



Cultural Spaces Canada Program APPLICATION FORM

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;
- ☐ "Budget" page; Question 17;
- ☐ financial statements for the last two (2) years (audited financial statements for requests over \$50,000, if available);
- ☐ 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.

For specialized equipment purchase:

- ☐ 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
- ☐ demonstration that provincial and municipal fire and safety standards will be met.

For specialized equipment project requests over \$100,000 also include:

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

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;
- ☐ copy of terms of reference prepared and to be tendered.

For construction or renovation:

- ☐ answers to Question 16;
- ☐ a 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;
- ☐ a projected plan of artistic or heritage activities for the three 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;
- ☐ attach at least two letters demonstrating community support, including potential users of the facility.

For construction or renovation project requests over \$100,000 also include:

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

Please send the original of your application.

Ensure that Part C. and Question 12 are signed by the same authorized individual.

Do not use pencil to fill out the form or attached documents.

Initial any corrections that you make.

Keep a copy of the application for your records.



FUNDING APPLICATION GENERAL INFORMATION

INSTRUCTIONS

Please complete parts A and B, sign and date the form in part C.

DEMANDE DE FINANCEMENT RESEIGNEMENTS GÉNÉRAUX

INSTRUCTIONS

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

PART A - APPLICANT INFORMATION / PARTIE A - RENSEIGNEMENTS SUR LE DEMANDEUR

INCORPORATED NAME / NOM DE LA SOCIÉTÉ

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
Régional

☐

National
Nationale

☐

International
Internationale

LEGAL STATUS / STATUT JURIDIQUE

Registration No.
N° d'enregistrement

☐

In Process
En traitement

Incorporated
Constitué en
société

☐

Yes
Oui

☐

Federal
Niveau fédéral

☐

Date

☐

Provincial / Federal
Niveau provincial / fédéral

☐

Date

Date Applied
Date de la demande

Registered with Canadian Customs
& Revenue Agency as a Charitable
Organization
Enregistré auprès de l'Agence des
douanes et du revenu du Canada à
titre d'organisme de
bienfaisance

☐

Yes
Oui

Registration No.
N° d'enregistrement

☐

In Process
En traitement

☐

No
Non

Date

Date Applied
Date de la demande

PART B - CONTACT INFORMATION / PARTIE B - RENSEIGNEMENTS SUR LA PERSONNE-RESSOURCE

Contact Person's Name for Official Correspondence

Nom de la personne-ressource pour correspondance officielle

☐

Mr.
M.

☐

Mrs.
Mme.

☐

Ms.
Mlle.

Title / Titre

Street Address (Street, City, Province/Territory, Postal Code)
Adresse (rue, ville, province/territoire, code postal)

Mailing Address (if different) / Adresse postale (si différente)

Office Telephone No. / N° de téléphone (bureau)

()

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

()

Fax / Télécopieur

()

E-Mail / Courriel électronique

Web Site / Site web

In which official language do
you wish to communicate?
Langue officielle de
communication demandée

☐

English
Anglais

☐

French
Français

OFFICE USE ONLY

RÉSERVÉ À L'ADMINISTRATION INTERNE

Date Received

Date de réception

☐

Program Officer

Agent de programme

PART C - AFFIRMATION / PARTIE C - AFFIRMATION

I AFFIRM THAT the information in this application is accurate and complete and the project proposal, including plans and budgets, are 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 a final report, 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.

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 du financement et de l'aide du Ministère, conformément aux modalités de l'accord de financement. J'accepte également de déposer un rapport final 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.

