



**2021
Heritage Funding Program**

Project Funding

Guidelines and application Form

**Deadline:
Monday, October 26, 2020 at 4 p.m.**

Late or incomplete applications will not be considered

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

(Pour obtenir la version française de ce document, écrire à infoculture@ottawa.ca)

A. Applicant Information

Applicant Name			
Contact Person		Position Title	
Official Mailing Address	Street		
	City	Postal Code	
Telephone		Email	
Website			
Is this a change of address or contact person since your last application? <input type="radio"/> Yes <input type="radio"/> No			
Project Title		Project Dates	
		_____ to _____ DD/MM/YYYY DD/MM/YYYY	
Type of Applicant	<input type="radio"/> Individual <input type="radio"/> Not-for-Profit Organization		
Type of Project (see Guidelines) Please check appropriate box or boxes.	<input type="checkbox"/> Heritage Awareness / Education <input type="checkbox"/> Research / Documentation <input type="checkbox"/> Preservation / Conservation		
Partnering heritage professional			
Project Summary (maximum 50 words)			
Amount Requested		Project Cost (Total expenditures)	
Fiscal Year (if applicable)		Annual Operations Cost (Total expenditures)	
_____ to _____ day / month / year day / month / year			
Have you previously received a grant from the City of Ottawa's Cultural Funding Support Unit? <input type="radio"/> Yes <input type="radio"/> No			
If so, have you submitted the required reporting documentation? <input type="radio"/> Yes <input type="radio"/> No			

A. Applicant Information (cont.)

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

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, Steering Committee, or Indigenous Governing Body.

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 have read the [Information for applicant](#).
- I agree to abide by the funding process and the peer assessment committee's decision.

Name/Title	Date	Signature required
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Name/Title	Date	Signature required
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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.

Before you begin:

- Read the program guidelines and keep them close for easy reference while completing the application.
- Fill out the application form, sign it electronically, answer all questions and include required documents.
- Do not send any portion of your application or support material by mail.
- Check the deadline date carefully. **Late or incomplete applications will not be considered.**

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

Application Questions

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

B. History and Mandate

Questions for organizations:

1. What is the mandate of your organization or group?
2. Provide a brief history of your organization or group.
3. How does your organization or group reflect and engage equity-seeking communities listed in our Funding Priorities?
4. If your organization is incorporated, and this is your first application, please provide a copy of your incorporation documents.

Questions for Individuals:

1. Provide a brief account of your background, particularly as it relates to heritage activities.
2. Provide your CV, which should focus on your work within the heritage sector.

C. Project Description

Applications are assessed using the criteria of Heritage Merit, Community Impact and Viability. 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. Explain how the project will present valid local heritage subject matter or touch upon authentic Indigenous traditional knowledge.
5. 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

C-2 Community Impact

1. How will your project benefit 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.
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.
5. How will you promote and market the project (if applicable)?

C-3 Viability

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

1. Describe how your organization/group governs itself; include information on Board or Steering Committee Structure, member elections & terms of appointment and number of board meetings throughout the year.
2. What measures do you have in place to ensure fiscal responsibility? (i.e. financial oversight, Board financial subcommittee, book keeper, etc.)
3. Provide a list of the members of your Board of Directors or Steering Committee including:
 - Name, **city of residence**, contact information (phone and/or email)
 - Board/Committee position and responsibilities
 - Short biographies
4. Submit an **approved** copy of the minutes from the most recent Board of Director or Steering Committee meeting.

D. Project Budget

Complete the attached budget forms.

Clarify expenses and revenues on the *Notes to Budget* page or provide supplementary information on a separate 8½ x 11 sheet of paper. Please indicate the line item number when giving detailed explanations of budget breakdowns.

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.

City of Ottawa

	Revenue	Is funding confirmed or pending?	Amount
01	City of Ottawa Heritage Funding Program (your request rounded to the nearest \$100)		
02			

Federal (please specify)

	Revenue	Is funding confirmed or pending?	Amount
03			
04			

Provincial (please specify)

	Revenue	Is funding confirmed or pending?	Amount
05			
06			

Other Sector Support and Fundraising

Foundations (please specify)

	Revenue	Is funding confirmed or pending?	Amount
07			
08			

Corporate Cash Sponsorship (please specify)

	Revenue	Is funding confirmed or pending?	Amount
09			
10			

Individual Donations (please specify)

	Revenue	Is funding confirmed or pending?	Amount
11			
12			

Special Fundraising Projects (please specify)

	Revenue	Is funding confirmed or pending?	Amount
13			
14			

Other Revenue (please specify)

	Revenue	Is funding confirmed or pending?	Amount
15	Applicant's Earned Revenue		
16			

Total Revenue	
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D-2 Project Budget - Expenses

Professional Fees (please specify)

	Expenditures	Amount
17		
18		

Materials and Supplies (please specify)

	Expenditures	Amount
19		
20		

Equipment and Transportation (provide full breakdown on separate sheet if necessary)

	Expenditures	Amount
21		
22		
23		
24		

Promotion and Marketing (please specify)

	Expenditures	Amount
25		
26		

Administration (please specify)

	Expenditures	Amount
27		
28		
29		
30		

Insurance (please specify)

	Expenditures	Amount
31		
32		

Fundraising (please specify)

	Expenditures	Amount
33		
34		

Other Costs (please specify)

	Expenditures	Amount
35		
36		
Total Expenditures		

Total Revenue	
Total Expenditures	
Surplus / Deficit	

Please note: Total expenses must equal total revenues.

