

Canadian Heritage Funding Portal
Recovery Fund for Heritage Organizations

User Guide: A Step-by-step guide to submitting your application






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Home


TIP: The recommended browser to access the Canadian Heritage Funding Portal is the latest version of Google Chrome, Firefox, Microsoft Edge or Safari. Internet Explorer is not a supported browser.

On the homepage of the Canadian Heritage Funding Portal, there will be a list of **Quick Actions**.

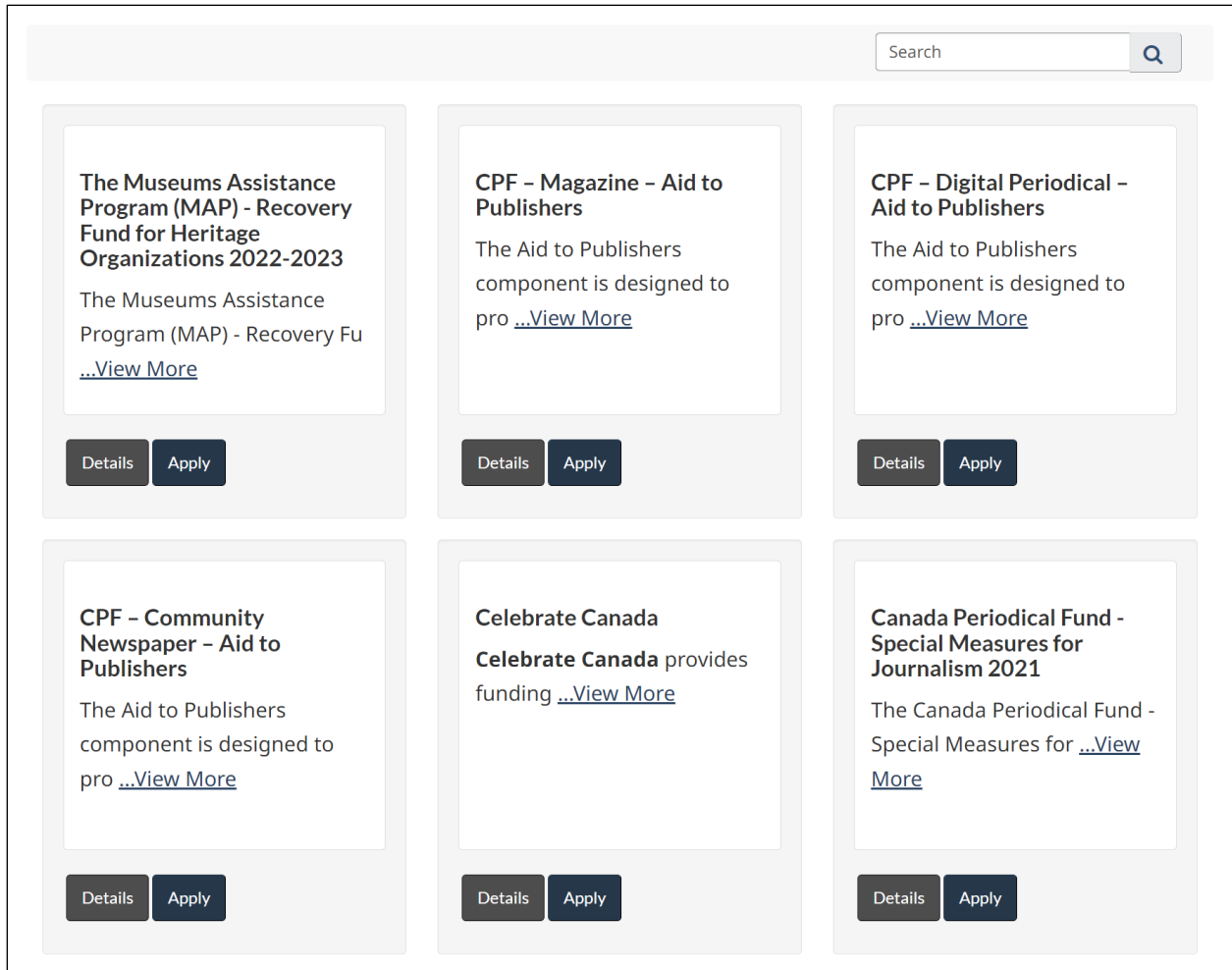
Quick Actions

 My Organizations Create or edit an Applicant Profile. Add collaborators. View applications.	 Funding Opportunities View funding opportunities available on this portal. Apply for funding.
 Help Centre Contact us or submit a service request	 Canadian Heritage Funding View a complete list of PCH funding programs
 Update User Profile Edit your personal contact information	

