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Canadian Heritage

Building Communities Through Arts and Heritage

Component III — Legacy Fund
Guide and Application Form

Written July 2009



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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APPLICATION DEADLINES — *LEGACY FUND*

Deadline	Projects must be completed by
September 30, 2009	March 31, 2012
April 30, 2010	March 31, 2012

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.

¹ Terms that are underlined are defined in the Glossary.

Program Components

Component I — *Local Festivals*

This component provides funding of up to 100% 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

Component II — *Community Anniversaries*

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

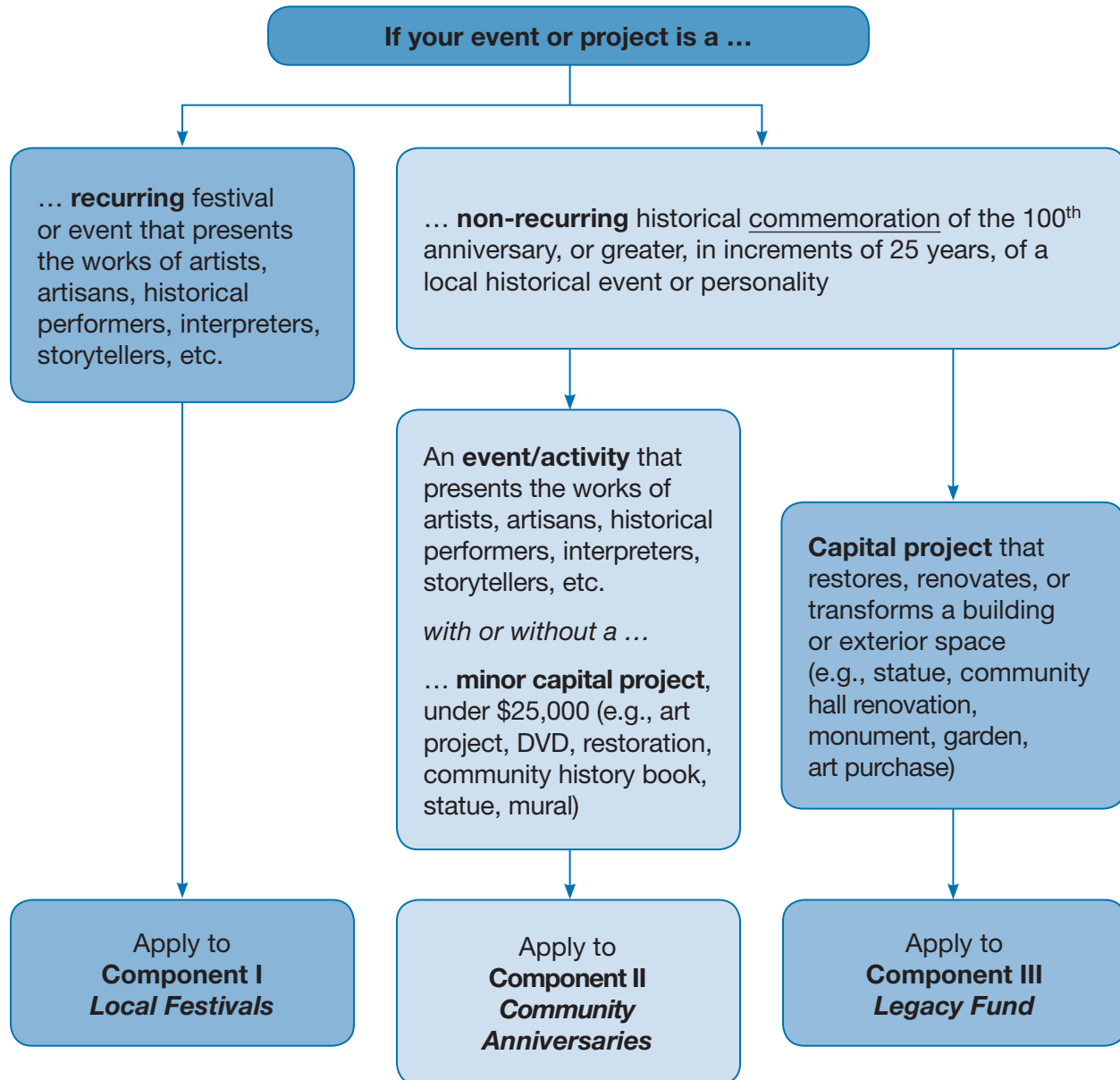
- commemorate a local historical event or pay tribute to a local historical personality
- mark the 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- present the work of local artists, artisans, or historical performers
- are organized locally
- actively involve members of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

Component III — *Legacy Fund*

This component provides funding of up to 50% 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 the 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- involve 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 III — *Legacy Fund*

WHO CAN APPLY?

