



# Documentary Heritage Communities Program Application Form 2019-2020

## 1. Applicant Identification

### 1.1 Organization Address

Organization Name

Number and Street

City

- Province/Territory
- |   |   |                               |
|---|---|-------------------------------|
| <input type="radio"/> Alberta                   | <input type="radio"/> Nova Scotia           | <input type="radio"/> Quebec  |
| <input type="radio"/> British Columbia          | <input type="radio"/> Saskatchewan          | <input type="radio"/> Nunavut |
| <input type="radio"/> Manitoba                  | <input type="radio"/> Ontario               | <input type="radio"/> Yukon   |
| <input type="radio"/> New Brunswick             | <input type="radio"/> Prince Edward Island  |                               |
| <input type="radio"/> Newfoundland and Labrador | <input type="radio"/> Northwest Territories |                               |

Postal Code

P.O. Box

Telephone

Email

Website





## 1.2 Main Contact

- Prefix
- Mr.
  - Mrs.
  - Ms.
  - Miss

First Name

Last Name

Title

Email

### 1.2.1 Main Contact Address

- Same as above

### 1.2.2 Main Contact Address

Number and Street

City

- Province/Territory
- Alberta
  - British Columbia
  - Manitoba
  - New Brunswick
  - Newfoundland and Labrador
  - Northwest Territories
  - Nova Scotia
  - Nunavut
  - Ontario
  - Prince Edward Island
  - Quebec
  - Saskatchewan
  - Yukon



Postal Code	<input type="text"/>
P.O. Box	<input type="text"/>
Telephone	<input type="text"/>

### 1.3 Is there a Secondary Contact?

- Yes
- No

#### 1.3.1 Secondary Contact

- Prefix
- Mr.
  - Mrs.
  - Ms.
  - Miss

First Name

Last Name

Title

Email

#### 1.3.2 Secondary Contact Address

- Same as the organization

SAMPLE



### 1.3.3 Secondary Contact Address

Number and Street

City

- Province/Territory
- |   |  |
|---|--|
| <input type="radio"/> Alberta                   | <input type="radio"/> Nunavut              |
| <input type="radio"/> British Columbia          | <input type="radio"/> Ontario              |
| <input type="radio"/> Manitoba                  | <input type="radio"/> Prince Edward Island |
| <input type="radio"/> New Brunswick             | <input type="radio"/> Quebec               |
| <input type="radio"/> Newfoundland and Labrador | <input type="radio"/> Saskatchewan         |
| <input type="radio"/> Northwest Territories     | <input type="radio"/> Yukon                |
| <input type="radio"/> Nova Scotia               |  |

Postal Code

P.O. Box

Telephone

### 1.4 Which official language do you prefer for correspondence?

- English
- French

### 1.5 Does the organization belong to, or serve, an official language minority community?

- Yes
- No





### 1.6 Is the organization located in a remote area?

Please refer to the Guidelines for the definition of an organization in a remote area.

- Yes
- No

### 1.7 Scope of the organization's activities:

- Local / Municipal
- Provincial / Territorial
- National
- First Nations, Inuit and Métis
- Other

### 1.8 How did you hear about the DHCP?

- Call letter
- Library and Archives Canada website
- Word of mouth
- Other

#### 1.8.1 Please specify "Other":

### 1.9 Would you like to subscribe to our mailing list to receive information about the DHCP?

- Yes
- No



**1.10 Number of staff:**

Full-time (Paid)	<input type="text"/>
Part-time (Paid)	<input type="text"/>
Full-time (Volunteer)	<input type="text"/>
Part-time (Volunteer)	<input type="text"/>
Total	<input type="text"/>

**1.11 Is a Library and Archives Canada employee serving in the role of administrator, volunteer or employee in the organization?**

Please note that if the answer is "yes", a DHCP advisor from Library and Archives Canada will be contacting you for more information.

