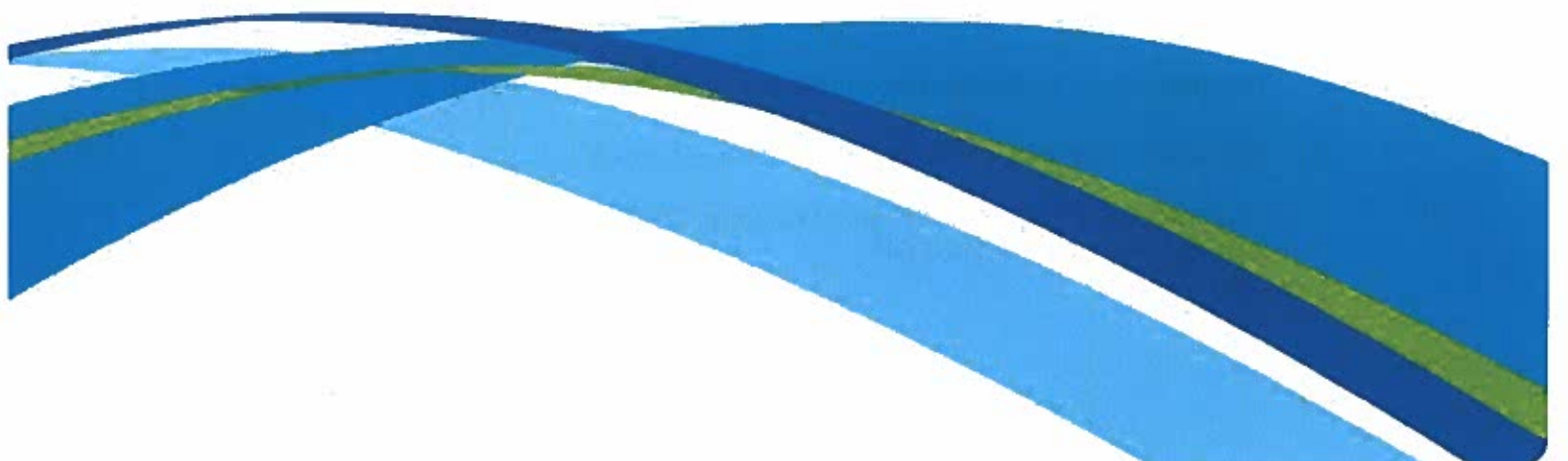




# Canada Cultural Spaces Fund (CCSF)

## *Application Guidelines*



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## **1. Introduction**

### **1.1 CCSF Objectives**

The objectives of the Canada Cultural Spaces Fund (CCSF) are to contribute to improved physical conditions for arts and heritage related creation, presentation, preservation and exhibition, and to increased and improved access for Canadians to performing arts, visual arts, media arts and to museum collections and heritage displays through the construction and/or renovation of arts and heritage facilities. The CCSF also supports the acquisition of specialized equipment, as well as feasibility studies related to cultural spaces.

### **1.2 CCSF Expected Results**

- Arts and heritage organizations have resources to build and improve facilities and infrastructure.
- Arts and heritage organizations can better create, present, preserve and exhibit arts and heritage experiences.
- A variety of arts and heritage experiences are available in a wide range of communities.

Ultimately, the long-term results of the CCSF will allow Canadians to value and access arts and heritage spaces in their community for creation, presentation, preservation and exhibition.

### **1.3 CCSF Components**

The Program components are:

- 1) Construction and/or Renovation
- 2) Specialized Equipment
- 3) Feasibility Studies for Construction and/or Renovation Projects

Please refer to the glossary for further explanation of any terminology used throughout this document.

## **2. Eligibility Criteria**

### **2.1 Eligible Organizations**

Your organization must be:

- A not-for-profit arts and/or heritage organization operating in a professional manner, governed by an active Board of Directors, incorporated under the *Canada Not-for-Profit Corporations Act*, Part II of the *Canada Corporations Act*, or under the equivalent provincial or territorial legislation.

