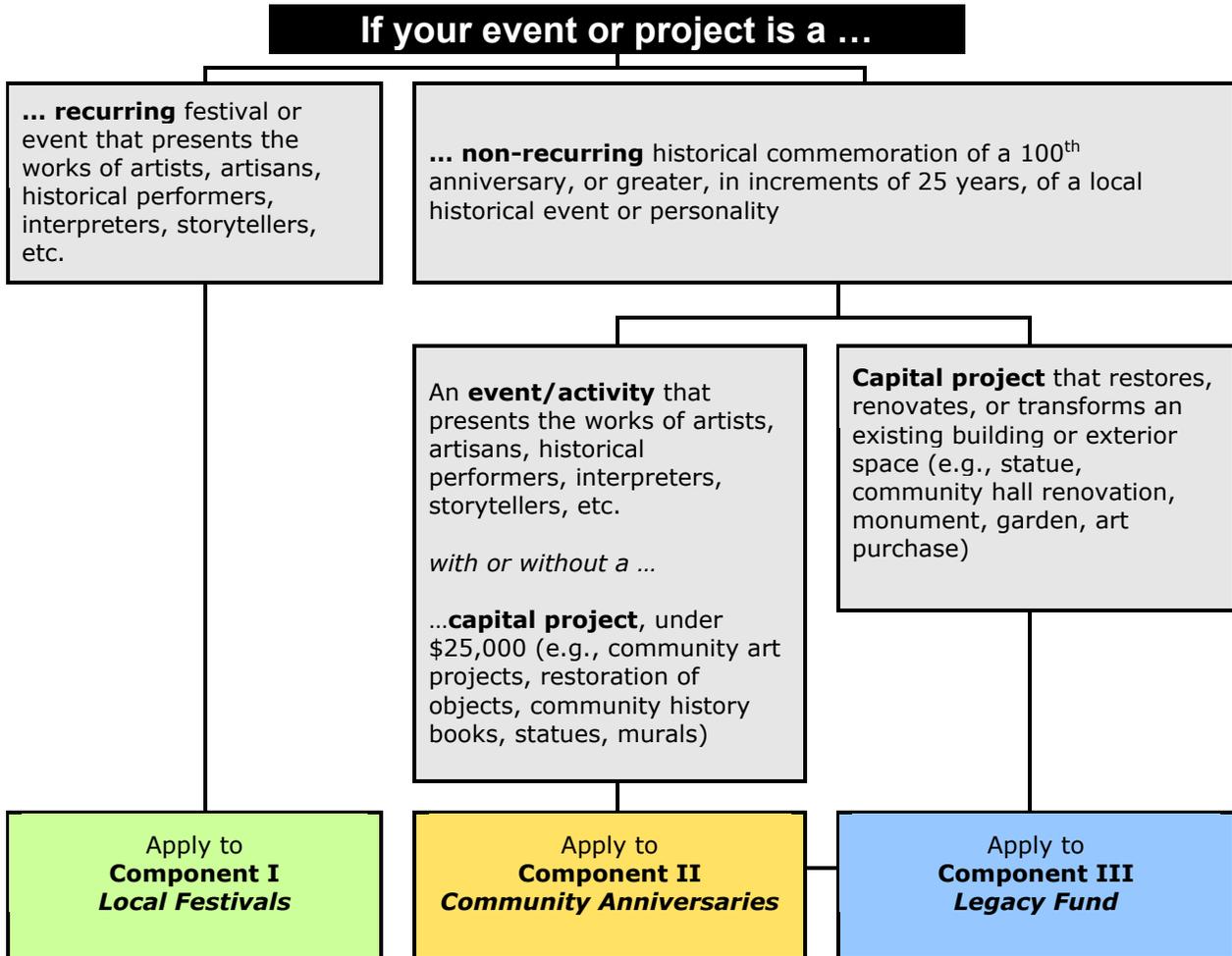
- commemorate a local historical event or pay tribute to a local historical personality
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- present the work of local artists, artisans, or historical performers
- are organized locally
- actively involve members of the local community
- are intended for and accessible to the general public

