

Cultural Spaces Canada Program APPLICATION FORM 2009-2010

STEP 1: READ THE PROGRAM GUIDELINES

Read the Cultural Spaces Canada guidelines to ensure that your organization and project are eligible for support. In addition to the program guidelines, you should familiarize yourself with the *Environmental Guidelines for Cultural Spaces Canada Clients*. Both of these documents are available on our website at www.pch.gc.ca.

STEP 2: CONTACT YOUR REGIONAL OFFICE

All applicants are advised to contact the nearest Department of Canadian Heritage office before completing an application. Departmental contact information and application forms are available on the Departmental website at www.pch.gc.ca.

STEP 3: PREPARE NECESSARY SUPPORT MATERIALS

Ensure that you have all of the necessary support materials prior to completing the application forms. The required materials are listed in the Application Checklist, included in this document. Depending on the type and size of the project, this may include a business plan, a third party feasibility study, or written quotes/proposals. See the checklist for a full list of materials for your particular project. Projects requesting support for more than one component of CSC must provide materials for all relevant components.

STEP 4: COMPLETE THE ATTACHED APPLICATION FORMS

Complete the attached Application Forms. These forms are available as a Microsoft Word Document which can be completed electronically (with the exception of signatures), or as a PDF if you would prefer to print the forms and complete them manually. In addition to this form, you will need to complete the Budget Form, and the Environmental Assessment Checklist available on the Departmental Website. Upon completion, reread and complete the checklist to make sure that you have all of the required materials.

Some things to note:

- please answer the relevant questions for every component you are requesting support for;
 - make sure that Part C and Question 12 are signed by the same authorized person;
 - do not use pencil to fill out the form or any of the attached documents; and
 - initial any corrections that you make.
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STEP 5: SUBMIT THE APPLICATION TO DEPARTMENTAL OFFICE

Once your application is complete, submit the application to the nearest regional office. All of the Departmental offices are listed on the Canadian Heritage website at www.pch.gc.ca. When submitting your application, please send the original copy to the department and keep a copy of the application for your records.

APPLICATION CHECKLIST

Your application must include:

For All Applicants

- completion of “Funding Application General Information Page,” Parts A-B-C including signature by authorized individual;
- answers to Questions 1 to 12;
- answers to Question 13;
- answers to Question 17: Economic Stimulus Questionnaire;
- Budget Form; Question 18 (additional budget support materials may be required);
- financial statements for the last two (2) years (audited financial statements for requests over \$50,000);
- copy of the organization by-laws, constitution and other relevant governance documents highlighting the organization’s mandate and vision;
- proof of incorporation or registration;
- a Board, or Municipal or Council resolution approving the present request for funding and identifying the authorized signing authority for the application if the signatory is other than the President of the organization;
- the organization chart as well as a list of Board or Council Members; and
- tendering and supply process/policy.

For Specialized Equipment Purchases

- answers to Question 14;
- estimate of expected costs. Projects over \$25,000 must be supported by at least 3 different proposals from separate vendors;
- in the case of installed equipment, documentation of ownership or long-term facility lease agreement (minimum 10 years); attach any relevant operational agreements between the organization and the facility owners and other tenants; and
- demonstration that provincial and municipal fire and safety standards will be met.

Requests over \$250,000 must also include:

- a business plan for the organization and facility, including financial operations for the first three years after completion of the project;
- the current program of artistic or heritage activities as well as a projected program of artistic or heritage activities for two years following the completion of the project; and
- a monthly cash flow forecast for the duration of the project.

For Expansion, Construction or Renovation

- answers to Question 16;
- an independently written feasibility study for the project (new construction or major renovation/expansion only);
- architectural and engineering studies, with preliminary designs and specifications;
- documentation of ownership or long-term facility lease (minimum 10 years); attach any relevant operational agreements between the organization and the facility owners and other tenants;
- a monthly cash flow forecast for the duration of the project;
- the current program of artistic or heritage activities as well as a projected program of artistic or heritage activities for two years following the completion of the project;
- demonstration that provincial and municipal fire and safety standards will be met;
- completion of the Canadian Environmental Assessment Act exclusion form; and
- attach proof of community support, including 3 letters from potential users of the facility (where applicable).