Click on **Funding Opportunities** to view funding opportunities available through the portal. Please note that your Applicant Profile must have been completed in order to proceed.


[Funding Opportunities](#)
View funding opportunities available on this portal. Apply for funding.

This will bring you to the **Funding Opportunities** page. At the bottom, there will be multiple program/component tiles to choose from.



Use the navigation buttons to look through all of the available funding opportunities, or use the search bar to find **The Museums Assistance Program (MAP) – Recovery Fund for Heritage Organizations 2022-2023** component.

The **Details** button will pull up a description of the program and component, along with an **Apply** button.



The **Apply** button will bring you directly to the start of the application.

[Before You Begin](#)

Read through the **Before You Begin** section, which provides more details about the funding opportunity, as well as the application process and certain eligibility criteria.

Canadian Heritage Recovery Fund for Heritage Organizations 2022-2023

Recovery Fund for Heritage Organizations 2022-2023

Before You Begin

- Please read the Application Guidelines carefully before beginning the application. The guidelines are available online through the [Museums Assistance Program](#).
- You do not need to have a project to apply for this recovery funding.
- You must fill in all required (*) fields.
- In the Supporting Documents section, you will be required to attach your organization's financial statements from 2019 or the last completed pre-pandemic fiscal year (audited if available), proof of signing authority (Bylaws, Constitution, Board resolution or other document) and if you are unincorporated, the Unincorporated Applicant Acceptance of Responsibility Form.
- As the person submitting this application, you must have the authority to sign on behalf of your organization.
- In this application you will be assigning the roles of Authorized Representative and Application Contact. These contacts must first be saved under the "**Representatives**" section of the Applicant Profile. The same contact can be assigned multiple roles.
- If you want to add someone who can contribute to an application or sign on behalf of the organization, you must grant them access using the "**Share**" function on the "**My Organizations**" page. An individual will not be able to sign or submit this application without being granted an administrator role.
- Failure to submit a duly completed application may result in delays in the processing of your application.
- If you have issues using the portal or need to access the PDF application, please [contact the Department](#):

Click the **Start Eligibility** button at the bottom.

Start eligibility

Eligibility

Answer the following questions to determine if your organization is eligible to apply for the MAP Recovery Fund for Heritage Organizations 2022-2023.

Choose either **Yes** or **No** from the dropdown menu to indicate if your organization is a federal or provincial/territorial Crown corporation, agency or department.

Question 1

* Is your organization a federal or provincial/territorial Crown corporation, agency or department? (required)

*

Click **Next**.

Choose either **Yes** or **No** from the dropdown menu to indicate if your organization is supporting or managing a heritage collection that is owned by a federal entity (e.g. Parks Canada or Department of National Defence).

Question 2

For the purpose of this recovery fund, a heritage collection is defined as a collection of historical works, artefacts, archival material or Indigenous cultural heritage and belongings under the care of a heritage organization such as a history museum, art museum, archive, historic site or Indigenous organization.

* Is your organization supporting or managing a heritage collection that is owned by a federal entity (e.g. Parks Canada or Department of National Defence)? (required) *

Click **Next**.

Choose either **Yes** or **No** from the dropdown menu to indicate if your organization manages a heritage collection.

Question 3

For the purpose of this recovery fund, a heritage collection is defined as a collection of historical works, artefacts, archival material or Indigenous cultural heritage and belongings under the care of a heritage organization such as a history museum, art museum, archive, historic site or Indigenous organization.

