COVID-19 Emergency Support Fund for Heritage Organizations Portal User Guide

Table of contents

1. The PCH-COVID19 portal

1.1. About

The Canadian government recently announced $500M in financial support to be distributed to organizations in the various sectors supported by PCH.

A business solution was required to capture online and process the Phase 2 funding applications for the emergency support funding (ESF). This solution (portal) will be available to those PCH Programs offering Phase 2 funding. In its first iteration, the PCH-COVID19 portal is configured to support Museum Assistance Program (MAP).

User Acceptance Test (UAT) of the first iteration of PCH-COVID19 was completed on June 16th, 2020.

1.2. Accessing the portal

Step 1: The portal can be accessed through your internet browser using the following links:

- Link for the test environment: https://heritage-test.powerappsportals.com
- Link for the public: https://pch-covid19.canada.ca/en-CA/

Note: At any point in the application process, you can toggle between French and English by clicking the link in the top right-corner.

2. Logging in, registering, and completing your profile

2.1. Logging in

Step 1: To log in, click on "Login or Register."

Step 2: If you already have an account, fill in your login information and click "Sign-In."

2.2. Registering

Step 1: To register, click on "Login or Register."

Government   Gouvernement
of Canada   du Canada

Search Canada.ca

MENU ⌄

Canadian Heritage

Grants and Contributions Portal

Emergency Support Fund for Cultural, Heritage and Sport Organizations

Login or Register   Funding Opportunities

Step 2: Click on "Register."

→] Sign in   Register

* **Email (required)**   yourname@domain.com

* **Password (required)**

☐ Remember Me

Sign in   Forgot your password?

Step 3: To register, you must complete three mandatory fields before clicking on "Register":

- Email
- Password
- Confirm password

→] Sign in   Register

Register

* **Email**
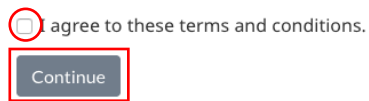
* **Password**

* **Confirm password**

Register

Note: Password and Confirm password must match.

Step 4: Read through the *Terms and Conditions* and the *Privacy Notice*. At the bottom of the page, check the box "I agree to these terms and conditions," then click on "Continue."
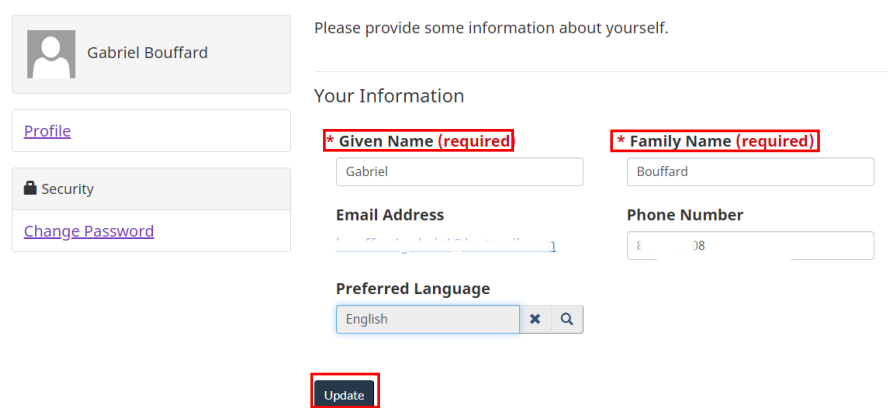
2.3.   Completing your user profile

Step 1: Once you have registered, you will be brought to your profile page. From there, complete the mandatory fields before clicking the "Update" button at the bottom of the page. As the portal user, enter only your own contact information here, this is your profile not one for your organization:

-    Given name
-    Family name

3. Applying to a funding opportunity

3.1.   Canadian Heritage funding opportunity details

Step 1: To see all funding opportunities available, click on the menu's chevron, then on "Funding Opportunities."
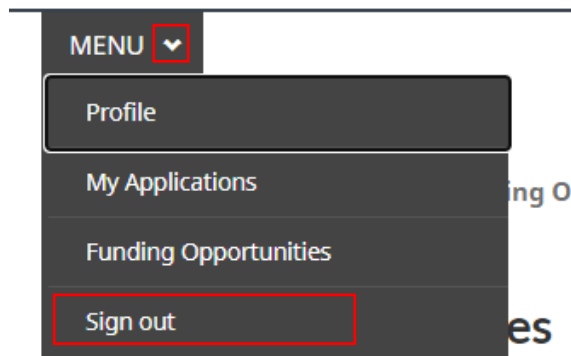
Step 2: The "Funding Opportunities" page will list all available funding opportunities. Currently there is only one option. Click on the "Apply" button under the "COVID-19 Emergency Support Fund for Heritage Organizations" heading.
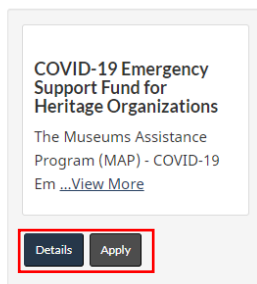
Note: You can click on the "Details" button to learn more about each funding opportunity.