For construction or renovation project requests over \$250,000 also include:

- a business plan for the organization and the facility including a financial operating forecast for the three years following project completion.

For feasibility studies:

- answers to Question 15;
- estimate of expected costs. Projects over \$25,000 must be supported by at least 3 different proposals from separate consultants; preferred consultant must be identified; and
- copy of terms of reference prepared and to be tendered.

Projects requesting support in more than one category must submit materials for each category. For example, construction projects also involving specialized equipment purchases must submit required materials for both project types.

CULTURAL SPACES CANADA / ESPACES CULTURELS CANADA

FUNDING APPLICATION
GENERAL INFORMATION

DEMANDE DE FINANCEMENT
RENSEIGNEMENTS GÉNÉRAUX

INSTRUCTIONS
Please complete parts A and B, sign and date part C

INSTRUCTIONS
Remplir les parties A et B, signer et inscrire la date à la partie C.

Cultural Spaces Canada / Espaces culturels Canada

A. APPLICANT INFORMATION / RENSEIGNEMENTS SUR LE DEMANDEUR

INCORPORATED NAME / NOM LÉGAL

Usual Name / Nom usuel

Previous name of organization / Ancien nom de l'organisme

Scope of Organization's Activities
Portée des activités de l'organisme

Local
Locale

Municipal
Municipale

Provincial / Territorial
Provinciale / territoriale

Regional
Régionale

National
Nationale

International
Internationale

LEGAL STATUS / STATUT JURIDIQUE

Incorporated → Yes/Oui Federal / Fédéral

Constitué en société No/Non Provincial / Territorial

Registration no. /
No d'enregistrement

Date

In process / En traitement

Date applied /
Date de la demande

Registered with Canada Revenue Agency as a charitable organization /
Enregistré auprès de l'Agence du revenu du Canada à titre d'organisme de bienfaisance

→ Yes/Oui

No/Non

Registration no. /

No d'enregistrement
Date

B. CONTACT INFORMATION / RENSEIGNEMENTS SUR LA PERSONNE-RESSOURCE

Name of contact for official correspondence /
Nom de la personne-ressource pour correspondance officielle

Mr.
M.

Mrs.
Mme.

Ms.
Mlle.

Title / Titre

Organization's Address (Street, City, Province/Territory, Postal Code) /
Adresse de l'organisme (rue, ville, province / territoire, code postal)

Organization's Mailing Address (if different) /
Adresse postale de l'organisme (si différente)

Office Telephone No. / No. de téléphone (bureau)
() Ext. - Poste

Residence Telephone No. / No. de téléphone (domicile)
()

Fax / Télécopieur
()

E-mail address / Courriel électronique

Web site / Site web

Preferred language of communication English

Langue de communication préférée Français

OFFICE USE ONLY
RÉSERVÉ À L'ADMINISTRATION INTERNE

Date Received →
Date de réception

Program Officer
Agent de programme

C. AFFIRMATION / AFFIRMATION

I affirm that the information in this application is accurate and complete and the project proposal, including plans and budgets, is fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Department. I agree to publicly acknowledge funding and assistance by the Department, in accordance with the terms of the funding agreement. I also agree to submit required reports, and where required, financial accounting for evaluation of the activity funded by the Department. I understand that the information provided in this application may be accessible under the *Access to Information Act*. 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.

J'affirme que les renseignements contenus dans la présente demande sont exacts et complets et que le projet, y compris les plans et les budgets, est correctement présenté. J'accepte qu'une fois le financement fourni, toute modification au projet devra être approuvée au préalable par le Ministère. J'accepte de faire état publiquement de financement et de l'aide du Ministère, conformément aux modalités de l'accord de financement. J'accepte également de déposer les rapports requis et, au besoin, la comptabilité générale aux fins de l'évaluation de l'activité financée par le Ministère. Je comprends que les renseignements fournis dans la présente demande peuvent être divulgués en vertu de la *Loi sur l'accès à l'information*. J'accepte en outre de respecter l'esprit des diverses lois régissant les programmes du ministère du Patrimoine canadien.