*** Does your organization manage a heritage collection? (required) ***

Click **Next**.

Choose either **Yes** or **No** from the dropdown menu to indicate if your organization provides public access through regular hours of operation (including full-time, seasonal or part-time).

Question 4

*** Does your organization provide public access through regular hours of operation (including full-time, seasonal or part-time)? (required) ***

Click **Next**.

Choose either **Yes** or **No** from the dropdown menu to indicate if your level of annual expenses in 2019, or your last completed pre-pandemic fiscal year, was between \$2,000 and \$1 million.

Question 5

*** Was your level of annual expenses in 2019, or your last completed pre-pandemic fiscal year, between \$2,000 and \$1 million? (required) ***

Click **Next**.

Choose either **Yes** or **No** from the dropdown menu to indicate if you are a not-for-profit museum, archive or historic site.

Final Questions

For the purpose of this recovery fund, a heritage collection is defined as a collection of historical works, artefacts, archival material or Indigenous cultural heritage and belongings under the care of a heritage organization such as a history museum, art museum, archive, historic site or Indigenous organization.

*** Are you a not-for-profit museum, archive or historic site? (required) ***

If **no**, choose either **Yes** or **No** from the dropdown menu to indicate if you are an Indigenous organization with a heritage collection.

*** Are you an Indigenous organization with a heritage collection? (required) ***

If **no**, choose either **Yes** or **No** from the dropdown menu to indicate if you are a municipal museum or university museum with a distinct budget.

*** Are you a municipal museum or university museum with a distinct budget? (required) ***

If **no**, choose either **Yes** or **No** from the dropdown menu to indicate if your organization manages a heritage collection that does not fit into any of the above categories. If **yes**, please provide details.

*** Does your organization manage a heritage collection that does not fit into any of the above categories? (required) ***

If yes, please provide details so we can determine eligibility.

(200 characters remaining)

Click **Continue to Application**.

Organization Information

Under **Organization**, select the organization that will be applying for funding. You will be able to choose from any of the organizations that you registered under “My Organizations.”

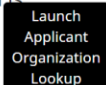

Organization Information

Access to Heritage Application Form

Organization
Please select the organization that will be applying for funding.

Note: If your organization does not appear in the list, you must return to “My Organizations” and ensure that you have completed the registration process for your organization. You will be unable to proceed until your organization is registered.

*** Applicant Organization (required) ***




Click the Search/magnifying glass icon.

In the pop-up window, choose the organization that will be applying for funding.

Click **Select**.

Applicant Organization

Search 

✓ **Legal Name of Client**

✓	Test Museum
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Select Cancel Remove value

Under **Roles**, assign the role of Authorized Representative to one of the representatives identified in your Applicant Profile.

Authorized Representative

Canadian Heritage requires an authorized representative who has the legal authority to bind and apply on behalf of the organization to submit this application.

The authorized representative must be:

- An individual with the authority to enter into contracts on behalf of the applicant organization; and
- Identified as such in the organization's official operating policies (e.g., financial policies, by-laws), or in an official motion from the organization's board or governing body.

*** Authorized Representative (required) ***

Click the Search/magnifying glass icon. 

In the pop-up window, choose the person who will be the Authorized Representative. Click **Select**.

<input checked="" type="checkbox"/>	<u>Full Name</u> ↑	<u>Email</u>	<u>Organization</u>	<u>Business Phone</u>
<input checked="" type="checkbox"/>	Jane Thompson	jane.thompson@the-museum.ca	The Museum	(555) 555-5555
<input type="checkbox"/>	John Doe	john.doe@the-museum.ca	The Museum	(555) 555-5555

Assign the role of Application Contact to one of the representatives identified in your Applicant Profile.

Application Contact

The Application Contact is the person to contact with questions about the eligibility application.

*** Application Contact (required) ***

Title within the Organization

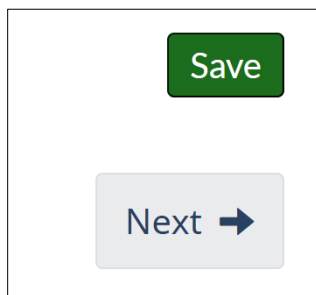
Click the Search/magnifying glass icon. 