Component III — *Legacy Fund*

This component provides funding of up to 50 percent of eligible expenses to a maximum of \$500,000 for community **capital projects** that:

- commemorate a local historical event or pay tribute to a local historical personality
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- transform existing buildings or exterior spaces
- actively involve members of the local community
- are intended for and accessible to the general public
- encourage arts or heritage

TO WHICH PROGRAM COMPONENT SHOULD YOU APPLY?



Guidelines Component II — *Community Anniversaries*



The *Community Anniversaries* component provides funding to local groups for **non-recurring** local events, related activities and minor capital projects that commemorate a local historical event or pay tribute to a local historical personality, that mark a **100th anniversary** or greater, in increments of 25 years (e.g., 125th, 150th) and present the work of local artists, artisans, or historical performers.

Successful applicants may receive up to 100 percent of eligible expenses to a **maximum of \$200,000**.

Submit applications by **April 30, 2010** for anniversaries and projects taking place between January 1, 2011 and December 31, 2011. Submit applications by **September 30, 2010** for anniversaries and projects taking place between April 1, 2011 and December 31, 2011.

WHO CAN APPLY?

To be **eligible** for funding from the *Community Anniversaries* component, your group must be one of the following:

- a local incorporated non-profit group
- a local unincorporated non-profit group
- a local band council, local tribal council or other local Aboriginal government (First Nation, Inuit, or Métis) or equivalent authority

In addition, your group must:

- encourage local community engagement through activities that promote, celebrate, and preserve local arts or local historical heritage

The following are **not eligible**:

- individuals
- for-profit entities
- governments (federal, provincial/territorial, or municipal administrations)
- public and parapublic groups or organizations (e.g., schools, universities, school boards, public libraries)
- groups with an exclusively provincial/territorial, national, or international mandate
- groups with outstanding final reports for festivals, events, or projects previously funded by *Building Communities Through Arts and Heritage*

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

To be eligible for funding from the *Community Anniversaries* component, your event and capital project must meet all of the following requirements:

- commemorate a local historical event or pay tribute to a local historical personality
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- present local artists, artisans and/or performers of local historical heritage
- demonstrate a clear link between any capital projects and the anniversary
- have the written support of your municipal administration or equivalent authority, in the form of cash and/or in-kind support
- actively encourage community engagement of citizens (e.g., through assistance with event planning, volunteering at the event, evaluating the event)
- present BCAH-eligible activities for a minimum of one day and no longer than one calendar year
- be intended for and accessible to the general public

NOTE: The Department of Canadian Heritage will fund only one historical commemoration per community for the same event or person. If the Department receives more than one application per locality, it will look to the municipal administration or equivalent authority to endorse one of the projects.

WHAT EVENTS OR PROJECTS ARE NOT ELIGIBLE?

- events that forecast a deficit
- events or activities whose primary purpose is fundraising or competition
- events and activities that receive financial support under the Canada Arts Presentation Fund, the Canada Cultural Spaces Fund, Celebrate Canada or other programs of the Celebration and Commemoration Program of the Department of Canadian Heritage; or under the Community Historical Recognition program of Citizenship and Immigration Canada
- 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, historical events, or personalities of other countries
- activities or projects that are primarily intended for recreation or sport, unless celebrating the significant anniversary of a sport or recreational activity
- any activities presented by arts or heritage groups or organizations (e.g., theatre or music organizations, museums, art galleries) that are assessed to be part of, or an extension of their regular, ongoing performance or exhibition program
- events and activities of a primarily religious, political, or commercial nature, including food sales, art and craft sales, or book fairs
- projects that are assessed by the Department to be illegal or demeaning
- conferences, workshops, and other activities that are not intended for the general public

WHAT EXPENSES ARE ELIGIBLE?