3.2.   Before you start

Step 1: When you have clicked on "Apply," the first page of the application shows important information to read before you start:

- A "What's new" section
- Reiteration of program being applied to
- A link to the application guidelines
- Reminders regarding who has the authority to sign the application
- Required attachments
- Helpful hints

What's New

Updates have been made to the eligibility criteria for the Museum Assistance Program - COVID-19 Emergency Support Fund for Heritage Organizations. Organizations with annual operating expenses between $2,000 and $9,999 are now eligible for funding.
Please see the Application Guidelines for details.

BEFORE YOU START

Your organization is applying to the **COVID-19 Emergency Support Fund for Heritage Organizations** under the Museums Assistance Program.

Please read the *Application Guidelines* carefully before beginning the application. The guidelines are available online through the Museums Assistance Program.

Please note that **the application must be signed by a person that has legal authority to bind and to apply on behalf of the applicant organization**. If you (the person completing the application form online) do not have this legal authority, you will be required to provide documentation indicating permission to submit on behalf of the authorized representative.

The following attachments must be uploaded and included before your application can be submitted:

Step 2: After reading the "Before you start" section, click on "Start Eligibility" to move to the next section.

> submitted.
> - If you are experiencing difficulty submitting your application through this online portal, please contact the Department of Canadian Heritage.

Start Eligibility

3.3. Check if you are eligible

Step 1: Every eligibility question must be answered "correctly" to proceed to the next question.

Note: If you answer an eligibility question incorrectly, the system will provide an error message, but you will be allowed to change your answer. Click "Next" to go to the next question.

Answer the following questions to determine if your organization is eligible to apply for MAP COVID-19 Emergency Support Funding

QUESTION 1

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

No

Next

QUESTION 3

* **Has your organization received Emergency Support funding from the Canada Council for the Arts?**
(required)

| No | ⌄ |

An Organization may only receive funding from the Emergency Support Fund from either Canadian Heritage or Canada Council for the Arts.

[Back] [Next]

QUESTION 4

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

| Yes | ⌄ |

For the purpose of this funding component, 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.

[Previous] [Next]

QUESTION 5

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

| Yes | ⌄ |

[Back] [Next]

QUESTION 6

* **Was your level of annual expenses in 2019 or your last completed fiscal year between $2,000 and $3 million?**
(required)

| Yes | ⌄ |

[Previous] [Next]

FINAL QUESTIONS

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

No ▾

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

No ▾

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

No ▾

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

(10) Yes ▾

Please contact your local Regional Office to confirm that your organization meets the eligibility requirements before continuing:

https://www.canada.ca/en/canadian-heritage/contact-us.html

* Describe Your Organization's Heritage Collection **(required)**

[text box]

For the purpose of this funding component, 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.

Previous | Continue to application

Note: If you answer "Yes" to question 7, 8 or 9, you will be allowed to click on "Continue to application." If you answer "Yes" to question 10, you will have to contact your regional office to verify if you are eligible by clicking on this link: https://www.canada.ca/en/canadian-heritage/contact-us.html. If you are eligible, you will then have to describe their organization's heritage collection in question 11.

Note: When you follow the help link, it opens in the same page. To go back to the eligibility section, hit "Back" on your browser then "Refresh." You will have to answer questions 7 to 10 again.

Step 3: After completing the eligibility questions, the applicant clicks on "Continue to application."

Back | Continue to application

3.4.   Application form

3.4.1. Useful tips

Step 1: The full application form is provided on one screen. You are reminded to click "Save" frequently as you edit the form. Instructions are provided for what to do once the application is complete, what to do if error messages appear, and how to proceed once the application is fully validated.

STEP 1: APPLICATION FORM

Please see the application form for this funding program below. You will find a "Save" button at the bottom of this page; make sure to save frequently. Once you have saved your input, the "Run Review Check" and "Proceed to Final Review" buttons will become visible. **Please make sure to press "Save" and "Run Review Check" at least once and immediately before pressing "Proceed to Final Review" to validate your input.** The review check will provide helpful messages and direct you to field(s) that require adjustment.

3.4.2. Organization name, address & contact info

Step 1: Fill in the organization's name, operating name and, if applicable, its former name.

ORGANIZATION NAME, ADDRESS & CONTACT INFO

* Organization Name (Legal Name if incorporated) (Alphanumeric) (required)

> Ottawa Museum

Organization Operating/Trade Name (Legal Entity only)

Former Name (if your organization previously applied for funding under another name)

Step 2: Enter the organization's primary address and indicate if the mailing address is the same as the primary address.

Organization Primary Address

* Street address line 1 (Alphanumeric) (required)

> 999 Ottawa Boulevard

Street address line 2

* City/Town/Community (Alphanumeric) (required)

> Ottawa

* Province/Territory (required)

> Ontario

* Postal Code (Canada) (required)

> G8S 3P6

☑ Mailing Address same as Primary

Step 3: Enter the organization's mailing address if it is different from the primary address.

Mailing address (if different from primary address)

* Street address line 1 (Alphanumeric) (required)

300 Lett Street

Street Address Line 2

* City/Town/Community (Alphanumeric) (required)

Ottawa

* Province/Territory (required)

Ontario

* Postal code (Canada) (required)

K1R 0B9

Step 4: Enter the organization's telephone type and number.