In the pop-up window, choose the person who will be the Application Contact. Click **Select**.

<input checked="" type="checkbox"/>	<u>Full Name</u> ↑	<u>Email</u>	<u>Organization</u>	<u>Business Phone</u>
<input checked="" type="checkbox"/>	John Thompson	john.thompson@usps.gov	Test Museum	(800) 555-1212
<input type="checkbox"/>	Jane Doe	jane.doe@usps.gov	Test Museum	(800) 555-1212

Click the green **Save** button at the bottom of the screen.

Once the page has refreshed, scroll down and click **Next**.



General Information

Choose either **Yes** or **No** from the dropdown menu if your organization belongs to an Official Language Minority Community. *(Note: Anglophones in Quebec and Francophones outside Quebec)*

*** Does your organization belong to an Official Language Minority Community? (Anglophones in Quebec and Francophones outside Quebec.) (required) ***

Choose either **Yes** or **No** from the dropdown menu to indicate if your organization belongs to an Indigenous community or is an Indigenous-controlled organization.

*** Does your organization belong to an Indigenous community or is it an Indigenous-controlled organization? (required) ***

If **Yes**, please specify by selecting First Nations, Inuit, Métis, or Other (please specify).

*** Please specify: (required)***

First Nations

Inuit

Métis

Other (please specify)

Choose either **Yes** or **No** from the dropdown menu if your organization belongs to an ethnocultural and/or racialized community. Definitions are listed below the question.

*** Does your organization belong to an ethnocultural and/or racialized community? (See definitions below) (required) ***

If **Yes**, please specify.

*** Please specify: (required) ***

Choose either **Yes** or **No** from the dropdown menu if your organization belongs to another underserved community (LGBTQ2+, youth, etc.).

*** Does your organization belong to another underserved community? (LGBTQ2+, youth, etc.) (required) ***

If **Yes**, please specify.

*** Please specify: (required) ***

Choose **Rural**, **Remote** or **N/A** from the dropdown menu if your organization is located in a rural or remote area.

*** Is your organization located in a rural or remote area? (required) ***

Choose either **Yes** or **No** from the dropdown menu if your organization is a member of any professional associations, memberships or alliances.

*** Is your organization a member of any professional associations, memberships or alliances? (required) ***

Choose either **Yes** or **No** from the dropdown menu if your organization participated in the Government of Canada Survey of Heritage Institutions.

*** Has your organization participated in the [Government of Canada Survey of Heritage Institutions](#)? (required) ***

Choose either **Yes** or **No** from the dropdown menu if your organization is a previous recipient of Canadian Heritage funding in the last five years.

*** Is your organization a previous recipient of Canadian Heritage funding in the last five years? (required) ***

Choose either **Yes** or **No** from the dropdown menu if your organization received Canadian Heritage Reopening Funding for Heritage Organizations in 2021.

*** Did your organization receive Canadian Heritage Reopening Funding for Heritage Organizations in 2021? (required) ***

Describe your organization's governance structure.

*** Please describe your organization's governance structure. (required)**

*

Under **Heritage Collection**, describe your organization's heritage collection, including the approximate number of items or size of this collection.

Heritage Collection

*** Please describe your organization's heritage collection, including the approximate number of items or size of this collection (e.g., The ABC museum has 9,500 artifacts and 50 linear feet of archival material).**

(required) *

Click the green **Save** button at the bottom of the screen to save your progress.

If successful, once the page has refreshed, there will be a green Saved box at the top of the screen. Scroll down and click **Next**.

Saved

X

Funding Request

Under **Other Federal Funding Sources**, choose either **Yes** or **No** from the dropdown menu if your organization received or expects to receive 2022-2023 federal recovery funding from other sources, such as the Canada Council for the Arts.

Other Federal Funding Sources

Please provide us with some information about other sources of federal funding you expect to receive this year (if any).

