

Canadian Heritage – Museums Assistance Program’s Emergency Assistance Fund component

I. Definition

Emergency assistance may be provided through the Museums Assistance Program (MAP) to help heritage institutions undertake urgent remedial action in order to mitigate the damage to collections caused by an **external event**.

An external event is a sudden and unforeseen catastrophe, such as a violent wind storm, tornado, flood, fire, earthquake, ice storm, etc.

The **emergency** aspect is a key element and must meet two essential criteria:

- the situation puts the integrity of the collection(s) into immediate danger;
- an immediate action is required.

II. Limits and Conditions

Emergency assistance is not intended to replace the protection provided by private insurance companies, good risk management practices, or building management (infrastructure).

Applicants must verify with their insurance company if the costs to be incurred with implementing urgent remedial actions are covered by their specific insurance policy. If this is the case, MAP will not reimburse the cost.

The applicant must inform MAP within **21 days** of the natural disaster. After this date, applicants have **up to six months** to submit a complete application (application form, budget and relevant attachments).

III. Eligible Applicants

All incorporated not-for-profit Canadian museums.

IV. Maximum Funding

Emergency assistance is provided as a grant. Project funding for eligible activities can be up to 100% of eligible expenses up to a maximum of \$50,000.

V. Eligible Projects

Examples of eligible projects:

- A river overflows its banks causing a flood. The water level and the humidity in the basement of a local museum threaten artefacts in storage. The collection needs to be moved into temporary off-site storage until the flood recedes.
- A tornado damages the roof of a museum as well as its electrical system. A portion of the collection is very fragile requiring constant ventilation and temperature control. That collection must be relocated to a more stable storage space until the museum is repaired.

VI. Eligible Expenses

Emergency assistance projects are part of the Collections Management component. Eligible expenses under that component that apply to this type of project include:

- pro-rated salaries and wages directly related to the project;
- consultants, including fees and travel, as per Treasury Board standards;
- equipment rental;
- temporary storage costs;
- materials, supplies, and minor capital asset costs in relation to projects. No more than \$25,000 of the project funding can be used for the acquisition of minor capital assets;
- incremental administration costs, provided they are linked to the project.

VII. Ineligible Projects and Expenses

Ineligible projects and expenses under the Collections Management component that apply to this type of project include:

- ongoing operations (for example: salaries, wages, travel, supplies, material, minor capital assets, fundraising, marketing, governance, and other costs related to ongoing operations);
- day-to-day collections management activities such as acquisition, conservation, accessioning, deaccessioning, cataloguing, inventory, photography and digitization of collections;
- hospitality;
- capital projects, including infrastructure repairs as a result of the natural disaster;
- development of project proposals or applications under MAP or other federal programs;
- collection restoration and related equipment;
- Goods and Services Tax (GST).