



# **2019**

## **Heritage Funding Program**

### **Project Funding**

# **Guidelines**

Applicants to this program are encouraged to submit a draft application prior to the deadline date

**Information Sessions: September 18 and 19**

**Deadline:**  
**Monday, October 29, 2018 at 4 p.m.**

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

**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](mailto:Infoculture@ottawa.ca))*

## **Program Objectives**

The *Heritage Funding Program* supports projects undertaken by individuals or organizations that promote or support:

- local heritage through education, awareness and appreciation
- the reclamation, retention, transmittal, development and revitalization of First Nations, Métis and Inuit heritage and culture
- research or documentation of local history
- preservation of local heritage assets

## **Cultural Funding Support Section Values**

- The Cultural Funding Support Section (CFSS) assists independent, local, not-for-profit organizations, as well as professional artists and heritage professionals in the presentation of arts and heritage events and activities that reflect a broad representation of communities within Ottawa.
- The City of Ottawa supports cultural activity that is inclusive of Ottawa's diverse community, including people from a diversity of ancestries, abilities, ages, countries of origin, cultures, genders, incomes, languages, races and sexual orientations.
- The City of Ottawa encourages submissions from First Nations, Inuit and Métis people, racialized people, persons with disabilities and members of the LGBTQ+ communities
- The City of Ottawa is built on unceded Algonquin Anishinabe territory. The Cultural Funding Support Section honours the Algonquin Anishinabe Nation as host nation.
- The Cultural Funding Support Section is committed to supporting cultural activities that respond to the Calls to Action of the Truth and Reconciliation Commission.
- The City of Ottawa recognizes both official languages as having the same rights, status and privileges, and therefore accepts applications in both English and French.

## **Funding Priorities**

In addition to the evaluated merit of submitted proposals, the Cultural Funding Support Section will look at prioritizing applications from the following equity seeking communities:

- Algonquin Host Nation
- First Nations, Inuit and Métis
- Francophones
- Racialized people

Additional Equity Consideration will be given to the following:

- Deaf people and persons with disabilities
- LGBTQ+
- Rural residents
- Youth

## Eligibility

To be **eligible**, applicants must demonstrate that they meet the following criteria:

### Individuals

To apply you must :

- be an Ottawa resident, **or** be Algonquin Anishinabe and living within 150 km radius of Ottawa (those who do not have a status card must include a letter of acknowledgement from their Band Council)
- 18 years or older
- Demonstrate knowledge of local history or cultural traditions and practices
- Demonstrate the ability to meet established professional standards or be a cultural keeper

### Organizations

- Based in Ottawa, Kitigan Zibi or Pikwakanagan and serve the local community
- Not-for-profit status
- Active Ottawa-based Board of Directors or Steering Committee<sup>1</sup>  
The majority (51%) of the members of the Board of Directors or Steering Committee must be residents of the City of Ottawa.  
**Exception:** In the case of Francophone, Inuit, Métis and First Nations, a Steering Committee or Board of Directors must be comprised of at least 50% of members residing in the Ottawa **region**.

### And, one of the following:

- A heritage non-profit organization with a local heritage mandate
- A First Nation, Inuit or Métis non-profit organization proposing a local heritage project on their respective cultures
- A non-profit organization or collective that is proposing a local project with a heritage goal to be produced in partnership with a non-profit professional heritage organization, heritage professional(s), community elder, or culture keeper

### Activities must:

- demonstrate a strong local heritage focus
- enhance the City's quality of life with activities being conducted in Ottawa, Kitigan Zibi Anishinabeg First Nation Community or Algonquins of Pikwakanagan First Nation Community
- be accessible and of interest to the public
- significantly involve participation of the local cultural community
- be singular in scope and be completed within a limited time frame, normally one year

<sup>1</sup>Steering Committee – is the core group of voting members who are the legal entity that oversees and monitors all aspects of the project and/or activities within a collective.

