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Canadian Heritage

Building Communities Through Arts and Heritage

Component III — Legacy Fund
Guide



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

Every year, all across Canada, numerous communities¹ organize arts and heritage activities such as festivals 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:

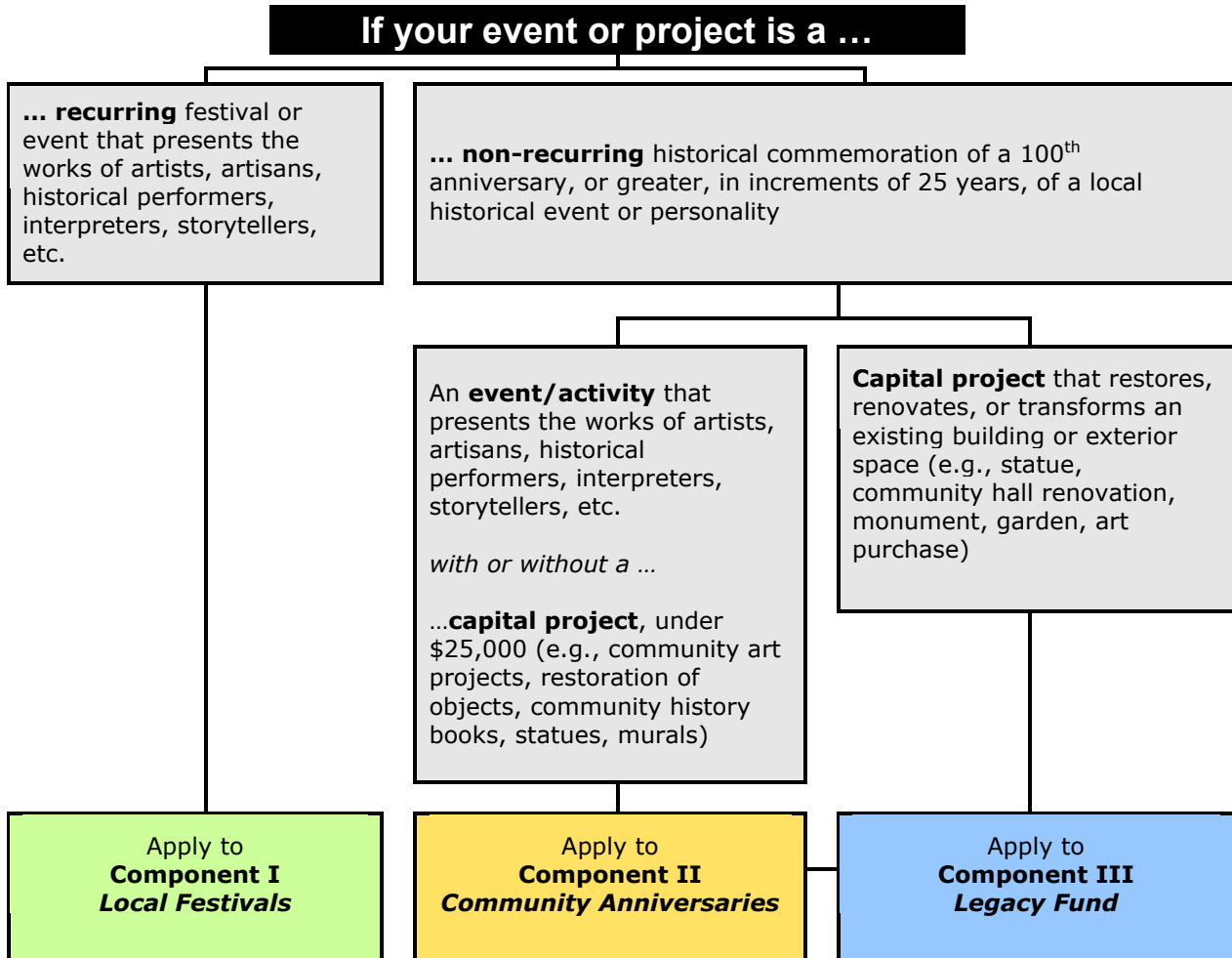
- commemorate a local historical event or pay tribute to a local historical personality
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- present the work of local artists, artisans, or historical performers
- are organized locally
- actively involve members of the 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 for Component III — *Legacy Fund*

The Legacy Fund provides funding for **community capital projects** that renovate or transform existing buildings or exterior spaces in order to commemorate a local historical event or pay tribute to a local historical personality that is celebrating a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th).

Successful applicants may receive up to **50 percent of eligible expenses** to a maximum of \$500,000.

Application Deadlines: **September 30** and **April 30**.

WHO CAN APPLY?

