

Documentary Heritage Communities Program

Glossary



Administrative costs

Examples of administrative costs include office supplies, shipping fees, long-distance telephone calls, postage, messenger services, photocopies and printing services.

Applicant

An organization that submits an application for funding.

Archives

An organization responsible for maintaining records of enduring value (of individuals, families, or organizations or communities) and housing archival collections.

Artifacts

An object of cultural or historical interest such as statues, globes, medals, etc.

Audit

A review of a process or organization, in terms of compliance, accuracy and effectiveness, to ensure compliance with the terms and obligations of the contribution agreement.

Business plan

A working tool for turning a strategic plan into reality. It provides a road map for board, staff and organizational partners, and may be used to attract particular private-sector funders (foundations, corporations or individual donors). Typical business plans project organizational growth for the next three to five years. They usually include financial projections and targets, the size of markets (actual and potential) and information on market trends. A business plan describes how the organization is accountable to the community, and its methods for monitoring and evaluating progress. A business plan may be incorporated in the organization's strategic plan or may be presented as a separate document.



Collaborator/Contributor

An organization that participates in a project by providing in-kind or financial assistance to an eligible organization's project. If the collaborator/contributor is an ineligible organization, it cannot be a co-applicant, named partner to an eligible organization's project or third party. A collaborator/contributor cannot benefit financially from a contribution.

Consultant

An individual (or groups of individuals) with specialized knowledge and/or skills. A consultant is not part of an applicant's staff, management or board, but is contracted for a fee to provide specific services to an organization.

Contractual relationship

A legal relationship between two or more parties evidenced by a contract or appearing in other official business documents, such as an organization's financial statements.

Contribution

A transfer payment subject to performance conditions specified in a funding agreement. A contribution is to be accounted for and is subject to audit. The recipient will be required to report on results achieved.

Contribution agreement

A legal document between a donor department and a contribution recipient that describes the obligations of each party.

Documentary heritage

Documentary heritage includes records and publications of interest to Canada about the experience of a specific local community or group. This may include photographs, audiovisual recordings, treaties, dictionaries and lexicons, portraits, early journals and observations, and cartographic material.

Documentation

Documents related to the project and made available to the public, such as documentary heritage, catalogues, synopsis, brochures, pamphlets, etc.



Fixed assets

Assets that are purchased for long-term use and are not likely to be converted quickly into cash, such as land, buildings, and equipment.

Genealogical association

An association that promotes the study of ancestry.

Government institutions

Any department, organization or agency within the three main levels of government: federal, provincial/territorial and municipal.

Historical society

An organization that seeks to preserve and promote interest in the history of a region, a period or a subject, typically focusing on a province or a community. It often has collections of artifacts, books and records.

In-kind contribution

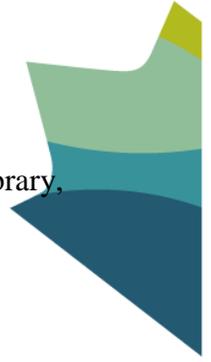
A donation to a project by an individual, business or organization of materials, goods, services or time that would otherwise have been paid for by the recipient. Such a contribution is provided without any expectation of compensation or remuneration. It involves non-cash asset transactions (for example, securities, land, buildings, equipment, and use of facilities, labour, and goods). To be eligible as an in-kind contribution, the donation must:

- be essential to the project's success;
- represent an expense that would not otherwise be incurred and paid for by the recipient as part of the project;
- be mentioned in the recipient's contribution agreement, documented and recorded in the recipient's accounting books;
- be reasonably estimated at fair value on the date it is made, using either market value or an appraisal; and
- contribute to the total cost of the project but not be reimbursable, as no monies change hands.

Key archival functions

Standard established practices in the main areas of collections-related activities within an archive or historical society, such as appraising, acquiring, conserving, preserving, converting, digitizing, and providing access to documentary heritage through exhibits.