*** Has your organization received or does your organization expect to receive 2022-2023 federal recovery funding from other sources, such as the Canada Council for the Arts? (required) ***

If **Yes**, please specify.

*** Please specify. (required) ***

Note: your accounts and records are subject to audit.

Choose either **Yes** or **No** from the dropdown menu if your organization received or expects to receive 2022-2023 federal recovery funding from another Canadian Heritage funding program.

*** Has your organization received or does your organization expect to receive 2022-2023 federal recovery funding from another Canadian Heritage funding program? (required) ***

If **Yes**, please specify.

*** Please specify. (required) ***

Under Total Annual Expenses, enter what were your total annual expenses in 2019 or your last completed pre-pandemic fiscal year.

*** What were your total annual expenses in 2019 or your last completed pre-pandemic fiscal year? (required) ***

Click the green **Save** button at the bottom of the screen to save your progress.

If successful, once the page has refreshed, there will be a green Saved box at the top of the screen. Scroll down and click **Next**.

Saved

X

Supporting Documents

Please attach the following required supporting documents.

- Proof of signing authority (Bylaws, Constitution, Board resolution or other document)
- Financial Statements from 2019 or the last completed pre-pandemic fiscal year (audited if available)
- (If unincorporated) A completed Unincorporated Applicant Acceptance of Responsibility Form

To attach a file, click the **Attach file** button.

Attach file

In the pop-up window, click the **Choose File** button to select your file.

*** Attach a file (required) ***

Choose File No file chosen

Select your Type to specify what kind of file it is (Unincorporated Form, Financial Statements, or Proof of Signing Authority).

*** Type (required) ***

Click the **Attach File** button at the bottom once finished.

Attach File

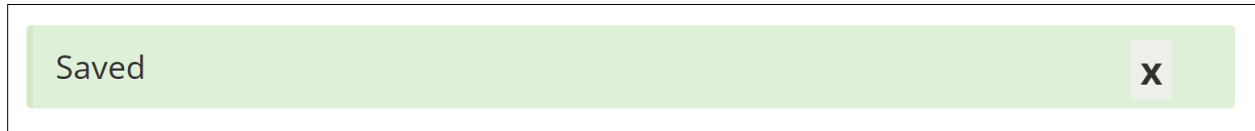
If the file upload was successful, you will see the file name and date attached listed.

File Name ↑

Date Attached

Click the green **Save** button at the bottom of the screen to save your progress.

If successful, once the page has refreshed, there will be a green Saved box at the top of the screen. Scroll down and click **Next**.



Declaration/Attestation

Please read the Declaration and Attestation sections in their entirety.

Once finished, check off the “I agree” box, and the Name and Date fields will autocomplete based on your personal information and today’s date.

I agree (required) *

Name

Date

Click the green **Save** button at the bottom of the screen to save your progress.

If successful, once the page has refreshed, there will be a green Saved box at the top of the screen. Scroll down and click **Next**.


Saved X

Final Review

Please make sure you have completed all the sections of the Application Form as you will not be able to submit the application with incomplete sections.

If you need to return to a section, either use the navigation menu on the left or the “Back” buttons. Once all the sections are complete, click “Submit.”

If some sections remain incomplete, you will receive an error message at the top of the section, prompting you to complete any outstanding questions.

 **The form could not be submitted for the following reasons:**

[Please answer question one.](#)

[Please answer question two.](#)

[Please answer question three.](#)

[Please answer question five.](#)

The list below will show each section and a status of either Complete or Incomplete.

Section	Status
Organization Information	Complete
General Information	Complete
Funding Request	Complete
Supporting Documents	Complete
Declaration / Attestation	Complete

If all sections are complete, you will be able to click the green **Submit** button at the bottom of the page.

A green rectangular button with rounded corners and the word "Submit" in white text, centered within a white rectangular box with a thin black border.

Printable Application

Once submitted, a printable PDF of your completed application and your Applicant Profile will be available here (it may take a few minutes to generate).

Printable Application

Once you submit your application, a printable PDF of your completed application and your Applicant Profile will be available here.