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

- an 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
- engage Canadians in their communities 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 an award from the *Legacy Fund*, your capital project must meet all of the following requirements:

- have the written support of your municipal administration or equivalent authority, in the form of cash and/or in-kind support
- commemorate a local historical event or pay tribute to a local historical personality
- mark the 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- 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
- 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
- be related to an anniversary taking place between the date of application and December 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 deconsecrated church
- a commemorative arch
- a train station
- a longhouse

Projects that involve the purchase, commissioning, restoration, and 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 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
- regular building maintenance
- projects that are assessed by the Department to be illegal or demeaning
- public works projects such as the building or restoration of roads, bridges, and sewers
- construction of a new building
- historical building renovations that are not directly linked to the commemoration

WHAT EXPENSES ARE ELIGIBLE?

Eligible expenses are 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 installation of statues, murals, public gardens, and fountains
- acquisition of land, buildings, or significant objects
- professional fees related to drawings (e.g., architectural, engineering, design)
- professional fees related to assessments (e.g., environmental, risk)
- professional fees related to technical or heritage studies (e.g., that examine approaches to the restoration of objects)
- costs of recruiting, training, and supporting local volunteers who are directly involved in the transformation of a building/space or activity involved in the unveiling or celebratory event
- project contingency

WHAT EXPENSES ARE NOT ELIGIBLE?

- costs related to regular maintenance
- costs related to public works projects such as the building or restoration of roads, bridges, and sewers
- operating expenses of your organization (e.g., office equipment and furniture, vehicles)
- salaries
- 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

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.

Even if your project receives support from the *Legacy Fund*, expenses incurred prior to the date your application is received by the Department are not reimbursable.

HOW ARE APPLICATIONS EVALUATED?

Projects that best meet expected results are selected through a two-stage process.

Stage 1

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

- the significance for your community of the local historical event or local historical personality being commemorated
- the way your project will increase exposure to local historical heritage
- 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 degree to which the objectives of previously funded ***Building Communities Through Arts and Heritage*** events/projects were met
- the feasibility of the project
- the anticipated uses and associated programming for projects which include arts or heritage spaces

Stage 2

A national committee will review the applications in light of the Program's expected results and the fair distribution of funds across the country.

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 *Legacy Fund* is intended for projects with a total budget of less than \$1,000,000. The maximum support available from the *Legacy Fund* for any one project is \$500,000.

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.

Example A

You commission a mural by an artist on the outside wall of your local arena, and your project has total eligible expenses of \$210,000.

You are entitled to apply for up to 50%, or \$105,000.

Example B

You renovate a community building in your town, and your project has total eligible expenses of \$800,000.

You are entitled to apply for up to 50%, or \$400,000.

Example C

You transform the public gardens in your town by designing and organizing a community planting project. The project has total eligible expenses of \$175,000.

You are entitled to apply for up to 50%, or \$87,500.

Example D

You plan and build a commemorative arch dedicated to the first settlers in your locality. Your project has total eligible expenses of \$1,200,000.

You are entitled to apply for up to 50%, \$600,000, but normally will only be considered for the maximum of \$500,000.

Example E

You restore the Captain's Bell from the first boat to arrive in your harbour to be displayed in Town Hall. Your project has total eligible expenses of \$17,800.

You are entitled to apply for up to 50%, or \$8,900.

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 size and complexity of the proposed project.

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 DEADLINES *LEGACY FUND*

APRIL 30 and **SEPTEMBER 30:**
All projects must be completed by March 31, 2012.

