

## Certificate of Insurance

Your Certificate of Insurance (COI) must be uploaded into Grants Ontario as an attachment under your 2017-18 CMOG case.

**Important Note:**

All museum applicants **MUST** have insurance coverage of at least \$2 million for Commercial General Liability. The policy must also include a cross-liability clause, contractual liability coverage, and personal injury coverage. These are legal requirements within the Community Museum Operating Grant (CMOG) application (Section 11 of the Terms and Conditions).

**Your museum's COI must do the following:**

- a) State the legal name of the insured party (in this case, the name of the applicant) whom the ministry is funding.
- b) Confirm that the insured party has valid coverage between the dates of **April 1, 2017 and March 31, 2018**. If the insurance term on the COI does not cover the full period, the applicant must submit a second COI confirming coverage for the remaining period when it is available upon the start of the new insurance term.
- c) Identify the Ministry of Tourism, Culture and Sport as an additional insured, represented in the following language:
  - **“Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees.”**
- d) Identify that the insured party (CMOG applicant) is covered for **Commercial General Liability with Limits of Liability on an occurrence basis for at least \$2 million**.
- e) Include a statement that the certificate holder (the ministry) will be notified of any cancellation or material change within 30 days.
- f) Include the signature of an authorized insurance representative.

## Appendix A

### **Finance Standard**

The following two Standards will be assessed:

- A community museum must demonstrate a commitment to financial sustainability and stability.
- The museum's governing body must review and approve the museum's budget in relation to the goals, objectives and priorities of the museum.

Successful performance for each requirement listed above will be evaluated through the following.

#### **Budget Questions:**

1. Briefly describe the process by which your museum prioritizes and proposes budget items/expenses (e.g. Operations, Capital, Collections/Exhibitions, and Research/Programing etc.).
2. Briefly describe the process by which the museum's governance body reviews and approves of its budget.

#### **Answer ONE of the following:**

##### **1. Operating Surplus**

If your museum had a surplus at the time of your most recent year-end financial statement, answer the questions below:

- What is the amount of your operating surplus and what factors/circumstance lead to this surplus?
- If your current surplus is more than 3 months of your museums operating expenses briefly describe what are the plans for this surplus and how is this decision made.

##### **2. Operating Deficit**

If your museum had a deficit at the time of your most recent year-end financial statement, answer the questions below:

- What is the amount of your operating deficit and what factors/circumstance led to this deficit?
- If your museum has accumulated a deficit of more than 5% of operating costs briefly describe the museum's plans to manage and reduce this deficit.

##### **3. Balanced Budget**

If your museum had a balanced budget at the time of your most recent year-end financial statement, answer the questions below:

- How did you your museum achieve a balanced budget?
- Does the museum have plans to create surplus and/or mitigate deficit? If yes, briefly describe them.

**Research Standard**

The following two Standards will be assessed:

- Demonstrate that research is an ongoing activity and is reflected by well-researched exhibits, interpretation, publications and educational programming.
- Have a research program that is consistent with the museum’s statement of purpose, and reflects the needs of its communities, site, collections and public programs.

**Template Instructions:**

1. For each year listed, provide details of **one** research initiative undertaken or planned.
2. For the **Research Topic/Activity** column, briefly describe the research topic, its relevance to the museum’s statement of purpose, scope and research activities (e.g. literature reviews, data collection, object analysis, etc.)
3. For the **Purpose of Research** column, briefly describe how the research will be used and what is the final product (e.g. new exhibit, interpretation narrative, education program, etc.)?
4. For the **Timelines** column, briefly describe the duration and date period for each stage of your research project. *For example:*
  - Research planning/drafting of research proposal – 2 weeks (Jan. 1<sup>st</sup> – 14<sup>th</sup>)
  - Conduct research – 6 weeks (Jan. 14<sup>th</sup> to Feb. 28<sup>th</sup>)

Year	Research Topic/Activity	Purpose of Research	Timelines
2016			
2017			
2018			

**Interpretation and Education Standard**

The following two Standards will be assessed:

- Have an interpretation/education program consisting of a mix of school programs, public programs, and special events. Programs must be consistent with the museum's statement of purpose and also meet the needs and interests of the communities it serves while promoting learning and enjoyment.
- Programs have clearly defined and measurable learning objectives and outcomes, and undertake a process of program evaluation.

**Template Instructions:**

1. For each year listed, provide details of **one** program initiative undertaken or planned.
2. For the Program Description column, briefly describe the content, target audience, and duration/date period of your program.
3. For the Program Outcomes column, briefly describe the outcomes and objectives of the program (e.g. learning outcomes, "Successful participants will...", "This program hopes to achieve...", etc.)
4. For the Evaluation column, briefly describe the program's evaluation activities (e.g. surveys, focus groups, feedback interviews, etc.), what you hope to learn from the evaluation, and how your findings will be used.

Year	Program Name and Description	Program Outcomes	Evaluation
2016			
2017			
2018			