To be **eligible** for financial support from the *Legacy Fund*, your group must be one of the following:

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

In addition, your organization must:

- have a publicly-stated objective that is linked to the local community
- encourage local community engagement through activities that promote, celebrate, and preserve local arts or local historical heritage

The following are **not eligible**:

- individuals
- unincorporated or for-profit entities
- governments (federal, provincial/territorial, or municipal administrations)
- public and parapublic groups or institutions (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 *Legacy Fund*, your capital project must meet all of the following eligibility 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)
- be related to an anniversary taking place between the date of application and December 31, 2012
- demonstrate a clear link to the anniversary
- involve the restoration, renovation, or transformation of existing buildings and/or exterior spaces with local community significance
- encourage arts and heritage activities in your community and be intended for and accessible to the general public
- be tangible and lasting with a useful life of at least ten years
- have the written support of your municipal administration or equivalent authority, in the form of cash and/or in-kind support
- provide opportunities for community engagement of citizens through an unveiling or celebratory event(s)
- actively encourage citizen participation through activities such as planning, commissioning, or fundraising
- be completed by March 31, 2012

NOTE: The Department of Canadian Heritage will fund only one legacy project per community to commemorate the same event or person. If the Department receives more than one application per component, it will look to the Municipal administration, or equivalent authority, to endorse one of the projects.

WHAT PROJECTS ARE ELIGIBLE?

Projects that involve the restoration, renovation, or transformation of an existing building and/or exterior space intended for community use, such as, but not limited to:

- a community building
- a public garden or park
- a commemorative arch
- a train station
- a longhouse
- a deconsecrated church

Projects that involve the purchase, commissioning, restoration, and/or installation of objects that will transform an existing building and/or exterior space intended for community use, such as, but not limited to:

- a monument
- a sculpture
- a statue
- a public mural
- a fountain
- a work of art

WHAT PROJECTS ARE NOT ELIGIBLE?

- projects that forecast a deficit
- projects that receive financial support under 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
- projects commemorating Canada Day (July 1), National Aboriginal Day (June 21), Saint-Jean-Baptiste Day (June 24), or Canadian Multiculturalism Day (June 27)
- projects commemorating the national days, historical events, or personalities of other countries
- projects that are primarily intended for recreation or sport, unless celebrating the significant anniversary of a sport or recreational activity
- projects that are of a primarily religious, political, or commercial nature
- projects that are assessed by the Department to be illegal or demeaning
- public works projects such as the building or restoration of roads, wharfs, and sewers
- construction of a new building
- historical building renovations that are not directly linked to the commemoration

WHAT EXPENSES ARE ELIGIBLE?

All eligible expenses must be incurred after the date the Department receives your application and must be directly linked to the commemorative capital project that supports the expected results of the Program. Some examples include:

- costs related to the restoration, renovation, or transformation of a building and/or an exterior space, including demolition, excavation, materials, labour, and specialized equipment
- costs related to the commissioning and/or installation of statues, murals, works of art, and fountains
- acquisition of land, buildings, or significant objects
- the commissioning of planning, design, or feasibility studies for the project (eg. architectural drawings, engineering studies, environmental assessments, heritage reports)
- costs incurred in conducting project audits for requests over \$50,000
- costs of recruiting, training, and supporting local volunteers who are directly involved in the transformation of a building/space

- project contingency of up to 10% of cash expenses directed towards planning, acquisition, construction, or material costs of the project

WHAT EXPENSES ARE NOT ELIGIBLE?

- costs related to routine maintenance
- operating expenses of your organization (e.g., salaries, travel expenses, office equipment and furniture, vehicles)
- costs associated with the unveiling or celebratory events of the commemorative project (some expenses are eligible under the *Community Anniversaries* component of the Program)
- purchase, commission, or restoration of religious art or artefacts currently used 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

HOW ARE APPLICATIONS EVALUATED?

Stage 1

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

Some of the specific factors to be considered include:

- the significance for your community of the local historical event or local historical personality being commemorated
- the way your project will increase community exposure to local historical heritage
- the anticipated uses and associated programming for projects which include arts or heritage spaces
- the number of volunteers involved in your project
- the contribution of volunteers and other members of your community to the planning, implementation, and evaluation of your 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 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 reasonableness of your budget and your ability to manage the project
- the likelihood that all necessary funds for the project will be secured

- the feasibility of the project
- the degree to which the objectives of previously funded *Building Communities Through Arts and Heritage* events/projects were met

Stage 2

The assessment of applications is a competitive process and the *Legacy Fund* 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 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 ARE PROJECTS FUNDED?

The *Legacy Fund* can support up to 50% of eligible expenses for **capital projects** that restore, renovate, or transform a building or exterior space. The maximum support available from the *Legacy Fund* for any one project is \$500,000. Total expenses include only those eligible expenses incurred from the application deadline through to the completion of the project.

Example: You are transforming the public gardens in your town by designing and organizing a community planting project to celebrate the town's centenary. The project has total eligible expenses of \$120,000, but since \$20,000 of the designer and engineering fees have already been expensed when your application is submitted to the Department, you are entitled to apply for up to 50 percent of \$100,000 or \$50,000.

Under exceptional circumstances determined by the Department, the program may consider increased levels of support. However, given the success to date of the *Building Communities Through Arts and Heritage* program and the demands on its limited resources, the majority of *Legacy Fund* grants or contributions will be under \$200,000.

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.

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

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.

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.

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.