Organization Phone Number

* Phone Type (required)

Mobile

* Telephone number (including area code) (required)

819 123 4567

Extension

Organization Email Address

Email (yourname@domain.com)

ottawamuseum@email.com

Organization Website

Website URL (https://www.url.com)

http://www.ottawamuseum.com

3.4.3. Official language of correspondence

Step 1: Select your preferred language of communication and specify if the organization belongs to or serves an Official Language Minority Community.

OFFICIAL LANGUAGE

* In which official language do you wish to communicate? (required)

English

* Do you belong to or serve an Official Language Minority Community? (required)

○ No ● Yes

3.4.4. Authorized representative (signing authority)

Step 1: Read the help text attentively before indicating if you have the authorization to sign official documents on behalf of the organization for which you are applying. If the answer is "Yes," the information will be taken directly from the previously filled fields, and all you need to enter is your title or position in the organization.

AUTHORIZED REPRESENTATIVE (SIGNING AUTHORITY)

Canadian Heritage requires an authorized representative who has the legal authority to bind and apply on behalf of the applicant organization or someone who has been given permission from an authorized representative 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.

If you do not have this authority, you must obtain permission from an authorized representative to submit this application on their behalf.

* Are you a person that has the legal authority to bind and apply on behalf of the applicant organization? (required)
○ No ● Yes

If no, please fill out the contact information for the authorized representative who gave you permission to submit this application on their behalf. They will receive an email notification once you submit this application. You will be required to attach proof of this permission when you get to the attachments section.

If yes, we will reuse the information previously provided in your user account registration in the section below. Please complete the remaining fields.

* Given Name (Alphanumeric) (required)

GabrielTEST

* Family Name (Alphanumeric) (required)

BouffardTEST

* Title/Position (Alphanumeric) (required)

ceo

If you answer "No," enter the name, family name, and title of the authorized representative who gave you permission to submit this application on their behalf. **Do not put your own name here if you are not the authorized representative.** The authorized representative will receive an email notification once you submit the application. You will asked in the attachments section to upload a document (email, letter, etc.) proving that you have their permission to apply on behalf of the organization.

AUTHORIZED REPRESENTATIVE (SIGNING AUTHORITY)

Canadian Heritage requires an authorized representative who has the legal authority to bind and apply on behalf of the applicant organization or someone who has been given permission from an authorized representative 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.

If you do not have this authority, you must obtain permission from an authorized representative to submit this application on their behalf.

* Are you a person that has the legal authority to bind and apply on behalf of the applicant organization? (required)

⦿ No ○ Yes

If no, please fill out the contact information for the authorized representative who gave you permission to submit this application on their behalf. They will receive an email notification once you submit this application. You will be required to attach proof of this permission when you get to the attachments section.

If yes, we will reuse the information previously provided in your user account registration in the section below. Please complete the remaining fields.

* Given Name (Alphanumeric) (required)

| Rep Name |

* Family Name (Alphanumeric) (required)

| Rep Family Name |

* Title/Position (Alphanumeric) (required)

| ceo |

Step 2: Enter the authorized representative's contact mailing address or indicate if the address is the same as the organization's mailing address by checking the box.

Contact Mailing Address (if different than organization mailing address)

☑ **Use above Organization Mailing Address for Authorized Representative and Contact Mailing Address**

Street Address Line 1 *

| 300 Lett Street |

Street Address Line 2

| |

City / Town / Community *

| Ottawa |

Province / Territory *

| Ontario |

Postal Code *

| K1R 0B9 |

Step 3: Enter the authorized representative's contact phone and email information.

Contact Phone Number

* Phone Type (required)

Mobile ⌄

* Telephone number (including area code) (required)

819 123 4567

Extension

Contact Email Address

* Email address (yourname@domain.com) (required)

3.4.5. Contact for official correspondence

Step 1: Indicate if the official correspondence contact is the same as the authorized representative by checking the box. If you check the box, the information will be taken directly from the previously filled fields.

CONTACT FOR OFFICIAL CORRESPONDENCE

☑ **Official Correspondence same as Authorized Representative?**

Contact Name & Title

* Given Name (required)

Gabriel

* Family Name (required)

Bouffard

* Title/Position (required)

president

If you do not check the box, you will have to fill in the name, family name, and title contact for official correspondence.

Step 2: Enter the contact's mailing address (if the contact for official correspondence is different from the authorized representative).

Contact Mailing Address (if different than organization mailing address)

* Street address line 1 (Alphanumeric) (required)

999 Ottawa Boulevard

Street Address Line 2

30 rue de l'aviron

* City/Town/Community (Alphanumeric) (required)

Gatineau

* Province/Territory (required)

Québec ⌄

* Postal Code (Canada) (required)

J8Z3P7

Step 3: Enter the contact's phone and email information (if the contact for official correspondence is different from the authorized representative).

Contact Phone Number

* **Phone Type (required)**

Mobile

* **Telephone number (including area code) (required)**

819 123 4567

Extension

Contact Email Address

* **Email address (yourname@domain.com) (required)**

3.4.6. Organization information

Step 1: Indicate if the organization is incorporated or in the process of incorporating as a non-profit organization. If you answer "Yes," indicate if the status of the incorporation is "active" or "in process."