All eligible expenses must be incurred after the application deadline and must be directly linked to the anniversary project that supports the expected results of the Program. Some examples include:

- fees and expenses for local artists, artisans, and performers of local historical heritage activities
- costs of recruiting, training, and supporting local volunteers (e.g., child care expenses, food, non-alcoholic beverages, distinctive clothing)
- fees and expenses related to the exhibition of artwork by local artists and artisans
- costs of publicity aimed at the local population
- production expenses, including equipment rental costs (e.g., rental of costumes, lighting, sound equipment, tents)
- logistical expenses (e.g., traffic barriers, portable toilets, garbage bins)
- venue rental and set-up costs
- cost of insurance for eligible activities
- costs incurred in conducting project audits for requests over \$50,000
- fees and expenses related to the creation, restoration, purchase and/or commission of tangible commemorative objects (e.g., murals, works of art, statues, plaques, community art projects, written or visual materials).

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

NOTE: If your event is eligible under the Community Anniversaries component, you may request financial support for all or part of your event's activities.

WHAT EXPENSES ARE NOT ELIGIBLE?

- operating expenses of your group (e.g. salaries, travel, office equipment and furniture, vehicles)
- fees and expenses for non-local artists, artisans, and performers of local historical heritage (except for fees and expenses related to capital projects)
- creation costs for a performance (e.g., writing, artistic direction, rehearsals) or an exhibition
- expenses associated with creating parade floats
- expenses related to competitions (e.g., expenses of jury members, purchase of prizes), except for capital projects
- creation and/or commission of non-tangible works of art including theatre, music, and dance works
- food and beverages, other than those described for volunteers

- purchase of equipment (e.g., computers, stage equipment, risers, lighting, sound equipment)
- purchase, commission, or restoration of religious art or artefacts currently used, or projected for use, in the practice of religious rites or ceremonies
- restoration of grave sites or cemeteries
- expenses related to archaeological digs
- purchase, commission, or restoration of items that are intended for sale
- security or paramedic services
- fireworks

HOW ARE APPLICATIONS EVALUATED?

The Department of Canadian Heritage will assess your application based on the following three categories:

1. Community involvement
2. Impact on local arts and heritage in the community
3. Management capacity including a reasonable project budget

Some of the specific factors to be considered include:

- the number of volunteers involved in your event/project
- the contribution of volunteers and other members of your community to the planning, implementation, and evaluation of your event/project
- the level of cash and/or in-kind support from your municipal administration or equivalent authority
- the number of community partners involved in your event or project (e.g., community associations, historical societies, service clubs, local businesses)
- the level of cash and/or in-kind support from your community partners
- the significance for your community of the local historical event or local historical personality being commemorated
- the way your activities/capital project(s) will increase community exposure to local historical heritage
- the number of local artists, artisans, and performers of local historical heritage involved in your event/project
- the reasonableness of your budget and your ability to manage the event/project
- the degree to which the objectives of previously funded *Building Communities Through Arts and Heritage* events/projects were met.

The assessment of applications is a competitive process and the *Community Anniversaries* component has limited resources. Funding decisions are based on the number and quality of requests received for each deadline and the amount of funding available. While your group and event/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 ARE EVENTS OR PROJECTS FUNDED?

The maximum amount available from the *Community Anniversaries* component for any one event/project is \$200,000. Total expenses include only those eligible expenses incurred from the application deadline through to the completion of the project.

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

Some eligible expenses under the *Community Anniversaries* component may receive funding from other government sources (federal, provincial/territorial, municipal administrations or equivalent authority). The combination of financial assistance received from the *Community Anniversaries* component and other government sources cannot exceed 100 percent of the total eligible expenses of these activities.

APPLICATION PROCESSING TIME

The Department of Canadian Heritage will send you a letter of acknowledgment within two weeks of receipt of your application.

