

## Application Guidelines – Digital Citizen Contribution Program

On this page:

- Objectives and expected results for the Digital Citizen Contribution Program
- Application deadline
- Who can apply
- Eligibility
- Eligible projects
- Eligible expenses
- Limits of government assistance
- How to apply
- Application process
- How applications are evaluated
- Evaluation criteria
- Application processing time
- Funding decisions
- How funding is provided
- Funding conditions
- Workplace well-being
- Official languages requirements
- Acknowledgement of financial assistance
- Access to information requests
- Disclosure of information
- Audits of recipients and evaluation of the Program
- Contact us
- Glossary

## Objectives and expected results for the Digital Citizen Contribution Program

The Digital Citizen Contribution Program (DCCP) will support the priorities of the Digital Citizen Initiative by providing time-limited financial assistance for projects (or to researchers and practitioners) across Canada. This will support democracy and social cohesion in Canada in a digital world by enhancing and/or supporting efforts to counter online disinformation and other online harms and threats to our country's democracy and social cohesion. The Program will include opportunities for local communities, organizations and academics to obtain funds for new and existing related pure and practical research, and evaluation initiatives.

The objective of the Program is to enhance cooperation and innovation by:

- enhancing research capacity to support policy development, programming and engagement activities in the countering disinformation and other related online harms and threats to our country's democracy and social cohesion space;
- supporting the development of evidence-based models and promising practices which address known risks;
- helping to develop the tools and skills necessary to better equip Canadians in the face of disinformation and other related online harms and threats to our country's democracy and social cohesion;
- building capacity to address disinformation and other related online harms and threats to our country's democracy and social cohesion through expert knowledge, enhanced cooperation and knowledge transfer to key government and civil society stakeholders; and
- empowering Canadians to take steps to mitigate the potential impact of disinformation and other related online harms and threats to our country's democracy and social cohesion.

## Application deadline

August 18, 2022

## Who can apply

To be eligible for funding, your organization must be:

- a national, provincial, territorial, municipal, Indigenous, community or professional organization, society or association which has voluntarily associated itself for a not-for-profit purpose, and which has the mandate to represent its membership or community;
- a not-for-profit organization including non-governmental organization, non-profit corporation, community group, umbrella organizations, regulatory body or apprenticeship authority, or association serving the private sector;
- a university or educational institution;
- an individual researcher, acting in their personal capacity;
- a research institution with an established record in relevant field(s), undertaking work in a Canadian context; or
- a for-profit Canadian and Canadian owned institution with a record of developing and delivering programming, and performing research or related activities relevant to the goals of the Department of Canadian Heritage's Digital Citizen Initiative, provided that the nature and the intent of the activity is non-commercial.

Federal institutions, including any department, branch, office, board, agency, commission, corporations, or other entity, which receives an annual appropriation from Parliament, are not eligible for funding under the Program.

## Eligibility

We are responsible for determining the eligibility of each applicant, its project and project-related expenses.

The Program is highly competitive. Requests for funding typically exceed our available resources. If your organization is eligible, submitting an application does not guarantee funding.

## Eligible projects

To be eligible for funding from the Program, your research project must align with the Program's objectives and the call for proposal's objectives, as follows:

- Projects that aim to evaluate the efficacy of efforts by platforms to counter disinformation and other online harms;
- Projects that aim to understand the role of non-news and alternative media sources of disinformation; and
- Projects that aim to identify the behavioural and psychological underpinnings of the spread of disinformation and other harmful content in the Canadian context.

## Eligible expenses

Only expenditures related to the project, in cash or in-kind, are eligible. Expenditures can be grouped into two categories:

Costs specifically linked to the delivery of the project are considered "direct costs" and may include:

- salaries and wages for permanent or temporary professionals, including mandatory employment-related costs and professional development;
- rent and related utilities such as electricity, heat, water and telephone, maintenance of offices and other buildings, insurance and taxes, conference room and meeting room rentals, where these expenses are directly related to the project;
- project development expenses (e.g., consultations, data collection, meetings, and site visits);
- computer services, library expenses, research costs and collection and analysis of statistics;
- public awareness and educational events and activities consistent with the project's objectives;
- translation and simultaneous interpretation activities;
- supplies and materials (less than \$5,000 per acquisition); and
- travel expenses, which must not exceed the [rates permitted for travel on government business](#).

Costs to support the project are considered "administrative expenses" and may include:

- salaries and wages for administrative services, including mandatory employment-related costs and professional development;
- rent and related utilities such as electricity, heat, water and telephone, maintenance of offices and other buildings, insurance and taxes, conference room and meeting room rentals, where these expenses are part of ongoing expenses;
- office equipment and minor capital acquisitions net of disposal (less than \$5,000 per acquisition);

- audit and evaluation expenses; and
- culturally appropriate expenditures including gifts (for a maximum of \$100), community feasts, ceremonies and ceremonial meals, gatherings, and circles in accordance with TBS Directive on Travel, Hospitality, Conference and Event Expenditures.