- Yes
- No

**1.12 Does the organization expect a major change in business (such as a merger) from the time of applying for funding to the completion of the project?**

- Yes
- No

**1.12.1 Please provide a brief description of the expected change. [max. 250 words]**



**1.13 Please provide a brief summary of the organization and its role in the Documentary Heritage Community. [max. 300 words]**

- i. Describe the organization's mandate.
- ii. Summarize the organization's key activities and/or services, key clientele, and describe its more recent accomplishments (link these activities to the organization's mandate).
- iii. Describe how the organization provides services and/or activities to the documentary heritage community as well as to the broader community;
- iv. If applicable, describe partnerships with other key community organizations (e.g. universities, professional associations, businesses), organizations in remote areas, or organizations located in an official language minority community.
- v. If applicable, describe partnerships with Indigenous organizations.

SAMPLE



## 2. Eligibility Criteria

### 2.1 The organization primarily identifies itself as:

- Library
- Archive
- Historical society
- Professional library and archival association
- Genealogical organization/society
- Organization with an archival component

### 2.2 Are you an Indigenous organization or an Indigenous government institution?

- Yes
- No

### 2.3 Is the organization registered as non-profit?

Please note that only non-profit organizations are eligible for funding.

- Yes
- No

#### 2.3.1 Please provide the organization's Registered Charity number.

### 2.4 Is the organization exempt from tax?

If yes, please ensure that taxes are excluded in the Project Budget Form calculations.

- Yes
- No





### 2.4.1 Does the organization receive tax refunds?

If yes, taxes claimed must be the net amount of the total estimated refund.

- Yes
- No

### 2.5 Is the organization incorporated?

Please note that the maximum amount allowed for non-incorporated organizations is \$24 999, which constitutes a small contribution (or \$29 999 for organizations located in remote areas).

- Yes
- No

### 2.5.1 Please provide the organization's official incorporated name and incorporation number.

Official Incorporated Name:

Incorporation Number:

### 2.6 Is the organization the owner of the documentary heritage collection for which it is seeking funding?

If the organization is not the owner of the archives for this proposal, the project will not be eligible for funding.

- Yes
- No

### 2.7 Does the proposal involve artifacts/objects (such as statues, globes, medals, etc.)?

Please note that, as indicated in the Guidelines, artifacts/objects are not eligible items.

- Yes
- No



**2.8 Is the organization a past DHCP applicant?**

- Yes
- No

**2.8.1 Please provide reference ID numbers for all past DHCP applications.**

The reference ID are numbers starting with 1516-XXXX, 1617-XXXX, 1718-XXXX or 1819-XXXX. These numbers were used in all correspondence.

**2.9 Has the organization received funding from the DHCP in the past?**

- Yes
- No

**2.9.1 Please provide reference ID numbers for all past DHCP applications, for which the organization has received funding.**

The reference ID are numbers starting with 1516-XXXX, 1617-XXXX, 1718-XXXX or 1819-XXXX. These numbers were used in all correspondence.

**2.9.2 Has the organization publicly acknowledged the financial support it received from the Program?**

- Yes
- No

**2.9.3 Please indicate how LAC was acknowledged (e.g. published article, internet), including a link to the content, if published on the internet.**

SAMPLE



**2.10 Is the organization administered by, or does it receive more than 50% of its regular, annual operating funding from any level of government?**

- Yes
- No

**2.10.1 Does the organization apply for the above-mentioned funding on an annual basis?**

- Yes
- No

**2.10.2 Please indicate which type of funding the organization receives.**

- Grants and/or Contributions
- Other

**2.10.3 Please provide additional information.**

SAMPLE



### 3. Project Summary

#### 3.1 Is the project related to:

- Key commemorative events
- Figures in Canada's history
- Indigenous community
- N/A

#### 3.2 With which of the following objectives does the project align?

For more information, see examples of eligible and ineligible projects/activities in the DHCP Guidelines.