- Provincial/territorial governments and municipal administrations and their agencies or equivalent Aboriginal peoples' institutions or organizations (Aboriginal peoples include Inuit, Métis, Status and Non-Status people) that have historically demonstrated their support to professional artistic or heritage activities in their community.

## **2.2 Eligibility Requirements**

The applicant's mission, letters patent, by-laws or other governance documents must clearly demonstrate a professional artistic or heritage mandate.

To be eligible to apply, applicants for construction and/or renovation and specialized equipment projects must demonstrate that their organization has been active in the execution of their artistic or heritage mandate for at least two years; that their programming is accessible to all Canadians and they can provide financial reports.

For-profit cultural organizations, private cultural industry organizations, federal departments, agencies and federal Crown corporations are not eligible under this program.

## **2.3 Eligible Projects**

Eligible projects are construction and/or renovation projects, and specialized equipment purchases related to cultural infrastructure projects intended for professional arts and/or heritage activities.

To be eligible, organizations who apply for a construction and/or renovation project must demonstrate that they own the building or they have a long term lease (minimum of 10 years).

## **2.4 Eligible Expenses**

Eligible expenses must be directly related to the project presented, including but not limited to these below:

### **Construction and/or Renovation projects**

- Professional fees such as architectural, engineering and technical services, project management and environmental assessment
- Construction and/or renovation of cultural infrastructure, including:
  - Property acquisition/transfers
  - Project's interest on short-term financing
  - Demolition, excavation
  - Materials and labour
- Fire safety and security systems
- Systems and measures to improve accessibility and mobility
- Environmental practices and sustainable construction, e.g. LEED, ecoENERGY, etc.
- Permanent seating

- Administrative costs directly related to the project, e.g. salaries, postage, photocopies, telephone, calls for tender, services to provide materials in both official languages, etc.
- Purchase and installation of public art as part of construction and/or renovation project

#### **Specialized Equipment**

- Sound and lighting equipment
- Removable seating
- Stage curtains
- Staging and rigging equipment
- Multimedia equipment
- Portable dance floor
- Purchase and installation of an integrated data collecting and ticketing system
- Environmental control systems
- Storage system
- Exhibition cases, panels and interactive displays related to a permanent exhibition
- Installation costs and initial training related to the operation of specialized equipment
- Hanging system for exhibition
- Hygrothermograph

#### **Feasibility Study**

- Professional fees related to the assessment of the viability of the project
- Professional fees related to the design, market analysis and resources required to operate the new or renovated site
- Professional fees related to specialized technicians

## **2.5 Ineligible Projects and Expenses**

#### **Ineligible projects**

- Historic building renovations or restorations that are not directly linked to professional arts or heritage programming
- Construction or renovations to the physical envelope of buildings not owned by the applicant
- Projects related to regular or routine maintenance of a building
- Projects primarily involving space for worship or congregational purposes, cemeteries or tourism signage
- Design or production of exhibition content or artistic works
- Purchase and installation of public art as part of a stand-alone project

#### **Ineligible expenses**

Ineligible expenses include the following examples but are not limited to these below.

#### **Construction and/or Renovation projects**

- Restoration and refurbishment of artefacts/collections
- Commissioning and purchasing of works of art
- Landscaping
- Parking lots
- Gift shops

- Commercial beverage and food facilities
- Long-term accrued interest on financing

#### Specialized Equipment

- Musical instruments and cases
- Office equipment, such as computers dedicated to administrative tasks and furniture
- Administrative systems
- Equipment for commercial beverage and food facilities or gift shops

Costs related to the development of the project proposal and/or applications are not eligible.

## **3. Assessment Process and Criteria**

### **3.1 Assessment Process**

An application will not be fully assessed until all required documents are submitted and the application is deemed complete. Incomplete applications may be rejected by the Department of Canadian Heritage.

