# Tips and Tricks for Applying to the

# Reopening Fund for Heritage Organizations

1. Applications for the 2021 Reopening Fund for Heritage Organizations will be accepted through the **new** [Canadian Heritage Funding Portal](https://pch-financement-funding.canada.ca/en-CA/) (CHFP). With the CHFP, you will be able to perform online transactions easily, such as:
* Managing your organization’s information;
* Submitting your funding application; and
* Tracking the status of your application.
1. In order to apply through the portal, you will need to complete a two-step online application process (1 - Create an Applicant Profile and 2 - Submit an Online Application Form), as well as upload the required documents prior to the deadline.
2. There are two ways to sign into the Canadian Heritage Funding Portal: through a Sign-In Partner or with a GCKey.
	* You can access the CHFP through a Sign-In Partner site. Sign-In Partners are companies and organizations (such as financial institutions) that have partnered with SecureKey Technologies to enable their customers to use their online credentials (e.g., card numbers or user names and passwords for an existing Canadian bank account) to access Government of Canada services. Using a sign-in partner is convenient because you don’t have to remember a different user ID and password; you already know your login information because you likely use it on a regular basis.
	* You can also access the CHFP with a GCKey. GCKey is a service that issues credentials (a username and password) for accessing government services online. This is a unique electronic credential that allows you to communicate securely with online-enabled government programs and services. GCKey is a good option if you don’t have a sign-in partner or prefer not to use one.
3. The individual that sets up the Applicant Profile and registers the organization should be the Authorized Representative, someone with the authority to bind and apply on behalf of your organization. The Authorized Representative will be considered the signatory on the application form.
4. To complete your Applicant Profile, you will need the following documents:

	* **Proof of your organization’s legal status** (letters patent/incorporation documents, partnership agreements, constitution or bylaws or other recognized documentation); if your organization is an unincorporated association, ad hoc committee or trust without any by-laws or a constitution, you can attach a copy of meeting minutes or a list of your controlling members.
	* **Direct Deposit Enrollment Form**, stamped by a financial institution oraccompanied by one supporting document (a void cheque, banking letter, or management letter). Direct Deposit Enrollment Forms can be downloaded from the portal.

While you may have already submitted these documents in the past, you will need to upload them to your Applicant Profile the first time you apply online through the new portal.

1. Browser: The Canadian Heritage Funding Portal works best with Chrome, Edge and Safari browsers. The CHFP does not work well with Explorer.

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| Our support team is available from Monday to Friday from 8:30 a.m. to 5:00 p.m. (Eastern Standard Time) to assist you with any technical issues or questions related to the online application. Here is how you can reach us:Telephone: 1-866-811-0055TTY (Teletype for the hearing impaired): 1-888-997-3123Email: PCH.info-info.PCH@canada.ca |