- Objective 1: Increase access to, and awareness of, Canada's local documentary heritage organizations and their holdings.
- Objective 2: Increase the capacity of local documentary heritage organizations to better sustain and preserve Canada's documentary heritage.
- Objectives 1 and 2

#### 3.2.1 Describe how the project aligns with the objective(s) selected above. [max. 250 words]

#### 3.3 What area of expertise does this project primarily involve?

- |   |   |
|---|---|
| <input type="radio"/> Archives Management                           | <input type="radio"/> Library Management          |
| <input type="radio"/> Audio/Visual Content Management               | <input type="radio"/> Curation                    |
| <input type="radio"/> Collection Management                         | <input type="radio"/> Online Platform Development |
| <input type="radio"/> Conservation                                  | <input type="radio"/> Preservation                |
| <input type="radio"/> Database Management                           | <input type="radio"/> Videography                 |
| <input type="radio"/> Digitization                                  | <input type="radio"/> Web Development             |
| <input type="radio"/> Exhibition Planning, Development and Delivery |   |
| <input type="radio"/> Genealogy                                     |   |



**3.4 Does the project target an official-language minority population?**

- Yes
- No

**3.5 Does the project promote both official languages (English and French)?**

- Yes
- No

**3.6 Will the products be offered to the public in both official languages?**

- Yes
- No

**3.7 Is this application being submitted in partnership with another eligible organization?**

An ineligible organization can participate and/or collaborate in a project submitted by an eligible applicant by providing them with in-kind or financial assistance. However, an ineligible organization or collaborator cannot benefit financially from the contribution, nor can they be a co-applicant or named partner.

- Yes
- No

**3.7.1 Partner Information**

Organization Name	<input type="text"/>
Name of contact person	<input type="text"/>
Title	<input type="text"/>
Number and Street	<input type="text"/>
City	<input type="text"/>



- Province/Territory
- Alberta
  - British Columbia
  - Manitoba
  - New Brunswick
  - Newfoundland and Labrador
  - Northwest Territories
  - Nova Scotia
  - Nunavut
  - Ontario
  - Prince Edward Island
  - Quebec
  - Saskatchewan
  - Yukon

Postal Code

P.O. Box

**3.7.2 Is the partner an Indigenous organization or an Indigenous government institution?**

- Yes
- No

**3.8 Will the applicant organization be distributing the funds to an eligible third party or parties?**

Distributing funds to a third party in this case means partners or collaborators to the project, not funds distributed to vendors, consultants, or other service providers.

- Yes
- No

**3.8.1 Please provide the name of the third-party organization.**



## 4. Project Costs

The Government of Canada fiscal year starts on April 1 and ends on March 31. All projects must be completed prior to March 31, 2020, with the exception of multi-year projects.

### 4.1 Project duration

Please note that the earliest date the project may begin is April 1, 2019.

#### Project start date

\_\_\_/\_\_\_/\_\_\_ (YYYY/MM/DD)

#### Project end date

\_\_\_/\_\_\_/\_\_\_ (YYYY/MM/DD)

### 4.2 Total cost of the project

Please ensure that the totals indicated below are exactly as indicated in the Project Budget Form.

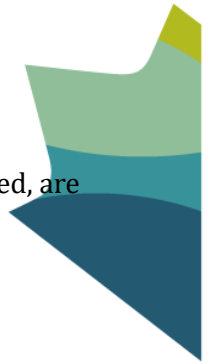
#### Total cost of the project

#### Total funding amount requested

### 4.3 Is the organization applying for a:

Please refer to the Guidelines for more information on the requirements for each contribution type.

- Small contribution – less than \$25 000 per project (or up to \$29 999 for an organization located in a remote area)
- Large contribution - between \$25 000 and \$50 000 per project, per funding cycle (or up to \$60 000 for an organization located in a remote area)



#### 4.4 Is the organization applying for multi-year funding?

Please note that only successful recipients from previous funding cycles, who are incorporated, are eligible to apply for multi-year funding.