ORGANIZATION INFORMATION

* **Are you incorporated or in the process of incorporating as a non-profit organization? (required)**

○ No ◉ Yes

Legal Status (required)

Active

Note: If you answer "No," you will proceed to the next question and will be asked to upload a Unincorporated Applicant Acceptance of Liability Form. Please note that this form is only required for unincorporated groups that are not owned or controlled by a larger organization such as a university, a municipality or an Indigenous band or self-governing entity.

REGISTRATION INFORMATION

Legal Status

Are you incorporated or in the process of incorporating as a non-profit organization? *

◉ No ○ Yes

You may be required to fill out the Unincorporated Applicant Acceptance of Liability Form. Please note that this form is only required for unincorporated groups that are not owned or controlled by a larger organization such as a university, a municipality or an Indigenous band or self-governing entity.

Step 2: If you indicated that the incorporation status is "Active," provide the organization's incorporation number, incorporation date and jurisdiction type. This information can be found in your certificate of incorporation.

Note: When entering the "incorporation date", you can navigate the years by clicking on the calendar 🗎 , then clicking on the year and arrows at the top of the calendar to browse to the appropriate period, or you can enter the date in this format MM/DD/YYYY.

* Incorporation number (Numeric) (required)

* Incorporation Date (required)

* Jurisdiction Type (required)

Provincial/Territorial

* Province/Territory (required)

Québec

If you indicated that the incorporation status is "in process," provide the date of application for incorporating.

Legal Status (required)

In Process

Application Date

Step 3: Indicate if the organization has registered with CRA for a business number. If you answer "No," proceed to the next question. If you answer "Yes," please provide your 9-digit CRA business number.

* Has your organization registered with CRA for a Business Number (unique 9 digit number)? (required)
○ No ◉ Yes

* Provide your CRA Business Number (9 digits) (required)

123456789

Is your organization part of (owned/controlled by) a larger organization
◉ No ○ Yes

Step 4: Indicate whether the organization is part of a larger organization. If you answer "No," proceed to the next question. If you answer "Yes," enter the name of the parent organization.

Is your organization part of (owned/controlled by) a larger organization
○ No ● Yes

Provide the organization name

[   ]

Step 5: Indicate what year your organization was established.

* What year was your organization established? (YYYY) (required)

| 2010 |

Step 6: Indicate your organization's fiscal year end.

What is your organization's fiscal year end (MM/DD)?

| 03/31 |

Step 7: Indicate if your organization is a member of any professional associations.

Is your organization a member of any professional associations, memberships or alliances? Please Specify
○ No ● Yes

Please list these association(s), membership(s) or alliance(s):

[   ]

Step 8: Indicate if your organization has participated to the Government of Canada Survey of Heritage Institutions or if your organization is a previous recipient of Canadian Heritage funding. You are also asked to describe your organization's governance structure.

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

⦿ No ○ Yes

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

⦿ No ○ Yes

* Please describe your organization's governance structure (Max 250 characters) (required)

Description

Step 9: Indicate approximately how many items are in the heritage collection managed by your organization and in the archival collection. If you enter any number in the "number of items in archival collection" field, you are asked to provide the unit of measurements used.

Heritage Collection Items

Approximate number of items in heritage collection

12

Approximate quantity of items in archival collection

12

Measurement (if applicable)

Linear Feet

3.4.7. Funding request

Step 1: Enter your organization's total annual expenses in 2019 or in the last fiscal year. If you hover over the question mark icon, a small text box will appear that explains the basis of the funding calculation.

Note: Round your financial information to the closest dollar. The portal will not accept cents. If you add a cents value, make sure to use a period to do so (i.e. 10000.99), and be advised that the system will automatically remove them. You can enter the financial information using commas to separate thousands ($10,000) but if you do not, the system will add them automatically.

Note: A simple formula calculates the "Funding Request Amount" automatically. You cannot change the requested funding amount.

FUNDING REQUEST

Funding ranging from $1,000 up to a maximum of $100,000 may be awarded to eligible heritage organizations according to a formula based on the applicant's total annual expenses in 2019 or last completed fiscal year.

* 2019 Total Annual Expense Amount (Numeric) (required)❓

$	

Funding Requested Amount

$	Ineligible

Step 2: Indicate if the organization has submitted a Direct Deposit Enrollment Request to Canadian Heritage in the past two years. If you answer "No," you will need to complete the Direct Deposit Enrollment Form.

Direct Deposit

Have you submitted a Direct Deposit Enrollment Request to Canadian Heritage in the past two years? *

🔘No ⭕Yes

You will need to complete the Direct Deposit Enrollment Form.

If you have submitted a Direct Deposit Enrollment Request to Canadian Heritage in the past two years, you will be asked to indicate if your banking information has changed since the last time you have submitted a direct deposit enrollment request. If your answer is "No," you will not have to submit any information for direct deposit.