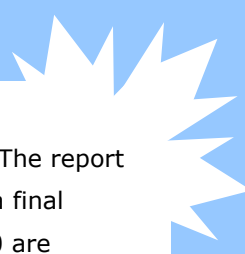
The historical accuracy and content of the project are solely the responsibility of the recipient.

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.

Recipients 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."

All recipients must acknowledge funding from the Department of Canadian Heritage in promotional materials as well as during unveilings and celebratory events, in a manner consistent with the guidelines found at the following address: www.pch.gc.ca/pc-ch/peaf-pafa/index-eng.cfm, as specified in the contribution agreement or grant letter, or by contacting the Department of Canadian Heritage office 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 of over \$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 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 the Legacy Fund office listed in Step 3 below.

Step 1 – Complete the forms


Complete and provide signatures as required:

- the *Application Form* (signature required)
- the *Legacy Fund Budget*
- the *Canadian Environmental Assessment Act Exclusion Questionnaire*

Step 2 – Assemble the application package

Using the *Document Checklist* included in *Application Form* as a guide, assemble the application package. In addition to the forms completed in Step 1, include the following documents:

- a letter of support from the municipal administration or equivalent authority that includes:
 - endorsement of the capital project to commemorate this anniversary
 - the monetary value of the support in cash and/or in-kind, to this project, presented separately
- 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 organization's two most recent financial statements (audited if available)
- a copy of your organizational chart and a list of your Board of Directors or band council members, with the number of years of service
- a schedule of activities or work plan for the project
- a fundraising plan (if all other funds have not been confirmed)

- 
- documentation of ownership or long-term facility lease (minimum ten years) or operational agreements between the organization and the facility owner
 - a letter from the party responsible for the maintenance and ongoing operations for the next ten years
 - confirmation that the project will meet provincial and municipal fire and safety standards
 - architectural and engineering studies, with preliminary designs and specifications (where applicable)
 - documentation for cost estimates included in the budget
 - *for projects with total expenses over \$200,000*, a business plan for the organization, including a financial operating forecast for the three years following project completion
 - *for major renovation/expansion projects*, an independently written feasibility study

Step 3 – Submit the application to the Department

Once completed, the Application Form and Budget may be transmitted **electronically** by email to BCAH-DCAP@pch.gc.ca. If you submit your application by email, you must also submit the Application Form with an original signature by mail. Submit all required documentation listed on the Document Checklist, including the Application Form and Budget, **by mail** to:

Legacy Fund, Building Communities Through Arts and Heritage Program
Department of Canadian Heritage
12 York Street, 3rd floor
Ottawa, Ontario K1A 0M5

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.

CONTACT US

Questions?

Call 1-888-330-3018 or 613-991-4298

Email BCAH-DCAP@pch.gc.ca

GLOSSARY

For the purposes of the *Legacy Fund*, the following definitions apply:

Business plan: A written document that describes an organization's current status and plans for three to five years into the future. A business plan describes how an organization is accountable to its community, how it monitors and evaluates progress, and demonstrates how its projects will improve financial performance. It generally projects future opportunities and maps financial, operational, and marketing strategies to achieve its goals.

Canadian Environmental Assessment Act:

The 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.

Contingency: A budgeted amount set aside to accommodate uncontrollable price fluctuations in a project. Increases in the price of materials and unforeseen construction delays are common uses for a contingency amount. The *Legacy Fund* allows for a budgeted contingency of up to 10 percent of the total planning, acquisition, and material costs; however, the contingency should be less than 10 percent for simpler projects, such as those with only a few vendors, or those to be completed in the short-term. Because of the speculative nature of contingency, it is not considered a reimbursable expense. It can be included in the calculation of the project's total eligible costs, however, thus increasing the project's maximum eligible requested amount.

Contribution: A payment issued by the Department of Canadian Heritage to an organization 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.

Exterior spaces: Defined outdoor spaces such as public gardens or parks that are accessible for public use.

Feasibility study: An independently-written report prepared prior to starting a project to determine the likelihood of its success. A feasibility study is the foundation of future planning documents that summarizes basic requirements for a successful project. It provides options that can influence the design, location, size, or type of project to be undertaken. Feasibility studies identify potential obstacles to be addressed, such as layout, design, operating costs, program space, and the need in the community. A feasibility study makes recommendations that include timetables, budgets, and fund-raising strategies that can help your organization realize the project.

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

Grant: A payment issued by the Department of Canadian Heritage to an organization for a specific purpose. An organization 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 project's success, 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, with total in-kind expenses equalling 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, 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 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 responsible to a government.

Public works projects: These are construction or engineering projects carried out by the



government on behalf of the community. Common examples include roadwork, bridges and canals. In some special cases, these types of projects may be considered for funding, but only if they transform the object into a heritage site, community space, or other eligible *Legacy Fund* project. For example, the restoration of a historic covered bridge could be eligible if its primary function was to preserve and celebrate its place in history.

Specialized equipment: Technical equipment intended to support arts or historical heritage activities following the completion of a capital project (e.g., security system, sound system for a community building, lighting board and lights for a community theatre).

Cette publication est également disponible en français.

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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