- Yes
- No

##### 4.4.1 Funding requested per fiscal year

Please note that, as indicated in the Guidelines, funding for small contributions may be extended over 2 years. Please ensure that the totals indicated below are exactly as indicated in the Project Budget Form.

1st Fiscal Year (2019-2020)

2nd Fiscal Year (2020-2021)

##### 4.4.1 Funding requested per fiscal year

Please note that, as indicated in the Guidelines, funding for large contributions may be extended over 3 years. Please ensure that the totals indicated below are exactly as indicated in the Project Budget Form.

1st Fiscal Year (2019-2020)

2nd Fiscal Year (2020-2021)

3rd Fiscal Year (2021-2022)

SAMPLE





## 5. Project Details

### 5.1 Project Title

### 5.2 Project Description

**Provide a short description of the project and its main objectives. Please include relevant details about the collection such as type of content, quantity of documents, condition, etc. [max. 300 words]**

Please note that if the application is successful, this text will be part of the contribution agreement and will be published on the Government of Canada's website.

- i. Use plain language (short sentences, no jargon)
- ii. Use neutral language such as "the collection", "the organization aims to..." (rather than "our collection" and "we will...")
- iii. Focus on the objectives of the project and the collection.

### 5.3 Summary of Activities [max. 300 words]

The summary provided here must align with the details specified in the Project Timeline Form (which is accessible in the Application Checklist)

- i. Summarize the project's main activities and their approximate duration (in days or months as appropriate).



#### 5.4 Project Planning and Management [max. 300 words]

The overview provided here must align with the details specified in the Project Timeline Form (which is accessible in the Application Checklist).

- i. Provide an overview of the planned human and material resources, including collaborations and partnerships.
- ii. Summarize the risks associated with the project activities and describe the risk mitigation measures.

#### 5.5 Summary of Expected Results and Project Evaluation Strategy [max. 300 words]

The summary provided here must align with the details specified in the Project Timeline Form (which is accessible in the Application Checklist).

- i. Summarize the expected results (short-and long-term) of your project and provide the expected number of in-person and/or online visitors or participants (if applicable).
- ii. Describe the evaluation strategy for measuring the success of your project.
- iii. Describe the tools and methods that will be used to gather information to assess both outputs (activities achieved) and outcomes (results) identified in the Project Timeline Form.

#### 5.6 Innovation and/or Continuous Improvement (if applicable) [max. 300 words]

- i. Describe how the project design explores new practices or takes into account the latest trends and best practices in the documentary heritage community.
- ii. Describe how the project implementation integrates innovative or cost-effective methods (e.g. partnerships and collaborations, use of digital technologies, open data or open source software, environmental considerations).
- iii. Describe how the project implementation methods ensure sustainability of project results.



### 5.7 Relevance of the Project [max. 300 words]

- i. Explain the context that led to this project.
- ii. Explain how the project responds to an internal and external need.
- iii. Describe the anticipated benefits for your organization.
- iv. Describe the project's target audience and its anticipated benefits.

### 5.8 Community Impact and Engagement (if applicable) [max. 300 words]

- i. Describe how your project impacts and engages the documentary heritage community, as well as in the broader community (e.g. by developing partnerships, fostering collaboration, sharing knowledge/resources).
- ii. Describe how organizations and communities in remote areas or official language minorities benefit from the results.
- iii. Describe how your project contributes to the development, promotion and/or use of provincial or national library or archival standards.