AUTHORIZED SIGNATURE / SIGNATURE AUTORISÉE

Authorized Signature / Signataire autorisé

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

Date

Cultural Spaces Canada / Espaces culturels Canada

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File number / Numéro du dossier

Deadline/ Échéance

1a. Name of Organization / Nom de l'organisme

1b. Project Title / Titre du projet

2. Nature of Request / Nature de la demande

- ☐ New Construction / Nouvelle construction
 ☐ Renovation / Adaptive Re-use / Rénovation / Transformation
 ☐ Specialized Equipment / Équipements spécialisés
 ☐ Feasibility Study / Étude de faisabilité

3. Cost (See Question 17) / Coût (Voir question 17)

| 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 ☐ Ms. / Mme ☐ Title / Titre

5. Administrator / Responsable de l'administration

Name / Nom Mr./ M ☐ Ms. / Mme ☐ Title / Titre

6. Your fiscal year (m/d/y) / Votre exercice financier (m/j/a)

Period covered in this application (m/d/y) / Période couverte par la demande (m/j/a)

From / De To / À

From / De To / À

7. Main artistic discipline / Principale discipline artistique

- ☐ Theatre / Théâtre
 ☐ Dance / Danse
 ☐ Visual Arts / Arts visuels
 ☐ Media Arts / Arts médiatiques
 ☐ Music / Musique
 ☐ Multidisciplinary / Multidisciplinaire

Heritage Specialization / Spécialisation patrimoniale

- ☐ Museum / Musée
 ☐ Archives
 ☐ Library / Bibliothèque
 ☐ Heritage Centre/Site / Centre/Site patrimonial
 ☐ Fine Arts / Beaux-arts
 ☐ Multidisciplinary / Multidisciplinaire

8. Main sector of activity / Principal secteur d'activités

- ☐ Creation / Production / Création / Production
 ☐ Presentation / Diffusion
 ☐ Exhibitions / Expositions
 ☐ Preservation / Conservation
 ☐ Training / Formation

9. Does your organization self-identify with any of these populations? / Est-ce que votre organisme s'identifie à ces populations ?

- ☐ Aboriginal / Autochtones
 ☐ Culturally Diverse / Communautés culturelles diverses
 ☐ Official Language Minority / Minorité de langue officielle
 ☐ Youth / Jeunes

10. Is your facility or site designated a Historic Place? / Est-ce que votre installation ou site est désigné un lieu patrimonial ?

- ☐ Yes / Oui
 ☐ No / Non
 ☐ National
 ☐ Provincial/Territorial
 ☐ Municipal

11. Project Summary (in box please) / Sommaire du projet (l'encadré)

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 ☐ Ms. / Mme ☐

Cultural Spaces Canada Program APPLICATION FORM

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. 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 and its structure (full-time/part-time/paid staff?), history, mandate or vision, and its current artistic or heritage programming (including outreach, training, and partnership activities).
- b) Describe your project.
- c) Describe how your project will contribute to the CSC program objective and results.
- d) Describe how your proposal fits your organization's mandate or vision.
- e) Describe the expected results of this project.
- 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).

14. SPECIALIZED EQUIPMENT PURCHASES

- a) How will the project enhance your organization's capacity 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, provincial, regional and/or national levels? Provide examples or attach letters of support.
- c) How will the project improve the local inventory of technical equipment?
- d) How will the project improve the level of comfort and safety of the space and/or accessibility to arts or heritage activities?
- e) How will the project increase the capacity of your organization, and/or other organizations utilizing the facility, to reach new audiences?
- f) How will the project enable your organization, and/or other organizations utilizing the facility, to enhance and diversify its program offering?
- g) How will the project have an impact on the future financial operations of your organization? (For project requests over \$100,000, please attach business plan.)
- h) Describe the process and criteria to select a supplier. Attach your policy if available. (Projects over \$25,000 must be supported by at least 3 different proposals from separate vendors.)

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.)

16. CONSTRUCTION, ADAPTIVE RE-USE OR RENOVATION PROJECTS

Availability of Spaces

- a) How will the project have a positive overall impact on the availability of spaces for artistic creation, innovation or presentation, or for the presentation 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, and/or in Canada, or from other countries? (Provide examples e.g. project collaborations.)

Quality of Available Spaces

- d) How will the project enhance your organization's capacity 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 the creation and presentation of arts presentations, or for the exhibition and preservation of heritage collections?
- f) How will the project improve the level of comfort and safety for the public?

