

Movable Cultural Property Grants

APPLICATION FORM

Applications for Movable Cultural Property Grants must be made in the following format:

1. Applicant Information

Name of designated institution or public authority:

Street address / Province / Postal Code:

Name of Director/Chief Executive Officer:

Name of person responsible and title:

Telephone Number / Fac-simile Number / e-mail address:

Category 'A' for Control Group(s) _____

Category 'B'

Effective date of designation: _____

2. Description of Cultural Property

Provide a detailed description of the object or collection, in terms of:

i) creator/fabricator

ii) title/description of object or collection

iii) date(s) of creation

v) medium, ie. material(s) used to create/fabricate the object/collection

vi) edition number, where applicable

v) dimensions

vi) signature/inscriptions, where applicable

vii) condition, including any conservation that has been carried out on the object, or conservation that would be required once purchased; if the latter, explain your level of commitment to undertaking the required conservation treatment.

Documentation attached: Photographs

Photocopies

CD-ROM

3. Eligibility of Cultural Property

Select:

Cultural property is a proposed repatriation / patriation from outside of Canada

Cultural property is in imminent danger of permanent export from Canada

Appeal # _____ Delay Period Expiry

Name of Present Owner:

Address:

Telephone Number:

Provenance of cultural property (ie. history/dates of previous ownership):

Will you obtain clear title and deed to the cultural property in question upon purchase?

Yes

No (explain)

4. Grant Request

- (a) Amount of grant requested \$ _____
 - (b) Amount you propose to contribute from your acquisition budget \$ _____
 - (c) Amount that has been raised in support of this purchase \$ _____
- TOTAL*: \$ _____ CAN**

* TOTAL should equal Agreed Purchase Price in 6(b) or Pre-sale Estimate in 6(c) or Agreed Purchase Price or Proposed Fair Cash Offer in 7(c).

5. Budget Information

- (a) Total acquisition budget of your institution for this fiscal year: \$ _____
- (b) Acquisition budget for your division: \$ _____
- (c) Amount already spent or committed, from both budgets: \$ _____

Attach budget statements to reflect the above. If funds are available and a portion of uncommitted funds has not been indicated, please explain.

- (d) Amount which has been raised in support of this purchase from:
 - Provincial government \$ _____
 - Municipal government \$ _____
 - Private subscriptions from _____ \$ _____
 - Public subscriptions from _____ \$ _____
- Total \$ _____ CAN***

* It is expected that this amount represent 50% or more of the purchase price. Attach documentation that establishes the commitments from other sources. If it has not been possible to obtain any portion of the purchase price from other sources, please explain. Provincially-owned institutions are expected to demonstrate that the provincial government is contributing to the purchase, either through the institution's acquisition budget or in addition to the acquisitions budget.

6. If cultural property is a proposed repatriation/patriation, complete this section:

- (a) Pertinence: Explain why the cultural property is related to Canada's heritage and your particular collection or acquisition mandate, including whether similar examples exist in your or other Canadian public collections and, if so, what differentiates the cultural property for which you are seeking a grant. You are also encouraged to explain any local, provincial or regional considerations and any other pertinent factors to explain why repatriation or patriation to Canada is recommended.
- (b) Price Negotiations: If the cultural property is being sold privately, provide details of negotiations leading to the purchase price, such as consultations with dealers, internal market research, and any monetary appraisals that were considered. Include a copy of the vendor's invoice or a letter from the vendor confirming the Agreed Purchase Price, exclusive of taxes or other related expenditures, of \$ _____ CAN.

(c) Auction Sale: If the cultural property is being sold at auction, provide the:

Name and address of the auction house:

Place of auction:

Date of sale:

Lot #(s) of cultural property for which a grant is being requested:

Pre-sale estimate(s): \$ _____ + premium of \$ _____ = \$ _____

Conversion: \$ _____ CAN + premium of \$ _____ CAN = \$ _____ CAN

NOTE: If there is evidence that the actual purchase price may exceed the pre-sale estimate, thereby warranting a request at a higher amount, please explain and attach relevant supporting documents. Once you have established your level of commitment, any grant approved will be used to “top up” the total amount indicated in 5(d) up to but not exceeding the amount of the request.

(d) Authentication/Condition: Summarize any research or evidence concerning the authentication and/or condition of the cultural property, including details regarding qualified persons who have been consulted or who have been involved in inspecting, researching, and assessing it. Attach copies of any supporting documentation.

7. If the cultural property is in imminent danger of being exported from Canada, complete this section:

(a) Pertinence: Explain how the cultural property is of importance to your particular collection or acquisition mandate. You are also encouraged to explain any local, provincial or regional considerations and any other pertinent factors in support of acquiring the cultural property.

(b) Review Board Certification: If the vendor is a Canadian taxpayer, as part of your negotiations of the purchase price, you are encouraged to offer to make an application to the Canadian Cultural Property Export Review Board to have the property in question certified so that the vendor would be exempt from paying taxes on the capital gain realized by the sale to your institution. If a capital gains tax exemption is relevant to this proposed sale, indicate whether the potential tax saving for the vendor has been, or will be, a factor in negotiating a fair cash offer: Yes No

(c) Price Negotiations: Provide details of any other negotiations leading to the purchase price, such as consultations with dealers, internal market research, and any monetary appraisals that were considered. Include a copy of the vendor’s invoice or a letter from the vendor confirming the Agreed Purchase Price, exclusive of taxes or other related expenditures. If the purchase price is being negotiated, enter the fair cash offer you propose to make.

Agreed Purchase Price:

\$ _____

Proposed Fair Cash Offer:

\$ _____

(d) Authentication/Condition: Summarize any research or evidence concerning the authentication and/or condition of the cultural property, including details regarding qualified persons who have been consulted or who have been involved in inspecting, researching, and assessing it. Attach copies of any supporting documentation.

8. Declaration

"I declare on behalf of

Institution or public authority

that if as a result of this application a grant is made, the funds so granted will be used only for the purchase of the cultural property described herein, exclusive of taxes and other related expenditures such as shipping, packing, recovery, conservation, research and display; the grant will be publicly acknowledged in the format prescribed by the Minister of Canadian Heritage.

It is furthermore agreed that the cultural property shall be the sole property of the institution/public authority cited above and will not be permanently disposed of within 25 (twenty-five) years of the date of purchase, except to an institution or public authority that is, at the time of such disposition, designated by the Minister of Canadian Heritage under subsection 32(2) of the Cultural Property Export and Import Act for the purpose of receiving cultural property of that kind."

Signature of Director or Chief Executive Officer

Date

Revised March 2007