### **Who is NOT eligible:**

- Crown corporations and government agencies
- For profit organizations / ventures
- Political parties
- Organizations that have a service agreement with the City of Ottawa
- Organizations whose activities come under the jurisdiction of other levels or departments of government (school boards, hospitals, universities, libraries, social services, military programs, business improvement associations, etc.)
- Project applicants with accumulated deficits greater than 10% of total revenue, OR accumulated surpluses (excluding capital assets) greater than 100% of total revenue

City of Ottawa employees or elected representatives may not apply for individual cultural funding or awards.

City of Ottawa staff from the following Branches may not hold a key position within an organization requesting cultural funding from the City: Community, Recreation & Cultural Programs; Business and Technical Support Services; and Archives. Exception: where staff participation has been approved as one of the duties of their position.

City of Ottawa staff are required to act in compliance with the City of Ottawa Employee Code of Conduct and all applicable laws and regulations. For further inquiries, please contact your Cultural Funding Officer.

### **What is NOT eligible:**

- Fundraising projects and initiatives
- Self-promotion / marketing activities
- Commercial ventures
- Projects involving the manufacture and distribution of product in multiple copies
- Projects that have already been completed on or before the application deadline date
- Projects that are part of an academic course of study
- Projects funded as part of an operating grant from any other City program
- Projects where participation is conditional upon partaking in the religious activities of the organization
- Capital purposes (i.e. purchase of land, equipment, fixtures or physical facilities, architectural restoration, etc.)
- Applicants that do not include sources of revenue other than the City's contribution

## Types of Project Funding

Applicants may apply for project funding under the following categories:

### 1. Heritage Awareness and Education Projects

*A. Projects that promote or support local heritage through education, awareness and appreciation such as:*

- Heritage events, and historical re-enactments or drama productions
- Local and community history books, pamphlets, walking tours
- Public lecture series, workshops, seminars
- Multi-media and website history initiatives
- Local heritage educational programs
- Exhibits or interpretive plaques

*B. Projects that provide support for the reclamation, retention, transmittal, development and revitalization of First Nations, Métis and Inuit heritage and culture:*

- Pow wow, First Nations, Inuit or Métis traditional gatherings and cultural events
- Exhibits, workshops, presentations, storytelling of First Nations, Métis or Inuit culture
- Initiatives that seek to pass cultural knowledge through traditional practices
- Language preservation

### 2. Research and Documentation Projects

*A. Projects that research or document local history such as:*

- New research projects into Ottawa's history (e.g. histories of significant local individuals, communities, industries, faith communities, etc.)
- Photo-documentation of collections
- Documentation of heritage buildings, streetscapes, landscapes, and gardens
- Compilation of inventories of heritage assets
- Oral history projects

*B. Book Proposals*

*Regarding proposed book-length publications, please note the following:*

- Priority will be given to original research that is appropriately sourced
- The *Canadian Journal of History* Style Guide should be used as the standard in preparing the manuscript for publication
- Collaboration with accredited historical researchers will be considered an Advantage

### **3. Preservation/Conservation Projects**

*Projects that preserve local heritage assets through:*

- Archaeological digs
- Heritage gardening projects
- Conservation assessments
- Use of appropriate storage equipment and supplies
- Preservation of local artifacts
- Specialized treatments for paper or artifact collections

**Please note:** Individuals are not eligible to apply for preservation/conservation projects.

### **Heritage Grant Program for Building Restoration**

Grants from the City's Planning and Infrastructure Portfolio are available to assist owners of heritage buildings with restoration work. For more information: 613-580-2424 ext.13474

### **Categories of Funding**

If you wish to apply to a category different from one in which you have previously applied, please consult a Cultural Funding Officer to discuss eligibility criteria.

**Changes in funding categories must be approved by the Cultural Funding Support Section.**

### **Project Funding**

Project Funding is available to individuals, groups and not-for-profit organizations. A project proposed by a non-heritage group will be considered, provided that it has a heritage focus and is produced in partnership with a professional heritage organization, collective, heritage professional(s), community elder or culture keeper.