The assessment will be based on information provided in the application. The Department of Canadian Heritage may request additional information for assessment purposes, which must be provided within ten business days.

Eligible projects will be assessed through a two-stage process:

- i. A regional analysis prioritizes projects on the basis of the Program's assessment criteria and the extent to which projects address the needs and gaps of underserved communities and groups, such as official language minority communities, Aboriginal communities and ethnocultural communities.
- ii. Projects will then be submitted to a National Review Committee, which considers the distribution of program funds across the country and the national needs or gaps related to underserved communities and groups, as indicated above.

As part of the project review of applications to CCSF, consultations may be undertaken with other federal departments or agencies, other provincial/territorial governments and municipal administrations as well as provincial/territorial arts boards or arts councils. In the context of these consultations, applicant information may be shared with these stakeholders.

### **3.2 Assessment Criteria**

Applications will be assessed and prioritized based on the following criteria:

#### **A. Availability and quality of spaces**

- Impact of the project on the number and/or capacity of available spaces at the local, regional and/or national level.

- Impact of the project on physical conditions, including technological and safety features.
- Impact of the project on working spaces for artists, staff and other users, e.g. rental organizations, volunteers.
- Benefits to other arts and heritage organizations at the local, regional and/or national level.

**B. Access to professional arts and heritage experiences**

- Impact of the project on audience accessibility, including disabled access.
- Impact of the project on the capacity to reach audiences, including underserved communities and groups.
- Impact of the project to enhance programming and increase access to underrepresented disciplines.

**C. Viability of project and long-term financial impact on organization**

- Organizational management capacity, ability to manage the project effectively, history of the organization, including capacity to submit reports in a timely fashion.
- Past and present financial situation of the organization and confirmation of other sources of revenues for the project.
- Ability to manage the financial impact of the project on long-term operations e.g. increased maintenance costs, additional staff requirements.

## **4. CCSF Requirements**

### **4.1 Funding Conditions**

The Program can finance up to 50% of eligible project.

Under exceptional circumstances, the Program could consider an increased percentage of funding beyond 50%. Exceptional circumstances will be determined by the Department of Canadian Heritage and may include projects occurring in rural or remote areas or in underserved communities and groups, such as official language minority communities, Aboriginal communities and ethnocultural communities, where the financial need is clearly justified.

Please note that the CCSF is a highly competitive program and the demand exceeds available resources. Even if eligibility requirements are met, there is no guarantee of support. The average approved contribution is 37% of total project cost.

The Department of Canadian Heritage disburses funds from the CCSF as either a contribution or a grant. The Department will determine the type of funding agreement. Specific requirements apply to each type of funding agreement.

Applicants who incur expenses for their project before receiving written confirmation of approval do so at their own risk. Even if a project is approved, the CCSF cannot fund expenses incurred before the application receipt date.



## **4.2 Submitting an Application**

Applicants must contact their nearest Department of Canadian Heritage office before completing an application. For a list of regional offices, please visit the Department of Canadian Heritage's website at [www.pch.gc.ca](http://www.pch.gc.ca) under "Contact Us".

The decision by the Department of Canadian Heritage to approve or refuse funding to an organization under the CCSF is not subject to an appeal.

## **4.3 Deadline**

Applications are accepted at any time throughout the year.

## **4.4 Service Standards**

The Department of Canadian Heritage has set service standards for the timely acknowledgement of receipt of applications, funding decisions and issuance of payments. These service standards are a shared responsibility and all required documentation must be provided in a timely fashion.

For the Program's Service Standards, please visit the Department of Canadian Heritage's website at [www.pch.gc.ca](http://www.pch.gc.ca) under "Funding".

## **4.5 Reporting Requirements**

An organization receiving funding from the Department of Canadian Heritage, either in the form of a contribution or a grant, must submit a final report. The requirements for the final report are specified in the contribution or grant agreement.

An organization that receives funding of \$250,000 or more per fiscal year must submit Financial Audited Statements.