HOW TO APPLY

Step 1

Complete the following documents:

- the *General Application Form* signed by a person 18 years of age or older with signing authority for the organization
- the *Questionnaire*
- the *Legacy Fund Budget*
- the *Document Checklist*
- the *Canadian Environmental Assessment Act Exclusion Questionnaire*

Step 2

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 confirming the commemoration of a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- 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
- a schedule of activities or work plan for the project
- documentation of ownership or long-term facility lease (minimum ten years) or operational agreements between the organization and the facility owners
- confirmation that the project will meet provincial and municipal fire and safety standards

- architectural and engineering studies, with preliminary designs and specifications (where applicable)

For capital 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
- an independently written feasibility study for the project (for major renovation/expansion projects)

Step 3

Submit your application by e-mail, in person, or by mail, to a Department of Canadian Heritage office in your region (pages F12 and F13) no later than the application deadline. If you submit your application by e-mail, you must also submit the *General Application Form* (pages F2 to F4) with an original signature in person or by mail.

Applications postmarked after the deadline will not be accepted.

NOTE: Projects involving physical works or prescribed physical activity receiving funding from the Government of Canada fall under the *Canadian Environmental Assessment Act* and regulations. To determine whether your project requires an environmental assessment under the Act, complete the questionnaire on the Department of Canadian Heritage website. Purchase of an artwork or sculpture typically do not require an environmental assessment.

APPLICATION PROCESSING TIME

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

Processing time will vary depending on the overall demand for funding, as well as the nature and complexity of each proposal. Successful applicants will be notified no later than six months after all required documents are submitted and deemed complete. 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.

Any project expenses incurred before your application is received by the Department are not reimbursable.

IF YOU RECEIVE FUNDING

Your initial payment will be processed within 28 days of the Department's receipt of your signed contribution agreement and a request for payment, or for grant recipients, the signed *Liability Waiver*.

All recipients are required to sign the *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.

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 or by contacting their regional Canadian Heritage office (pages F13 and F14). Additional requirements for recognition related to the acknowledgement of funding from the Department will be described in your contribution agreement.

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, and may be required to submit audited financial statements of their project. Final reports for festivals, events, or projects previously funded by ***Building Communities Through Arts and Heritage*** must be accepted by the Department in order for any future application to be eligible for funding.

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: 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.

Contingency: A budgeted amount equal to 10% of the total planned expenses, 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 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

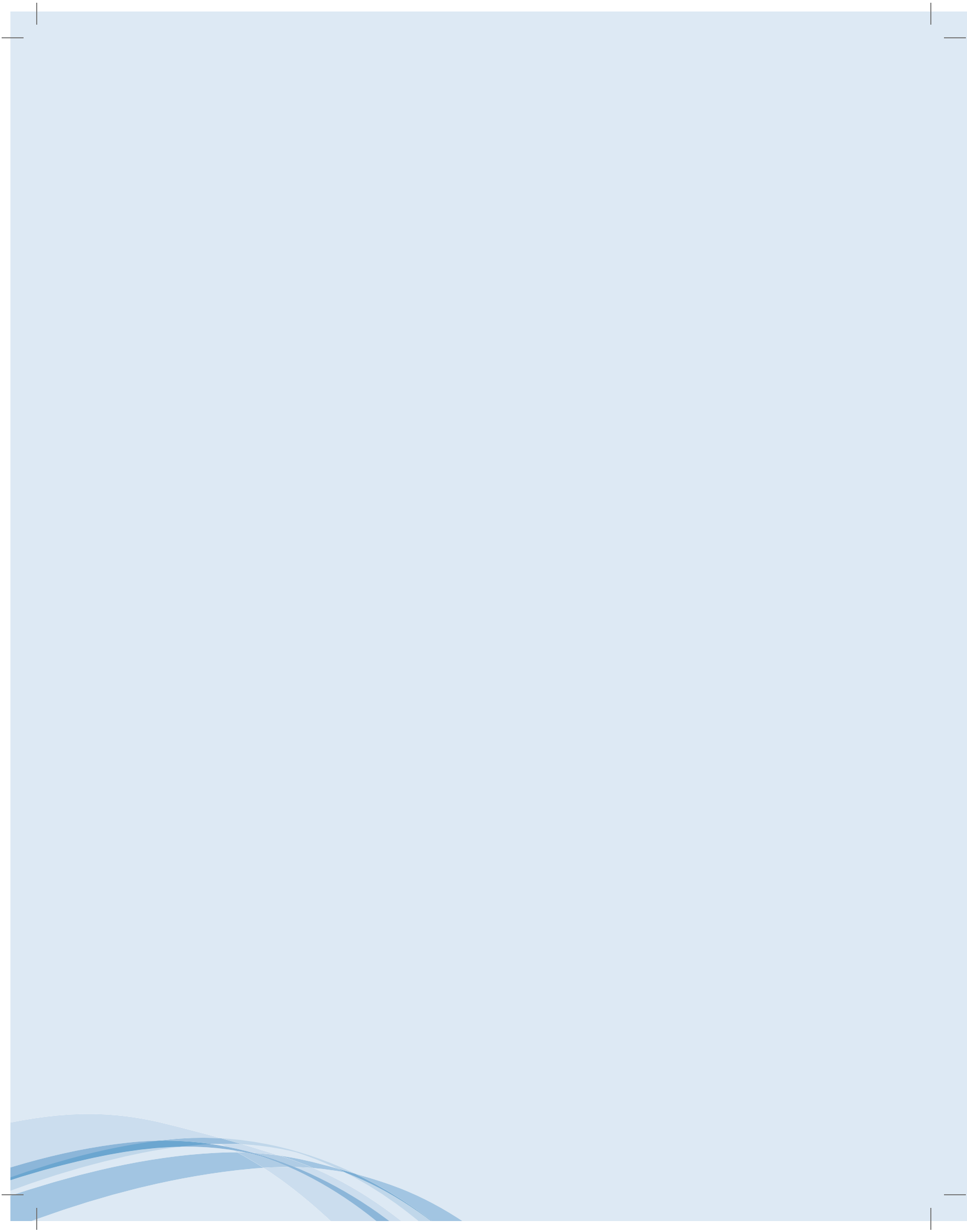
Local: Pertaining to a geographic area that is smaller than a province or territory (Quebec only, smaller than an administrative area), with a population characterized by a common culture, economic activity, historical heritage, etc.; and by extension:

- **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.

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).

Tangible and lasting: Projects designed to be perceived by one or more of the senses and intended to last at least ten years.



Application — *Legacy Fund*

DOCUMENT CHECKLIST

Please put a check mark beside each document you enclose and include this sheet with your application.

YOUR APPLICATION MUST INCLUDE:

- ☐ The *General Application Form*
- ☐ The *Questionnaire*
- ☐ The *Legacy Fund* Budget
- ☐ 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
- ☐ The *Canadian Environmental Assessment Act* Exclusion Questionnaire
- ☐ 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
- ☐ A schedule of activities or work plan for the project
- ☐ Documentation of ownership or long-term facility lease (minimum ten years) or operational agreements between the organization and the facility owner
- ☐ Confirmation that the project will meet provincial and municipal fire and safety standards
- ☐ Architectural and engineering studies, with preliminary designs and specifications (where applicable)

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
- ☐ An independently-written feasibility study for the project (for major renovation/expansion project)

PLEASE:

- Initial all corrections you make.
- Submit the signed original of your application.
- Keep a copy of your application for your records.

GENERAL APPLICATION FORM

PROTECTED A once completed



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BUILDING COMMUNITIES THROUGH ARTS AND HERITAGE LEGACY FUND

A — APPLICANT INFORMATION

NAME OF YOUR ORGANIZATION

LEGAL STATUS

Non-profit? ☐ Yes ☐ No Incorporated? ☐ Yes ☐ No
☐ At the federal level Corporate Registration No. _____ ☐ In process
☐ At the provincial or territorial level Date (yyyy/mm/dd) _____ Date applied _____

On what date does your fiscal year begin? (mm/dd) _____

Is your organization or group a local band council, a local tribal council, or other local Aboriginal government? ☐ Yes ☐ No

If yes, please specify _____

The Program funds groups that have a publicly-stated objective that is linked to its local community.

Please state your group's objective that demonstrates a link to the local community.

Where is this objective publicly stated?

CONTACT PERSON'S NAME

First name Last name Title

Address (street, city, province/territory, postal code)

Mailing address (if different)

Telephone number (day) Telephone number (evening) Fax

E-mail address

Has your group previously received funding under the Program? ☐ Yes ☐ No

If yes, under what name?