Financial Feasibility of Project and Future Impact on the Organization

- g) 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.)
- h) To what extent do other public funding bodies and the private sector support the project? (Include letters of support or letters indicating approved funding)
- i) To what extent will the project have an impact on the future financial operations of the organization? (For project requests over \$100,000, please attach business plan.)

Access to and Participation in Arts and Heritage Experiences

- j) How will the project benefit the arts/heritage community as well as the community at large?
- k) How will it increase the capacity of your organization, or other organizations utilizing the facility, to reach new audiences?
- l) How will the project enable your organization, or other organizations utilizing the facility, to enhance and diversify its program offering?

17. BUDGET INFORMATION / INFORMATIONS BUDGÉTAIRES

For construction, renovation or re-use as well as for specialized equipment / Pour la construction, la rénovation ou la transformation, de même que pour les équipements spécialisés

PLEASE NOTE THAT BUDGETS MUST BALANCE / VEUILLEZ NOTER QUE LES BUDGETS DOIVENT ÊTRE ÉQUILIBRÉS

| EXPENDITURES / DÉPENSES | | \$ Projected Costs \$ Coûts prévus | % of Expenditures % Dépenses | Final report Rapport final |
|--|---|---------------------------------------|---------------------------------|-------------------------------|
| Fees and professional honoria / Honoraires professionnels et cachets | Architects / Architectes | | | |
| | Engineers (electrical, mechanical) / Ingénieurs (électricien, mécanicien) | | | |
| | Engineers (structure) / Ingénieurs (structure) | | | |
| | Sound specialists / Acousticiens | | | |
| | Technical studies / Études techniques | | | |
| | Environmental assessment / Évaluation environnementale | | | |
| | Other (specify) / Autre (préciser) | | | |
| Acquisition of building / Acquisition d'un édifice | Acquisition costs, land / Coûts d'acquisition, terrain | | | |
| | Acquisition costs, building / Coûts d'acquisition, édifice | | | |
| | Property transfer costs / Frais de transfert de propriété | | | |
| Specialized technical equipment / Équipement technique spécialisé | Acquisition costs / Coûts d'acquisition | | | |
| | Installation costs / Coûts d'installation | | | |
| | Training costs / Coûts de formation | | | |
| Construction, renovation or re-use / Construction, rénovation ou transformation | Excavation/demolition costs / Coûts d'excavation, démolition | | | |
| | Costs related to material / Coûts liés aux matériaux | | | |
| | Costs related to workforce / Coûts liés à la main d'oeuvre | | | |
| Other / Autre | | | | |
| SUB-TOTAL / SOUS-TOTAL | | | | |
| Contingency (10%) (specify) / Contingence (10%) (préciser) | | | | |
| Administration (5%) (specify) / Administration (5%) (préciser) | | | | |
| Interest on short-term financing / Intérêt du financement à court terme | | | | |
| Taxes (minus GST/HST Rebate) / Taxes (moins le remboursement de la TPS/TVH) | | | | |
| TOTAL EXPENSES / DÉPENSES TOTALES | | | | |

| REVENUES / REVENUS | | | \$ Confirmed \$ confirmés | \$ Projected \$ projetés | % of Revenues % des revenus | Final report Rapport final |
|--|---|-----------|------------------------------|-----------------------------|--------------------------------|-------------------------------|
| Public sector (specify) / Secteur public (préciser) | Federal / Fédéral | CSC / ECC | | | | |
| | | | | | | |
| | Province / Territory Province / Territoire | | | | | |
| | | | | | | |
| | Municipal / Regional Municipal / régional | | | | | |
| | | | | | | |
| Private sector / Secteur privé | | | | | | |
| | | | | | | |
| Other / Autres | | | | | | |
| TOTAL REVENUES / REVENUS TOTAUX | | | | | | |

APPENDIX B

Canadian
HeritagePatrimoine
canadien

Canada

Français

Contact Us

Help

Search

Canada Site

Cultural Spaces Canada

Minister's page | Minister of State (Sport) | Minister of State (Multiculturalism)