Direct Deposit

Have you submitted a Direct Deposit Enrollment Request to Canadian Heritage in the past two years? *

⭕No 🔘Yes

Has your banking information changed since the last time you submitted a Direct Deposit Enrollment Request? *

🔘No ⭕Yes

We will use your existing banking information on file.

If your banking information has changed, you will need to complete the Direct Deposit Enrollment Form.

**Has your banking information changed since the last time you submitted a Direct Deposit Enrollment Request? ***

⭕No 🔘Yes

You will need to complete the Direct Deposit Enrollment Form.

3.4.8. Saving your application and running a review check

Step 1: When the application is complete, click "Save." Then, go back to the bottom of the form and click "Run Review Check."

Note: It is strongly recommended to click "Run Review Check" before submitting the application. Failure to do so might result in an incomplete application which could disqualify your organization.

Save		Run Review Check	Proceed to Final Review
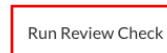
Step 2: If there are missing or incorrect elements, an error message will appear at the beginning of the form. By clicking on the specific error, you will be directed to the section on the page where the error occurs. Once you have made the necessary corrections to the form, click "Run Review Check" again. If the errors have been corrected, you will receive a reminder to save the application before proceeding to the Final Review.

STEP 1: APPLICATION FORM

Below is the full application form for this funding program. Make sure to press "Save" frequently. The "Save" button is found at the bottom of the application form. Once you have completed filling in the application you can press the "Run Review Check" button to validate that your input is correct. If not correct correct error messages will be displayed at the top of this form and will include hyperlinks that will direct you to the field(s) you need to adjust. Always make sure to press "Save" after you have edited the form. Once fully validated, you can then press the Proceed to Validation button, also located at the bottom of the form.

> ⓘ The form could not be submitted for the following reasons:
> Please enter mandatory field: What year was your organization established? (YYYY)
> Please enter mandatory field: Please describe your organization's governance structure (Max 250 characters)
> Please enter mandatory field: Title/Position

> ⓘ Please remember to Save your Application, before you proceed to Final Review

Step 3: If the application is complete and the "Run Review Check" is successful, click on "Save" and then click on the "Proceed to Final Review" button.

| Save		Run Review Check	Proceed to Final Review
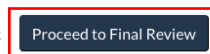
3.4.9. Final review and validation

Step 1: You will be redirected to a new screen where you can review your application in read-only mode. If you wish to make changes, click on the "Return to Application" button.

**STEP 2 FINAL REVIEW/VALIDATION**

Below is a read only view of your application submission data. Please review for completeness. If everything seems good, you can proceed to the attestation and attach any supplemental documentation required by pressing "validate and proceed to attestation and attachments" button below. If the system finds any errors in your application a warning will appear upon pressing that button and you will be required to make changes by pressing "Return to Application".

Return to Application   Validate and go to Attestation and Attachments
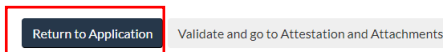
Step 2: If everything looks accurate, click on the "Validate and go to Attestation and Attachments" button.

STEP 2 FINAL REVIEW/VALIDATION

Below is a read only view of your application submission data. Please review for completeness. If everything seems good, you can proceed to the attestation and attach any supplemental documentation required by pressing "validate and proceed to attestation and attachments" button below. If the system finds any errors in your application a warning will appear upon pressing that button and you will be required to make changes by pressing "Return to Application".

Return to Application   Validate and go to Attestation and Attachments
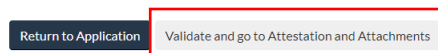
3.5.   Attestation, attachments & submit application

3.5.1. Application checklist & downloads

Step 1: You will see a checklist of required documents to upload.

APPLICATION CHECKLIST & DOWNLOADS

Please review the following checklist before submitting your application. This checklist identifies supporting documentation that needs to be submitted in conjunction with your application. Where indicated, downloadable forms are available to fulfill supporting documentation requirements; these forms need to be downloaded, completed and signed, and then uploaded to the portal. Please note that errors or incomplete applications may result in delayed processing and/or rejection.

* ☑ Direct deposit information (Void cheque OR a completed Direct Deposit Enrollment Form stamped by your financial institution) **(required)**
* ☑ Proof that authorized representative has signing authority according to the organization's official operating policies (e.g. Bylaws, constitution, Board resolution or other document) **(required)**
* ☑ Permission to submit on behalf of the Authorized Representative (e.g. attestation, email, letter etc.) **(required)**
* ☑ Most recent Financial Statements (audited if available) **(required)**
* ☑ Proof of Legal Status (letters patent/incorporation documents, constitution or bylaws), or in the case of an unincorporated association, a completed Unincorporated Applicant Acceptance of Liability Form **(required)**

Note: You are required to click the checkboxes as the attachments are loaded onto the portal.

3.5.2. Direct deposit information

Step 1: If you do not have access to a void cheque please click on "Download" to get the Direct Deposit Enrollment Form.

If you do not have access to a void cheque please complete the Direct Deposit Enrollment form and have it stamped by your bank.

Download

Step 2: You must save the file on your computer first, then open it with a PDF reader (like Acrobat Reader).

**Step 3:** Print, complete and sign the form by hand or electronically, and have it stamped by your bank to attest that the financial information the form matches the name.