En signant le présent formulaire, (nom du demandeur) autorise le ministère du Patrimoine canadien à divulguer tout renseignement contenu dans la formulaire au sein de Patrimoine canadien et du gouvernement du Canada ou à des entités à l'extérieur du gouvernement pour les fins suivantes : pour prendre une décision relativement à la présente demande et, advenant son financement, pour gérer et contrôler la mise en œuvre du projet ou de la programmation et pour en évaluer les résultats, une fois le projet ou la programmation terminé(e). La divulgation de tout renseignement reçu dans ce formulaire pourra également être faite en vue de prendre une décision relativement à toute autre demande de financement du demandeur en vertu d'un autre programme de Patrimoine canadien.

Advenant réception d'une demande d'accès à l'information concernant la présente demande d'aide financière ou de tout autre renseignement concernant l'organisme en la possession du ministère, l'information fournie au ministère sera traitée conformément à la *Loi sur l'accès à l'information* et à la *Loi sur la protection des renseignements personnels*. Lorsqu'une aide financière est approuvée, cependant, le montant de cette aide, le but pour lequel elle est accordée et le nom de l'organisme bénéficiaire peuvent être portés à la connaissance du public.

AUTHORIZED SIGNATURE / SIGNATURE AUTORISÉE

 Authorized Signature / Signataire autorisé

 Name and title (please print) / Nom et titre (en lettres moulées)

 Date

FOR CANADIAN HERITAGE USE ONLY / A L'USAGE EXCLUSIF DU PATRIMOINE CANADIEN		File number / Numéro du dossier
Type of Organization / Type d'organisme <input type="checkbox"/> Aboriginal / Autochtones <input type="checkbox"/> Culturally Diverse / Communautés culturelles diverses <input type="checkbox"/> Official Language Minority / Minorité de langue officielle <input type="checkbox"/> Youth / Jeunes		
1a. Name of Organization / Nom de l'organisme		
1b. Project Title / Titre du projet		
2. Nature of Request / Objet de la demande <input type="checkbox"/> Expansion / Construction / Agrandissement / Construction <input type="checkbox"/> Renovation / Adaptive Re-use / Rénovation / Transformation <input type="checkbox"/> Specialized Equipment / Équipements spécialisés <input type="checkbox"/> Feasibility Study / Étude de faisabilité		
3. Cost (See Question 18) / Coût (Voir question 18)		
Total Project Cost / Coût total du projet	Amount Requested / Montant demandé	Percentage / Pourcentage %
4. Artistic Director, Project Director / Directeur artistique, directeur du projet		
Name / Nom	Mr./ M. <input type="checkbox"/> Ms. / Mme <input type="checkbox"/>	Title / Titre
5. Administrator / Responsable de l'administration		
Name / Nom	Mr./ M. <input type="checkbox"/> Ms. / Mme <input type="checkbox"/>	Title / Titre
6. Your fiscal year (m/d/y) / Votre exercice financier (m/j/a) From / De / / To / à / /	Period covered in this application (m/d/y) / Période couverte par la demande (m/j/a) From / De / / To / à / /	
7. Main artistic discipline (check only one) / Discipline artistique principale (cochez une case seulement) <input type="checkbox"/> Theatre / Théâtre <input type="checkbox"/> Dance / Danse <input type="checkbox"/> Visual Arts / Arts visuels <input type="checkbox"/> Media Arts / Arts médiatiques <input type="checkbox"/> Music / Musique <input type="checkbox"/> Multidisciplinary (no main discipline) / Multidisciplinaire (aucune discipline principale)		
Main Heritage Specialization (check only one) / Fonction patrimoniale principale (cochez une case seulement) <input type="checkbox"/> Heritage Museum / Musée <input type="checkbox"/> Art Museum / Musée de Beaux-arts <input type="checkbox"/> Archives / Archives <input type="checkbox"/> Heritage Centre/Site / Lieu patrimonial <input type="checkbox"/> Multidisciplinary (no main discipline) / Multidisciplinaire (aucune discipline principale)		
8. Main sector of activity / Secteur d'activités principal <input type="checkbox"/> Creation / Production / Création / Production <input type="checkbox"/> Presentation / Diffusion <input type="checkbox"/> Exhibitions / Expositions <input type="checkbox"/> Preservation / Conservation <input type="checkbox"/> Training / Formation		
9. Is your facility or site designated a Historic Place ? / Est-ce que votre installation ou site est un lieu patrimonial désigné ? <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> National <input type="checkbox"/> Provincial / Territorial <input type="checkbox"/> Municipal		
10. Identify the size of your community according to the following definitions / Identifiez à partir des critères suivants la taille de votre communauté : <input type="checkbox"/> Large Urban / Urbain grand (population over 200,000 / population de plus de 200 000) <input type="checkbox"/> Medium Urban / Urbain moyen (population between 100,000 - 200,000 / population entre 100 000 et 200 000) <input type="checkbox"/> Small Urban / Urbain petit (population between 50,000 - 100,000 / population entre 50 000 et 100 000) <input type="checkbox"/> Rural / Rural (population under 50,000, 50-200km from city / population de moins de 50 000, 50-200km ou plus d'une ville) <input type="checkbox"/> Remote / Éloigné (population under 50,000, over 200km from city / population de moins de 50 000, 200km ou plus d'une ville)		
11. Project Summary (in box please) / Sommaire du projet (dans l'encadré S.V.P.) The description may be posted on the Canadian Heritage Web site if you receive funding / Ce résumé pourrait apparaître sur le site Web du Patrimoine canadien si votre projet est financé		
12. Chair of organization / Président de l'organisme		Signature
Name / Nom	Mr./ M. <input type="checkbox"/> Ms. / Mme <input type="checkbox"/>	