Location: Home - Cultural Affairs - Cultural Spaces Canada

2005/11/15

Cultural Spaces Canada Program - Application Guidelines

I. Program Objective

The Cultural Spaces Canada Program (CSC) contributes to improved physical conditions for artistic creativity and innovation. It is designed to increase and improve access for Canadians to performing arts, visual arts, media arts, and to museum collections, heritage displays and exhibitions. CSC supports the improvement, renovation and construction of arts and heritage facilities, and the acquisition of specialized equipment as well as conducting feasibility studies for cultural infrastructure projects.

II. Expected Results

The Cultural Spaces Canada Program will allow Canadians to participate in, and benefit from access to, activities provided through increased and improved arts and heritage facilities for creation, presentation, and exhibition. The program will result in the:

- o increased number of cultural facilities and improved infrastructures;
- o improved quality and standards of cultural facilities and infrastructures;
- o enhanced effectiveness of the operations of funded organizations.

III. Eligibility Criteria

a. Applicants

Eligible applicants to the Cultural Spaces Canada Program include: non-profit arts and heritage organizations operating in a professional manner, incorporated and in good standing under Part II of the Canada Corporations Act or under corresponding provincial or territorial legislation. Projects presented by provincial/territorial, municipal or regional governments and their agencies, or equivalent Aboriginal peoples institutions or organizations (Aboriginal peoples include Inuit, Métis, Status and Non-Status people) will also be considered. Federal organizations and federal Crown corporations are not eligible for funding.

Applicants must have a clear artistic or heritage focus as part of their vision or mandate that is reflected in their by-laws and/or other governance documents.

For construction/renovation or specialized equipment projects only:

Applicants must demonstrate that their organization has been active for at least one year before being eligible to apply to the Cultural Spaces Canada Program.

b. Projects

Costs associated with construction, adaptive re-use or renovation of buildings for arts and heritage activities that are delivered in a professional manner, specialized equipment purchases or feasibility studies are eligible. The program will not support regular or routine building maintenance costs.

IV. Funding

Generally, the program offers support of up to 33% of eligible project costs for construction, adaptive re-use or renovation, and of up to 50% of eligible project costs for specialized equipment purchases or feasibility studies.

Under ***exceptional circumstances***, the program may consider increased levels of support towards eligible project costs. Exceptional circumstances are determined by the Department of Canadian Heritage and may include projects occurring in rural or remote areas, or in underserved populations (such as Aboriginal, youth, official language minority and culturally diverse communities) ***where the need is clearly demonstrated and justified***.

V. Eligible Costs

Eligible costs must be directly related to the project presented and to one of the following items:

- Feasibility studies related to CSC program objectives, such as those that examine approaches for the development of new facilities or the renovation of existing ones
- Fees and professional honoraria related to the project and to CSC program reporting requirements (including audit fees)
- Professional costs related to architectural or engineering designs, heritage studies, risk assessments, technical studies, and environmental assessments
- Costs related to the acquisition of a property
- Various fees related to property transfers
- Costs related to building, adaptive re-use or renovating a building, including materials, demolition, excavation, labour, etc. and related fixed capital costs
- Costs related to "green" construction and environmentally sound building practices (Please refer to the Environmental Guidelines for CSC clients available from the nearest Department of Canadian Heritage office or on the Departmental website at www.pch.gc.ca)
- Specialized equipment purchases as well as their installation costs and initial training related to their operation. For arts facilities, eligible types of

specialized equipment include any piece of specialized technical equipment that is not permanently installed in the space and is specifically related to the artistic purpose of the facility. Examples for creation, production and/or presentation purposes include:

- Sound systems
- Lighting equipment
- Stage curtains
- Staging or rigging equipment
- Multi-media equipment
- Portable dance floors
- For heritage institutions, eligible types of specialized equipment include any piece of equipment specifically related to recognized museological or heritage practices including:
 - Lighting systems
 - Environment control
 - Storage systems
 - Security
 - Fire safety
- The following items are not eligible specialized equipment:
 - Musical instruments (eg. piano)
 - Office equipment, furniture or computers (in general)
 - Ticketing and marketing systems

Deficit financing is not an eligible expenditure.