Has a final report been submitted?
☐ Yes ☐ No

In which official language do you prefer to communicate? ☐ English ☐ French

B — PROJECT INFORMATION

NAME OF YOUR PROJECT

Expected project start date (yyyy/mm/dd)

Expected project end date (yyyy/mm/dd)

Expected start date of the unveiling
or celebratory event (yyyy/mm/dd)

Expected end date of the unveiling
or celebratory event (yyyy/mm/dd)

In what locality will your project take place?
(city, town, village, local area)

Population of this locality

Funding amount you are requesting from the *Legacy Fund* component: \$ _____

NOTE: Please ensure that this amount appears in boxes C1 and C2 in the *Legacy Fund Budget*.
(pages F10 and F11)

Has an application related to this project been submitted to any other federal government program(s)?
☐ Yes ☐ No

If yes, to what program(s)? _____

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C — DECLARATION

I CONFIRM THAT the information in this application is accurate and complete, and that the application and budget are fairly presented. I confirm that the applicant has all the necessary authorities to undertake the proposed project, or will attain these authorities prior to the approval of Departmental support for the project. I agree that once funding is provided, any change to the proposal will require prior approval from the Department of Canadian Heritage. I agree to publicly acknowledge funding and assistance by the Department, in accordance with the funding agreement. I understand that the historical accuracy and content of the project are solely the responsibility of the applicant. I also agree to submit a final report, and where required, financial accounting for evaluation of the activities funded by the Department. I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.

BY SIGNING THIS application, (the applicant) authorizes the Department of Canadian Heritage to disclose any information received in this application within Canadian Heritage and the Government of Canada or to outside entities for the following purposes: to reach a decision on this application, to administer and monitor the implementation of the project or programming, or to evaluate the results of the project or programming and this program after project completion. This disclosure of any information received in this application may also be used to reach a decision on any other application of the applicant for funding under any other PCH program.

IN THE EVENT OF an access to information request regarding the present funding application or any other information about the organization in the Department's possession, the information provided to the Department will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. Where funding is approved, however, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

I CONFIRM THAT I have the authorization to sign official documents related to this application for my organization.

Authorized signature		Title (please print)	
Name (please print)		Date (yyyy/mm/dd)	
OFFICE USE ONLY	Date received	File no.	Program officer



QUESTIONNAIRE

Your answers to the following questions will help the Department of Canadian Heritage assess your application. It is the applicant's responsibility to **provide all required information and documents**. If this information is not provided, the Department will be unable to proceed with the assessment of your application for funding.

ANNIVERSARY

1. Describe the **local historical event** you will commemorate, or the **local historical personality** to whom you will pay tribute.

2. Describe the historical **significance of this anniversary** for your locality.

PROJECT

3. **Describe your project** and the activities necessary for its successful completion. How will the project renovate, restore, or transform a building or exterior space?

4. What is the **link** between the proposed project and the anniversary?

5. What is the **location of the building or exterior space**? Please demonstrate how your project will be accessible to the public or be visible within the community. Include the opening hours and the number of days per year that the building or exterior space will be open and accessible to the public.

6. Explain how this project will **encourage arts or heritage activities** in your community. Please include a detailed **description of its anticipated uses** and a programming schedule, if available.

7. Projects supported under the *Legacy Fund* must have an **expected lifespan** of at least ten years. What measures will you take to ensure a ten year lifespan?

8. Will this project be **barrier-free and accessible to all residents**, including those with physical disabilities? ☐ Yes ☐ No

UNVEILING OR CELEBRATORY EVENT

9. All projects supported under the *Legacy Fund* must include an **unveiling or celebratory event**. Describe what you are planning for the unveiling or event.

10. What is the **anticipated attendance** for the unveiling or celebratory event? _____

LOCAL SUPPORT

11. Please provide a **brief overview** of your community. How will your project benefit residents of your community?

12. How many **volunteers** will be involved in this project? _____

13. How many **volunteer hours** will be dedicated to completing this project? _____

14. Explain the **roles and responsibilities of volunteers** before, during, and after the project.

15. Specify which **other local residents** will be involved in the realization of this project (e.g., artists, heritage specialists, architects, engineers). Please specify their roles.