Note: Administrative expenses cannot exceed 15% of the total funding agreement.

Costs related to major infrastructures; lobbying activities; advocacy; prizes; and liquor permits are not eligible for funding from the Program.

In-kind contributions are considered real contributions to the cost of the proposed project but are not reimbursable. Donated goods and services may be considered in-kind contributions if they:

- are essential to your project's success;
- are eligible and would otherwise have to be purchased or paid for by you;
- can be measured at fair market value (i.e. in relation to similar goods and services); and,
- are balanced by an equal revenue in your budget (i.e. total in-kind expenses equal total in-kind revenues).

We cannot fund expenses incurred before the application deadline. If you incur expenses for your project before receiving written confirmation of your funding approval, you will be doing so at your own risk.

### Limits of government assistance

To ensure the success of your project, we encourage you to have other funding sources. This may include contributions from your organization or group, the private sector or other levels of government.

The total financial assistance received from the Program and other levels of government (federal, provincial, territorial and municipal) cannot exceed 95% of the total eligible project-related costs.

**Under this call for proposals, successful recipients could expect to receive funding up to \$100,000. Funds received through this call for proposals must be spent by March 31, 2023. Eligible expenses may be incurred, at the applicant's own risk, as of August 18, 2022.**

### How to apply

Read these Application Guidelines in their entirety before completing your application.

You must meet all eligibility requirements and submit a complete application package to be considered for funding. Incomplete applications will be rejected. A complete application package includes:

- the General Application Form, completed and signed;
- an itemized budget for the life cycle of the project, disclosing all revenues from all sources (confirmed and potential), including in-kind support, as well as all expected expenses of the project. The Budget Template provides the format required for the project proposal submission;
- a project workplan which defines the activities the project will undertake to achieve its anticipated outcomes. The Project Workplan Template provides the format required for the project proposal submission;
- the sub-components of the Application Form:
  - the Direct Deposit Form (if you have not yet completed one, or if your information has changed);

- the Unincorporated Applicant Acceptance of Responsibility Form (only in the case of an unincorporated group);
- proof of legal status, which can include letters patent, incorporation documents; and
- the organization's most recent financial statements (other levels of government, universities, and Band Councils are exempt), if available.

### Application process

- Complete, sign, and date the General Application Form;
- Attach all the required supporting documents; and
- Submit your application through only one means (i.e. by email, by mail, in-person, etc.)

### Email submissions:

Application packages should be submitted electronically to the following email address: [icn-dci@pch.gc.ca](mailto:icn-dci@pch.gc.ca)

The email must be sent no later than 11:59 p.m. local time on the date of the application deadline for your application to be considered.

### How applications are evaluated

We fund projects that have clear objectives and measurable results. Your application will be evaluated based on the evaluation criteria below by review committees who will compare it with other applications and prioritize it in relation to the funds available.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a rejection of your new application.

### Evaluation criteria

When prioritizing eligible applications, we will take into consideration:

- alignment with Program objectives;
- demonstrated need for the project and evidence that the project will have a positive domestic impact on Canada or Canadians;
- organizational capacity to deliver the project, manage funds, and deliver on reporting requirements;
- partnership creation and/or strengthening, as well as seeking wider participation and being inclusive of various community groups such as Indigenous communities, official language minority communities, ethno cultural communities and youth; and
- applicants who have obtained financial support from other sources.

### Application processing time

Please refer to the [Service standards for Canadian Heritage funding programs](#) or contact [the Program](#).

We will acknowledge receipt of your application within two weeks of receiving your application in our office.

## Funding decisions

We reserve the right to target our funding to specific projects. Please note that decisions regarding eligibility and funding amounts are final.

## How funding is provided

We provide funding in the form of a contribution.

A contribution is a conditional payment issued for a specific purpose, as outlined in a funding agreement. The agreement is signed by your organization and by us and specifies the terms and conditions to receive payment. At the end of your project, you must submit a final report.

## Funding conditions

You may be required to submit interim reports during your project.

Additional conditions may apply and, if applicable, will be included in your funding agreement.

Should you receive funding, you must inform us if you make significant changes to your proposal.

## Workplace well-being

The Government of Canada is strongly committed to promoting healthy workplaces where harassment, abuse and discrimination are not tolerated. Organizations that receive funding from Canadian Heritage must take measures to create a workplace free from harassment, abuse and discrimination.

## Official languages requirements

We are committed to taking positive measures to enhance the vitality of official-language minority communities and to promote the use of English and French in Canadian society. If you receive funding, you agree to comply with the official languages requirements set out in your application or in your funding agreement.

## Acknowledgement of financial assistance

If you receive funding, you must publicly acknowledge – in English and in French – the financial support received from the Government of Canada in all communications materials and promotional activities. Additional requirements may be included in your funding agreement.

For additional information, please refer to our [Guide on the public acknowledgement of financial support](#).