Key library functions

Standard established practices in the main areas of published materials within a library, such as acquisition, conservation, research, collections information management, exhibitions and education.

Letter of intent

Written statement presented by an interested organization to the applicant organization or partner organization, acknowledging serious intent, willingness and ability to enter into a formal agreement. The letter should include a brief description of the project and the nature of the collaboration between the two organizations, including financial considerations and the timeline for implementing the project. The document does not constitute a definitive contract; it is subject to due diligence and fulfillment of certain conditions.

Letter of reference

Written statement presented by a recognized national association or its municipal/provincial/territorial government to Library and Archives Canada acknowledging the capacity and ability of the applicant to undertake a proposed project. The letter should include a brief description of the applicant and the nature of its work in the community.

Library

An organized collection of published materials, including books, serials, sound and video recordings, and other formats.

Local documentary heritage organization

Organizations with a mainly local or regional focus, for example, holding collections of mainly local or regional significance.

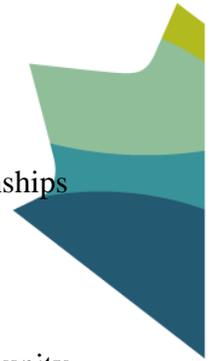
Organization with an archival component

An organization with a significant, defined documentary heritage collection that portrays the past of the organization, its predecessors or the community in which it is located. The archival component would provide a dedicated storage for the collection(s), include accessible high-level descriptions and be accessible to the public.

Operational expenses

Cash expenses paid by an organization in return for goods or services that are not instrumental to the project. These expenses are ineligible for funding.





Organization

A group of people with an arrangement of responsibilities, authorities and relationships (corporation, association, institution, etc.).

Organization in a remote area

An organization located 80 kilometers or more from the nearest established community with a population of at least 1,000 people. In addition to this definition, DHCP applicants may consult the [Canada Revenue Agency's list of locations included in prescribed zones](#) to help determine their eligibility as an "organization in a remote area".

Outcomes

Results of an effort to attain a goal. They describe the changes resulting from the project such as a change in awareness, knowledge, skills or access of a target population (short-term results), a change in a target population's behavior (medium-term result), or a change of state or a social impact in a target population (long-term result). Outcomes must be realistic and measurable.

Outputs

Outputs are the direct products or services produced and delivered to a target group or population, such as an exhibition, the preservation, digitization/conversion and access to a collection, a workshop or seminar, etc.

Partner

A partner must be a documentary heritage organization that meets the Program eligibility criteria, and that agrees to pool efforts and resources with others to achieve a common objective while keeping its independence. Organizations are not recognized as partners unless they contribute directly in cash or in-kind to the accomplishment of the project.

Performance measures

Indicators that provide qualitative and/or quantitative information needed to measure the extent to which a project is achieving its intended outcomes. Qualitative data can be expressed in terms of change or comparison between two states, while quantitative indicators can be in the form of a ratio, percentage, comparison or figure.

Professional associations

Incorporated bodies that represent the interests of archivists, librarians, historians, authors or information managers and/or that are dedicated to their professional development.





Project

A set of activities or functions that a recipient proposes to undertake with the financial assistance provided by a department. A project has a clear start and end date, occurs within a reasonable period of time, and demonstrates measurable outputs and outcomes.

Recipient

An organization that receives financial assistance.

Stacking limit

The maximum level of total Canadian government funding authorized by the terms and conditions for a transfer payment program for any one activity, initiative or project of a recipient.

Strategic plan

A written document that clearly describes an organization's mandate, its short-, mid- and long-term goals or objectives, and priority actions to take. A strategic plan includes a time frame for its execution, and identifies the part of the organization or the outside agent that will take responsibility for the completeness of the actions necessary to realize the goals and objectives.

Third Party

An eligible organization that receives funding from a recipient for undertaking a specific role or service in a project.

Travelling exhibition

Type of exhibition that is available for circulation to one or more venues in addition to the premises of the organizing archive/library.