Documentary Heritage Communities Program Questions and Answers

If you are unsure of the definition of certain terms used in the Guidelines, please consult the DHCP Glossary.

Eligibility

- **Which organizations are eligible?**

  The Documentary Heritage Communities Program (DHCP) provides funding to eligible organizations that do not have a regular source of funding: incorporated and non-incorporated non-profit organizations. If an organization is administered by, or receives regular annual operational funding from, any level of government, then that organization would not be eligible. The same applies if an organization is administered by a university or college. See Section II. Eligibility of the Guidelines for further details.

- **How does "regular annual operational funding" impact an organization's eligibility?**

  Organizations that appear in the annual budget- of any level of government and that receive funds without an application process are considered to have a regular source of funding from the government. It is important to note that organizations that receive funding through grants or contributions from any level of government, and that are administered independently, are still eligible under the DHCP.

- **If my organization is ineligible, can I partner with an eligible organization?**

  Yes. As an ineligible organization, you can participate and/or collaborate in a project that is submitted by an eligible organization by providing the latter with in-kind or financial assistance. However, an ineligible organization cannot benefit financially from the contribution, nor can it be a co-applicant, named partner or third-party recipient.

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Timelines

- **How long do I have to complete a project funded by the DHCP?**

  Organizations that apply for single-year funding must complete their project by the end of the Government of Canada's fiscal year (March 31, 2020). For multi-year funding, different timelines apply to the two different project categories under the DHCP: up to two years for small contributions, and up to three years for large contributions. See subsection Eligible Contribution Categories of the Guidelines for the details on contribution categories.

- **When will DHCP funding decisions be announced?**

  In keeping with the DHCP Service Standard, the Program will issue official written notification of funding decisions within 11 weeks of the Program's application deadline, which is January 8, 2019, for the current cycle.

Multi-year projects

- **Can my organization apply for multi-year funding?**

  Successful DHCP recipients from previous funding cycles, who are incorporated, are eligible to apply for multi-year funding. See subsection Eligible Contribution Categories of the Guidelines for details on amounts of funding available.

Other requirements

- **Do DHCP-funded projects have to be presented in both official languages of Canada (English and French)?**

  No, DHCP-funded projects do not need to be presented in both English and French. However, recipient organizations must publicly recognize, in both English and French, the Government of Canada's financial assistance in all advertising, promotional and program materials, public announcements, website, social media, etc. See the Guide on the Public Acknowledgment of Financial Assistance from Library and Archives Canada for more information.

- **The Guidelines state that eligible expenditures for general administration purposes and travel costs combined may not exceed 20% of the contribution provided. What does that mean?**

  Eligible expenditures under general administration are associated with the indirect costs incurred to undertake a DHCP-funded project. These costs must fall outside of the regular day-to-day expenses. Costs can include, but are not limited to, office supplies, long-distance telephone calls, postage, messenger services, photocopies and printing services. Please note that the 20% maximum for general administration purposes and travel costs combined does not apply to travelling exhibits or workshop delivery/attendance.

- **What do the Interim and Final Report entail?**

  Recipients are required to submit an Interim and a Final report on expenses and progress towards completing activities and achieving the expected results as set out in the Contribution Agreement. See Section VI. After you Apply within the Guidelines for further details.

Contact us

Contact the Documentary Heritage Communities Program
Telephone: 819-997-0893 or 1-844-757-8035 (toll-free in Canada and the United States)
TTY: 613-992-6969 or 1-866-299-1699 (toll-free in Canada)
Email: bac.contributions.lac@canada.ca

Library and Archives Canada
Documentary Heritage Communities Program
550 De la Cité Boulevard
Gatineau, Quebec K1A 0N4

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