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# Canada Cultural Investment Fund (CCIF)

## Limited Support to Endangered Arts Organizations Guidelines



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# 1. Introduction

## 1.1 CCIF Objective

The Canada Cultural Investment Fund (CCIF) encourages private sector investment, partnership and sound business practices to help arts and heritage organizations be better rooted and recognized in their communities.

The CCIF program has three components that work together in achieving these objectives: Endowment Incentives, Strategic Initiatives and **Limited Support to Endangered Arts Organizations**.

## 1.2 Limited Support to Endangered Arts Organizations Expected Results

The Limited Support to Endangered Arts Organizations expected result is that professional arts organizations avoid bankruptcy when there is a high degree of support for their continuation. Organizations demonstrate sound organizational, administrative and financial health, and thus contribute to a more resilient sector.

Ultimately, the CCIF will help to create an environment in which Canadians value and invest in arts and heritage organizations.

## 1.3 Limited Support to Endangered Arts Organizations Component Objective

This component is a seldom-used mechanism designed for those rare instances where a professional arts organization faces the prospect of closure but there is a high degree of support for its continuation and a viable business/restructuring plan.

# 2. Eligibility Criteria

## 2.1 Eligible Applicants

The applicant must be a professional non-profit arts organizations incorporated under the *Canada Not-for-Profit Corporations Act* or Part II of the *Canada Corporations Act* or equivalent provincial or territorial legislation.

## 2.2 Eligibility Requirements

To be eligible, an applicant must:

- have as its mission the creation, production, and/or presentation of artistic programming involving professional artists remunerated for their work
- be in existence for at least seven years at the time of the request
- have, over the 12 months preceding the request for assistance, placed itself under the protection of the appropriate provisions of the *Bankruptcy and Insolvency Act* or similar provincial legislation, or have been placed under the control of a provincial and/or municipal governments, with such government

- having assumed the risk associated with the majority of the debt of the organization
- be managed by an active board of directors or a government-appointed temporary fiduciary committee
- employ at least one full-time salaried employee in administrative management and with professional status
- have demonstrated community support to at least the same amount as the request under the component as well as from the provincial and/or municipal governments.

The cultural industries and their associations as well as heritage organizations are ineligible for this component.

## **2.3 Eligible Projects**

The restructuring project proposal must include:

- a viable debt elimination plan
- a viable restructuring plan
- a repayment proposal approved by its creditors.

If eligible, funding under this component is based upon how and to what extent the applicant has demonstrated a real commitment toward the sustainability of the organization, and has demonstrated that it enjoys a level of support in the broader community.

**An arts organization can access support under this component only once.**

## **2.4 Eligible Expenses**

Eligible expenses must be directly associated with the objective of restructuring the arts organization. They can include:

- artists fees and salaries
- consultant fees and expenses
- equipment rental and supplies; and
- administrative fees up to 15% of the total expenses.

# **3. Assessment Process and Criteria**

## **3.1 Assessment Process**

Each proposal will undergo review and assessment and there is no guarantee of support.

## 4. Program Requirements

### 4.1 Funding Conditions

The maximum amount of funding available cannot exceed the lesser of \$250,000, or 25% of the total amount sought by the organization to restructure, from all funding sources.

Total government assistance (federal, provincial, municipal) cannot exceed 75% of the total resources requested by the organization.

### 4.2 Submitting an Application

It is required that you contact the program representatives by telephone at 819-997-3955 or toll free at 1-866-811-0055 to discuss your organization's eligibility and application requirements.

### 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 applications, funding decisions and payment processes. These service standards are a shared responsibility and all required documentation must be provided in a timely fashion.

**Acknowledgement of application:** The goal is to acknowledge receipt of applications within 15 calendar days.

**Decision:** The goal is to issue official written notification of the funding decision within 26 weeks of the deadline date.

**Payment:** The goal is to issue payments within 28 calendar days following receipt and acceptance of all documents required by the contribution or grant agreement.

*Note: Additional information may be requested to complete the evaluation of the project. Failure to provide the requested information within the timeframe determined by the program will result in a delay in processing the application, and may lead to closure of the file.*

## **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.

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 Acknowledgement of Financial Assistance**

All funding recipients must publicly acknowledge, in English and in French, the financial support received from the Government of Canada 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 were updated in 2014 and 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 Requests**

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 Official Language Requirements**

The program shall ensure that appropriate measures are put in place to support the development of official language minority communities in Canada, as well as to promote the full recognition and use of English and French in Canadian society. The terms and conditions of compliance will be detailed in the grant or contribution agreement. At a minimum, the recipient will ensure that acknowledgement of the Department's support for the project is expressed in both English and French. For more information, you may consult Part VII of the [Official Languages Act](#) (R.S.C., 1985, c. 31 (4th Supp.)).

## **4.9 Evaluations of the Program**

The Department will conduct periodic evaluations of the Limited Support to Endangered Arts Organizations component. During an evaluation, recipients must make available any records, documents, or other information that may be required to perform the evaluation.

#### **4.10 Audits**

Canadian Heritage conducts audits on a sample of successful applications each year; the Department will assume the audit cost. In such cases, recipients must make available any records, documents, or other information that may be required to perform the audit. Recipients must retain for at least five years supporting documents related to the information provided in all application forms.

A recipient found to have submitted false or unsupported information may be required to repay the full amount of the financial support received.

#### **4.11 Disclosure of Information to the Government of Canada**

By applying to the Limited Support to Endangered Arts Organizations component, applicants authorize the Department of Canadian Heritage to disclose any information received in their application within the Government of Canada or to outside entities for the following purposes: to reach a decision on an application; to administer and monitor the grants or contributions; and to evaluate the Program results.

The disclosure of any information received in an application may also be used to reach a decision on other application(s) by the applicant for financial support under any other Canadian Heritage program. Data may also be transferred to Statistics Canada for statistical purposes.

#### **4.12 Information That Could Be Made Public**

Amounts awarded to recipients are public information. Successful applicants receiving financial support from the Program may have the name of the organization and the amount awarded listed on the Canadian Heritage website or disclosed in public documents produced by Canadian Heritage.

#### **4.13 Protection of Personal Information**

Your personal information is protected under the *Privacy Act*. Only information needed for operating the Limited Support to Endangered Arts Organizations component and measuring its results will be requested. The collection and use of personal information for this program is authorized by the [Department of Canadian Heritage Act](#), and is required for your participation.