



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

Citizenship and Immigration Canada
**Community Historical
Recognition Program**

APPLICANT'S GUIDE 2010–2011
Program Guidelines and Application Form



Canada

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How to Use This Guide

If you wish to apply for funding from the Citizenship and Immigration Canada (CIC) Community Historical Recognition Program (CHRP), please read the Applicant's Guide carefully. It is divided into two main sections.

Section 1 on the Program Guidelines includes everything you need to know about the CHRP before deciding to apply for funding. This section will help you answer fundamental questions, such as the following.

- What is the CHRP?
- Who can apply to the CHRP?
- What types of project activities and costs can I propose?
- How much funding can I apply for?
- How do I submit a funding application?
- What date do I have to submit it by?
- What happens to my application after it is submitted?

Once you have read the guidelines and established that you wish to apply to the CHRP, go to Section 2 where you will find the following:

- The Funding Application General Information Form that you must use to apply for funding from the CHRP.
- Instructions on how to write the project proposal which must be attached to your Funding Application General Information Form.
- Helpful templates to simplify the process of writing your project proposal.

Contact Us

Before completing a funding application, **it is very important to contact a CHRP Program Officer to discuss your project idea.** This will save you precious time.

The CHRP Program Officer will be able to help you by:

- Confirming that your project is eligible for consideration under the CHRP.
- Confirming that your project does not duplicate previous initiatives.
- Clarifying the application process and timelines.
- Providing you with helpful tips and tools to develop your funding application.

Furthermore, in order to help you articulate your project idea at this preliminary stage, we have developed a simple tool called “Expression of Interest Form.” We invite you to use it. The form can be found in Appendix A of this guide or on the CHRP website.

Contact Information

Telephone: 1-888-77MULTI (1-888-776-8584) (toll-free)
Fax: 1-613-991-2485

E-mail: CHRP-PRHC@cic.gc.ca
Website: <http://www.cic.gc.ca/english/multiculturalism/programs/community.asp>

Mailing address for funding applications:

Community Historical Recognition Program
Citizenship and Immigration Canada
180 Kent Street, 6th Floor
Ottawa, ON K1A 1L1

Section 1

Program Guidelines

What is the CHRP?

1.1 Objectives of the CHRP

The Community Historical Recognition Program is a four-year program ending on March 31, 2012 that is designed to meet the following objectives:

- Primary objective: To recognize and/or commemorate the historical experiences of ethnocultural communities affected by federally legislated or authorized wartime measures or immigration restrictions that were applied in Canada, and/or to educate Canadians in this respect.
- Complementary objective: To promote the respective contributions of these communities to the shaping of Canada.

The CHRP provides funding in the form of grants and contributions for community-based commemorative and educational projects that support these objectives and meet the criteria described in the following pages of this guide.

1.2 Historical Experiences Covered by the CHRP

The experiences recognized under the CHRP relate to historical wartime measures and immigration restrictions, which include:

- Internment during the First and Second World Wars.
- The Head Tax and other immigration restrictions experienced by the Chinese-Canadian community.
- The *Komagata Maru* incident of 1914, which affected the Indo-Canadian community as a result of restrictions related to the *Immigration Act's* 1908 “Continuous Journey” clause.
- The *M.S. St. Louis* incident of 1939, which affected the Jewish-Canadian community in the context of the restrictive immigration policies of the day.

1.3 Components of the CHRP Funding

To meet its program objectives with regard to the historical experiences listed above, the CHRP includes three components.

1) First World War Internment Experience

The first component is the Canadian First World War Internment Recognition Fund, a \$10 million endowment established in May 2008 to fund projects that commemorate and recognize the experiences of all ethnocultural communities affected by internment during the First World War. The fund is managed by the Ukrainian Canadian Foundation of Taras Shevchenko. A multilateral committee representing affected communities decides on the projects to be funded.

All applicants who wish to propose a project related to the First World War internment must apply to this fund. As the fund is governed by its own set of terms and conditions, the criteria and instructions contained in this guide do not apply. Please contact the administrators of the Fund at the address below for information on how to apply.

Canadian First World War Internment Recognition Fund
 202 – 952 Main Street
 Winnipeg, MB R2W 3P4
 Telephone: 204-589-4282 or toll-free at 1-866-288-7931
 Website: <http://www.internmentcanada.ca>

2) **Experiences of the Italian-Canadian and Chinese-Canadian communities**

The second component makes available \$5 million in funding for projects related to the Second World War internment of Italian-Canadians and \$5 million for projects related to immigration restrictions experienced by the Chinese-Canadian community.

Applicants who wish to propose a project under this component can apply directly to the CHRP by following the instructions outlined in this guide.

3) **Other eligible experiences**

Under the third component of the CHRP, eligible organizations can apply for up to \$2.5 million in funding for commemorative projects related to other historical wartime measures or immigration restrictions (e.g., the *Komagata Maru* and the *M.S. St. Louis* incidents – see Section 1.2).

Applicants who wish to propose a project under this component can apply directly to the CHRP by following the instructions outlined in this guide.

The following table provides a summary of the available CHRP funding by program component.

Component	Wartime measure or immigration restriction	Maximum funding available for each component
Component 1	First World War internment	Projects under this component must be submitted to the Canadian First World War Internment Recognition Fund, which is governed by separate terms and conditions.
Component 2	Immigration restrictions experienced by the Chinese-Canadian community, and Second World War internment of Italian-Canadians	\$5 million for each experience
Component 3	Other eligible experiences (e.g., the <i>Komagata Maru</i> and the <i>M.S. St. Louis</i> incidents)	\$2.5 million for each experience

Note: Some of the funds have already been allocated as a result of previous calls for proposals. Please contact a CHRP Program Officer for more information on budget availability for each program component.

