

AGREEMENT NO. ###

COMMUNITY STORIES STREAM



Digital
Museums
Canada

Musées
numériques
Canada



THIS AGREEMENT IS MADE ON THE [Click or tap to enter a date.](#)

BETWEEN: The Canadian Museum of History

100 Laurier Street
Gatineau, QC K1A 0M8

Hereinafter “the **Museum**”

AND: **Organization’s name and full address**

XXX

Hereinafter “the **Organization**”

PROJECT: “**Project Name**”

1 Spirit of Program and Agreement

- 1.1 The **Organization** undertakes to create a project provisionally called “**Exhibition Name**” (hereinafter “the **Project**”).
- 1.2 The **Museum** recognizes the freedom of creators. At the same time, it requires a safe, inclusive and educational online environment.

2 Safe Project

- 2.1 The **Organization** must deliver **Project** that is respectful, open, inclusive and accessible. This **Project** must show respect for the subject being addressed, as well as audiences and communities. Any aspect of the **Project** that may be incompatible with the *Canadian Charter of Rights and Freedoms* or the *Criminal Code*, particularly in relation to hate speech, is contrary to the spirit of the program.

3 Nature of Project

- 3.1 The **Project** may not be used for political, ideological or religious aims above all. In addition, it may not be used for commercial or fundraising purposes. For example, the **Organization** may not embed within the **Project** elements or links aimed at promoting the sale of goods or services.

4 Respect for Spirit of Program

- 4.1 The **Organization** must ensure that the **Project** reflects the program’s spirit. Should this not be the case, if the parties cannot find a mutually agreeable solution that brings the **Project** into line with the program’s spirit, the **Museum** can modify or cancel the **Project**, following a written 15-day notice.

5 Investment Amount

- 5.1 The **Organization** shall not arrange or incur any expenditure other than those stipulated in the **Agreement**, on behalf of the **Museum**, without prior authorization by the **Contracting Authority**.
- 5.2 Release of funds for the completion of the **Project** phases shall be as follows:
Investment not to exceed **\$xxx,xxx.xx**. All amounts are in Canadian funds.

6 Schedule for Release of Funds

- 6.1 In accordance with the General Conditions and upon completion of a phase of the **Project** to the satisfaction of the **Museum**, and in exchange for delivery of the **Project**, as defined in the statement of phases in this **Agreement**, the **Museum** shall release funds to the **Organization** in accordance with Annex A: Deliverables and Release of Funds

6.2 If, in the opinion of the **Museum**, the **Project** does not satisfy all the technical and content requirements set forth in this **Agreement**, the **Museum** can, as appropriate and in its sole discretion, cancel any release of funds or part thereof.

7 Terms of Agreement

7.1 The **Project** shall be launched within **24 months (or less)** of the signing of the **Agreement**. The term of the **Agreement** shall extend from its signing by the parties until **Click or tap to enter a date**. The **Organization** shall complete the phases of the **Project** in accordance with the deadlines set forth in Annex A of the **Agreement**. The **Museum** reserves the right to withhold funds or withdraw from the **Agreement** if the **Organization** does not complete the work in accordance with the established schedule or within 24 months.

8 Appendices

8.1 The parties undertake to comply with the call for projects documents and the entirety of this **Agreement** and its schedules, including the following documents:

Available on the DMC website:

- [General Conditions \(“GC”\)](#)
- [Responsibilities – Organization](#)
- [Responsibilities – Museum](#)

And the following documents attached to the **Agreement**:

- **Annex A: Deliverables and Release of Funds**
- **Annex B: Project Description and Scope**

These documents form an integral part of the **Agreement**.

8.2 In the event of discrepancies and inconsistencies or ambiguities arising between the provisions of the schedules and the **Agreement**, the provisions contained in the schedules prevail over the provisions contained in the **Agreement**. In the event of discrepancies, and inconsistencies or ambiguities between the General Conditions and the other schedules, the other schedules shall prevail.

9 Language of Agreement

9.1 The parties have requested that this **Agreement** and all related documents be drafted in English.

IN WITNESS WHEREOF the parties have hereunto set their hands on the date aforesaid.

