**Worksheet**

# Legacy Community Projects

This worksheet has been provided to help applicants gather the necessary information and support documents in preparation for filling out the online application form. This document is for draft purposes only and cannot be submitted – please transfer the information to the online form when ready. *Only online applications will be accepted*.

\*= optional field, all other fields are required

October 2, 2024

**Contact Information**

**First Name**

**Middle Name**\*

**Last Name**

**Email Address**

**Phone Number**

**Organization Name**

**Organization Mailing Address**

**Type Of Organization or Group**

**• JC Organization**

**• Non-JC Organization**

Japanese Canadian Organizations and Non-Japanese Canadian Organizations can apply.

A Japanese Canadian Organization is a not-for-profit organization whose primary purpose is to develop and support the Japanese Canadian community, provide services benefiting Japanese Canadians or enhance and encourage Japanese or Japanese Canadian cultural activities. It must have an established constitution and by-laws and have been incorporated for at least two years. A Japanese Canadian Organization can also be incorporated under a provincial or federal corporations Act without the distinction of a not-for-profit designation, as long as the primary focus of the organization satisfies the above definition.

A Non-Japanese Canadian Organization must be a not-for-profit organization with a project mandate that clearly adds to the legacy of Japanese Canadian history benefiting cultural, educational, community building, or knowledge creation and mobilization. Educational institutions, museums, municipalities, and community associations, are examples of eligible applicants. The project must demonstrate a relevance to the Japanese Canadian community and have permanence in its purpose. The organization must have an established constitution and by-laws and have been incorporated for at least two years.

The applicant must demonstrate that they have relevant experience in producing projects of the proposed project scope and the capacity to manage the project across a well-developed timeline and with a very clearly developed budget. The applicant must demonstrate that they have qualified personnel identified to manage the project they are proposing.

**Business Registration Number**

Please provide your Business Registration Number (BN / GST number / HST number depending on the province).

**Description of Organization or Group**

Description of the organization or group, including its mission statement, a brief history of the organization or group, and current activities. Please highlight services provided to the Japanese Canadian community.

In the case of Non-Japanese Canadian Organizations, describe the organization’s primary activities and how the proposed project mandate fits within the organization’s activities and goals. (Maximum 300 words)

**Confirmation of Project**

Confirmation that this application is for Community Projects.

The fund is restricted to Japanese Canadian or non-Japanese Canadian organizations or institutions with the capacity to produce and manage large scale projects of the proposed project scope and the capacity to manage the project across a well-developed timeline and with a very clearly developed budget. Samples of relevant previous work must be provided including project budget and scope, and the duties and roles of the applicant. All qualified applicants are encouraged to apply, but preference will be given to projects from organizations who have not previously received funding from the JCLS. Regional allocation of funds may be taken into account.

**Funding Amount Requested**

Funding up to $500,000 per application per organization (JC Organizations and Non-JC Organizations).

**Project Title**

The name that you wish this project to be referred to for grant management and public recognition purposes.

**Project Description** (short)

Short, one-sentence description of the project to be used for grant management and public recognition purposes.

**Public Awareness & Engagement**

Who is the target audience? How is the applicant going to create long term public awareness of the project outputs. State the plan to reach the Japanese Canadian community and the larger local community.(Maximum 300 words)

**Previous Funding**

Will this project receive, or has it received, any NAJC funding including from the Capacity Building Program, Young Leaders Fund, Cultural Development Fund or Endowment Fund? Yes/No

If yes, the project is ineligible to be funded

Has this project received funding from the JCLS from either the BC Heritage Sites Program or Community Fund Infrastructure? Yes/No

If yes, describe how the use of this funding is different than the use of the funding received from previous grant(s).

**Document Uploads**

1. **Project Description** **& Rationale (long)**

Using the provided template, describe your project, including the activity(ies), the intended outcomes, and the enduring benefit to the legacy of pre-war Japanese Canadians (ie: in the form of a heritage site, knowledge output, permanent exhibit, public space, etc). (File Upload. Maximum 3 pages/300 words per page.)