Projects are to be carried out within a specific timeframe and consist of either a single activity or a series of activities. Activities must possess strong heritage merit, as determined by the assessment committee, and produce an impact on the community and the discipline. The budget must include sources of revenue other than the City's contribution. Project grants in recent competitions rarely exceeded \$10,000. Receipt of a project grant in previous years does not guarantee subsequent funding.

### **Annual Operating Funding**

Annual Operating Funding is available to established, incorporated as not-for-profit organizations that have been in existence for at least two years, possess a heritage mandate and have a minimum two-year history of providing regularly-scheduled heritage programming to the community throughout the year. Recognition for excellence in the heritage field and financial stability must be demonstrated. Heritage organizations must receive at least two consecutive Heritage Funding project allocations before being considered for operating funding.

**Please Note:** Availability of City of Ottawa funding is subject to City Council approval of the 2019 budget.

## **Assessment Criteria**

Peer assessors will use the following assessment criteria to evaluate your request for funding. Applicants are assessed based upon their respective mandates, type of funding requested, size and scope, and according to the criteria outlined below:

### **Heritage Merit**

- Solid project proposal with achievable goals and objectives
- Direction of activities by, or guidance available from, accredited heritage professionals, community elders or culture keepers
- Valid and valuable local heritage subject matter
- Meets established professional standards or touches upon authentic traditional knowledge
- Demonstrates innovation

### **Community Impact**

- Measurable, clear benefits to the community
- Support of the Ottawa-based heritage community or community of interest
- Creation of, or contribution to, a lasting legacy
- Strength of partnerships (if applicable)

### **Viability**

- Effective planning, follow-up, and evaluation
- Requisite ability and means to achieve established goals
- History of partnering with other organizations and sectors
- Relevant experience and track record of accomplishments
- Demonstrates need for City funding
- Fiscal responsibility and realistic budgeting
- Initiative in generating alternate sources of revenue

## **Application Process**

Applicants must complete the *Application Form* and attach all required documentation.

If you are a first-time applicant, you may wish to speak to a Cultural Funding Officer to ensure that you are eligible for this program, and to discuss the application process.

If municipal funding was previously received from the City of Ottawa, an Activity Report detailing how the funds were used must be attached, if not already sent.

**Failure to provide an Activity Report approved by the City of Ottawa Cultural Funding Support Section may result in ineligibility for subsequent City of Ottawa funding.**

## **Vulnerable Sector Policy**

Organizations are morally and legally required under the Duty of Care concept to do everything reasonable to care for and protect their staff and participants. As such, not-for profit organizations and collectives are required to have a Vulnerable Sector Policy in place that identifies the risks related to vulnerable persons and outlines procedures to ensure program quality and protection of vulnerable participants (this may include volunteer/staff screening procedures, police record checks, operational procedures, etc.).

Section 6.3 of the [Criminal Records Act](#) defines a vulnerable person as a person who, because of his or her age, a disability or other circumstances, whether temporary or permanent, (a) is in a position of dependency on others; or (b) is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them. This includes children, youth, senior citizens, people living in poverty, people experiencing homelessness, people with physical, developmental, social, emotional, or other disabilities, as well as people who are victims of crime or harm.

For more information on Police Record Checks, please contact the [Ottawa Police Service](#).

## **Understand the Law on Workplace Violence and Harassment**

It is your organization's responsibility to ensure compliance with current legislation. Information about the *Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment)*, 2016, S.O. 2016, c. 2 - Bill 132 can be found here:

<https://www.ontario.ca/laws/statute/s16002>

## **Insurance**

The *Terms and Conditions* for this program specify that an organization must have insurance coverage that complies with the City's Insurance Service requirements.