The Museum

The Organization

Select a name

* We are authorized to sign this **Agreement** on behalf of the **Organization** and bind the **Organization** to it.

Date

Name and title

Date

Annex A: DELIVERABLES & TERMS OF RELEASE OF FUNDS

Phase		Deliverable	Delivery date	Release of Funds (upon approval of deliverable)
1	Production Plan	-Revised Project Description -Updated Schedule -Updated Budget	XXX	40% \$ XXX
2	Preliminary Version – 1 language	-Preliminary Version (in either English or French) -Translation sample	XXX	40% \$ XXX
3	Final Version – English & French (and any additional languages)	-Final Version – multilingual -DMC Launch Form & promotional images	XXX	Final 20% \$ XXX
LAUNCH DATE: XXX				

DMC review time:

- Upon submission of a deliverable, DMC requires up to 10 working days in Phase 1 and up to 20 working days in the other phases to review.
- Plan for **2 review cycles** for each phase. This allows time for revisions of the deliverable to meet the requirements set forth in this **Agreement**.

PHASE 1: Production Plan

Objective: Refine the materials submitted at the proposal stage to ensure accuracy, alignment, and feasibility of the **Project**.

Deliverables

- **Revised Project Description**
- **Updated Schedule**
- **Updated Budget**

PHASE 2: Preliminary Version – 1 language

Objective: To produce, in the Community Stories website-building platform, a fully functional, preliminary version of the **Project** (with real content) in either English or French

Deliverables

- **Preliminary Version (in either English or French)**
- **Translation sample** (in second language)
 - A sample translation of actual Project text (250 words or more) that has been professionally revised. DMC will review for equivalent tone and style and appropriate readability for the target audience.

PHASE 3: Final Version – English & French (and any additional languages)

Objective: To produce, in the Community Stories website-building platform a fully functional, final version of the **Project** all languages

Deliverables:

- **Final Version in all languages**
 - This should use final, professionally edited text in all languages based on the approved Phase 2 deliverable.
 - A comparative read must be undertaken to ensure equivalency.

- ***DMC Launch Form and promotional images***

On re-submittal of any deliverables identified in the above phases and after having addressed issues raised during the **Museum's** validation of the **Project**, the **Organization** must provide a brief overview describing how the technical issues identified by the **Museum** have been resolved. The approval of a deliverable may require multiple rounds of quality assurance cycles subject to the discretion of the **Museum**.

If, in the opinion of the **Museum**, throughout all phases of the **Project**, any deliverable or element of a deliverable, does not satisfy all the content and technical requirements set forth in this **Agreement**, and after all options have been explored with the **Organization**, the **Museum** can, as appropriate and in its sole discretion, cancel any payment or part thereof.

SAMPLE

Annex B: PROJECT DESCRIPTION & SCOPE

Annex B defines the **proposed** concept and scope of the **Project**. This is generated from the responses in the proposal, with the option of making modifications at the time of signing the **Agreement**. It is understood that the **Project** may evolve during research, creative development, user-testing, or community consultation, but the **scope should be comparable.**

Project Description

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Topic(s)	Themes	Subthemes (if applicable)
<i>Point form</i>		

Target Audience

Primary Audience	Outcomes
<i>Point form</i>	
Secondary Audience (if applicable)	Outcomes
<i>Point form</i>	

Materials

Media Assets (e.g., photos – archival or contemporary, video clips, 360s, audio clips, maps, artworks, recording, documents, maps, songs, podcast, newspaper clippings, illustrations, other)	Number of items (approx., provide a range)	Source or collection (if known)	Status - NEW or EXISTING (Ready to use, new, needs digitization, needs creation, etc.)

Storyline

Describe the connecting thread that unites the story how it is structured (chronological, thematic, etc.). Which features of the website-building platform will be utilized (Chapters, timelines, hot spots, gallery page, etc.)

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Chapter/Theme	Description
<i>Point form</i>	

Community Engagement (if applicable)

Describe how you will engage and involve the community who are represented in the story (e.g. community consultations, advisory committees, interviews, etc.) These should occur throughout the research, development and production.

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