

Program Guidelines for Community War Memorial Projects

Introduction

Veterans Affairs Canada (VAC) is committed to honouring those who served Canada in times of war, military conflict and peace, and to keeping the memory of their achievements and sacrifices alive for all Canadians. The Commemorative Partnership Program (CPP) supports the Department in meeting this responsibility by providing funding to organizations undertaking remembrance initiatives. These program guidelines are to be used by organizations who wish to apply for funding related to the construction, restoration or expansion of a community war memorial. Separate guidelines are available for community engagement projects.

Eligible Recipients

Eligible recipients are non-profit and for-profit organizations, in Canada or abroad, as well as Canadian provinces, territories and municipalities. Individuals and federal organizations are not eligible for funding.

Eligible Projects

To be eligible, the project must commemorate the achievements and sacrifices of those who served Canada post-Confederation (1867). The project may be related to the construction, restoration or expansion of a community war memorial. It must also be of a finite duration, with clear start and end dates.

Ineligible Projects

A project is not eligible if:

- the memorial is dedicated solely to an individual;
- the memorial is of national significance;
- it is on federal land, with the exception of Reserves;
- it establishes a requirement for ongoing funding;
- it is completed before the application is submitted; or
- its revenues cover or exceed expenditures.

Eligible Expenditures

IMPORTANT: Only expenditures incurred from the date of receipt of an application to the end of the agreement period may be considered for reimbursement.

Eligible expenditures must be directly related to the project. Examples of eligible expenditures include:

- professional fees;
- administrative expenditures (e.g. printing, photocopying, fax, mail);
- equipment and machinery rental expenditures;
- reasonable travel expenditures inherent to the success of the project;

- salaries or wages, consistent with activities undertaken;
- design or assessment fees, consistent with activities undertaken and time required;
- expenditures related to enhancements to the site of the memorial (e.g. plaques, flags/flagpoles, handrails, fencing, benches, lighting, walkways, landscaping);
- expenditures related to the relocation of a monument, when warranted;
- construction expenditures.

Ineligible Expenditures

Ineligible expenditures include, but are not limited to:

- expenditures related to the purchase of land or buildings;
- expenditures related to the construction of buildings or parks; or
- operational expenditures.

Funding

Projects are assessed on a case-by-case basis to determine the funding limit. Elements taken into consideration include, but are not limited to, potential impact and reach.

Funding, which may be approved in part or in entirety, is subject to the availability of resources in any given fiscal year.

The form of payment (grant or contribution) will be determined based on such elements as the level of funding provided, the risk associated with the project, the project's complexity and the management capacity of the applicant.

Up to 50% of eligible expenditures, not exceeding a maximum of \$50,000, may be reimbursed. A minimum of 25% of the applicant's portion of the overall project cost must be cash, while up to 25% can be contributions made in-kind.

For projects involving the construction of a new war memorial, Veterans Affairs Canada will require that inscriptions be in both official languages.

For projects involving the construction of additions and new war memorials, applicants may be required to provide the following information in support of an application: documentation to identify ownership of the new or expanded monument; documentation to identify roles and responsibilities related to the ongoing maintenance of the new or expanded monument.

Recipients must adhere to these guidelines and the conditions set out in the funding agreement, including the submission of a final report that demonstrates the results achieved.

Application

Send completed application and supporting materials to VAC.CPP-PPC.ACC@vac-acc.gc.ca or to:

Veterans Affairs Canada
Commemorative Partnership Program
191 Great George Street, Room 304
PO Box 7700
Charlottetown, PE C1A 8M9

To speak to CPP staff, call toll-free:

- 1-866-522-2122 (English)
- 1-866-522-2022 (French)

Deadlines

Deadlines to submit a completed application are quarterly and fall on the first business day of January, April, July and October. It is strongly recommended that applications be submitted AT LEAST THREE (3) MONTHS before the start date of the proposed project to allow for processing and notification of funding. For example, if your project start date is May 1, you should submit your application by the first business day of the January deadline.

To be considered, applications must be duly completed. VAC will acknowledge receipt of applications and may solicit additional information. Only applications deemed complete will be assessed.

Veterans Affairs Canada aims to notify applicants in writing of its funding decision within 12 weeks of the quarterly application deadline, provided that an application is deemed complete.

Final Report

A final report must be submitted at the conclusion of the project. The report will enable the organization to fulfill its obligation of accountability to Veterans Affairs Canada. The report will serve to measure the results and accomplishments of the initiative.