1. **Project Schedule/Timeline**

Using one of the two provided templates (Word doc or Gantt chart), provide a detailed schedule of the project including initiative start/end dates, dependencies, milestones and who is responsible for each task. (File Upload. Maximum 3 pages)

1. **Internal Capacity to Complete Project**

Using the provided template, provide a description of the organization’s capacity to plan and execute a project of this size and scope. (File Upload. Maximum 3 pages/300 words per page.)

1. **Key Project Personnel**

Using the provided template, provide the names of the key personnel and a short description of the expertise/experience they bring to the project (designers, researchers, writers, treasurer, consultants, etc.). In the case of the Project Manager, provide the name and short bio and information on their past 2 projects of a similar scope. (File Upload. Maximum 3 pages/300 words per page.)

**5) Enduring Legacy of Project**

If applicable, describe the plan for ongoing and long-term maintenance of the project (ie: heritage site, garden, etc.). If the project involves knowledge creation or mobilization, books, etc, describe how the project will be amplified, and be given permanent exposure and availability to the public. All applicants must describe how the project will be given long-term exposure to the public and create an enduring legacy. (File Upload. Maximum 3 pages/300 words per page.)

1. **Associated Risks**

Using the provided template, describe the risks associated with the project (e.g., cost overruns, missed milestones, hidden damages, permit applications/approvals, remote locations, security requirements, project readiness, technologies, multiple partners, skilled labour shortages, extreme weather, etc.) as well as corresponding mitigation measures. (Maximum 3 pages/300 words per page.)

1. **Supplier Quotes (optional)**

If applicable, provide two quotes by suppliers or contractors for the project. Quotes must be comparable in their scope of work (i.e. two display cases) so they can be compared. Quotes must be valid at the time of the application. (File Upload. Maximum 3 pages/300 words per page.)

1. **Project Budget Description**

To provide clarity to the budget, using the provided template, please describe project budget components that are required to produce your project and provide a short rationale/description for each. Ensure all budget components match what you’ve captured in your budget. Examples of budget line items to be described include: research, key creative personnel (ie: project manager, writers, designers, gardeners, etc.), labour (ie: sub-contractors as required), essential materials and equipment purchases, rentals, administrative costs including project meetings & travel expenses, and contingency amounts. The project must include a contingency in the budget to cover unforeseen costs. It is important to note that Legacy Community Projects funding does not support on-going staffing, programming and operations costs of organizations.

**Budget**

### Please enter a balanced budget showing projected sources of funding and expenses. Your budget should include a detailed breakdown/rationale for all expenses, in particular those that comprise 10% or more of the budget. If project costs exceed the maximum possible grant, you must specify all confirmed additional funding sources in your budget submission. It is critical that your budget aligns with the amount of funding requested. Please ensure all of the information in your budget is captured and explained in your application under “Project Budget Description”.

### Please note, applicants are required to use the budget form that is built into the application. All fields must be filled out in order to move forward through the application. All Yes/No fields must be checked.

### It is highly recommended that the budget template included in the Application Worksheet be used to work out the budget before beginning the online application process. The amount needed for the project, including the amount requested and any extra costs, must align with your overall budget. The total of all budget items MUST match the total of the grant amount requested. For example: If your requested grant amount is $55,000, all of the expenses noted in your budget must add up to the same amount or the application cannot move forward.

### **Total Amount Required:**

Other income sources must be confirmed. Fundraising and sales are not considered confirmed sources of funding. NAJC funding is not permitted per the grant guidelines.

**Total amount requested from Community Fund:**

**What is your total budget?:**

**Does your budget exceed the grant available?** Yes/No

**If Yes, Confirmed Source of Funding**

Please identify each source. If your organization or group is prepared to cover the amount, please type “Personal Source” under “Confirmed Source of Income”. Click + to add another line.

**Budget Form**

### **Purchases**

Specify equipment or supplies, and the cost.