Direct Deposit Enrollment or Change Request		
Demande d'inscription ou de changement au dépôt direct		
Please identify the organisation / Veuillez identifier l'organisation		
PART A / PARTIE A		
Please keep Canadian Heritage or Parks Canada informed of any changes to your account (Mailing address or bank account) / Veuillez informer Patrimoine canadien ou Parcs Canada de tout changement à votre compte (adresse ou information bancaire).		
Legal Name / Nom légal		
Address / Adresse	Number, Street, Suite / Numéro, rue, suite	
City / Ville	Postal Code / Code postal	
Country / Pays	Province or / ou Region (Int'l)	
Authorized Representative / Représentant(e) autorisé(e)		
Telephone Number / Numéro de téléphone		
Email / Courriel		
Identification Number / Numéro d'identification	GST - Business Number. - PRI - Other / TPS - Numéro d'entreprise - CIDP - Autre	
PART B / PARTIE B		

Step 4: Upload your void cheque or Direct Deposit Enrollment Form by clicking on the "Add Files" button under the heading "Add Direct Deposit Enrollment Form & Void Cheque here."

ADD DIRECT DEPOSIT INFORMATION HERE

No files
Add Files

Step 5: Fill in the text box, describing the item being uploaded. Click the "Choose a file" button and select the appropriate file from your computer. Once the desired file is selected, click "Open."
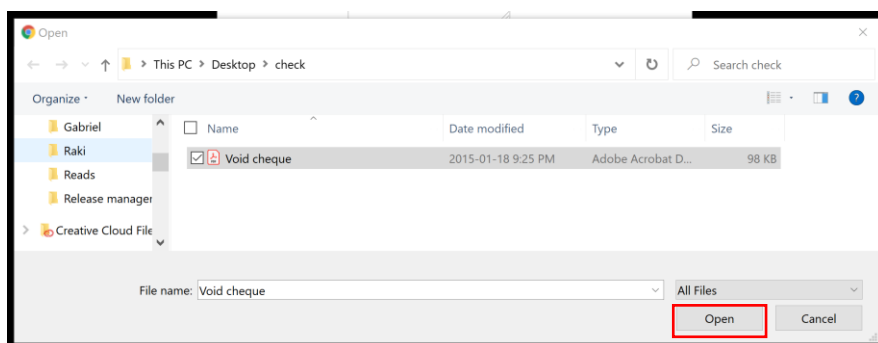
Step 6: You will see the file attached in the window screen. If the file is correct, click "Attach File." If you have selected a file by error, click "Cancel" to return to the previous screen where you can repeat the process by clicking on "Add Files."
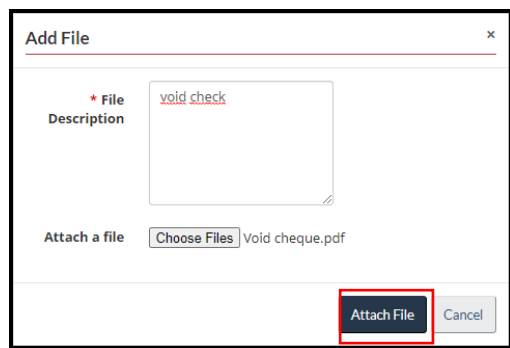
Note: Once you click on "Attach File," the file appears on the main screen and you can continue uploading the required documents.
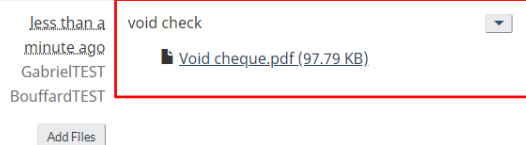
Note: If you want to delete or edit this file, click on the arrow and a dropdown menu prompts you to their click on "Edit" or "Delete."

Note: If you choose "Edit," you will return to the small "Add File" window where you can upload a different file. Once the new file has been uploaded, click on "Attach File" and you will return to the previous screen.

3.5.3. Supporting documents

Step 1: If you are not incorporated, please download and fill the Unincorporated Applicant Form. You will attach it in the "Add other required documents here" section.

Step 2: If you have downloaded the form, you must save the file on your computer first, then open it with a PDF reader (like Acrobat Reader).

Step 3: Print, complete and sign the form by hand or electronically.

Step 4: You can now attach all supporting documents (as presented in the checklist) by clicking on "Add files" under the heading "Add other required documents here."

ADD OTHER REQUIRED DOCUMENTS HERE

⊕ Add files

There are no folders or files to display.

Step 2: A small window appears on which in which you can click on "Choose Files" and selects the appropriate file to be uploaded.