Who Can Apply to the CHRP?

1.4 Eligible Applicants

Proposals may only be submitted by:

- 1) Canadian not-for-profit organizations or associations and charitable organizations incorporated under the *Canada Corporations Act*, Part II, or other corresponding federal, provincial or territorial legislation, **with a mandate relevant to, or a demonstrated partnership or link with, the affected communities.**
- 2) Communications media (e.g., newspapers, magazines, radio, television), boards of education, schools, colleges and universities **with a demonstrated partnership or link with the affected communities.**

Note

- Affected communities are ethnocultural communities that were affected by federally legislated or authorized wartime measures or immigration restrictions that were applied in Canada (see sections 1.2 and 1.3).
- It is not a requirement to be a member of an affected community to apply. However, as indicated above, you must demonstrate to the CHRP's satisfaction that you have a partnership or a link with an affected community.

Ineligible Applicants

Proposals may not be submitted by the following:

- Federal government departments or agencies, or federal Crown corporations.
- Provincial or territorial government departments or agencies.
- Individuals.

Important: Contact a CHRP Program Officer if you have any questions about your eligibility (see page 2 for contact information).

What Types of Projects Are Eligible?

1.5 Eligible Projects

In order to be eligible for funding under the CHRP, projects must:

- clearly relate to a specific, recognized federally legislated or authorized wartime measure or immigration restriction that was applied in Canada; and
- contribute to the achievement of the primary CHRP objective (see Section 1.1); and
- not propose activities identified as ineligible under “Ineligible Projects” below.

Examples of eligible projects include (but are not limited to):

- Plaques and monuments.
- Exhibits, including online and travelling exhibits.
- Educational materials.
- Commemorative activities.

Projects may be national, regional or local in scope. Funding may be requested for projects spanning more than one year, provided they do not exceed the duration of the program (**the CHRP is scheduled to end March 31, 2012**).

Important: Please contact a CHRP Program Officer to discuss the eligibility of your project before completing a funding application.

Note

- The fact that a project is eligible does not guarantee that it will be funded. All eligible project proposals go through an assessment process, which may or may not result in a positive funding recommendation. See Section 1.9 for more details.
- For projects proposing to erect a plaque or a monument, applicants **must** provide written evidence of permission from the owner or authority responsible for the site where the plaque or monument will be erected in order to be considered for funding.
- For projects involving activities that, in the opinion of CHRP officials, will require funding beyond the project end date to achieve results that represent good value for money, applicants will be required to provide confirmation of future funding from themselves or another source to sustain these activities beyond the project end date. Financial assistance received under the CHRP is not to be construed as a guarantee, express or implied, of acceptance by the Government of Canada to sustain any project activities beyond the project end date.
- All eligible projects will be considered. Please note, however, that priority areas have been identified for the call for proposals and that eligible projects seeking to address these will be given priority over other eligible projects. Please consult Appendix B for the list of priorities.

Ineligible Projects

The following activities will not be eligible for funding under the CHRP.

- Financial compensation to individuals or ethnocultural communities.
- Political activities, advocacy.
- Activities aimed at the promotion of any religion.
- Programs, activities or services that take place outside Canada.
- Ongoing activities such as the development, production and distribution of regular issues of magazines, journals, periodicals or newsletters, or recurring festivals, fairs, conferences or forums.
- Research or studies related to masters or doctoral theses or personal educational objectives.
- Conferences, forums or meetings that will not produce concrete and meaningful results that will contribute to the objectives of the CHRP (see Section 1.1).
- Projects related to the experiences of communities that have previously benefited from initiatives similar to the CHRP (for example, the Japanese Canadian Redress Agreement).

1.6 Eligible Expenses

Eligible expenses under the CHRP include relevant, reasonable and essential expenses required to accomplish an eligible project. These may include the following expenses.

- Materials involved in the completion of eligible projects, such as materials for the production of permanent exhibits, documentaries and historical markers.
- Publicity related to the project, such as electronic or print notices and publications.
- Reasonable travel costs incurred in Canada when travel is required to achieve the project objectives, in accordance with the Government of Canada's Travel Directive (which can be consulted at http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp).
- Reasonable hospitality costs, i.e., food and non-alcoholic beverages (when extended in an economical and appropriate way to facilitate project objectives).
- Insurance (related to public events funded by the CHRP).
- Reasonable (see note below) salaries and benefits related **specifically** to project activities. Examples of project-specific duties could include conducting community outreach, liaising with partners, coordinating project events, etc. Salaries and benefits for general administration of the project related to regular activities, such as accounting, bookkeeping and general management, will be considered administrative costs (see below).
- Professional fees related **specifically** to project activities. Examples could include costs for translation, Web design for online exhibits, design of commemorative items such as plaques, project-related research, evaluation, etc. Professional fees for general administration such as accounting and bookkeeping will be considered administrative costs (see below).

- Reasonable administrative costs required to achieve project objectives, including photocopying costs, bank charges, utilities and salaries, benefits and professional fees related to general administration. **Under no circumstances will the CHRP fund administrative costs in excess of 15% of its total contribution to the project.**
- Audit fees, when necessary to meet CHRP requirements related to the management of a contribution agreement for the project (a CHRP Program Officer will provide instructions in this regard if applicable).
- Capital expenditures (see Glossary in Appendix C for definition), but only if the following requirements are met (**please consult a CHRP Program Officer if you expect to request funding for capital expenditures**):
 - expenditures are related to fitting out an existing facility that will be used for commemorative or educational activities that support the objectives of the CHRP;
 - expenditures are clearly linked to the CHRP and project objectives;
 - expenditures are not, in the opinion of the CHRP, at a level which exceeds the value of the results to be achieved with the project; and
 - funding is provided through a contribution agreement (see Section 1.7).