QUESTION 13 : ALL APPLICANTS

All applicants are advised to contact the nearest Department of Canadian Heritage office before completing an application. Please answer all the applicable questions fully and completely to a maximum of fifteen (15) pages on 8 ½ x 11 paper. Note that the answers to the questions below will form the basis of the Department's assessment of your application.

13. ALL APPLICANTS

A Describe your organization

Please include a description of your mandate or vision, a brief history of the organization, the organization structure (including type of incorporation, key personnel, number of full-time equivalent employees, and the size of the organization), and your current artistic or heritage programming (including outreach, training, partnership activities, numbers of presentations/exhibits, and audience size or annual attendance).

B Describe the project

Please include the activities to be undertaken, equipment purchased, or feasibility study prepared as well as the schedule, workplan, or timeline of activities.

C Describe the expected results of this project

D Describe how your proposal fits your organization's mandate or vision.

E Describe the impact of your project on the number and/or capacity of available spaces for artistic creation or presentation, or for the exhibition and preservation of heritage collections at the local, regional, provincial, and/or national level.

F How will the project results be assessed?

Please include both qualitative and quantitative measures.

G Describe how this project will serve underserved disciplines, communities and groups such as Aboriginal, youth, official language minorities, culturally diverse communities (if applicable).

QUESTION 14 : SPECIALIZED EQUIPMENT PURCHASES

-
- A** How will the project enhance your organization's **physical conditions** for artistic creation, production and/or presentation, or for collecting, preserving, studying and/or exhibiting heritage collections?
-
- B** How will this new equipment benefit **other arts or heritage organizations or institutions** at the local, regional, provincial, and/or national levels? Provide examples or attach letters of support.
-
- C** How will the project improve the **local or regional inventory** of technical equipment?
-
- D** How will the project improve the **level of safety** of the space and/or **accessibility** to arts or heritage activities (including increased disabled access, if applicable)?
-
- E** How will the project increase the capacity of your organization, and/or other organizations utilizing the facility, to **reach audiences**?
-
- F** How will the project **enhance programs** offered by your organization, and/or other organizations utilizing the facility?
-
- G** How will the project have an **impact on the future financial operations** of your organization? (For project requests over \$250,000, please attach business plan).
-
- H** Describe the **process and criteria to select a supplier**. Attach relevant policies, if available. (For projects over \$25,000, please submit at least 3 different proposals from separate vendors).
-

QUESTION 15 : FEASIBILITY STUDIES

A How will the study's objectives, as outlined in the Terms of Reference, result in the completion of a **comprehensive report** that will critically assess a proposal for a facility, determine the project's success and address the CSC program assessment criteria?

B How will the study's objectives, as outlined in the Terms of Reference, address the **needs of other stakeholders**?

C Describe the **process and criteria** to select the appropriate firm for the Study. (Projects over \$25,000 must be supported by at least 3 different proposals from separate consultants.)

