

## 2018

## Heritage Funding Program

**Project Funding**

**Application Form**

**Deadline:**

**Monday, October 30, 2017 at 4 p.m.**

**Cultural Funding Support Section**

**Recreation, Cultural and Facility Services Department**

(Pour obtenir la version française de ce document, veuillez composer le 613-580-2424 poste 29404 ou infoculture@ottawa.ca)

**Instructions – How to Submit your Application Form**

**General Information**

* Please read the program guidelines that are attached and keep them close for easy reference while completing the application.
* Fill out the application form and ensure that Section A is signed by two authorized signing officers (organizations only). Authorized officers are individuals who have the authority to legally bind their organization in a contract. Please note that the City of Ottawa cannot accept electronic signatures.
* Answer all questions and include necessary information along with required documents.

**Application Format**

* Do not use staples, binders or separators in your submission. Paper clips are acceptable.
* Please provide all text material on single-sided 8½ x 11 white paper; all application materials are photocopied for the peer assessors.
* Do not email any portion of your application or support material.

**Support Material**

* Support material is an essential part of your application. It is important for assessors to see examples of your activities to properly evaluate your submission. If you wish to have your support material returned, enclose a self-addressed envelope with the required postage.
* Please note that total time allotted to review support materials in jury cannot exceed 10 minutes per application. Please select your support materials with this time constraint in mind.

Should you have any questions regarding this application, please contact:

Anik Després

Cultural Funding Officer

613-580-2424 ext. 27208

anik.despres@ottawa.ca

Check the deadline date carefully.

**Late and incomplete applications will not be considered and will be returned to the applicant.**

**A. Applicant Information**

|  |  |
| --- | --- |
| **Type of Applicant** | [ ]  Individual [ ]  Not-for-Profit Organization  |
| **Type of Project** (see Guidelines)*Please check appropriate* *Box or boxes.* | [ ]  Heritage Awareness and Education [ ]  Research and Documentation [ ]  Preservation/Conservation |
|  |
| **Organization/Individual Name** |       |
| **Contact Person** |       | **Position Title** |       |
| **Official Mailing Address**  | **Street**       |
| **City**       | **Postal Code** |       |
| **Telephone** |       | **Fax** |       |
| **Email** |       | **Website** |       |
| **Is this a change of address or contact person since your last application? [ ]** Yes [ ]  No |
| **Project Title**       | **Project Dates****\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ to \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_** day / month / year day / month / year |
| **Project Description**  |
| **Amount Requested****$** | **Project Cost** *(Total Expenditures)***$** |
| **Fiscal Year** (if applicable) **\_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_\_** day / month day / month | **Annual Operating Cost** (*Total Expenditures*)**$** |
| **Have you previously received a grant from the City of Ottawa’s Cultural Funding Support Section? [ ]** Yes [ ]  No |
| **If so, have you submitted the required reporting documentation? [ ]** Yes [ ]  No |

**A. Applicant Information** (contd.)

|  |
| --- |
| **Legal Status** (fill in where applicable): |
| **Incorporated:** [ ]  Yes[ ]  Provincial   [ ]  No [ ]  Federal | **Date & Place of Incorporation:**      |
| **Incorporation No.** | **Charitable No.** | **HST No.** |
| **# of Board/Steering Committee meetings in Past Fiscal Year** | **Frequency of Board/Steering Committee Meetings** [ ]  Monthly [ ]  Quarterly [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date of most recent Annual** **General Meeting** |
|  |
| **Signature(s) of Individual Applicant or Two Authorized Officers (for an organization):****Please note: At least one of the signing officers must be a member of the Board of Directors.****Individual**I certify that the information provided in this application form and supporting documentation is true, correct, and complete in every respect.**Organization**On behalf of and with the authority to legally bind the organization, I certify that the information given on the grant application and any attachments is true, correct and complete in every respect. I accept the conditions of this program, and agree to abide by the peer assessment jury decisions. I have read the enclosed document titled *Terms and Conditions* and, in the case that funding is awarded, I agree to abide by the terms and conditions as set out in the document. Print name/title Date Original Signature Required   Print name/title Date Original Signature Required***Municipal Freedom of Information and Protection of Privacy Act*** Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy.  The City of Ottawa will use this information in the determination of eligibility and in establishing funding allocation recommendations.Questions regarding the collection of this information may be addressed to: Portfolio Manager, Cultural Funding, at 613-580-2424 ext. 14038 or infoculture@ottawa.ca. |

**APPLICATION QUESTIONS**

Please describe your project and establish its merits by responding to the following questions.