These requirements stipulate that an organization must have comprehensive general liability insurance, and is subject to limits of not less than five million dollars (**\$5,000,000**) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The comprehensive general liability



insurance policies must name the City of Ottawa as an additional insured. **The comprehensive general liability insurance policies must name the City of Ottawa as an additional insured.**

For more information regarding insurance, please read the attached *Terms and Conditions*.

## **Support Material**

All applicants must submit support material. Support material is reviewed by the evaluation committee. It plays an important role in the assessment of the application. It gives the evaluators an indication of the merit of the work proposed and provides documentation of past and proposed activities.

In the application materials you will find information on what to submit as support material and how to submit it.

**Please do not send originals.** The Cultural Funding Support Section does not have the facilities for their proper care and storage. The City of Ottawa only retains printed materials such as program books, brochures and critical reviews. The applicant agrees that the City of Ottawa is not responsible for loss or damage, however caused, to support material.

If you wish to have your support material returned, please enclose a self-addressed envelope with the required postage. Applicants may also arrange to pick up support material by contacting the Cultural Funding Support Section at [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca) or 613-580-2424 ext. 29404.

## **How Funding Decisions Are Made**

### **Peer Assessment Principles**

The Cultural Funding Support Section uses a peer assessment model in the evaluation process that involves professionals who are active within their cultural community. Evaluators and outside assessors are selected for their recognized expertise within specific fields of related work. Committee members represent the community they are assessing but not any particular group or institution, and have an awareness of a broad range of artistic, heritage and/or cultural activity as well as an appreciation of the diversity of the local cultural community.

Key principles of assessment committee composition strive to create a balanced representation of diversity of content, program and discipline expertise, as well as fair representation of official languages, gender, geographic areas and culture-specific communities.

Peer assessment is a nationally accepted best practice, credible to the arts, heritage, and cultural communities, and has been approved by City Council.

## **How Jurors and Assessors are Chosen**

Cultural Funding Officers are responsible for the selection of peer assessors and are continually researching and adding names of qualified individuals to the juror database. Members of the cultural community are encouraged to recommend qualified individuals. If you are interested in participating as an assessor or would like to refer someone, please send a résumé to our mailing address or by email to [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).

## **Peer Assessment Process**

Assessment committees are convened to evaluate funding submissions. Each committee consists of three members who assess applications according to the publicly-stated assessment criteria. Individual evaluators first review the funding applications independently. The members then meet as a committee to review the applications and support material together. For each application, the committee establishes the funding priority, decides whether to award funding, and makes funding recommendations. If required, external assessments in specialized areas beyond the range of a particular committee's expertise are solicited and taken into consideration. All results are final.

## **Allocation of Funding**

An applicant's success in obtaining funding depends upon the assessment committee's final evaluation and the funding available within the program.

**All funding is subject to the approval of the annual City budget by Ottawa City Council.**

The amount requested is not necessarily the amount awarded.

**Meeting all eligibility requirements of the program does not guarantee funding.**

## **Conflict of Interest**

Since the purpose of the peer assessment model is to select qualified and knowledgeable assessors from the local cultural community, these individuals may have relationships with one or more applicants that could lead to a conflict of interest. Under the City's guidelines, an actual or perceived conflict must be declared.

Prior to the assessment meetings, assessors receive a copy of the *Conflict of Interest and Confidentiality Policy* with a form for declaring conflicts. All assessors must complete this form and submit it prior to the assessment meeting. In a case where a conflict is declared, the assessor in conflict abstains from any discussion related to the application in question.

Situations of potential conflict are, if an assessor:

- is employed by or is a member of the Board of Directors of an applicant organization
- has financial interest in the success or failure of an applicant's project
- has an interest based on the fact that an applicant's project involves a spouse/live-in partner or an immediate family member
- has a personal interest in specific applications other than what is normally expected of interested members of the heritage community
- for any other reason, is unable to objectively assess an application

## **Confidentiality of Information**

Information provided on the application form, or as support material, may be made available to City of Ottawa staff and assessors. Personal information contained therein shall be dealt with on a confidential basis pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

Assessors and committee members are required to treat both the contents of the applications and the deliberations of the committee as confidential. At the end of the assessment meeting, committee members turn in their copies of the application materials for shredding.