VI. Applying for Support

Please read the following guidelines carefully.

- a. **Deadline:** Applications can be submitted to the nearest Department of Canadian Heritage office at anytime throughout the year. Please refer to the Departmental website at www.pch.gc.ca for office listings.
- b. **Application forms:** 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.
- c. **Support material:** In addition to submitting the completed application form and responding to all relevant assessment questions, applicants must provide all the necessary support material as required by the application checklist.

Please be advised that the Cultural Spaces Canada program cannot fund projects retroactively; applicants are cautioned that entering into contractual agreements before receiving written confirmation that their application has been approved is at the applicant's own risk.

Your submission is subject to information requests under the Access to Information Act and the Privacy Act.

VII. Assessment Process

Projects which best meet program objectives are selected through a two-stage process:

- i. A regional analysis will prioritize projects on the basis of the assessment criteria (see below) linked to the expected results of the CSC program including the extent to which the proposed project will serve the needs of underserved disciplines, underserved communities and underserved groups such as Aboriginal, youth, official language minority and culturally diverse communities.
- ii. Following regional analysis, projects are submitted to a National Review Committee that will evaluate and integrate regional strategies as part of a national program strategy incorporating the distribution of program investments across the country and the national needs of underserved disciplines, communities and groups.

VIII. Assessment Criteria

Applications are prioritized and assessed according to the following criteria:

Availability of Spaces

- o Impact of the 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 and/or national level

Quality of Spaces

- o Impact of the project on the modernization, security and safety of spaces for artistic creation or presentation, or for the exhibition and preservation of heritage collections
- o Impact of the project on audience comfort and accessibility to artistic creation or presentation, or for the exhibition and preservation of heritage collections
- o Benefits to other arts and heritage organizations at the local, regional and/or national level

Financial Feasibility of Project and Future Impact on the Organization

- o Expected impact of the project on the level of satisfaction for artists, staff and other users (rental organizations, volunteers, etc.) toward working spaces for artistic creation or presentation, or for the exhibition and preservation of heritage collections
- o Confirmation of other sources of revenues and the financial health of your organization
- o Sound organizational management
- o Expected level of self-generated revenues after the completion of your project
- o Deficit free operations after the completion of your project

Access to and Participation in Arts and Heritage Experiences

- Impact of the project on the capacity to reach new audiences or to enhance or diversify programming
- Impact of the project on underserved disciplines, communities and groups
- Links to the expected results of the CSC program
- Ability to measure the expected results of your project

Your answers to the assessment questions listed in the Application Form will be used to assess your request as well as to monitor the results of the project, should it be approved. **Please ensure that all relevant questions are fully and completely answered.**

Processing an application may take up to six months to complete. While an application may be assessed as meeting the CSC program objectives, funding is highly competitive and there is no guarantee of support.

IX. If Your Application is Approved

The Department of Canadian Heritage disburses funds under the CSC program in two ways, as a contribution, or as a grant. Assistance will take the form of a contribution for projects with financial support of \$25,000 or more. For financial support under \$25,000 of specialized equipment purchases or feasibility studies, assistance can take the form of a grant. The Department of Canadian Heritage will determine the type of funding agreement. Each type of funding agreement will outline specific requirements.

Acknowledgment of funding from the Cultural Spaces Canada Program

For construction or renovation projects receiving more than \$50,000 in program support, acknowledgement will be required in the form of a temporary sign posted on the construction site. This sign, prepared at the expense of the Department of Canadian Heritage, should be requested by the recipient 4 weeks before the construction or renovation work begins.

Upon completion of construction or renovation projects receiving more than \$50,000 in program support, acknowledgement will be provided by the Department of Canadian Heritage in the form of a permanent plaque to be installed and displayed in a publicly visible location at the expense of the recipient.

