



2017 Community Heritage Investment Program Canada 150 Project Fund Guidelines

The Community Heritage Investment Program (CHIP) provides **project funding** to cultural heritage organizations, community organizations operating a heritage or cultural program activity, heritage festivals/events, and individuals that operate on a not-for-profit basis. In 2017, the Community Heritage Investment Program will only fund projects which celebrate or commemorate the 150th anniversary of confederation in Canada and/or Ontario, and take place in 2017.

Program Priorities:

The Community Heritage Investment Program Canada 150 Project Fund is intended to provide project funding to a range of organizations and individuals within the City of London that will:

- Celebrate or commemorate Canada and/or Ontario's 150th anniversary of confederation in 2017;
- Further the development and creation of innovative programming and events;
- Encourages public awareness and appreciation of London's heritage and cultural heritage sector;
- Increase access to quality local heritage and cultural heritage activities;
- Enhance, preserve, promote and celebrate London as a heritage and cultural community.
- Encourage collaborations;
- Increase access to volunteer opportunities for Londoners;
- Offer Londoners accessible opportunities to engage in and experience London's heritage;
- Enhance London's desirability as a community of choice

Program Application Requirements:

- All applicants must schedule a meeting with the program advisor prior to receiving an application to CHIP for 2017.
- Applicants may not apply for more than \$10,000.00.
- An individual applicant(s) must be a London resident and conduct their business primarily in London.

- Organizations and/or groups must be based in London and conduct their business primarily in London.
- Supply a copy of the organizations most recent financial statements.
- As a recipient of public funds, successful applicants are required to keep and maintain all records, invoices and other documents relating to the funding received in a manner consistent with generally accepted accounting principles for a period of 3 years.
- The London Heritage Council may inspect and audit the books, payroll, accounts and records of an individual or organization which has received project funds. An organization will make all service and financial reports, including annual audited/unaudited financial statements available to the London Heritage Council upon request.
- Organizations must submit one copy of their corporation's Letters Patent, as well as details on official status (non-profit number, charitable status registration number).
- CHIP Canada 150 Project Fund does not fund 100% of an applicant's proposed budget. Applicants must indicate a range of revenue sources, including earned, private sector, and government revenue.
- Only non-profit activities are eligible.
- Applicants must have successfully received funding from one of the following grants for their Canada 150 project:
 - Community Fund for Canada's 150th, London Community Foundation
 - Ontario150 Community Celebration Program, Government of Ontario
 - Ontario150 Partnership Program, Government of Ontario
 - Ontario150 Community Capital Program, Government of Ontario
 - Canada 150 Fund, Government of Canada
 - Celebrating Canada's Sesquicentennial, TD Friends of the Environment
 - Celebrate Canada, Government of Canada
 - Celebrate Ontario 2017, Government of Ontario
 - Any other source of funding for the project, approved by the program advisor.*****
- Applicants must be working in collaboration with another organization in order to receive funding.

Program Application Assessment Criteria:

The London Heritage Council's CHIP Canada 150 Jury evaluates grant applications using the following criteria in the context of each organization's/individuals stated mandate, scale of operations, and the environment in which they work.

1. **Merit:** Based on the applicant's quality of work, the organization's Mandate/Statement, Project Description, Resume(s) and Support material(s)
2. **Impact:** On the development of the individual/organization or on the audience/community for whom the project/event is intended.

- 3. Viability:** Of the budget, the planning process and objectives of the project, the timeline and marketing plan (as applicable).

Program Exclusions: *The following are ineligible.*

- **City of London Boards and Commissions, Community Arts Investments Program (CAIP) operating stream recipients, Community Arts Investments Program (CAIP) applicants in the same calendar year, Organizations/groups receiving Core Funding from the City of London in excess of \$10,000 annually or Organizations/groups receiving City of London Project Funding**
- Projects that have been completed prior to approval of an application. The Community Heritage Investment Program **does not apply retroactive funding.**
- Activities related to tuition, travel and/or travel expenses, conference or seminar fees, fundraising events/projects, deficit reductions or internships
- Costs related to capital purposes including, but not limited to, the purchase of land, fixtures or physical facilities. An application for assistance under the Community Heritage Investment Program does not preclude an application for capital assistance under the City of London's Capital Grants Program.
- Marketing/promotional projects.
- Organizations/groups/individuals that have not completed previous projects funded by the Community Heritage Investment Program.
- A grant will not be awarded to an applicant that budgets on a deficit basis and/or successively operates on a deficit basis.
- Organizations/Individuals not located within the City of London
- Capital funding including capital campaigns
- **Art Galleries, Artists, Arts Collectives, Arts Festivals (under auspices of CAIP).**
- If clarification as to eligibility is required please contact the London Heritage Council

Supporting Material:

- Applicants should submit a soft copy of their organization's Letters Patent, as well as details on official status (not-for-profit number, charitable status registration number).
- Videos, sample programs/brochures, publications, supporting research, are examples of supporting materials for your application.
- Individuals must submit a current resume with their application.
- Individuals must submit two references for previous work which pertains to the proposed project.
- All supporting materials should be uploaded through the electronic application form.

Program Deadline:

- **Applications are due by: Friday, February 10th, 2017 by 11:59 pm.**
- Late or incomplete applications are automatically ineligible.

- Applications should be submitted through the electronic form provided (www.londonculture.ca); no other means of submission will be accepted.

Final Grant Notification:

Applicants are typically notified in writing, approximately 3 months after the closing date. Prior to the announcement date, results are never released in any manner.

Conditions and Requirements of Funding:

- Grants are to be spent by: March 31, 2018
- Grants shall only be used for the purpose(s) outlined in the application. Changes in scale, activities and timeframe must be reported promptly to the London Heritage Council
- The London Heritage Council's CHIP Granting Review Panel reserves the right to place conditions on the release of grants (e.g. confirmation of venues, other sources of funding, programming). Any specific condition associated with a grant will be contained in the letter of notification.
- As a recipient of public funds, successful applicants are required to maintain adequate records as to receipt and disbursement of funds received.
- The London Heritage Council may inspect and audit the books, accounts and records of an individual or collective recipient that has received project funds.
- Grant recipients are **required to acknowledge** the support of the London Heritage Council and the City of London in **all marketing and promotional materials (including flyers, postcards, posters, programs, banners)** relating to the activities for which the funds are granted. Current logos may be obtained from our new culture portal (www.londonculture.ca)
- Grant recipients are **required** to inform the London Heritage Council of the dates of all funded performances, exhibitions, events etc., and provide a minimum of two tickets (for ticketed events).
- Grant recipients are **required** to register themselves and their events on www.londonculture.ca
- If applicable, we ask that you maintain an active link from your website to www.londonculture.ca

For inquiries regarding the Community Heritage Investment Program:

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