## **If You Are Awarded Funding**

### **Release of Funds**

If you are awarded funding, you will receive a letter from the Cultural Funding Support Section informing you of the amount. The letter will include the conditions governing the release of funds and the *Terms and Conditions* document, which describes conditions attached to the use of these funds. A payment from the City's Financial Services will follow. The Cultural Funding Support Section aims to provide results to all applicants within six months of the application deadline.

### **Use of Funds**

Funds shall be used only for the purposes outlined in the original application. Any changes to the project scale or activities, including changes in budget, leadership, organizational structure and programming, must be reported **in writing to and receive approval from** the Cultural Funding Support Section.

Please read the *Terms and Conditions* document for more information on the use of funds.

### **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.

**Failure to provide the required report may result in ineligibility for subsequent City of Ottawa funding.**

**Organizations that do not submit a report by the deadline could see an impact to their standing in the program.**

To obtain a reporting form, please contact [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca) or call 613-580-2424 ext. 29404.

## **Acknowledgement of Support**

Funding recipients are required to acknowledge the support of the City of Ottawa as indicated within the official *Acknowledgement of Support* document which will be mailed to all successful applicants.

## **Summary Report**

At the end of the year, the Cultural Funding Support Section publishes a summary of funding results on the City of Ottawa's website listing the names of all funding recipients and assessors:

[ottawa.ca/culturalfunding](http://ottawa.ca/culturalfunding)

Until this list is published, the names of successful applicants and assessors will not be revealed. The identity of unsuccessful applicants remains confidential.

## **Letter of Welcome from the Mayor**

If your organization wishes to request a Letter of Welcome from the Mayor to be included in your event program and/or brochure, please contact the Communications Officer, Mayor Support Service Unit, at 613-580-2424 ext. 28868.

## **If You Are Not Awarded Funding**

**Try again!** If you do not receive funding, you are encouraged to try again. The program's limited envelope cannot fund all applicants, regardless of their merit.

All results are final. There is no appeal of assessors' decisions regarding the merit of your organization's proposed project or the assessment committee's recommendation of an award amount. The Cultural Funding Support Section allows for reconsideration, but only in cases where a review of the application and the committee's deliberations reveals evidence that the application was not assessed according to the publicly-stated procedure and assessment criteria.

## **Deadline for Application**

**Monday, October 29, 2018 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, 2<sup>nd</sup> 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](mailto: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](mailto:infoculture@ottawa.ca)





**2019**  
**Heritage Funding Program**  
**Project Funding**

# **Application Form**

Applicants to this program are encouraged to submit a draft application prior to the deadline date

**Information Sessions: September 18 and 19**

**Deadline:**  
**Monday, October 29, 2018 at 4 p.m.**

**Cultural Funding Support Section**  
**Recreation, Cultural and Facility Services Department**

## **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](mailto: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

<b>Applicant Name</b>			
<b>Contact Person</b>		<b>Position Title</b>	
<b>Official Mailing Address</b>	<b>Street</b>		
	<b>City</b>	<b>Postal Code</b>	
<b>Telephone</b>		<b>Email</b>	
<b>Website</b>			
<b>Is this a change of address or contact person since your last application?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
<b>Project Title</b>		<b>Project Dates</b>	
		____/____/____ to ____/____/____ <small>day / month / year      day / month / year</small>	
<b>Type of Applicant</b>		<input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit Organization	
<b>Type of Project</b> (see Guidelines) <i>Please check appropriate Box or boxes.</i>		<input type="checkbox"/> Heritage Awareness / Education <input type="checkbox"/> Research / Documentation <input type="checkbox"/> Preservation / Conservation	
<b>Partnering heritage professional</b>			
<b>Project Description</b>			
<b>Amount Requested</b>		<b>Project Cost (Total Expenditures)</b>	
\$		\$	
<b>Fiscal Year</b> (if applicable)		<b>Annual Operating Cost (Total Expenditures)</b>	
____/____ to ____/____ <small>day / month      day / month</small>		\$	
<b>Have you previously received a grant from the City of Ottawa's Cultural Funding Support Section?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If so, have you submitted the required reporting documentation?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			