Note

- Project proposals requesting funds for salaries and benefits representing more than 50% of the total funding requested from the CHRP will be subject to enhanced scrutiny during the assessment process and will be required to provide a justification for the scope of these costs.

Ineligible expenses

Ineligible expenses under the CHRP include:

- Any expense that is not directly related to achieving the objectives of the project.
- Travel outside Canada.
- Administrative costs in excess of 15% of the total funding requested from the CHRP, as well as ongoing administrative costs unrelated to eligible project activities.
- Capital expenditures when funding is provided through a grant or, if funding is provided through a contribution, capital expenditures that do not meet the requirements above.

Note

- Expenses incurred prior to the project start date and after the project end date set by the CHRP will not be eligible for funding. CHRP officials will communicate with successful applicants to establish the project start and end dates.
- Under no circumstances will the start date be set prior to the date on which funding is approved by the Minister of Citizenship, Immigration and Multiculturalism and, if applicable, a contribution agreement is signed.
- **Citizenship and Immigration Canada takes no responsibility for any costs incurred prior to confirmation of funding from the Department**, including costs related to contractual commitments entered into by the applicant. Applicants who enter into contractual commitments prior to confirmation of funding from the Department do so at their own risk.

How Much Funding Can I Apply For?

1.7 Maximum Funding Available and Funding Instruments

In order to respect the overall budgetary envelope for the CHRP, maximum amounts of funding per historical experience have been established. These amounts, ranging from \$2.5 million to \$5 million depending on the program component, are indicated in the summary table on page 5.

Important: Some of the funding has already been allocated as a result of previous calls for proposals. Please contact a CHRP Program Officer for more information on budget availability for each historical experience.

There is no set limit to the number of projects that can be funded for any given applicant. However, **please note that there are certain restrictions when funding is provided through a grant.** Please see the explanation below for details.

Grants and Contributions – What’s the Difference?

The CHRP funds successful applications through one of two instruments: grants or contributions.

Grants are the simplest of the two instruments to manage for applicants. The CHRP is only authorized to use grants to fund projects considered low risk and that do not exceed \$50,000.

Important: This does not mean that you cannot apply for more than \$50,000.

It simply means that for projects above \$50,000, or for projects below \$50,000 that are not considered low risk by the CHRP, funding must be provided through a **contribution**. Contributions are governed by a legal document called a contribution agreement and are subject to more rigorous reporting, monitoring and audit requirements. Contributions are generally paid in multiple payments, according to a previously-established schedule that is based on the cash flow needs of the recipient and is included in the contribution agreement.

Moreover, any single recipient will only be able to receive a maximum of \$50,000 in grant funding during the life of the CHRP. This means that if you have previously received a \$50,000 grant under the CHRP, any future funding you may receive will be in the form of a contribution.

The Glossary in Appendix C provides a more detailed definition of each funding instrument.

Note

- Funds received must be used before the CHRP ends (i.e., by March 31, 2012).
- CHRP officials will provide more information to successful applicants on the funding instrument that will be used.
- Funding recipients will be expected to acknowledge the financial contribution of the CHRP in any product or promotional activity funded under the approved project. CHRP officials will provide more information on these requirements to successful applicants.

How Do I Submit a Funding Application?

1.8 Applying for Funding

Important: These instructions apply only to proposals being submitted under components 2 and 3 of the CHRP, as described on pages 4 and 5. Applicants who wish to submit a project proposal related to First World War internment must contact the Canadian First World War Internment Recognition Fund. The Fund's contact information is on page 5.

Application Deadline

THE DEADLINE TO SUBMIT A FUNDING APPLICATION IS APRIL 1, 2010

Note: If you wish to apply but cannot meet this deadline, please contact a CHRP Program Officer. Subject to budget availability, the CHRP may accept applications after this date.

Application Process

After having read the Applicant's Guide, follow these steps to apply for funding from the CHRP.

- 1) Complete, print, sign and date the Funding Application General Information Form as instructed in Section 2.
- 2) Write your project proposal, following the instructions and using the three templates provided in Section 2. Print the project proposal.
- 3) Attach all other documents requested in the templates.
- 4) Complete, print and sign the checklist provided in Appendix D to ensure that you have included all the required documents.
- 5) Mail an **original** copy of the Funding Application General Information Form, along with your project proposal, the checklist and all other required documents to the CHRP. **The application package must be postmarked by the application deadline date indicated above.** See page 2 for the CHRP's mailing address.
- 6) To help us process your funding application more quickly and efficiently, please e-mail an electronic copy of the project proposal (see page 2 for e-mail address) or include it with your mailed application on a clearly labeled virus-scanned CD, diskette or USB key.

Note

- As instructed on page 2, **please make sure to discuss your project with a CHRP Program Officer before completing a funding application.**
- Also, do not hesitate to contact a CHRP Program Officer while you are completing your application if you have questions or require assistance.
- Your application will only be considered complete once all the required documents have been provided. **Incomplete applications will result in delays and could cause the application to be turned down.**

What Happens to My Application After it is Submitted?

1.9 Assessment of Funding Applications

Assessment Process

All project proposals will go through an assessment and recommendation process during which CHRP officials will:

- 1) Confirm that the funding application is complete (see checklist in Appendix D).
- 2) Confirm that the applicant and the proposed project are eligible for funding under the CHRP (see sections 1.4, 1.5 and 1.6).
- 3) Assess with due diligence all eligible project proposals against established criteria (see the table on page 13) and seek assistance and advice from experts and analysts if required.
- 4) Forward eligible project proposals for review to an Advisory Committee appointed by the Minister of Citizenship, Immigration and Multiculturalism to seek its advice on the merit of projects.