**B. History and Mandate**

**Organizations:**

1. What is the mandate of your organization or group?
2. Provide a brief history of your organization or group, giving principal achievements in heritage awareness, outlining progress, and noting any recent significant changes in orientation.
3. Provide a copy of your incorporation documents if you are a first time applicant or if there are amendments to the articles of incorporation.

**Individuals:**

1. In the case of an individual, provide a brief account of your background, particularly as it relates to heritage activities.

**C. Project Description**

Applications are assessed using the criteria of Heritage Merit, Community Impact and Effective Planning. Please describe your project and establish its merits by responding to the following questions.

#####  **C-1 Heritage Merit**

1. Describe the project you are undertaking. Please include timelines, locations and other relevant information.
2. What are the goals and objectives of the project?
3. How will the activities be directed or guided by accredited heritage professionals, community elders or culture keepers? Please include CVs or biographies of key players.
4. How will the activities meet established professional standards or touch upon authentic traditional knowledge?
5. Provide a list of the members of the Board of Directors or Steering Committee and staff members, including job descriptions (organizations only).
6. Explain how the project will present valid and valuable local heritage subject matter.
7. If applicable, provide a short description of the most recent project funded by the City of Ottawa, including date, amount received and purpose.

 **For Conservation/Preservation projects:**

Include technical information such as treatments and equipment being used and the name and qualifications of the conservator.

 **For book projects, include the following:**

* A writing and production timeline
* An outline of the contents of the book
* 10 to 20 pages of the work in progress for which you have requested funding
* Information regarding who holds the copyright and who acts as publisher
* A project budget including publishing costs and revenues
* A realistic sales and marketing plan

**C-2** **Community Impact**

1. How will your project benefit the community at large and the Ottawa-based heritage or community of interest?
2. Explain how the project will leave a lasting legacy and impact on the heritage or cultural community, general public, children or youth.
3. What community partnerships are involved in this project (if applicable)?
4. How many volunteers will be involved in your project? Provide a brief description of their involvement including the estimated total volunteer hours.

# C-3 Viability

**Please note:** You are not required to address these points in your written submission. Information may be added in this section if additional details will help clarify the proposal.

**Assessors will use the information you provide in sections D to H to evaluate the following points:**

**Organizations:**

* Appropriate organizational or applicant planning and evaluation
* Governance, leadership structure and participation of the Board/Steering Committee (if applicable)
* Fiscal responsibility and realistic budgeting
* Initiative in fundraising (i.e. corporate sponsorship, fees, donations, etc.)
* Demonstrated need for financial support
* Marketing and promotion - strategy and realization

**Individuals:**

* Viability of the project (realistic goals, appropriate planning, effective budgeting)
* Track record

**D. Project Budget**

Please complete the enclosed forms*.* Clarify expenses and revenues on the enclosed form, *D-4 Project Budget - Notes to Budget* or provide annotation to the budget on a separate 8½ x 11 sheet of paper.

#### Identify other funding sources and revenues, and indicate if they have been confirmed. Please note that the City of Ottawa will not fund 100% of project costs.

### Please note, project revenues must equal project expenses. As stated in the program’s Terms and Conditions: “Any portion of the funding that is unused and was designated for activities that were not performed shall be repaid to the City of Ottawa.” (5. Unused Funds)

**D-1 Project Budget – Revenues**

The City of Ottawa will not fund 100% of the total cost of the project.

|  |  |  |
| --- | --- | --- |
| **Revenue** | **Is funding:** | **AMOUNT** |
| **Confirmed?** | **Pending?** |
| **City of Ottawa** |
| 01  | Heritage Funding Program(your request rounded to the nearest $100) | [ ]  | [x]  |  |
| 02 |  | [ ]  | [ ]  |  |
| **Federal** (please specify) |
| 03 |  | [ ]  | [ ]  |  |
| 04  |  | [ ]  | [ ]  |  |
| **Provincial** (please specify) |
| 05  |  | [ ]  | [ ]  |  |
| 06  |  | [ ]  | [ ]  |  |
| **Other Sector Support and Fundraising** |
| **Foundations**(please specify) |
| 07  |  | [ ]  | [ ]  |  |
| 08  |  | [ ]  | [ ]  |  |
| **Corporate Cash Sponsorship**(please specify) |
| 09  |  | [ ]  | [ ]  |  |
| 10  |  | [ ]  | [ ]  |  |
| **Individual Donations** (please specify) |
| 11  |  | [ ]  | [ ]  |  |
| 12  |  | [ ]  | [ ]  |  |
| **Special Fundraising Projects** (please specify) |
| 13  |  | [ ]  | [ ]  |  |
| 14  |  | [ ]  | [ ]  |  |
| **Other Revenue** (please specify) |
| 15  | Applicant’s Earned Revenue | [ ]  | [ ]  |  |
| 16  |  | [ ]  | [ ]  |  |
| **Total Revenue** |  |