## A. Applicant Information (contd.)

<b>Legal Status</b> (fill in where applicable):		
<b>Incorporated:</b> <input type="checkbox"/> Yes <input type="checkbox"/> Provincial  <input type="checkbox"/> No <input type="checkbox"/> Federal	<b>Date &amp; Place of Incorporation:</b>	
<b>Incorporation No.</b>	<b>Charitable No.</b>	<b>HST No.</b>
<b># of Board/Steering Committee meetings in Past Fiscal Year</b>	<b>Frequency of Board/Steering Committee Meetings</b> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: _____	<b>Date of most recent Annual General Meeting</b>

**Signature(s) of Individual Applicant or Two Authorized Officers (for an organization):**

**One of the signing officers must be a member of the Board of Directors or Steering Committee.**

**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 provided in this document and any attachments is true, correct and complete in every respect. I certify that the Board of Directors/Steering Committee/Indigenous Governing Body has authorized this submission.

I have read and accept the Terms and Conditions of this program. I agree to abide by the funding process and the peer assessment committee's decision.

_____	_____	_____
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. 27412 or [infoculture@ottawa.ca](mailto: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 **its** 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 heritage 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, the Ottawa-based community 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?	
<b>City of Ottawa</b>				
01	Heritage Funding Program (your request rounded to the nearest \$100)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
02		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Federal</b> (please specify)				
03		<input type="checkbox"/>	<input type="checkbox"/>	
04		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provincial</b> (please specify)				
05		<input type="checkbox"/>	<input type="checkbox"/>	
06		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sector Support and Fundraising</b>				
<b>Foundations</b> (please specify)				
07		<input type="checkbox"/>	<input type="checkbox"/>	
08		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Corporate Cash Sponsorship</b> (please specify)				
09		<input type="checkbox"/>	<input type="checkbox"/>	
10		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Individual Donations</b> (please specify)				
11		<input type="checkbox"/>	<input type="checkbox"/>	
12		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Special Fundraising Projects</b> (please specify)				
13		<input type="checkbox"/>	<input type="checkbox"/>	
14		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Revenue</b> (please specify)				
15	Applicant's Earned Revenue	<input type="checkbox"/>	<input type="checkbox"/>	
16		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total Revenue</b>				

**D-2 Project Budget - Expenses**

<b>Expenditures</b>		<b>AMOUNT</b>
<b>Professional Fees</b> (please specify)		
17		
18		
<b>Materials and Supplies</b> (please specify)		
19		
20		
<b>Equipment and Transportation</b> (provide full breakdown on separate sheet if necessary)		
21		
22		
23		
24		
<b>Promotion and Marketing</b> (please specify)		
25		
26		
<b>Administration</b> (please specify)		
27		
28		
29		
30		
<b>Insurance</b>		
31		
32		
<b>Fundraising</b>		
33		
34		
<b>Other Costs</b> (please specify)		
35		
36		
<b>Total Expenditures</b>		

<b>Total Revenue</b>	
<b>Total Expenditures</b>	
<b>Surplus / Deficit</b>	

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
37		
38		
39		
40		
41		
42		
<b>Total In-Kind Donations</b>		