Note: The advisory committees appointed to review projects submitted to the CHRP have identified a number of priority areas to address through the present call for proposals. Eligible projects that respond to these priorities will be given priority over other eligible projects. Please consult Appendix B for the list of priorities.

- 5) Finalize funding recommendations to the Minister of Citizenship, Immigration and Multiculturalism based on the advice of the Advisory Committee and the outcome of the CHRP's due diligence assessment. The Minister will make all final funding decisions.

Note: The process described above will take a minimum of 12 weeks after the application deadline to be completed. **Applicants should not, therefore, plan a project start date earlier than July 2010.**

Assessment criteria

Eligible projects will be assessed against the following criteria.

Objectives	Results, Budget Integrity and Value for Money	Likelihood of Success
1. The objectives are specific, clearly identified and realistic. 2. The proposal demonstrates that the project will address the recognition or commemoration of, or education on the historical experience in a manner that is meaningful to the affected community. 3. The project will not duplicate previous initiatives (see note below). 4. The project responds to an identified need or priority in the community.	5. Expected results are realistic and measurable, and provide a significant contribution toward the achievement of the objectives of the CHRP. 6. The project will effectively reach the target audience and produce results that represent good value for money. 7. A complete and relevant Performance Assessment Plan that demonstrates how attainment of the expected project results will be measured is included. 8. The proposed budget is reasonable. It reflects due regard for efficient and prudent use of funding, as well as the availability of other funding sources. 9. The proposed budget is balanced and sufficiently detailed, and the links between expenses and activities are clear.	10. The affected community has demonstrated its support for the project and, where relevant, key community stakeholders have been engaged. 11. The applicant has the capacity to deliver the project (with regard to experience, financial situation, capacity and governance structure). 12. The proposed approach and action plan support the project objectives and are well designed to allow for the successful and timely delivery of the project. 13. The resources planned for the project allow for the successful, efficient and timely delivery of the project. 14. Where agreements for collaboration are required to ensure project delivery or success, the partners or contributors have confirmed their participation in the project.

Note

- Please consult the CHRP website for a list of projects funded under the Program to ensure that your project will not duplicate previous initiatives. It is also recommended that you discuss your project with a CHRP Program Officer before completing an application. See page 2 for the CHRP website address and contact information.
- Financial assistance received under the CHRP is not to be construed as a guarantee, express or implied, of acceptance of the proposed projects by other federal institutions or other third parties. To receive approval from other federal institutions or other third parties, recipients must reach agreement with, and comply with, the existing procedures and programs of these institutions or other third parties.

Section 2

Funding Application General Information Form and Instructions for Writing a Project Proposal

2.1 Funding Application General Information Form

Note

- It is not recommended that you complete a funding application if you have not yet read Section 1 of the Applicant's Guide or if you have not discussed your project with a CHRP Program Officer.
- The Funding Application General Information Form on the next page must be signed by the persons who are authorized by the applicant organization to enter the organization into a legal agreement.
- Please attach confirmation of the organization's authorization to submit an application (e.g., a motion from the Annual General Meeting, a Resolution of the Board of Directors, By-laws, etc.).
- Corrective liquid or tape may not be used on the Funding Application General Information Form. Any change made to the form must be initialed by the persons who signed it.
- Please limit your project title to 75 characters. If you have received funding from the CHRP in the past, please avoid using the title used for the previous project(s).
- The amounts indicated in Part C of the Funding Application General Information Form should correspond to the information provided in the budget.

Important: The Funding Application General Information Form must be accompanied by a complete project proposal as outlined in Section 2.2 in order to be considered.

INSTRUCTIONS: Please complete parts A, B and C, sign and date the form in part D.
Include information outlined in attached project and budget as required.

ORGANIZATION

Name in full	Previous name of organization
Scope of organization's activities ☐ Local ☐ Municipal ☐ Provincial/Territorial ☐ Regional ☐ National ☐ International	
Legal status Incorporated ☐ Yes ☐ Federal ☐ No ☐ Provincial/Territorial Corporate registration no. _____ ☐ In process Date incorporated _____ Date applied YearMonthDay	
Registered with Canada Revenue Agency as a Charitable Organization ☐ Yes ☐ No Registration no. _____ ☐ In process Date registered _____ Date applied YearMonthDay	
GST # (if applicable) _____	

Contact person's name who is responsible for project						☐ Mr.	☐ Mrs.	☐ Miss	☐ Ms.	☐ Other	Title
Street address (City, province/territory, postal code)							Mailing address (if different)				
Office telephone no. Area code No.				Residence telephone no. Area code No.				Fax no. Area code No.			
() -				() -				() -			
E-mail address							Web site				
In which official language do you wish to communicate? ► ☐ English ☐ French											
OFFICE USE ONLY		Date received ►		Year Month Day 		Program officer ►					

Project title	
Amount requested from CHRP \$	Total cost of project \$
Have you applied and been turned down by another Government of Canada program for project funding for this project? ☐ Yes ☐ No	Have you applied to CHRP before? ☐ Yes ☐ No

I AFFIRM THAT the information in this application is accurate and complete, and that the plans and budgets are fairly presented. I agree that once funding is provided, any change to the proposal will require prior approval of the Department. I agree to publicly acknowledge funding and assistance by the Department, in accordance with the terms of the funding agreement. I also agree to submit reports and financial accounting for evaluation of the activity funded by the Department. I understand that the information provided in this application may be accessible under the *Access to Information Act*. I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Citizenship and Immigration Canada.

I declare that no current or former public office holder or public servant who is not in compliance with the *Conflict of Interest and Post-employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service* will derive a direct benefit from the funding.