##### **D-2 Project Budget - Expenses**

|  |  |
| --- | --- |
| **Expenditures** | **AMOUNT** |
|  **Professional Fees**(please specify) |
| 17 |  |  |
| 18 |  |  |
| **Materials and Supplies** (please specify) |
| 19  |  |  |
| 20 |  |  |
| **Equipment and Transportation** (provide full breakdown on separate sheet if necessary) |
| 21  |  |  |
| 22 |  |  |
| 23 |  |  |
| 24 |  |  |
| **Promotion and Marketing** (please specify) |
| 25  |  |  |
| 26  |  |  |
| **Administration** (please specify) |
| 27  |  |  |
| 28 |  |  |
| 29 |  |  |
| 30  |  |  |
| **Insurance** |
| 31  |  |  |
| 32  |  |  |
| **Fundraising** |
| 33  |  |  |
|  |  |  |
| **Other Costs** (please specify) |
|  |  |  |
| 34  |  |  |
| **Total Expenditures** |  |

|  |  |
| --- | --- |
| **Total Revenue** |  |
| **Total Expenditures** |  |
|  **Surplus / Deficit** |  |
| **Please note: Total expenses must equal total revenues.** |

##### **D-3 Project Budget – In-Kind Donations**

|  |  |
| --- | --- |
| **In-Kind Donations** (please specify) -Volunteer hours are not eligible | **AMOUNT** |
| 35 |  |  |
| 36 |  |  |
| 37 |  |  |
| 38 |  |  |
| 39 |  |  |
| 40 |  |  |
| **Total In-Kind Donations** |  |
| **Please note:** As per CRA regulations, all amounts shown as in-kind revenue must be proven with receipts. |

**D-4 Project Budget – Notes to Budget**

Where applicable use this table to provide:

* explanations of budget items and revenue sources
* detailed breakdown of expenses and revenues

|  |  |
| --- | --- |
| **Line item** | **Supplementary Information** |
|  |  |
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**E. Financial Statement**

Organizations are asked to attach a signed copy of the financial statements or treasurer’s report for their last completed financial year. A financial statement includes a statement of financial position and provides a report of the organization’s most recently completed fiscal year.

If you received past funding from the City of $50,000 or more, a signed **Audited Financial Statement** is required. An audited statement is an accounting document that is reviewed and verified by a licensed public accountant and that reflects an organization’s previous fiscal year’s financial position.

If past funding was between $25,000 and $49,999 a signed **Review Engagement Report** is required. A review engagement report is the unaudited review of the financial statements of an organization by an independent accountant.

If municipal support was less than $24,999, a signed **Treasurer’s Report** is required. A treasurer’s report is an unaudited financial report of the organization’s previous year’s activities. The report is prepared from accounting records by an elected Board Member (usually the treasurer), and must include, at minimum, a statement of financial position (assets and liabilities) and a statement of income and expenses.

**Surplus/Deficits**

Funding received from the Cultural Funding Program may not be used to increase an accumulated surplus or to offset an accumulated deficit. Please review eligibility criteria in the guidelines regarding accumulated surpluses and deficits.

**F. Board of Directors / Steering Committee**

If you are applying on behalf of an organization, please provide the following:

* a list of the members of your Board of Directors or Steering Committee including name, position, responsibilities, term(s) of office, city of residence and contact information (phone and/or email).
* a **signed** copy of the minutesfrom the most recent Board of Directors/Steering Committee meeting.

**G. Support Material**

Support material plays a vital role in the jury’s assessment of your work. The work must be well presented to make a positive impression. Remember that jurors have very limited time to view and listen to your support material.

**It is important that you:**

* label all materials with your name and a description of the contents
* test all electronic materials to ensure readability and quality
* refer to Section G-1 – *How to Submit Support Material*
* complete and submit the relevant *Support Material Form,* which isincluded in this application form (Sections G-2)

**If you wish to have your support material returned**, enclose a self-addressed envelope with the required postage. Do not send originals. The applicant agrees that the City of Ottawa is not responsible for the loss or damage, however caused, of support materials.