Reporting on Results

All recipients of funding under the CSC program are required to submit final reports. These reports include elements such as:

- An assessment of the project results and the extent to which the project has met program objectives
- Final project revenues and expenses (completed in the last column of Question 17 on the Application Form)
- Audited financial statements for projects receiving funding over \$50,000;

or the financial reporting information for the project clearly highlighted within the organization's annual audited financial statements.

Recipients may also be subject to an independent project audit.

X. Glossary

A not-for-profit **arts organization**, operating in a professional manner, is defined as an organization that creates, produces or presents works in dance, theatre, music, visual arts or media arts such as performing arts companies, artist run centres, arts festivals and other presenters, arts service organizations and national arts training institutions recognized as such through Department of Canadian Heritage funding programs. Such organizations may or may not include paid staff; and in most cases, engage professional artists and remunerate them for their work.

A **business plan** is a written document that describes an organization's current status and plans for several years into the future. It generally projects future opportunities for the organization and maps the financial, operational and marketing strategies that will enable the organization to achieve its goals. A business plan usually includes financial projections and targets, the size of markets (actual and potential) as well as information on market trends. A business plan describes how the organization is accountable to the community and its methods for monitoring and evaluating progress.

A **cash flow forecast** is a detailed summary of projected monthly revenues and expenditures presented in a spreadsheet format. A monthly cash flow forecast provides the opportunity to show the dollar amounts that an organization expects to collect and spend during the course of a project.

A **contribution** is a conditional payment to an organization for a specified purpose as outlined in a contribution agreement that notes conditions for payment and may require an audit.

A **feasibility study** is an independently written report conducted in advance of a project to determine the likelihood of the project's success. The study is a systematic evaluation designed to assess the desirability or practicality of developing a proposed project and should articulate what is required regarding space, functions, staffing and finances, as well as, include a needs assessment and market analysis. The written report includes the study's findings, recommendations, timetable and budget, fund raising strategy and capital campaign plan.

A **grant** is a payment made to an organization, which is not subject to an audit but for which the recipient will be required to submit a final report upon completion of project activities.

A not-for-profit **heritage organization**, operating in a professional manner, is defined as an organization with a mandate to collect, preserve, interpret, study and/or exhibit heritage collections for the public (including museums, archives,

libraries, heritage centres, historic and natural heritage sites).

A **historic place** is a structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value.

In-kind contributions are materials or services that are donated to a project by either a third party or by the applicant. An in-kind contribution is considered a real contribution to the total cost of the proposed activities of the project but it is not reimbursable, as no money has changed hands. By definition, in-kind contributions are donations, therefore, there cannot be funding related to in-kind expenses. Donated materials or services may be eligible as an in-kind contributions if they:

- are essential to a project's success, eligible under the program guidelines and would otherwise be purchased and paid for by the recipient;
- can be measured at fair value at the date of contribution; (Fair value would be estimated using market or appraisal values at the date of contribution, i.e. fair value could be determined in relation to the purchase of similar materials and services);
- are recorded in the recipient's accounting books.

A **professional artist** is an individual who has specialized training in the field (not necessarily in academic institutions), who is recognized by his or her peers (artists working in the same artistic tradition), who is committed to devoting more time to the artistic activity if financially feasible, and who has a history of public presentation.



Canadian
Heritage

Patrimoine
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Contact Us

Help

Search

Canada Site

Cultural Spaces Canada

Minister's page | Minister of State (Sport) | Minister of State (Multiculturalism)

Location: Home - Cultural Affairs - Cultural Spaces Canada

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Cultural Spaces Canada Program - Application Guidelines

The Federal Government's commitment to the environment

The Government of Canada has committed to building a more energy-efficient and less emissions-intensive society by participating in the global effort to address climate change. Canada's Climate Change Plan aims to help us all rethink the way we use energy. This includes encouraging waste reduction, recycling, pollution prevention and energy conservation in projects that the government funds.