SAMPLE



## 6. Financial Stability

### 6.1 Financial Year of the organization

#### Start Date

\_\_\_/\_\_\_/\_\_\_ (YYYY/MM/DD)

#### End Date

\_\_\_/\_\_\_/\_\_\_ (YYYY/MM/DD)

### 6.2 Financial Statement Information

	Fiscal Year 1	Fiscal Year 2
Grants and Contributions Revenue	<input type="text"/>	<input type="text"/>
Total Revenue	<input type="text"/>	<input type="text"/>
Cash and Short-term Investments	<input type="text"/>	<input type="text"/>
Short-term Bank Loans	<input type="text"/>	<input type="text"/>
Deferred Revenue	<input type="text"/>	<input type="text"/>
Total Current Assets	<input type="text"/>	<input type="text"/>
Total Current Liabilities	<input type="text"/>	<input type="text"/>
Cash	<input type="text"/>	<input type="text"/>
Marketable Securities	<input type="text"/>	<input type="text"/>
Accounts Receivable	<input type="text"/>	<input type="text"/>



Total Liabilities	<input type="text"/>	<input type="text"/>
Total Assets	<input type="text"/>	<input type="text"/>
Net Operating Surplus (Deficit)	<input type="text"/>	<input type="text"/>
Losses Over Last Two Years	<input type="text"/>	<input type="text"/>

## 7. Affirmation

The Applicant declares:

- that the information in this application is true, accurate and complete;
- that the application and budget are fairly presented;
- that the signatory has all the necessary authorities to undertake the proposed project or programming, or will obtain these authorities prior to the approval of financial support for the project or programming;
- that the organization is an eligible recipient for the purpose of the Program and will maintain such eligibility for the duration of the project or programming;
- that there is no Library and Archives Canada employee serving in the role of administrator, volunteer or employee in the organization, and if so, it has been disclosed in the application; that the organization and any person lobbying on its behalf to obtain the contribution are in compliance with the Lobbying Act, R.S., 1985, c. 44 (4th Supp.) and that it has not, directly or indirectly, paid or agreed to pay a contingency fee for the solicitation, negotiation for obtaining this contribution; and
- that no current or former public servant or public office holder who is not in compliance with the provisions of the Conflict of Interest Act, S.C. 2006, c.9, the Values and Ethics Code for the Public Sector and the Policy on Conflict of Interest and Post-Employment, Member of the House of Commons or Senate who is not in compliance with the Conflict of Interest Code for Members of the House of Commons or the Conflict of Interest Code for Senators, or anyone else bound by other values and ethics codes applicable to government or specific recipients, shall derive a direct benefit from this Agreement, unless the provision or receipt of the benefit is in compliance with the legislation or codes.

**In the event that funding is approved**, payment of the approved contribution is subject to the signature of a contribution agreement between the Applicant and Her Majesty the Queen in Right of Canada, as represented by the Librarian and Archivist of Canada.





**In the event that funding is approved**, the Applicant also agrees:

- that once funding is provided, any significant change to the proposal will require prior approval from Library and Archives Canada;
- to publicly acknowledge funding and assistance by LAC, in accordance with the contribution agreement, the Conditions of a Contribution and any Appendices; and
- to submit, as per Program specifications, an Interim and /or Final Report, for evaluation of the activities funded by LAC.

If an access to information request is received regarding the present funding application or any other information about the Applicant in LAC's possession, the information provided to LAC will be treated in accordance with the Access to Information Act, R.S. 1985, c. A-1, and the Privacy Act, R.S. 1985, c. P-21. Where funding is approved, however, the amount of funding, the purpose for which the funds were awarded and the name of the organization receiving the funding are considered public information.

By submitting this Application, I authorize Library and Archives Canada (LAC) to disclose any information received in this Application, within LAC and the Government of Canada, or to outside entities for the following purposes: to reach a decision on this application; to administer and monitor the implementation of the project or programming; or to evaluate the results of the project or programming and the Program after completion.

I confirm that I have the authorization to represent the Applicant and sign all official documents as they relate to this funding application on behalf of the Applicant.

## 7.1 Confirmation

- I have read and agree with the above-stated Affirmation.

## 7.2 Information about the delegated signing and spending authority contact.

- Prefix       Mr.  
                   Mrs.  
                   Ms.  
                   Miss

First Name

Last Name

Title



Email

**Date**

\_\_\_/\_\_\_/\_\_\_ (YYYY/MM/DD)



SAMPLE