E. Financial Statement (to be submitted by organizations only)

Organizations are asked to attach an approved copy of the financial statements or treasurer's report for their last completed financial year.

A financial statement must include the following information:

- Organization's bank balance at the beginning of the year
- Overall operational revenue for the year
- Overall operational expenses for the year
- Organization's balance at the end of the year
- Accumulated surplus or deficit at the end of the year

If past Cultural Funding Support Unit funding was less than \$24,999, an approved **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).

If past funding was between \$25,000 and \$49,999 an approved **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 you received past funding of \$50,000 or more, an approved **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.

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. Support Material

Support material is an essential part of your application and plays a vital role in the jury's assessment. Include examples that relate most closely to the proposed project.

Complete the support material forms.

Please note that total time allotted to review support materials in jury cannot exceed 7 minutes per application. Please select your support materials with this time constraint in mind.

You may submit digital materials either:

- by providing URL links; use F-2. Support Material List
 - packaging and transferring it electronically to infoculture@ottawa.ca. Be sure to include your name in the file.
- CD and mailed submissions will not be accepted
 - All file formats must be compatible with Windows OS (Windows Media Player, VLC media player). QuickTime files are **not** accepted (.mov or .aiff)
 - Provide cue instructions such as track numbers or cued start times
 - Clearly name and number digital files so they correspond with support material form
 - Test all electronic materials to ensure readability and quality

F-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"/> URL 1		
<input type="checkbox"/> URL 2		
<input type="checkbox"/> URL 3		
<input type="checkbox"/> Manuscripts, scripts		
<input type="checkbox"/> Digital photographs (maximum 12)		
<input type="checkbox"/> Press clippings (maximum 3 pgs)		
<input type="checkbox"/> Programs / Invitations / electronic brochures		
<input type="checkbox"/> Publications		
<input type="checkbox"/> Website		
<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Other (specify)		

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

G. 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 Unit either:

- following completion of the funded activities; or
- twelve months after receipt of the funds; or
- at the time of subsequent application to the program.

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

If you are re-applying to this program and have an outstanding report with the CFSU, your application will only be considered eligible if the outstanding final report is submitted and approved by the CFSU by **Monday, February 8, 2021**.

To obtain a reporting form, please contact infoculture@ottawa.ca.

H. Self-Identification Form

A voluntary form for individual applicants

What is this questionnaire?

The Cultural Funding Support Unit of the Art and Heritage Development Branch (AHDB) at the City of Ottawa encourages you to complete this voluntary Self-Identification Form to help determine whether our programs, funding allocations and processes are inclusive of Ottawa's diverse communities.

Why do we need this information?

The Cultural Funding Support Unit wants to understand the composition of the cultural community, our applicants and our assessors.

Collecting information, and understanding and interpreting the data helps us to:

- remove barriers to funding opportunities
- prioritize applications from Indigenous and equity-seeking communities
- create appropriate policies and programs
- ensure appropriate jury representation
- conduct effective outreach
- incorporate new perspectives and thinking into our operations
- adhere to human rights equity legislation and report on diversity and inclusion

Who will see this information and where will we keep it?

Your self-identification form and its data will be kept separate from your funding application and will only be seen by AHDU staff. The information you provide will be stored securely, and protected and kept confidential under the [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56](#) (MFIPPA). Any collected information is reported in aggregate only (i.e. data from large numbers with no names attached to the data).

1. **Name:**

2. **Consent:** Would you like to participate?

No, I prefer not to disclose

Yes, I am willing to self-identity (please complete questions below)

3. **Do you identify with one or multiple priority groups identified below?**

The City of Ottawa recognizes that people identify themselves in many ways. Terms used to self-identify are continually evolving. People can change their identities or the ways they want to identify over time. With this understanding, the City uses terms recommended by community members through various consultations. Select all that apply.

Algonquin Anishinabe Host Nation

First Nations

Inuit

Métis

Francophones

2SLGBTQIA

Immigrants/Newcomers

People Living in Poverty

People of Colour

People with Visible and Invisible Disabilities

Deaf People

Rural Residents

Seniors/Older Adults

Women+

Youth

Other:

I. Checklist

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

- I have read the [Information for applicants](#) page
- A. **Applicant Information** - completed and signed
- B. **History and Mandate**
 - Answers to all questions
 - Incorporation documents (if applicable)
- C. **Project Description** (Include professional CVs)
 - Heritage Merit
 - Community Impact
 - Viability
 - List** of the Board of Directors/Steering committee/Indigenous Governing Body
 - Approved** minutes from most recent Board/Steering Committee meeting
- D. **Project Budget**
- E. **Approved Financial Statement** or Treasurer's Report for last completed financial year (organizations only)
- F. **Support material**
- G. **Report on Previous Funding** (if applicable)
- H. **Self-Identification Form** - optional for individual applicants

Deadline: Monday, October 26, 2020 at 4 p.m.

One complete copy of the application must be emailed to infoculture@ottawa.ca

The package must be received by 4 p.m. on the deadline date.

Late or incomplete applications will not be considered.

Contact Information

Program Inquiries

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

Anik Després
Cultural Funding Officer
anik.despres@ottawa.ca

General Inquiries

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

Infoculture
infoculture@ottawa.ca