Commitment of Canadian Heritage

The Department of Canadian Heritage supports this federal commitment through the Department's Sustainable Development Strategy, which includes a commitment to integrate sustainable development into Canadian Heritage programs and policies delivered directly by the Department or in partnership with others. The Cultural Spaces Canada (CSC) Program will help achieve this goal by encouraging and supporting environmentally sound and energy efficient projects (as eligible costs) as well as by increasing client awareness regarding environmental protection and energy conservation measures.

Meeting Federal Environmental Requirements

Certain CSC projects will require an environmental assessment (EA) under the *Canadian Environmental Assessment Act* (CEAA). When the act applies an EA will be required for a construction or renovation project unless the project is of a type specifically excluded from an EA as set out in CEAA's *Exclusion List Regulations*. Excluded projects are typically relatively small structures that are not within 30 metres of a body of water or that would not result in the release of polluting substances into a body of water. The act is unlikely to apply to CSC projects for specialized equipment purchases or feasibility studies.

Under CEAA, the Department of Canadian Heritage must ensure that an EA is carried out for any proposed "project" (as defined by the act) that it intends to fund. Commonly, federal departments require a project proponent (recipient of the funds) to carry out the EA and prepare a report on the results. Departments then commonly provide study terms of reference and review and approve the EA report.

For more information contact: Canadian Environmental Assessment Agency:
http://www.ceaa-acee.gc.ca/index_e.htm

Introduction to "Green" building

"Green building" includes making planning/designing, materials, and construction decisions based on environmental considerations. It benefits humans, the community, the environment, and a project's bottom line. Examples of "green" initiatives include new and better building solutions which conserve energy, salvaging and incorporating existing materials in new ways, and avoiding use of unnecessary materials.

Benefits of undertaking "Green" projects

Proper project planning can help reduce the nature and extent of a project's potential environmental impact. For example: the site selected for a building will strongly influence the potential for harm to wildlife habitat, water bodies, or other environmental features; the size layout and structural design of a building will determine how efficiently it uses energy; and the materials used for construction may vary in their environmental impact. Other benefits include:

- Energy conservation leads directly to cost savings as well as reducing pressure on scarce energy resources. It also reduces the greenhouse gases implicated in climate change.
- Waste reduction and recycling alleviate pollution and ease pressure on landfill sites. It also saves money when materials are used efficiently.
- As public facilities, environmentally sound CSC projects can serve as examples of sustainable development, help raise community awareness, and build an organizations image.

Eligible "Green" projects under the CSC Program

Examples of eligible projects include:

- Feasibility studies- Environmental assessments, environmental site assessments, energy conservation analyses or plans, and waste management plans.
- Specialized equipment – Purchase of energy conserving lights, HVAC systems, and other specialized equipment, purchase of eco-labelled products; replacement of existing equipment with more energy conserving equipment
- Construction/Renovation – Can include but is not limited to energy efficiency measures (such as heating and cooling systems, windows and lighting, insulation, etc), renewable energy technologies (solar, wind, geothermal, etc), ventilation and air quality, use of non toxic materials, waste reduction/recycling through use of salvaged materials, hiring of LEED certified builders, and energy efficient design practices.

How to find suitable and qualified experts for environmental input to CSC

projects: There are three main sources of relevant expertise:

- For evaluating building sites to ensure there are no significant environmental concerns, a qualified firm should conduct an Environmental Site Assessment (ESA). The firm should have experience in conducting ESAs following standards such as those of the Canadian Standards Association (CSA International): <http://www.csa.ca/Default.asp?language=English>
- For design and construction of environmentally sound and energy conserving buildings, a Leadership in Energy and Environmental Design (LEED) certified builder should be considered. For information, contact the Canada Green Building Council: <http://www.cagbc.org>
- For evaluating the overall environmental performance of an organization or facility, an environmental audit by a certified expert is called for. The Canadian Environmental Auditing Association provides auditor certification and other services for environmental auditing pursuant to the ISO 14000 program: <http://www.ceaa-acve.ca/>