Add files ✕

Choose files   Choose Files No file chosen

Add files   Cancel
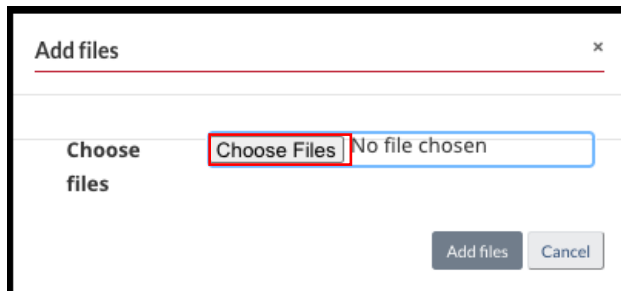
Note: Once you have selected the appropriate file, click "Open" and the file will upload. At this step, you can select multiple files at the same time; they will all be added in one step.
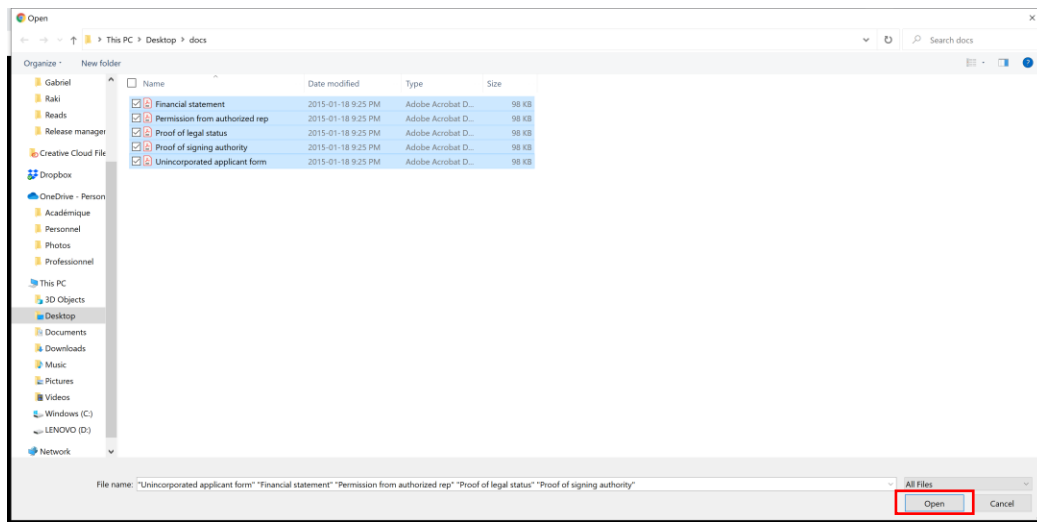
Step 3: In the small window, you can verify how many file(s) have been selected. Click on "Add files" if you have selected the right number of files. If not, click "Cancel" and return to the main screen where you can click "Add files" and start the process again.

Add files ✕

Choose files   Choose Files 5 files

Add files   Cancel
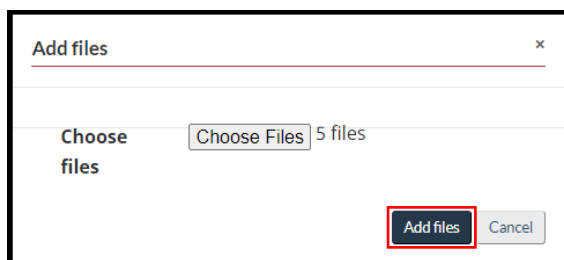
Note: Once you click on "Add files" you will return to the main screen where you can see all the attached documents.

Step 4: From there, you can either continue adding files, delete them by clicking on the [⌄] icon or, if all the documents on the checklist are attached, scroll down to the next step.

ADD OTHER REQUIRED DOCUMENTS HERE

[● Add files]

Name ↑	Modified	
📄 Financial statement.pdf (97 KB)	7/20/2020 1:08 PM	[⌄]
		🗑 Delete
📄 Permission from authorized rep.pdf (97 KB)	7/20/2020 1:08 PM	
📄 Proof of legal status.pdf (97 KB)	7/20/2020 1:08 PM	[⌄]
📄 Proof of signing authority.pdf (97 KB)	7/20/2020 1:08 PM	[⌄]
📄 Unincorporated applicant form.pdf (97 KB)	7/20/2020 1:08 PM	[⌄]

DIRECT DEPOSIT FORM & VOID CHEQUE

about 2 hours ago   Direct deposit   (1) [⌄]

📄 direct deposit.pdf (333.10 KB)

🖊 Edit
🗑 Delete (2)

SUPPORTING DOCUMENTS

[● Add files]

Name ↑	Modified	
		🗑 Delete (2)
📄	less than a minute ago	(1) [⌄]

Note: This works for both note attachments, as seen with the "Direct Deposit Form & Void Cheque" section, and file attachments in the "Supporting Documents" section.

Step 2: A confirmation dialog window will be displayed. Select "Delete" to finalize removing the attachment from the application.

🗑 **Delete note**   ✕

Are you sure you want to delete this note?

[Delete]   [Cancel]

3.5.4. Attestation

Step 1: Read the attestation carefully.

ATTESTATION

Version June 1, 2020

Declaration:

As the person that has the legal authority to bind and apply on behalf of the organization, I declare that:

- The information in the application is true, accurate and complete;
- I and any person lobbying on my behalf to obtain funding are in compliance with the Lobbying Act and that no actual or potential, direct or indirect, contingency fee arrangement exists;
- No public servant or holder of public office, past or present, will derive a direct benefit from the approved funding in breach of the Values and Ethics Code for the

Step 2: Once you have read the attestation, check the "I agree" box at the bottom of the Attestation.