**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



## **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 minutes from 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 project. 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 is included 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 (.mov) and .aiff 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
<input type="checkbox"/> USB Key (audio/video/stills)		
<input type="checkbox"/> DVD (video only)		
<input type="checkbox"/> Manuscripts, scripts		
<input type="checkbox"/> Photographs (maximum 12)		
<input type="checkbox"/> Press clippings (maximum 3 pgs)		
<input type="checkbox"/> Programs / Invitations / Brochures		
<input type="checkbox"/> Publications		
<input type="checkbox"/> Website (hard copy only)		
<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> 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](mailto: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 29, 2018 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, 2<sup>nd</sup> 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](mailto: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](mailto:infoculture@ottawa.ca)



## Terms and Conditions

### Cultural Funding Programs – PROJECTS & INDIVIDUALS

#### 1. Definitions

“Applicant” means the applicant organization or individual that submitted an application to one of the City of Ottawa’s Cultural Funding Programs.

“Recipient” means the applicant organization or individual that submitted the application, has agreed to be bound by these terms and conditions and has been awarded funding by the City of Ottawa.

“City” means the City of Ottawa, Cultural Funding Support Section, Arts & Heritage Development Unit, Business and Technical Support Services Branch, Recreation, Cultural and Facility Services Department.

#### 2. Time Frame

These terms and conditions shall be in effect for three (3) years from the date of receipt of funding.

#### 3. Acknowledgment of Funding

The Recipient shall publicly acknowledge the support of the City of Ottawa in print and verbally in all publicity, promotional materials, informational materials, press materials and at public occasions relating to the program for which funds have been granted. See the *Acknowledgement of Support* document for more details.

#### 4. Purpose of Funding

Funding shall only be used for the purposes of the program as described in the original funding application. Changes in the activities and timelines or to the structure of the organization shall be reported in writing to and receive approval from the City.

Funds are not available for the following: major capital expenditures, reducing budget deficits, increasing a surplus and fundraising activities. City funds cannot be used to pay for legal costs associated with litigation against the City.

#### 5. Unused Funds

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.

#### 6. Assignment of Funding

Neither the Applicant nor the Recipient shall assign this application or funding allocation respectively to a third party. Any funds assigned shall immediately be repaid to the City.

#### 7. Disposal of Assets

For assets purchased either in whole or in part with City funds, the cost of which exceeds \$5,000, the Recipient shall not sell, lease or otherwise dispose of those assets without the prior written consent of the City.

#### 8. Repayment of Funding Allocation

The Recipient shall at the request of the City, repay to the City of Ottawa, the whole or any part of the funding allocation, or an amount equal thereto, if the Recipient:

- a) Ceases to operate as a non-profit organization
- b) Experiences a change in its ownership or control, without prior written consent from the City
- c) Is wound up or dissolves
- d) Has knowingly provided false information in the application and any attachments
- e) Uses funds for purposes other than those detailed in the application
- f) Breaches any of the terms and conditions of this agreement
- g) Breaches any of the provisions of Human Rights Code, 1981, as amended, or other applicable legislation, regulations, or by-laws in the operation of the program
- h) Commences, or has commenced against it any proceedings in bankruptcy or is adjudged bankrupt and the Recipient further agrees to immediately notify the City of the contact information for the trustee in bankruptcy
- i) Fails to complete the project

The City reserves the right to demand interest on any amount owing by the Recipient at the current rate charged by the City on accounts receivable.

Where required, the funding allocation shall be repaid by cheque payable to the City of Ottawa, and mailed to:

City of Ottawa  
 Cultural Funding Support Section (01-49)  
 Recreation, Cultural and Facility Services Department  
 110 Laurier Ave. West  
 Ottawa, ON K1P 1J1

## **9. Audit Requirements**

- a) The Recipient shall keep and make available proper books of account and records of the financial management of the Contribution provided under this Agreement, in accordance with generally accepted business and accounting practices.
- b) The Recipient shall make its books, accounts and records available at all reasonable times for inspection and audit by the City, its employees, agents and the City of Ottawa Auditor General, to ensure compliance with the terms and conditions of this Agreement.
- c) The Recipient authorizes the City, its employees, agents and the City of Ottawa Auditor General at all reasonable times to inspect and copy any records, invoices and documents in the possession or under the control of the Recipient which relate to the Funding Contribution.
- d) The Recipient shall provide annual audited financial statements where the annual contribution is over \$50,000. If the contribution is less than \$50,000 un-audited financial statements may be submitted.
- e) The Recipient shall make available program and governance information for audit purposes.
- f) These audit requirements shall survive for three (3) years beyond the termination of this Agreement.