QUESTION 16 : EXPANSION/CONSTRUCTION OR RENOVATION PROJECTS

Availability of Spaces

A How will the project have a positive overall impact on the **availability of spaces** for artistic creation or presentation, or for the exhibition and preservation of heritage collections?

B How will the project **complement the local, provincial/territorial, regional and/or national network** of cultural infrastructure for arts and heritage activities?

C How will the project **directly benefit other artistic and heritage organizations** locally, in the region, province or territory, in Canada, and/or from other countries? (Provide examples, ex.: project collaborations).

Quality of Available Spaces

D How will the project **enhance your organization's physical conditions** for artistic creation, production and/or presentation, or for collecting, preserving, studying and/or exhibiting heritage collections?

E How will the project improve the **overall conditions, security and safety** for artistic creation, production and/or presentation, or for the exhibition and preservation of heritage collections, e.g. environmental or conservation controls, building performance ("green" building design, materials and practices), etc.?

F How will the project improve the level of **safety and accessibility for the public** (including disabled access)?

G To what extent will the project increase **facility seating or visitor capacity** of exhibition halls (if applicable)?

Financial Feasibility of Project and Future Impact on the Organization

H To what extent **do arts or heritage communities endorse the project**? (Include letters of support and methods of consultation with key stakeholders, e.g. community meetings, survey, etc.)

QUESTION 16 : EXPANSION/CONSTRUCTION OR RENOVATION PROJECTS

I To what extent **do other public funding bodies and the private sector support the project?**
(Include letters of support and letters indicating confirmed funding if identified as such in the budget)

J To what extent will the project have an **impact on the future financial operations** of the organization? If operating expenses and on-going capital needs are expected to increase, what steps have been taken to secure additional revenues? (For project requests over \$250,000, a business plan is required.)

K What is your plan for **managing this project?** (Who is going to manage the project and what is their expertise in this area?)

Access to and Participation in Arts and Heritage Experiences

L How will the project **benefit the arts/heritage community** as well as the community at large?

M How will it increase the capacity of your organization, or other organizations utilizing the facility, to **reach audiences?**

N How will the project **enhance the programs offered** by your organization, or other organizations utilizing the facility?

QUESTION 17 : ECONOMIC STIMULUS QUESTIONNAIRE

In January 2009, the Federal Government announced \$60M over two years (2009-2010 and 2010-2011) to support infrastructure for local and community cultural and heritage institutions. In response, the program has temporarily increased its maximum level of support to 50% of eligible costs. For funding available in 2009-2010 and 2010-2011, priority will be given to projects that clearly demonstrate a contribution to economic stimulation.

Please answer the following questions with respect to your project. If your current request is for a phase or component of a larger project, please restrict your responses to the activity that the requested funds will directly support. Specific information is requested as input to the departmental application assessment process.

*Please provide **best estimates** with respect to the **anticipated impact**.*

1 - Project Information

Name of Municipality/City

Municipal Population

Total Project Budget

Length of Project (*in Months*)

2 - Immediate Term Economic Impact

What is the **anticipated number of jobs** that will be involved over the life of your project (from project start to finish)? This may include architects, project managers, general contractors, installation technicians, designers, or other contractors working with you on your project. Please report your estimates in full-time equivalent positions or the cumulative number of days/hours of labour involved. If possible, evaluate the number of created and sustained jobs. If possible, indicate the number of newly created jobs as a result of this project.

Do not include existing staff resources unless they are going to be reimbursed for the additional work directly resulting from this project.

3 - Long Term Economic Impact

When this project is complete, do you anticipate an **increase in the number of staff** employed by your organization? Some examples include artistic programmers, additional technicians, maintenance staff, ticketing agents, or any new positions created as a result of this project. If so, please indicate the increase in full-time equivalent positions.

When this project is complete, do you anticipate an **increase in the overall attendance**? Please report the increase as both a percentage of your current attendance and a total number of additional visitors and anticipated additional revenues. Finally, please indicate how long it will take for these increases to be realized.

QUESTION 17 : ECONOMIC STIMULUS QUESTIONNAIRE

4 – Other Information

Any other information you are able to provide, which demonstrates a quantifiable economic impact. For example, an economic impact study that demonstrates a direct or indirect benefit of your project on the community.

We may return to you for additional information to evaluate the economic impact of the infrastructure investment.