I declare that, where lobbyists are used, they are registered in accordance with the *Lobbyists Registration Act* and that I, or my organization, have not directly or indirectly paid or agreed to pay contingency fees for the solicitation, negotiation or obtainment of the funding to any person.

The application must be signed by the person or persons who are authorized by the organization to sign official documents and who have lawful authority to bind the organization. Please refer to the organization's By-laws, if applicable, or other governing documents, to confirm who may sign and how many signatures are required.

Signature of authorized officer or officers	Name and title (please print)	Date Year Month Day
Signature of authorized officer or officers	Name and title (please print)	Date Year Month Day

2.2 Writing a Project Proposal

Now that you have completed the Funding Application General Information Form in Section 2.1, you are ready to write your project proposal. This is the most important part of your funding application. It is with this document that you will describe what your project will achieve, how it will achieve it, who it will benefit, why it is important and how much it will cost.

We have included in this section a series of three templates which together, once completed, will constitute your project proposal. **The use of these templates is mandatory.** The templates include simple instructions to guide you, step by step, through the process of writing your project proposal. They are:

- 1) The Project Description Template
- 2) The Action Plan Template
- 3) The Budget Template

Important: In the Project Description Template, you will be asked to attach a number of key documents to your funding application. These are identified by the paperclip symbol .

Note: Interactive (fillable) versions of the templates are available from the CHRP. Please contact us to receive a copy (see page 2 for contact information).

2.2.1 Project Description Template

Note: An interactive (fillable) version of this template is available from the CHRP. Please contact us to receive a copy (see page 2 for contact information).

A few tips before you begin:

- Be clear, specific and to the point. Avoid unnecessary repetitions.
- Spell out acronyms the first time they are used in the proposal.
- After you have finished, review your proposal against the assessment criteria listed on page 13 to ensure that they have been met.
- Ask someone who is not involved in your project to read your proposal and confirm that they clearly understand what the project will achieve.

A) Project Summary
Specify the historical wartime measure or immigration restriction(s) which your project will address by checking the appropriate box(es) below. ☐ Second World War Internment of Italian-Canadians ☐ Head Tax or other immigration restrictions experienced by the Chinese-Canadian community ☐ <i>Komagata Maru/Continuous Journey</i> clause that affected the Indo-Canadian community ☐ <i>M.S. St. Louis</i> incident that affected the Jewish-Canadian community ☐ Other (specify)
Summarize your project in <u>20 lines or less</u>. What is its primary purpose? What will it achieve, how and for whom? The link between your project and the objectives of the CHRP should be evident after reading this description.
Indicate the proposed start and end dates for your project. Note: CHRP officials will communicate with successful applicants to establish the official start and end dates upon approval of the project. Under no circumstances will the start date be set prior to the date on which funding is approved by the Minister of Citizenship, Immigration and Multiculturalism and, if applicable, a contribution agreement is signed. Expenses incurred prior to the project start date set by the CHRP will not be eligible for funding. Proposed start date (dd/mm/yyyy): / / (cannot be earlier than July 2010) Proposed end date (dd/mm/yyyy): / / (cannot be later than March 31, 2012)
B) Applicant Profile
Tell us about your organization. What are its mandate, membership, main activities, clients and key achievements?

What is your organization's partnership or link with the community or communities affected by the wartime measure or immigration restriction which your project will address?
Describe your experience and capacity in carrying out projects of a similar nature or scope. Where applicable, demonstrate how best practices, expertise or lessons learned from your previous experience will benefit your project.
If applicable, list your partners for this project and describe their roles.
Please provide the following documents:  A copy of your organization's Certificate of Incorporation (if applicable, and if not previously provided to the CHRP)  Your organization's Constitution and Bylaws (if applicable, and if not previously provided to the CHRP)  Your organization's most recent annual report (if applicable)  A list of the members of your organization's Board of Directors.  Your organization's financial statements for the last two fiscal years prepared by an independent accountant. Important: A complete set of financial statements includes a balance sheet; a statement of income/profit and loss; a statement of cash flow; and notes to the statements.  At least one letter from another organization or individual who is familiar with your activities attesting to your capacity to deliver this project.  Any additional information concerning your organization which could be relevant to the assessment of your project proposal (specify on checklist in Appendix D).
C) Need and Support for Your Project
How did you identify the need for your project? Will it fill a particular gap or a priority? Mention any community consultations, studies or surveys that were carried out in this regard.
Describe how your project will effectively address this need in a manner that is meaningful to the community or communities affected by the wartime measure or immigration restriction that it will address.
 Attach a minimum of two letters of support from representatives of the affected community.

Indicate if the success of your project is dependent upon support (financial or non-financial) or authorizations from other parties.	
If this is the case, attach a letter confirming the support of the party or parties in question (signed by a senior representative). For example, applicants proposing to erect a plaque or a monument must provide written evidence of permission from the owner or authority responsible for the site where the plaque or monument will be erected.	
D) Target Audience and Participants	
Briefly describe the targeted beneficiaries or audience of your project.	
What is the scope of your project? ☐ Local ☐ Regional ☐ National Please explain.	
If applicable, describe how the community or communities most affected by your project will be involved throughout its key phases.	
E) Project Objectives List the objectives of your project.	F) Main Activities List the main activities or phases that are planned in order to achieve the project objectives.
Objectives are the specific targets that have to be achieved in order to successfully attain the project's expected results. Try to limit the number of objectives to no more than five.	For most projects, there should be no more than five to eight main activities or phases overall. Later, you will be asked to break these down into more specific tasks in an action plan.
G) Products to Be Developed and Other Outputs	
Describe the outputs or products that will be developed as a direct result of your project activities. These are not limited to material products; they can include events, workshops, etc. Where applicable: - Specify the language in which products will be made available. - Quantify targets (e.g., how many copies will be produced, how many will attend the event, etc.).	