Successful applicants will be notified no later than six months after all required documents are submitted and deemed complete or the application deadline, whichever date is later. Processing time will vary depending on the overall demand for funding, as well as the nature and complexity of each proposal. All applicants will be notified in writing about the results of their application.

IF YOU RECEIVE FUNDING

If your application is approved for a grant, your initial payment will be processed within 28 days of the Department's receipt of the signed Liability Waiver, by which you indemnify the crown and all its employees from the results of the undertaking of your group.

If your application is approved for a contribution, your initial payment will be processed within 28 days of the Department's receipt of the signed contribution agreement and a request for payment. Please note that in the case of a contribution, a liability waiver is included in the contribution agreement.



The historical accuracy and content of the project are solely the responsibility of the recipient.

Recipients are strongly encouraged to obtain insurance to cover their own and their volunteers' activities within the context of the project.

Recipients may be required to provide a revised budget and a monthly cash flow for the duration of the project.

If your application is approved for a capital project, you are required to publicly acknowledge the commemoration of the historical event or personality. For example, a plaque attached to a mural created by the community could read, "This mural (title) was created by the community of (name) in 2010 to commemorate the 100th anniversary of the arrival of the railway line in 1910." Or, in the case of the publication of a local history, the dedication might include, "This local history was created by the citizens of Our Town to commemorate the 200th anniversary of its founding in 1810."

All recipients must acknowledge funding from the Department of Canadian Heritage in promotional materials in a manner consistent with the guidelines found at the following address: www.pch.gc.ca/pc-ch/peaf-pafa/index-eng.cfm. Consult your Regional Office of the Department Canadian Heritage for advice.

All recipients are required to submit a final report to the Department of Canadian Heritage. The report template is available on the Department website. Recipients of a contribution must submit a final financial report, as described in their contribution agreement. Contributions greater than \$50,000 are required to submit audited financial statements of their project.

HOW TO APPLY

Using the interactive forms

Both the Application Form in Microsoft Word and the Budget in Microsoft Excel are available on the Department website at <http://pch.gc.ca/communities/>. When you open these forms on your computer, you will be prompted to "Enable Macros". Enabling macros will allow you to access additional guidance by double-clicking the icons that appear as ? (question marks). Should you wish to disable the macros, you can still complete and submit the form, but you will not have access to this assistance.

Using paper forms

If you wish to apply in writing, you can obtain a complete application package, by contacting your Regional Office of the Department of Canadian Heritage. The Contact List is published in the Guide and on the website at <http://pch.gc.ca/communities/>.

Step 1 - Complete the forms

Complete and provide signatures as required:

- the *Application Form* (signature required)
- the *Community Anniversaries Budget*
- the *Confirmation of Support from Municipal Administration or Equivalent Authority* form (signature required)
- the *Unincorporated Applicant Acceptance of Liability* form (if applicable with signatures required)
- the *Canadian Environmental Assessment Act Exclusion Questionnaire* (for applications with capital projects, except projects that create books, or other visual materials)

Step 2 – Assemble the application package

Using the Document Checklist included in Application Form as a guide, assemble the application package. Be sure to include the Document Checklist itself in the application package. In addition to the forms completed in Step 1, include the following documents, **if applicable, as per the**

Document Checklist:

- proof of the anniversary date
- a copy of your organization's letters patent and documents of incorporation
- a copy of your organization's bylaws
- a copy of your group's or organization's two most recent financial statements (audited if available)
- for Quebec only, a list of your Board of Directors
- a copy of your articles of association

Step 3 – Submit the application to the Department

Once completed, the Application Form and Budget may be transmitted **electronically** by email to the Regional Office of the Department of Canadian Heritage no later than the application deadline. If you submit your application by e-mail, you must also submit the Application Form with an original signature by mail.

Submit all required documentation listed on the Document Checklist **by mail** to the Regional Office of the Department of Canadian Heritage no later than the application deadline.