16. Please provide the **names of the partners** for your project (e.g., community associations, historical societies, service clubs, local businesses) and describe how they will support your project.

NOTE: If these partners will contribute cash and/or in-kind goods and services, you must include the value of the contributions in the Anticipated Revenue section of the Budget (page F11).

ORGANIZATION DESCRIPTION

17. Please **describe your organization**. Include a brief history of the organization, and the number of staff, and volunteers.

18. How will your organization **manage the resources necessary to complete this project**? For example, who is going to manage the project and what is their expertise in this area?

19. Who will be responsible for **operating or maintaining the completed project**, and what previous experience do they have? For buildings, this may include operating costs, bookings, repairs and maintenance, and capital reserve funds, etc. For other projects, this may include maintenance costs, repair or restoration work, annual condition assessments, etc. If maintenance and ongoing operations are not the responsibility of the applicant organization, please provide the written agreement with the responsible party.

20. Has your organization previously been **involved with arts or heritage activities**?

☐ Yes ☐ No If yes, please describe.

OFFICIAL LANGUAGES

Your answers in this section will not be used in the assessment of your application.

21. English and French are the two official languages of Canada and the federal government is committed to promoting both languages. Does your community include English-speaking and French-speaking people? ☐ Yes ☐ No

22. If yes, please indicate what you will do to communicate with both groups and encourage them to participate in your project.

BUDGET

HOW TO PRESENT YOUR BUDGET

All applicants must complete the Budget form on paper or electronically. Electronic versions are available on the Department's website: www.pch.gc.ca/communities. The following guidelines will assist you:

- Your budget must include **all anticipated revenue** for the project including applicant's contribution, local support, and government support, whether confirmed or pending. You must include **all projected expenses** for every project activity, whether eligible or ineligible. Expenses must be reasonable and justifiable. Assessment by the Department of Canadian Heritage includes a determination of which expenses are eligible and what portion can be funded by the *Legacy Fund*.
- **In-kind revenue must equal in-kind expenses.** For example, if your architects donate a portion of their fee with a fair market value of \$5,000, you must:
 - declare \$5,000 in your Planned Expenses, In-kind, and
 - declare \$5,000 in your Anticipated Revenue, In-kind

NOTE: *You cannot request funding for in-kind expenses.*

- Your GRAND TOTAL PLANNED EXPENSES (Box A1) must equal your GRAND TOTAL ANTICIPATED REVENUE (Box B1).
- Your budget cannot project a deficit.
- If your project requires a more detailed budget, please attach additional pages.

For assistance in completing your budget, please contact your regional Canadian Heritage office. For a list of regional offices, please consult pages F12 and F13.

BUDGET — LEGACY FUND

Applicant Name:			Funding Requested	
PLANNED EXPENSES		Cash	In-kind (\$ Value)	
1 Design, planning and assessments fees	Architects, engineers, specialists			
	Environmental assessment			
	Commissioning (e.g., artists)			
	Other (please specify)			
2 Acquisition, installation, and restoration	Acquisition (e.g., buildings, art, artefacts, specialized equipment)			
	Installation (e.g., art, artefacts, statues, specialized equipment)			
	Restoration (e.g., specialized materials, conservation treatments)			
	Other (please specify)			
3 Materials and construction	Excavation and site preparation costs			
	Material and labour			
	Other (please specify)			
4 Volunteer support	Training			
	Food and non-alcoholic beverages			
	Transportation and parking			
	Child care			
	Recognition			
	Other (please specify)			
5 Administration	Salaries and fees			
	Operating costs			
	Financial audit (if required)			
	Liability insurance			
	Other (please specify)			
Subtotal Cash and In-kind Expenses		\$	\$	
Contingency (maximum 10% of total cash expenses)		\$		
Total Funding Requested from the <i>Legacy Fund</i> Component¹				C1 \$
GRAND TOTAL PLANNED EXPENSES		A1 \$		

¹ Box C1 is the total amount of funding that you are requesting from the *Legacy Fund* component. This same amount must appear in Box C2 in Anticipated Revenue, and in Part B of the *General Application Form*.