Describe how you will promote the products or events developed during the project to build interest within your target audience prior to their distribution or delivery.			
Describe your plan to distribute or share the products, information or knowledge developed or gained during the project. Specify <u>how many</u> members of your target audience you intend to reach.			
H) Results Identify the short- to medium-term results to be achieved with your project (i.e., what will have changed as a result of the project?).	I) Performance Assessment Plan Describe the method which you will use to track the project results and the indicators that will be used to determine whether the project has successfully met its objectives.		
	Performance Assessment Indicators For each result, list the indicators that will be used to measure its attainment. (e.g., 75% of participants are satisfied with the event)	Collection Methods or Tools For each indicator, list the tools or methods to be used to collect the information. (e.g., focus group, survey, etc.)	Frequency and Persons Responsible When and how often will the information be collected? Who will do the work? (e.g., monthly, by project manager)
These are the specific and measurable benefits or changes expected to occur for the target audience, generally with regard to skills, behaviour, knowledge or attitudes. The number of results will vary depending on the scope of the project.			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
J) Anticipated Long-Term Impact and Sustainability			
Indicate the impact that the project is anticipated to have beyond its duration. While long-term impacts are not generally measurable within the life of the project, they should still relate to the project's primary purpose. Depending on the nature of your project, you may also wish to use this space to elaborate on the perspectives of sustainability beyond its end date.			

2.2.2 Action Plan Template

The action plan expands upon the main activities in the project description. It breaks down each main activity into clear and specific tasks (sub-activities) to be completed between the project start and end dates.

The action plan is important because it enables you to attach time lines and resources (human, material and financial) to the tasks that will be required to deliver your project. It is an essential step toward the development of your project budget in the next step.

Please prepare your action plan using the template below.

Note: An interactive (fillable) version of this template is available from the CHRP. Please contact us to receive a copy (see page 2 for contact information).

Sub-Activities	Time Lines	Persons Responsible and Other Key Resources
Break down each main activity in the Project Description Template into more specific concrete tasks (sub-activities)	Indicate the approximate start and end dates of each sub-activity	Indicate who will be responsible for the sub-activity and what other key resources will be required. Indicate quantities and rates whenever possible.
<i>Hold launch ceremony</i>	Example <i>January 2011</i>	<i>Project Manager and Project Assistant Accommodation, 20 people @ \$100 Room rental, one evening (\$500)</i>

2.2.3 Budget Template

Important: You must include a detailed budget for your project. Without a detailed budget, an application is considered incomplete.

Please prepare your project budget using the two tables on the next pages.

Note: Interactive (fillable) versions of these tables with built-in formulas to facilitate the preparation of your budget and to avoid calculation errors are available from the CHRP. Please contact us to receive a copy (see page 2 for contact information).

Budget Table 1: Project Budget

Now that you have identified in the action plan the resources required to deliver your project, it is time to add up and regroup their costs by category in your project budget, and to indicate their funding source. The most common eligible cost categories have been included in the table. If a category does not apply to your project, simply do not include it.

In preparing your project budget, you must:

- Ensure that it will be clear how each budget item has been calculated. **The costs should be easy to relate to the activities in the action plan.** Use the “Notes” column to provide the level of detail required, such as hourly or daily rates for wages and professional fees.
- For each budget item, identify the amount you are requesting from the CHRP and the amount contributed by other sources of cash or in-kind contributions. Make sure to include in-kind contributions to the project, including the anticipated number and value of volunteer hours and donated services.
- Include only costs and contributions directly related to the project.
- Ensure that you are only asking the CHRP to fund eligible costs (see Section 1.5 for the list of costs that are eligible under the CHRP).

Budget Table 2: Summary of Other Revenue Sources

You must also provide a list of all sources of revenue from which financial assistance has been sought (e.g., other government sources, the private sector, your organization, individual donors), with an indication of the status of your request or application. The totals presented in this table should match the corresponding totals in Table 1.

Note

- Please ensure that your budget is balanced (i.e., the projected total expenses are equal to the projected total cash and in-kind contributions).
- Do not include the taxes paid on goods and services for which you are entitled to a tax credit or reimbursement. The CHRP will not fund these amounts.
- Your budget must demonstrate that the CHRP contribution is necessary in order to carry out your project.

Budget Table 1: Project Budget

Budget Items by Category	Total Cost	Source of Revenue			Notes (Use column to provide details on the budget item and to identify sources of funding other than CHRP)
		Amount Requested from CHRP	Amount Contributed by Another Source in Cash	Amount Contributed by Another Source in Kind	
Example					
SALARIES AND BENEFITS <i>Project Manager</i>	\$21,000	\$13,000	\$8,000	\$0	75 days x \$250/d. +12% benefits \$8,000 contributed by ABC Inc.
MATERIALS					
Sub-Total	\$	\$	\$	\$	
PUBLICITY AND PROMOTION					
Sub-Total	\$	\$	\$	\$	
SALARIES AND BENEFITS (by position)					
Sub-Total	\$	\$	\$	\$	
PROFESSIONAL FEES (by type of service)					
Sub-Total	\$	\$	\$	\$	
TRAVEL AND HOSPITALITY (by person or group, or by event or activity)					
Sub-Total	\$	\$	\$	\$	
ADMINISTRATION (e.g., telephone, bookkeeping, etc. – specify)					
Sub-Total	\$	\$	\$	\$	
ELIGIBLE CAPITAL EXPENSES					
Sub-Total	\$	\$	\$	\$	
OTHER (e.g., insurance for public event – specify)					
Sub-Total	\$	\$	\$	\$	
TOTAL	\$	\$	\$	\$	
Portion of amount requested from CHRP expected to be used before April 1, 2011		\$	◀ ◀The sum of these two amounts must correspond to the total amount requested from CHRP above.		
Portion of amount requested from CHRP expected to be used between April 1, 2011 and March 31, 2012		\$			