For documents submitted by more than one delivery method, please ensure the content of the versions is identical. Emailed versions of the application must be received no later than the application deadline. Mailed applications must be postmarked no later than the application deadline.

For any assistance you may require, please contact your Regional Office of the Department of Canadian Heritage. The Contact List is published in the Guide and on the Department website.

GLOSSARY

For the purposes of the *Community Anniversaries* component, the following definitions apply:

Canadian Environmental Assessment Act:

An act that ensures that the environmental effects of projects are carefully reviewed before federal authorities take action in connection with them so that projects do not cause significant adverse environmental effects.

Cash flow: A presentation of all anticipated revenue and planned expenses that will occur over the length of your project. At the beginning of your project, your cash flow presentation will forecast revenue and expenses to help you manage your funds. Over time your cash flow presentation will need to be updated to reflect the actual revenue and expenses.

Commemoration: Non-recurring local events or activities that pay tribute to an historical event or historical personality of significance for the community.

Community: The persons residing in and sharing a common geographic area that is smaller than a province or territory (Quebec only, smaller than an administrative area).

Community engagement: The participation of the members of a community in activities such as festivals, events or projects. This participation can take various forms including donations of time, money, goods, services, etc.

Competition: A contest in which participants are evaluated or judged. The Program will not fund any activities that rank or grade participants, give prizes or ribbons (e.g., music/dance competitions, dog-sled racing, agricultural competitions).

Contingency: A budgeted amount equal to 10percent of the total planned expenses for the capital component, that may or may not be required, and that is intended to cover unforeseen expenses, variances, cost overruns, etc.

Contribution: A 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 recipient. Recipients of a contribution are required to submit activity reports and revenue and expense reports.

Festival: Local artistic and/or historical heritage events or activities that are held in a particular locality.

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 revenue and expense reports, but must submit a final report to the Department upon project completion.

In-kind support: Donated goods or services (by a third party or by the applicant) without expectation of compensation or remuneration. In-kind support is considered to be a real contribution to the total planned expenses, but is not reimbursable by the *Building Communities Through Arts and Heritage* program. Donated goods or services may be eligible if they:

- are essential to the success of the event or capital project, are eligible under the program guidelines, and would otherwise be purchased by the recipient
- can be assessed at fair market value (i.e., in relation to the purchase of similar materials and services)
- are recorded in the budget at fair market value such that total in-kind expenses equal total in-kind revenue

Local: Pertaining to a geographic area that is smaller than a province or territory (Quebec only, smaller than an administrative area), with a population characterized by a common culture, economic activity, or historical heritage, etc.; and by extension:

- **Local artist or artisan:** an artist or artisan born in, residing in, or having a significant connection to the locality identified by the applicant.
- **Local group or organization:** a group or organization that, through its mandate, objectives and activities, clearly demonstrates that its principal focus concerns the locality in which it operates.

- **Local historical heritage:** historical events or personalities directly linked to the history of the locality identified by the applicant.
- **Local historical event:** an occurrence in the past that contributed to shaping the locality identified by the applicant.
- **Local historical personality:** a person who was born in, resided in, or had a significant connection to the locality identified by the applicant.

Parapublic: A group or organization that, through its governance structure, is partially accountable to a federal, provincial, territorial government, a municipal administration, or equivalent authority. Some Business Improvement Areas (BIAs) and Economic Development Agencies are eligible to apply, provided that they are not accountable to a government.

Unincorporated non-profit group: A group of at least three individuals who come together to conceive and carry out planned activities, operate on a cost recovery basis, and do not in any manner, distribute any income in excess of expenses to their members. Such a group is not a legal entity, nor is it necessarily permanent.

Venue: The place or site where activities occur (e.g., local theatre, park, school gymnasium, library, soccer stadium, farmer's field).

CONTACT LIST

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This publication is available upon request in alternative formats.

This publication is available in PDF and HTML formats
on the Internet at <http://pch.gc.ca/pgm/dcap-bcah/index-eng.cfm>

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