**Do you have Purchases?** Yes/No

(E.g., materials and equipment, site preparation materials, fabrication, etc.)

**Materials and Equipment**

Cost:

Description:

**Site Preparation Materials**

Cost:

Description:

**Equipment & Tools**

Cost:

Description:

**Printing Costs**

Cost:

Description:

**Fabrication**

Interpretive signs, plaques, exhibit components, etc.

Cost:

Description:

**Delivery Costs**

Cost:

Description:

**Software and Subscriptions**

Cost:

Description:

**Other Expense** (Purchases)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Rentals**

Specify equipment and rental rates.

**Do you have Rental fees?** Yes/No

(E.g., room rentals, equipment, etc.)

**Room Rentals**

Including insurance, tables, chairs, etc..

Cost:

Description:

**Equipment Rentals**

Cost:

Description:

**Other Expense** (Rentals)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Labour**

Specify labour costs and purpose.

Do you have Labour fees? Yes/No

(E.g., project management, professional fees, honoraria, etc.)

**Project Management**

Cost:

Description:

**Research**

Cost:

Description:

**Writers**

Cost:

Description:

**Designers**

Cost:

Description:

**Consulting Fees**

Cost:

Description:

**Digitization & Archiving**

Cost:

Description:

**Language Translation Services**

Cost:

Description:

**Subcontractors**

tradespeople, landscaping, surveying, etc.

Cost:

Description:

**Honoraria**

Honoraria can include payment to people involved in aspects of the project other than management. See Administrative fees.

Cost:

Description:

**Other Expense** (Labour)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Travel Expenses**

Please estimate rough travel expenses

Do you have Travel Expenses? Yes/No

(E.g., Air travel, ferry travel, car rentals, etc.)

**Air Travel**

Cost:

Description:

**Ferry Travel**

Cost:

Description:

**Ground transportation**

Cost:

Description:

**Per Diems**

Cost:

Description:

**Accommodations**

Cost:

Description:

**Other Expense** (Travel)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Administrative Costs & Fees**

Administrative costs must not exceed 20% of the grant total.

**Do you have Administrative Costs?** Yes/No

**Administrative labour**

Cost:

Description:

**Office Rent**

Cost:

Description:

**Communications**

Cost:

Description:

**Legal**

Cost:

Description:

**Accounting**

Cost:

Description:

**Consulting**

Cost:

Description:

**Insurance**

Cost:

Description:

**Permits and Licenses**

Cost:

Description:

**Banking Fees**

Cost:

Description:

**Courier/Shipping Costs**

Cost:

Description:

**Other Expense** (Administrative Costs)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Contingency**

Please refer to the FAQs for an explanation of Contingency budget. Explain any amounts exceeding 10% of the budget total.

**Do you have a Contingency?** Yes/No

Description:

Amount:

**Certificate of Incorporation**

Provide a copy of the organization’s Certificate of Incorporation.

**Financial Statements**

Provide the most recent financial statements from the last two years signed by an accountant. In the case of an organization not being able to provide two years, please provide one year and a rationale for why the second year cannot be provided.

**Samples of Previous Projects**

Provide samples of relevant previous work including project budget and scope, and the duties and roles of the applicant in the projects.

**Support Letters**

Any project in partnership with a municipality must have the written support letter(s) from the municipality. Any project where the applicant is the municipality must have written support letter(s) from relevant Japanese Canadian organizations or broader community associations/organizations if applicable. Provide uploads of relevant letters to support. In the case of land-use, a letter by the landowner must be provided.

**Land Use Attestation**

If the project is being developed on land in BC, regardless of municipal ownership, the applicant must attest to following protocols of consultation with respective host First Nations. This includes both the blessing of the project and the land acknowledgment given at the time the project is completed.

**Attestation of Financial Responsibility**

The applicant is prepared to assume the financial responsibility of any budget costs surpassing the maximum grant threshold.

**Attestation of Application**

By completing this application form I declare that the information above is truthful and accurate to the best of my knowledge and belief.