Budget Table 2: Summary of Other Revenue Sources

Name of the Source	Total Amount Contributed in Cash	Total Amount Contributed in Kind	Status: Confirmed or Under Evaluation
Example			
<i>ABC Inc.</i>	<i>\$8,000</i>		<i>Confirmed (see letter)</i>
TOTAL	\$	\$	Totals should reflect corresponding totals in Budget Table 1

Appendix A: Expression of Interest Form

The purpose of this form is to enable organizations interested in applying to the CHRP for funding to determine if their project might be eligible for funding and to obtain preliminary feedback from a Program Officer before developing a full application. It is not mandatory to submit an Expression of Interest before developing a full application, but we encourage you to do so as it could save you precious time.

An interactive (fillable) version of this form is available from the CHRP. If you wish to submit an Expression of Interest, please complete and e-mail this form to the CHRP at CHRP-PRHC@cic.gc.ca. A CHRP Program Officer will contact you within five business days to discuss your project idea.

Important: An Expression of Interest is not a substitute for your funding application. You must submit a complete funding application in accordance with the criteria described in this guide by the application deadline in order to be considered for funding.

A) Tell Us About Your Organization
What is the name of your organization?
Does your organization have a mandate relevant to, or a demonstrated partnership or link with, a community affected by a historical wartime measure or immigration restriction (check the box or boxes that apply)?
☐ First or Second World War internment ☐ Chinese Head Tax or other immigration restrictions that affected the Chinese-Canadian community ☐ Other immigration restrictions, such as those that affected the Indo-Canadian and Jewish-Canadian communities (specify): _____ ☐ None of the above (you may <u>not</u> be eligible under the CHRP; contact the Program before proceeding)
Is your organization (check the box that applies)
☐ A Canadian not-for-profit organization or association or charitable organization incorporated under the <i>Canada Corporations Act</i> , Part II, or other corresponding federal, provincial or territorial legislation. ☐ A communications media (e.g., newspapers, magazines, radio, television), board of education, school, college or university. ☐ None of the above (you may <u>not</u> be eligible under the CHRP; contact the Program before proceeding).
Briefly describe your organization's mandate, membership, main activities, clients and key achievements, particularly with regard to the affected community or communities.

How can we contact you?
Name of contact person: Telephone: E-mail: Mailing address of the organization: Website of the organization:
B) Tell Us About Your Project Idea
Specify the historical wartime measure or immigration restriction(s) that your project will address by checking the appropriate box(es) below. ☐ First World War internment (note: you must apply to the Canadian First World War Internment Recognition Fund; contact the CHRP for details) ☐ Second World War internment of Italian-Canadians ☐ Head Tax or other immigration restrictions experienced by the Chinese-Canadian community ☐ <i>Komagata Maru/Continuous Journey</i> clause that affected the Indo-Canadian community ☐ <i>M.S. St. Louis</i> incident that affected the Jewish-Canadian community ☐ Other (specify): _____
Describe your project <u>in 20 lines or less</u> . Your description should briefly address the following: • What would be the goal of your project and how would it contribute to the objectives of the CHRP? • What results would the project achieve, how and for whom? • Would the project be local, regional or national in scope? • How would the project be meaningful to the affected community or communities? Has a need been identified for it? Have the community or communities been consulted? • What would be the approximate duration of your project? When would you expect to start?
Indicate the projected total project cost, and the amount of funding you anticipate requesting from the CHRP. Projected total project cost: \$ _____ Amount to request from the CHRP: \$ _____

Appendix B: Call for Proposals Priorities

Priorities identified by the Chinese-Canadian Advisory Committee

- Projects that will address the history of the Chinese Head Tax and/or the Chinese Immigration Act from the perspective of the Chinese-Canadian community in regions which have been under-represented in projects funded to date (or in the process of being funded), namely Alberta, the Prairies and the Atlantic provinces.
- Projects that will recognize the military contribution of Chinese-Canadians who were affected by the Chinese Head Tax and/or the Chinese Immigration Act.
- Projects that will result in a sustainable museum exhibit on the Chinese Head Tax and/or the Chinese Immigration Act in an existing facility.
- Projects that will engage established writers, composers or artists in applying a unique artistic focus to the history of the Chinese Head Tax and/or the Chinese Immigration Act.

Note: A large portion of the funding available under the Chinese-Canadian component of the Community Historical Recognition Program has been allocated as a result of previous calls for proposals. Therefore, it is recommended that funding applications related to the Chinese Head Tax and/or the Chinese Immigration Act under this call for proposals not exceed \$75,000, as it may not be possible to fund larger projects.

Priorities identified by the Indo-Canadian Advisory Committee

- Projects that will engage the appropriate stakeholders (e.g., provincial ministries, boards of education) to include the story of the Komagata Maru in school curriculum.
- Projects to develop high quality audiovisual products based on oral history testimonies of people who were involved in the Komagata Maru events, or their descendants.
- Projects involving creative writing or stage plays related to the Komagata Maru.
- Projects that help to understand the Komagata Maru incident in the context of the trials and tribulations experienced by Indo-Canadian pioneers in the first half of the twentieth century, and that recognize the contributions of these pioneers.

Priorities identified by the Italian-Canadian Advisory Committee

- Projects that will engage the appropriate stakeholders (e.g., provincial ministries, boards of education) to include the story of the Second World War internment of Italian-Canadians in school curriculum.
- Projects with an artistic focus that will engage established writers, composers or artists in developing high quality products commemorating the internment of Italian-Canadians during the Second World War.