Failure to submit a final report for projects previously funded by the Department will be taken into consideration when assessing new applications, and could be cause for rejection of an application.

## **4.6 Public Acknowledgment of Financial Assistance**

All funding recipients must publicly acknowledge, in English and in French, the Government of Canada's financial support in all communication materials and promotional activities related to the funding agreement, such as advertising, promotional and program materials, public announcements, speeches, websites, social media, etc. The Department's requirements for public acknowledgement of financial assistance are now part of the funding agreements.

The Department's [Guide on the Public Acknowledgement of Financial Assistance](#) will assist funding recipients in complying with the requirements described in the funding agreement.

#### **4.7 Access to Information**

If an access to information request is received regarding an application for financial support or any other document in the Department's possession containing information about your organization, the information provided to the Department will be treated in accordance with the [Access to Information Act](#) and the [Privacy Act](#).

#### **4.8 Canadian Environmental Assessment Act Requirements**

The applicant must ensure that all activities related to this application comply with all federal, provincial/territorial and municipal laws and regulations and related laws or guidelines with respect to environmental matters.

Projects supported by the Department of Canadian Heritage may be subject to the provisions of the *Canadian Environmental Assessment Act, 2012 (CEAA 2012)*. Activities to be carried out on federal lands may require an environmental review or a more in-depth Environmental Effects Evaluation under CEAA 2012, prior to the start of the proposed project. If your activities are to be carried out on federal lands, a program officer will contact you for additional information if required.

#### **4.9 Official Languages**

English and French are the official languages of Canada. The Government of Canada is committed to enhancing the vitality and supporting the development of the English and French linguistic minority communities in Canada and to fostering the full recognition and use of both English and French in Canadian society

If the organization receives funding, the organization agrees to comply with the official language requirements set out in their funding agreement.

### **5. Glossary**

The following definitions are specific to the CCSF.

#### **Arts organization (operating in a professional manner)**

1. A not-for-profit organization that creates, produces and/or presents works in dance, theatre, music, visual arts or media arts where the majority of activities undertaken include professional artists who are remunerated for their work.\* Such organizations may include performing arts companies, artist run centres, arts festivals and other presenters;
2. A not-for-profit organization which develops and manages multi-tenant facilities for the creation, production and /or the presentation of artistic works; and
3. A national arts training institution that has a significant impact upon training for a professional career in the above-noted artistic disciplines which is not funded as a provincial post-secondary education activity.

\* Under exceptional circumstances, the Department may consider providing support to an organization where less than a majority of activities undertaken include professional artists who are remunerated for their work. Exceptional circumstances will be determined by the Department and may include organizations located in rural or remote areas or targeting underserved communities and groups, such as official language minority communities, Aboriginal communities and culturally diverse communities.

**Business Plan**

A document that describes an organization's management plans for several years into the future. It presents the organization's future activities and maps anticipated financial and operational considerations for reaching its goals. A business plan usually includes financial projections and targets, the size of markets (current 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, and demonstrates how the project will improve the financial performance of the organization where applicable.

**Cash Flow**

A presentation of all revenues and expenses at specific intervals throughout the duration of a project. At the beginning of a project, the cash flow statement will forecast revenues and expenses to help manage funds. Over time, the cash flow statement will be updated to reflect the actual revenues and expenses (final financial report).

**Contribution**

A conditional payment to an individual or an organization for a specified purpose as outlined in a contribution agreement. A contribution is subject to being accounted for and may be subject to an independent project audit by the Department of Canadian Heritage. An organization that receives a contribution is required to submit activity reports and financial reports.

**Contribution agreement**

A contribution agreement is a legal document between the Department and a recipient which defines the objectives and expected results of the project and describes the obligation of each party, including the conditions for payment.

**Cultural space**

A physical space where Canadians gather collectively to experience arts or heritage related activities.

**Ethnocultural communities**

A group of people whose members identify with each other through a common heritage. For the purpose of this definition, ethnocultural communities include Canadians of diverse cultures such as, but not limited to, African, Arab, Asian, Latin American or mixed heritage.