## **10. Indemnity and Liability**

- a) The Recipient shall indemnify and save harmless the City from any claims, demands, losses, costs, charges, actions and other proceedings, made or brought against, suffered by or imposed upon the City or its property in respect of any loss, damage or injury, including injury resulting in death, to any person or property directly or indirectly arising out of, resulting from or sustained by reason of negligence or otherwise of the Recipient, its employees, agents, volunteers, officers or directors.
- b) The City shall not be liable to the Recipient or any other party in relation to the Funding Contribution and/or the services provided by the Recipient pursuant to the terms of this agreement and the parties agree that the Recipient shall not be deemed an agent of the City for any purpose under this agreement. The Recipient shall be solely responsible for the payment of any individuals employed, engaged or retained by the Recipient for the purpose of assisting it in the fulfilment of its obligations under this agreement.



## **11. Insurance (as applicable)**

Evidence of insurance satisfactory to the City shall be provided prior to the commencement of services under this agreement or upon request, in compliance with the City's Insurance Services requirements.

The Recipient shall obtain and maintain during the term of the agreement comprehensive general liability insurance acceptable to the City, which shall be subject to limits of not less than five million dollars (**\$5,000,000**) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

*\*Applicants able to demonstrate significantly low risk in their proposed activity, to the satisfaction of the Cultural Funding Support Section may be allowed to obtain insurance to limits between two to five million dollars depending on the circumstance. Please contact Cultural Funding Support Section for approval.*

## **12. Occupational Health and Safety and Workplace Safety**

- a) The Recipient shall be responsible, where applicable, for the health and safety of its workplace and per compliance with the provisions of the Occupational Health and Safety Act, R.S.O. 1990. c.O.1, as amended, and its regulations or any successor legislation ("OHSA") and the requirements under the Workplace Safety and Insurance Act, S.O. 1997, c.16, Sch. A ("WSIA").
- b) At any time during the term of this agreement, the Recipient shall, when requested by the City, provide evidence of compliance by itself and its subcontractors with respect to the WSIA, and failure to provide satisfactory evidence shall result in payment being held by the City until the City has received satisfactory evidence.

## **13. Dispute Resolution**

- (a) if a dispute arises concerning the application or interpretation of this Agreement, the parties will attempt to resolve the matter through good faith negotiation and each party may appoint senior representatives to meet and pursue resolution through negotiation before resorting to litigation.
- (b) the City and Service Provider agree that nothing contained in subsection 13 (a) shall affect or modify the rights of the City or the obligations of the Service Provider as set out in the provisions agreed to in this Agreement

## **14. Reporting Requirements**

The Recipient shall submit a final or interim report in the form required by the City twelve (12) months after the receipt of funds or upon subsequent application, whichever is sooner. This report shall provide all details required and be approved by the City. If an extension is required to complete the funded activity, the Recipient will notify and receive approval from the City in writing.

## **15. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

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.

## **16. Additional Terms**

The City shall be entitled to amend or impose such additional terms and conditions in its letter or approval, in its sole discretion as it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application, as it deems necessary.

These terms and conditions will be appended and incorporated into any additional or supplemental grant or contribution agreement executed between the Recipient and City, in the event such an agreement is required, except for any specific deviations or exclusions outlined therein.

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**Cultural Funding Terms & Conditions documents have been reviewed by the City of Ottawa's  
Legal Services Branch and approved for execution by the City.  
Alterations to this document are not permissible.**

August 14, 2017