

COMMUNITY HERITAGE INVESTMENT PROGRAM (CHIP) GUIDELINES

The City of London Community Heritage Investment Program (CHIP) administered by the London Heritage Council (LHC) provides funding to museums, heritage organizations and professionals in London, Ontario.

CHIP Streams of Funding:

There are two streams of funding through CHIP:

- Operational funding
- Project or Program funding

Program Priorities:

The Community Heritage Investment Program funds are intended to provide funding to museums, heritage organizations and professionals within the City of London that will:

- Support workforce development, professional development, and job creation within the museum and heritage sector;
- Further the development and creation of innovative programming;
- Encourage public awareness and appreciation of London's heritage and cultural heritage sector;
- Increase access to quality local heritage and cultural heritage activities;
- Enhance, preserve, promote and celebrate London as a heritage and cultural community;
- Encourage collaborations within the sector;
- Increase access to volunteer opportunities for Londoners;
- Offer Londoners accessible opportunities to engage in and experience London's heritage, and;
- Enhance London's desirability as a community of choice.

Program Application Assessment Criteria:

The LHC's CHIP Evaluation Committee assesses applications using the following criteria in the context of each museum and heritage organization and professional's stated mandate, scale of operations and the environment in which they work:

1. **Merit:** Based on the applicant's quality of work, the mandate/statement, funding need description, resume and reference, and supporting material(s);
2. **Impact:** On the development of the museum, heritage organization and professional and on the community for whom the funding is intended to benefit;
3. **Viability:** Of the budget, the planning process and objectives of the funding, the timeline and marketing plan (as applicable).
4. **Value:** A high level of desirable and valuable outcomes that can be tracked using metrics;
5. **Need:** Demonstrated need for support in workforce and organizational development in the sector. An indication of how funding will help fill an employment gap within a museum or heritage organization; and,
6. **Additional Sources of Revenue:** It is preferred that applicants indicate a range of revenue sources, including earned, private sector and government revenue.

Program Exclusions:

If clarification as to eligibility is required, please contact the LHC. The following are ineligible:

- City of London Boards and Commissions, Community Arts Investment Program (CAIP) applicants in the same calendar year;
- Organizations receiving funding from the City of London in excess of \$10,000 annually;
- Projects that have been completed prior to approval of an application. The Community Heritage Investment Program (CHIP) **does not apply retroactive funding**;
- Activities related to fundraising events/projects or deficit reductions;
- Costs related to capital purposes including, but not limited to, the purchase of land, fixtures or physical facilities. An application for assistance under the Community Heritage Investment Program (CHIP) does not preclude an application for capital assistance under the City of London's "Community Innovation and Capital Grants Program";
- Museums, heritage organizations and professionals that have not completed previous projects funded by the Community Heritage Investment Program (CHIP);
- An applicant that budgets on a deficit basis and/or successively operates on a deficit basis, and;
- Museums and heritage organizations and professionals not located within the City of London.

Supporting Materials:

In addition to the **online application**, the following should be included in the electronic form:

- Museums and heritage organizations must submit a copy of their Letters Patent, as well as details on official status (non-profit number, charitable status registration number) (first time applicants);
- Electronic Funds Transfer form (first time applicants);
- Supply a copy of the organizations most recent financial statements;
- Proposed budget;
- Additional supporting materials including: marketing materials, video footage, sample programs/brochures, publications and supporting research, and;
- Museums, heritage organizations professionals must submit their resume and references.

Program Deadline:

- Applications must be submitted by: 11:59pm on the 1st of May each funding period unless otherwise noted on the LHC website;
- Late or incomplete applications are automatically ineligible;
- Applications should be submitted through the electronic form provided; no other means of submission will be accepted.

Final Grant Notification:

The LHC will notify successful and unsuccessful applicants in writing.

Reporting:

As a recipient of public funds, successful applicants in receipt of CHIP funding are required to submit a CHIP Evaluation Grant Report by: April 30th of the following calendar year related to funding received.

This Evaluation Report must include:

- a reconciled budget;
- an attached a signed copy of the “Grant Report Declaration”;
- payroll records for the duration of the funding period for operational funding;
- provide proof of funding from external revenue sources, with dollar amounts outlined; and,
- supplemental materials to show the scope and benefits of funding.

Conditions and Requirements of Funding:

- Grants are to be spent prior to: March 31st of the following calendar year related to funding received;
- Grants shall only be used for the purpose(s) outlined in the application. Changes in scale, activities and timeframe must be reported promptly to the LHC;
- The LHC’s CHIP Evaluation Committee reserves the right to place conditions on the release of grants (e.g. confirmation of venues, other sources of funding, programming). Any specific condition associated with a grant will be contained in the letter of notification;
- As a recipient of public funds, successful applicants are required to maintain adequate records as to receipt and disbursement of funds received;
- The London Heritage Council may inspect and audit the books, accounts and records of a recipient that has received funds;
- Grant recipients are required to acknowledge the support of the London Heritage Council and the City of London in all marketing and promotional materials (including social media, website, flyers, postcards, posters, programs, banners) relating to the activities for which the funds are granted. Current logos may be obtained from our website www.londonheritage.ca;
- Grant recipients are required to inform the London Heritage Council of the dates of all funded activities;
- Grant recipients are required to register themselves and their events on the Tourism London website www.londontourism.ca/Events/Submit-Your-Event and
- If applicable, we ask that you maintain an active link from your website to www.londonheritage.ca