## Access to information requests

We are subject to the [Access to Information Act](#) and the [Privacy Act](#). The information you submit in your application may be disclosed in accordance with these Acts.

## Disclosure of information

By submitting your funding application, you authorize us to disclose any information submitted with this application within the Government of Canada or to outside entities for the following purposes:

- to reach a decision;

- to evaluate the results of the project; and
- to support transparency, accountability and citizen engagement.

### Audits of recipients and evaluation of the Program

We reserve the right to audit your accounts and records to ensure compliance with the terms and conditions of your funding agreement. We also conduct periodic Program evaluations, during which you may be required to present documentation.

You must keep any records, documents, or other information that may be required to perform the audit or the evaluation for five years. Demonstrated failure to maintain such records may result in the repayment of amounts previously received.

### Contact us

For further information, please contact us:

Department of Canadian Heritage  
Digital Citizen Contribution Program  
25 Eddy Street  
Gatineau, Quebec  
K1A 0M5

### Email

[icn-dci@pch.gc.ca](mailto:icn-dci@pch.gc.ca)

### Telephone

1-866-811-0055 (toll-free, Monday to Friday, 8:30 a.m. to 5:00 p.m. (ET)).

### TTY

1-888-997-3123 (for people who are deaf, hard of hearing or speech impaired, toll-free, Monday to Friday, 8:30 a.m. to 5:00 p.m. (ET))

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

## Glossary

### **Administrative costs**

Costs associated with the general management of a project or organization, such as salaries and benefits, fees for services, bank charges and utilities (not exceeding 15% of total contribution). The Program can only reimburse administrative costs directly related to the proposed project. Administrative costs related to the general operation of an organization are not eligible for funding.

### **Audited financial report**

An audited financial report includes a statement of operations for the given period with regard to the Project and is prepared by a certified accountant who is not part of your organization.

### **Audited financial statements**

A complete set of financial statements including a statement of financial position; a statement of operations; and a statement of changes in financial position. Audited financial statements are completed by a certified accountant who is not part of your organization. The certified accountant performs auditing activities in accordance with generally accepted accounting principles.

### **Business plan**

A written document that describes your organization's current status and plans for two to five years. It identifies future opportunities and includes the financial, operational and marketing strategies to achieve your goals.

### **Cash flow**

A presentation of all anticipated revenues and planned expenses that will occur over the length of your project. At the beginning of your project, your cash flow will have only forecasted revenues and expenses. Over time, your cash flow will be updated to reflect the actual revenues and expenses.

### **Ethnocultural communities**

A group of people whose members identify with each other through a common heritage. An ethnocultural community or group is defined by the shared characteristics unique to, and recognized by, that group. This includes characteristics such as cultural traditions, ancestry, language, national identity, and/or country of origin.

To the extent that religion is inextricably linked to the group's racial or cultural identity, it can also be recognized as a defining characteristic. In some cases, a group may view its common origin as pan-national, or it may be based on geographic region of origin.

Ethnocultural communities may or may not overlap with racialized communities (See definition of racialized communities).

### **Final report**



A final report is submitted at the end of your project based on the requirements in the funding agreement. Your final report needs to provide the results of the activities you have undertaken for the duration of your project.

### **Final financial report**

A final financial report includes, as separate items, the budget as well as all of the revenues realized and expenditures incurred for the given period with regard to the project being funded.

### **Financial statements**

A complete set of financial statements, including a statement of financial position; a statement of operations; and a statement of changes in financial position. Financial statements may be audited or unaudited.

### **GBA+**

[GBA+](#) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA+ acknowledges that GBA+ is not just about differences between biological (sexes) and socio-cultural (genders). We all have multiple characteristics that intersect and contribute to who we are. GBA+ considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives.

Using GBA+ involves taking a gender- and diversity-sensitive approach to our work. Considering all intersecting identity factors as part of GBA+, not only sex and gender, is a Government of Canada commitment.

### **Geographical area of operation of the organization**

- inter-provincial/Inter-territorial (active in at least two provinces or territories);
- provincial/Territorial (active throughout a province or territory);
- regional (active in at least two municipalities in a region);
- municipal (active in a municipality); or
- local (active in a community or neighborhood).

### **Indigenous communities**

Indigenous communities are First Nations, Inuit and Métis communities.

### **Interim reports**

Interim reports are submitted during your project based on the requirements in the funding agreement. These reports indicate the results of the activities undertaken for a specific period. In addition, they include a status report on the work to be accomplished and updated revenue and expense reports.

### **Official-Language Minority Communities**

The official-language minority communities are the Anglophone communities residing in Quebec and the Francophone communities residing outside of Quebec.

### **TBS**

Treasury Board Secretariat: The Treasury Board of Canada Secretariat provides advice and makes recommendations to the Treasury Board committee of ministers on how the government spends money on programs and services, how it regulates and how it is managed. The Secretariat helps ensure tax dollars are spent wisely and effectively for Canadians.

### **Volunteer**

An individual working on behalf of others without receiving financial or material gain.