BUDGET — LEGACY FUND

Applicant Name:

ANTICIPATED REVENUE		Confirmed Revenue	Projected Revenue	In-kind (\$ Value)
1 Applicant's contribution	Please specify			
2 Local support	Please specify the names of your donors and sponsors (e.g., community associations, historical societies, service clubs, local businesses)			
3 Government support	Funding from <i>LEGACY FUND</i> component²		C2 \$	
	Other federal support (please specify)			
	Provincial or territorial support (please specify)			
	Municipal administration or equivalent authority support (please specify) ³			
Subtotal Cash and In-kind Expenses		\$	\$	
GRAND TOTAL PLANNED EXPENSES		B1 \$		\$

² Box C2 is the amount that you are requesting from the *Legacy Fund* component. The same amount must appear in Box C1 in Planned Expenses, and in Part B of the *General Application Form*.

³ Please ensure that these amounts in cash and/or in-kind are identical to the amounts indicated in the letter of support provided by your municipal administration or equivalent authority.

Canada

DEPARTMENT OF CANADIAN HERITAGE OFFICES

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

ATLANTIC REGION

pch-atlan@pch.gc.ca

New Brunswick

1045 Main Street
Third Floor, Suite 106
Moncton, New Brunswick E1C 1H1
Tel.: 506-851-7066
Toll free: 1-866-811-0055

Nova Scotia

1869 Upper Water Street
Old Red Store, Second Floor, Suite 200
Halifax, Nova Scotia B3J 1S9
Tel.: 902-426-2244
Toll free: 1-866-811-0055

Prince Edward Island

Jean Canfield Government of Canada Building
191 University Avenue, Second Floor
Charlottetown, Prince Edward Island C1A 4L2
Tel.: 902-566-7188
Toll free: 1-866-811-0055

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
Toll free: 1-866-811-0055

QUEBEC REGION

pch-qc@pch.gc.ca

Guy-Favreau Complex
200 René Lévesque Boulevard West
West Tower, Sixth Floor
Montreal, Quebec H2Z 1X4
Tel.: 514-283-5191
Toll free: 1-877-222-2397

3, Passage du Chien d'Or
P. O. Box 6060, Haute Ville
Quebec City, 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 & Northwest Territories

Government of Canada Building
5101 – 50th Avenue, Third Floor, Wing B
P. O. Box 460
Yellowknife, Northwest Territories X1A 2N4
Tel.: 867-766-8485
Toll free: 1-800-661-0585

Saskatchewan

101 – 22nd Street East, Suite 311
Saskatoon, Saskatchewan S7K 0E1
Tel.: 306-975-5505
Toll free: 1-800-661-0585

400 – 1975 Scarth Street
Regina, Saskatchewan S4P 2H1
Tel.: 306-780-7287
Toll free: 1-800-661-0585

Manitoba

275 Portage Avenue, Second Floor
P. O. Box 2160
Winnipeg, Manitoba R3B 2B3
Tel.: 204-983-3601
Toll free: 1-800-661-0585

DEPARTMENT OF CANADIAN HERITAGE OFFICES (continued)

WESTERN REGION

wro-pch@pch.gc.ca

Alberta

First Street Plaza
138 – 4th Avenue SE, Suite 310
Calgary, Alberta T2G 4Z6
Tel.: 403-292-5541
Toll free: 1-866-811-0055

Canada Place
9700 Jasper Avenue, Suite 1630
Edmonton, Alberta T5J 4C3
Tel.: 780-495-3350
Toll free: 1-866-811-0055

British Columbia

300 West Georgia Street, Suite 400
Vancouver, British Columbia V6B 6C6
Tel.: 604-666-0176
Toll free: 1-800-663-5812

711 Broughton Street, Second Floor
Victoria, British Columbia V8W 1E2
Tel.: 250-363-3514
Toll free: 1-866-811-0055

471 Queensway Avenue, Suite 320
Federal Building
Kelowna, British Columbia V1Y 6S5
Tel.: 250-470-4833
Toll free: 1-866-811-0055

Yukon

300 Main Street, Suite 205
Whitehorse, Yukon Y1A 2B5
Tel.: 867-667-3925
Toll free: 1-800-663-5812

HEADQUARTERS

(For *Legacy Fund* projects only)

bcah-dcap@pch.gc.ca
12 York Street
Ottawa, Ontario K1A 0M5
Tel: 613-991-4298
Toll free: 1-888-330-3018