**Feasibility study**

Report conducted in advance of a project to determine the likelihood of the project's success. It is prepared by an independent consultant, architect and/or engineer or other specialist.

### **Federal lands**

(a) lands that belong to Her Majesty in right of Canada, or that Her Majesty in right of Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut;

(b) the following lands and areas:

- (i) the internal waters of Canada, in any area of the sea not within a province,
- (ii) the territorial sea of Canada, in any area of the sea not within a province,
- (iii) the exclusive economic zone of Canada, and
- (iv) the continental shelf of Canada; and

(c) reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the [Indian Act](#), and all waters on and airspace above those reserves or lands.

The following resources may help you determine if the site of your activities is on federal land.

Treasury Board Secretariat directory

<http://www.tbs-sct.gc.ca/dfrp-rbif/home-accueil-eng.aspx>

Parks Canada directory

[http://www.pc.gc.ca/progs/np-pn/recherche-search\\_e.asp?p=1](http://www.pc.gc.ca/progs/np-pn/recherche-search_e.asp?p=1)

### **Financial Audited Statement**

An Audited Financial Report shall clearly include all of the revenues realized and expenditures incurred by the Recipient for the given period with regard to the project funded, as per the budget categories set out set out in the Contribution Agreement. Any other sources of revenues or expenditures added to the project after the Agreement is signed shall also be included. Accounts shall be audited by professional accountants who are independent of the organization and are active members in good standing with a professional accounting association, as per provincial legislation.

### **Final Financial Report**

A Final Financial Report shall include, as separate items, the budget as well as all of the revenues realized and expenditures incurred for the given period with regard to the Project being funded, as per the budget categories set out in the Contribution Agreement. Any other sources of revenues or expenditures added to the Project being funded after the Agreement is signed shall also be included. The report shall be prepared in accordance with generally accepted accounting principles.

### **Grant**

A payment issued to an organization or group for a specified purpose as outlined in a grant agreement. An organization or group that receives a grant is not required to submit financial reports, but must submit a final report on activities to the Department upon project completion.

### **Grant Agreement**

A grant agreement is a legal document between the Department and a recipient which defines the objectives and expected results of the project and describes the obligations of each party.

**Heritage organization (operating in a professional manner)**

Incorporated not-for-profit Canadian organizations with a mandate and key policies related to the collection, preservation, interpretation, research and study, and/or the exhibition of cultural collections which are regularly open to the public. The following are recognized as heritage organizations:

Museums, art galleries, archives, botanical gardens, aquariums, insectariums, zoos, biodomes, science and interpretation centres, planetariums and archaeological, historical and ethnographic sites.

**In-kind contribution**

In-kind contributions are goods or services that are donated to a project by either a third party or by the applicant. An in-kind contribution is considered a real contribution to the total cost of the proposed activities of the project but it is not reimbursable by the program, as no money has changed hands. Donated goods or services may be eligible if they:

1. are essential to the project's success, are eligible under the Program Guidelines, and would otherwise be purchased by the recipient;
2. can be assessed at fair market value (i.e. in relation to the purchase of similar materials and services); and
3. are recorded in the recipient's accounting books with appropriate supporting documents.

**Official language minority community**

Official language minority communities are the Anglophone communities residing in Quebec and the Francophone communities residing outside of Quebec.

**Professional fees**

Money paid to a resource person, a consultant or a provider of professional services such as those related to architectural or engineering designs, environmental assessments, project management or financial audits.

**Public Art**

An original work of art which is permanently installed in a public place, and is accessible to the public free of charge.

**Short-term financing**

A loan obtained by the organization to cover immediate costs incurred by the acquisition or construction and/or renovation of the cultural or historical infrastructure until the applicant takes possession of the infrastructure.

**Sustainable construction**

Environmentally sensitive construction methods that promote a more efficient use of resources.