If you do not have previous experience directing a heritage project, please provide details of partnerships or support from an experienced professional or a recognized heritage organization (attach a letter of support).

**G-1 How to Submit Support Material**

You may include up to 5 items of support material with your submission. See Support Material List for examples. Your project must be well presented to make a positive impression. Include support material that relates most closely to the project you are proposing and provide explanatory notes to describe how selections relate to the proposed work. Total running time of time-based submissions should not exceed 10 minutes.

**Submit all material on one (1) USB key**

**(no CDs, no hyperlinks, no email submissions)**

**All files formats must be compatible with Windows OS**

**Audio/Video/Images**

* If applicable, provide detailed cue instructions such as: *start at time code: 2:30*
* DVDs accepted for video only. However, ensure that your DVD works in a stand-alone DVD player, and;
* For submissions with multiple works on a single DVD, provide a menu
* File format must be compatible with Windows media player or VLC media player
* QuickTime files are not accepted

**Manuscripts/Other documentation**

* Copy and reduce all documentation to fit on single-sided 8 ½ x 11 size paper
* Double space text using a legible, sans serif font such as Arial or Tahoma
* Underline relevant sections of submission

**G-2 Support Material List**

Check off appropriate items and indicate number submitted:

|  |  |  |
| --- | --- | --- |
| **Support Material Included** | **How does this material relate to the proposed project?** | **# of items** |
| [ ]  **USB Key** (audio/video/stills) |  |  |
| [ ]  DVD (video only) |  |  |
| [ ]  Manuscripts, scripts |  |  |
| [ ]  Photographs (maximum 12) |  |  |
| [ ]  Press clippings(maximum 3 pgs) |  |  |
| [ ]  Programs / Invitations / Brochures |  |  |
| [ ]  Publications |  |  |
| [ ]  Website (hard copy only) |  |  |
| [ ]  Other (specify) |  |  |
| [ ]  Other (specify) |  |  |

**Additional notes may be submitted on a separate page if necessary.**

**H. Reporting**

All funding recipients are required to submit a Final Report detailing how they used the funding awarded to them. This report must be **submitted to and approved** **by** the Cultural Funding Support Section either following completion of the funded activities, twelve months after receipt of the funds, or at the time of subsequent application to the program, whichever is soonest. For projects that have not yet been completed or have been delayed, an interim report is required.

**Without an Activity Report approved by the City of Ottawa’s Cultural Funding Support Section you will be deemed ineligible for subsequent funding within this program.**

To obtain a reporting form, please contact infoculture@ottawa.ca or call 613-580-2424 ext. 29404.

**I. Checklist**

*Please include the following (one copy only) with your application:*

**A.** **Applicant Information -** completed and signed

**B. History and Mandate**

* Answers to all questions
* Incorporation documents (if applicable)

**C. Project Description**

* Answers to all questions
* Include CVs or biographies

**D. Project Budget**

**E. Signed Financial Statement** or Treasurer’s Report for last completed financial year (organizations only)

**F. Board of Directors** / **Steering Committee** (organizations only)

* List of the members of the Board of Directors or Steering Committee
* **Signed** minutes from most recent Board / Steering Committee meeting

**G. Support Material List**

* Self-addressed envelope, with required postage, for return of support material, if desired. The applicant agrees that the City of Ottawa is not responsible for the loss of or damage to support material (however caused).

**H. Report on Previous Funding** (if applicable and not yet submitted)

**Deadline for Application**

###### Monday, October 30, 2017 at 4 p.m.

###### One complete copy of the application must be mailed or delivered to:

###### City of Ottawa

**Heritage Funding Program**

**Cultural Funding Support Section (01-49)**

**110 Laurier Avenue West, 2nd Floor West**

**Ottawa, ON K1P 1J1**

**The package must be received by 4 p.m. on the deadline date, or must be postmarked for that day.**

**Late or incomplete applications will not be considered.**

###### Contact Information

**Program Inquires**

For specific information on your submission, or to discuss eligibility, contact:

Anik Després

Cultural Funding Officer

613-580-2424 ext. 27208

anik.despres@ottawa.ca

**General Inquiries**

For general information or to request an application form, contact:

Infoculture

613-580-2424, ext. 29404

infoculture@ottawa.ca