Priorities identified by the Jewish-Canadian Advisory Committee

- Projects that will result in a sustainable quality exhibit on the *M.S. St. Louis* in an existing facility, in particular those that will focus on attracting school-aged children and youth.
- Projects that will result in public service announcements, such as historical vignettes, related to the story of the *M.S. St. Louis*.
- Local or regional initiatives that will complement, from the perspective of the Jewish-Canadian community in these regions, the educational and commemorative activities presently being delivered at a national level through previously-funded projects on the *M.S. St. Louis*.
- Oral history video projects based on testimonies of *M.S. St. Louis* survivors.

Appendix C: Glossary

This glossary provides definitions for some important terms used in the Applicant's Guide.

Contribution

Funding provided to an organization for a specified purpose, the terms of which are governed by a contribution agreement that is signed by the funding recipient and the Government of Canada. Payments under a contribution agreement are conditional on the terms of the agreement being respected by the recipient. Contributions must be accounted for and are subject to being audited. Contributions are one of the two instruments used by the CHRP to fund eligible projects, "grants" being the other (see definition).

Eligible Project Expenses and Other Budget Items

The following definitions are related to the project budget:

- **Administrative Costs:** Administrative expenses, such as utilities, photocopying, bank charges, bookkeeping and courier costs. Only administration costs directly related to the project are eligible for funding under the CHRP.
- **Benefits:** The employer portion (net of payroll deductions from employees) related to:
 - statutory benefits such as the Canada Pension Plan and the Régime des rentes du Québec, employment insurance, vacation pay, workers' compensation premiums and provincial health plans where applicable; and
 - non-statutory benefits such as group insurance coverage for medical, dental, disability, life insurance and other items.
- **Capital Expenditures:** Expenditures incurred to acquire a physical asset with a useful life that extends beyond the life of the project (e.g., property, equipment) or to add to the value of an existing physical asset.
- **In-Kind Contribution:** Goods or services donated to a project (by the recipient or by a third party) without expectation of compensation. In-kind contributions are considered real contributions to the cost of the proposed activities but are not reimbursable. Donated goods and services may be considered as in-kind contributions if they are essential to a project's success; if they would otherwise have to be purchased or paid for by the recipient; if they can be measured at fair market value (i.e., in relation to similar goods and services); and if they are balanced by an equal expense in the project budget.
- **Professional Fees:** Payments for services rendered by an individual who is not an employee of the organization, or by a firm that is separate from the organization. For example, this includes fees for, or in respect of, services provided by writers, translators, accountants for auditing the project and project managers.

Ethnocultural Community

For the purposes of the CHRP, an ethnocultural community is a group of individuals sharing specific racial, linguistic and cultural characteristics, and traditions.

Fiscal Year

A 12-month period used by an organization as an accounting period. For example, the federal government's fiscal year runs from April 1 of a given year to March 31 of the following year.

Goal

The primary purpose of a project. A goal is a statement of desired outcomes to be achieved over a specified period of time.

Grant

A transfer payment made to an organization that does not need to be accounted for and is not subject to auditing, but for which eligibility and entitlement can be verified or for which the recipient may need to meet preconditions. Grants are one of the two instruments used by the CHRP to fund eligible projects, "contributions" being the other (see definition).

Objective

For the purposes of a project, objectives are the specific targets that need to be achieved in order to attain the project goal. Objectives should be clear and concise, and realistic and achievable, given the organizational constraints, time frames and resources available, and they should relate to identified needs.

Performance Assessment

For the purposes of a project, performance assessment is the systematic collection and analysis of data used to measure the project's success.

Project

A specific set of activities that contribute to the attainment of identified objectives. A project has a definite beginning and end and is separate from the activities normally carried out by an organization. A project may be presented in phases with each given consideration as an individual project.

Results

For the purposes of a project, results are the benefits, consequences or changes that are expected to occur as a result of the project. Results should demonstrate what the present status of the issue or the gap is and indicate to what extent it will be improved or changed. Results can be identified as short-term, mid-term or long-term. Short-term and mid-term outcomes should be specific and measurable (quantitatively or qualitatively) by the project's end or shortly after.

Stakeholders

All parties (individuals, communities, community-based organizations, public and private sector institutions and funding bodies) that have a vested interest in an issue.

Appendix D: Checklist

Note

- Complete this checklist to ensure that your application includes all the required documents.
- Have the checklist signed by an authorized officer of your organization.

- ☐ Funding Application General Information Form, completed, signed and dated
- ☐ Project description (developed using the template provided)
- ☐ Action plan (developed using the template provided)
- ☐ Project budget (developed using the template provided)
- ☐ Confirmation of the organization's authorization to submit an application
(e.g., a motion from the Annual General Meeting, a Resolution of the Board of Directors, By-laws, etc.)
- ☐ Copy of Certificate of Incorporation, unless: ☐ Not applicable ☐ Already provided to the CHRP
- ☐ Copy of Constitution and By-laws, unless: ☐ Not applicable ☐ Already provided to the CHRP
- ☐ Annual report, unless: ☐ Not applicable
- ☐ List of members of the Board of Directors
- ☐ Signed financial statements for the last two fiscal years
- ☐ Letters of support from the affected community. How many: ____ (at least two are required)
- ☐ Additional letters of support from an organization or an individual familiar with your activities. How many: ____ (at least one is required)
- ☐ If applicable, letters from other parties confirming their contribution to or participation in the project. How many: ____ ☐ Check here if not applicable

Optional: Other attachments not listed above (specify):

Signature of person authorized to sign

Signature: _____ Date: _____

Print Name: _____

Title: _____