☑ **I Agree** *

Step 3: The authorized signature fields will be automatically filled. Click the "Save" button and then "Run Review Check."

Authorized Signature

Given Name

GabrielTEST

Family Name

BouffardTEST

Date

07/20/2020

Run Review Check | Save

Note: If there is something missing or incomplete, there will be an error message at the top of the page. By clicking on the specific error, you will be directed to the section of the page where the error occurs.

> ❗ ⓘ **The form could not be submitted for the following reasons:**
>
> Please enter mandatory field: I Agree
>
> Please enter mandatory field: Blank cheque (voided) AND Direct Deposit Enrollment Request duly completed unless an account is already set-up with the Department of Canadian Heritage for which no changes are required

Upload or complete any missing elements. Then click "Run Review Check" again. If all the elements are complete, you will receive a message that the attestation validation was successful, and you can now submit your application.

Step 4: Click on "Save", and then on "Submit Application" at the top of the application form.

Step 5: After you click on "Submit application," you will see a "Confirm final submission" window. Click "Cancel" to return to the application or "Proceed" to submit your application.
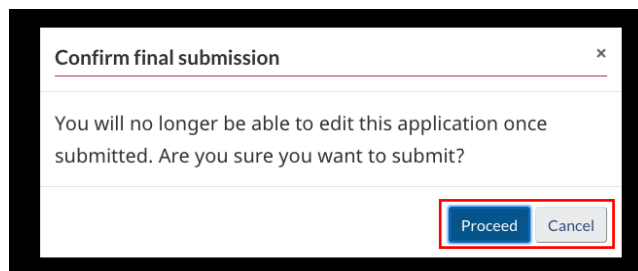
Step 6: You will receive a confirmation email.

Application Received: COVID-19 Emergency Support Fund for Heritage Organizations CRM:0000001

PT   pch-covid19 test <covid19test@135gc.onmicrosoft.com>
To   Gabriel Bouffard

Hello Gabriel Bouffard,

This email confirms that Canadian Heritage has received your request for funding from the COVID-19 Emergency Fund.

Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

For further information, you can contact the Department of Canadian Heritage:

Phone:
819-997-0055
1-866-811-0055 (toll-free)

TTY
1-888-997-3123 (for people who are deaf, hard of hearing or speech impaired)

Email: PCH.info-info.PCH@canada.ca

Agents are available to answer your questions Monday to Friday, 8:30 a.m. to 5:00

4. Reviewing your applications and logging out

4.1. Reviewing your applications

Step 1: Once you have submitted an application, you will be redirected to the "My Applications" page where you can see your applications and their corresponding ID, funding program, application status, and date of last modification. You can select "Details" to access your application in order to view the data in read-only mode. An "Active" application has been started but not submitted, and a "Submitted" application has been submitted and cannot be modified.

My Applications

Gabriel Bouffard

Below, please find your applications. Each request is displayed below with its corresponding ID, funding program, application status, and last modified date. Select "Details" to access your application to complete, edit, or view the data.

Request ID	Funding Program	Status	Date Modified	
APP-10E54	COVID-19 Emergency Support Fund for Heritage Organizations	Active	5/27/2020	Details
APP-E188E	COVID-19 Emergency Support Fund for Heritage Organizations	Submitted	6/13/2020	Details

Apply for Funding

Step 2: You can see the submitted application by clicking on "Details."

My Applications

Below, please find your applications. Each request is displayed below with its corresponding ID, funding program, application status, and last modified date. Select "Details" to access your application to complete, edit, or view the data.

Request ID	Funding Program	Status	Date Modified	
APP-10E54	COVID-19 Emergency Support Fund for Heritage Organizations	Active	5/27/2020	Details
APP-E188E	COVID-19 Emergency Support Fund for Heritage Organizations	Submitted	6/13/2020	Details

Apply for Funding

Step 3: After you click on "Details," you can review the submitted application form (in read-only mode) and click on "View Attestation and Attachments" to see what you have submitted in the "Attestation & Downloads" step.

View Attestation & Attachments

ORGANIZATION NAME, ADDRESS & CONTACT INFO

Organization Name

Organization Name (Legal Name if incorporated) *

Example Museum Inc.

Organization Operating/Trade Name (Legal Entity only)

—

Former Name (if your organization previously applied for funding under another name)

—

Organization Primary Address

Street address line 1 *

300 Lett Street

Street address line 2

—

APPLICATION CHECKLIST & DOWNLOADS

Please review the following checklist before submitting your application. This checklist identifies supporting documentation that needs to be submitted in conjunction with your application. Where indicated, downloadable forms are available to fulfill supporting documentation requirements; these forms need to be downloaded, printed, completed and signed by hand, and then scanned and uploaded to the portal. Please note that errors or incomplete applications may result in delayed processing and/or rejection.

☐ **Proof of signing authority (Bylaws, Constitution, Board resolution or other document) ***
☐ **Most recent Financial Statements (audited if available) ***
☐ **Blank cheque (voided) AND Direct Deposit Enrollment Request duly completed unless an account is already set-up with the Department of Canadian Heritage for which no changes are required ***

4.2. Logging out

Step 1: To log out, the applicant clicks on "Menu" and then on "Sign out."