

MÉTIS CULTURAL DEVELOPMENT FUND OBJECTIVES

The Métis Cultural Development Fund (MCDF) program seeks to fund activities that preserve, strengthen and transmit Métis culture and traditions in Saskatchewan. An emphasis is placed on activities benefitting children, building cultural leadership skills, transferring knowledge between generations, and skills development, mentorship and having fun. Activities should encourage gathering, sharing, learning, celebrating and developing Métis culture in Métis communities.

The MCDF gives priority to activities that seek to meet these goals, contribute to long-term cultural awareness and pride, and promote a high level of access and participation. Priority is also placed on applications with strong community support. Applications from northern and rural regions are encouraged.

The intent of the MCDF program is to complement rather than replace or duplicate existing support to culture, and is therefore particularly targeted to areas not already funded by conventional support systems.

APPLICATION DATES

May 15 and October 15

Applications must be received at the SaskCulture office by the deadline date. Applications received by mail will be accepted if postmarked by the application deadline date. Applications will not be accepted by email or fax.

Mail applications to:

Métis Cultural Development Fund
SaskCulture Inc.
600, 2220 12th Avenue
Regina, SK S4P 0M8

Late or incomplete applications will not be considered.

CONTACT INFORMATION

Phone (306) 780-9284
Toll free 1-866-476-6830

Privacy Statement

The protection of information is important to SaskCulture. We, as an organization, are committed to protecting the privacy of our members, volunteers, clients, partners, and employees. Our commitment is to maintain the confidentiality of your information and preserve your right to privacy.

SaskCulture collects, uses and discloses funding information in order to adjudicate and manage culture section funds to the cultural community of Saskatchewan and to promote this cultural activity within the province. Statistical and anecdotal information is compiled from the data for promotional and advocacy purposes. By signing the application form, you authorize SaskCulture Inc. to publish applicant organization name, location, grant amount and anecdotal information for promotional and advocacy purposes.

Withdrawal of Consent

You may withdraw your consent, subject to legal or contractual obligations, and on reasonable written notice. If you wish to withdraw your consent, you should first contact the Administration Manager to understand the implications of such withdrawal and, if you choose to proceed, provide written notice to SaskCulture.

MÉTIS CULTURAL DEVELOPMENT FUND

GENERAL GUIDELINES

APPLICANT ELIGIBILITY

Applicant organizations must:

- be a registered non-profit Métis community group based in Saskatchewan; **and**
- have a primarily cultural or multicultural mandate, or be otherwise significantly engaged in cultural or multicultural activity.

Affiliates, agencies and programs of the Gabriel Dumont Institute or the Metis Nation – Saskatchewan **are not** eligible. Métis Locals and Regions are eligible for this program provided the request is for community-based cultural activity that meets the intent, objectives, and criteria of the program.

Organizations that have outstanding Follow-up Reports within the lottery funded system will not be considered eligible until outstanding follow-ups are completed and processed.

In general, applicants can access one project grant per fiscal year (August 1 – July 31). Preference will be given to applicants who have not received a grant in the previous year.

ASSESSMENT CRITERIA

Priority will be given to applications from cultural groups in smaller communities throughout the province, and to applications that include significant aboriginal and/or youth involvement.

A volunteer committee composed of Métis people with cultural expertise representing the northern, central and southern regions of Saskatchewan will assess proposals according to the following criteria:

- Extent that the proposal meets the objectives of the program and current priorities;
- Quality of the proposed program/activity;
- Potential for ongoing cultural impact/legacy;
- Extent of participation, access to the program and consideration of any barriers to participation
- Transfer of knowledge to younger generations
- Support of cultural practitioners and of building cultural leadership
- Contribution to long-term cultural awareness of communities
- Realistic planning and the capacity of the applicant to deliver activity
- Extent that financial need is demonstrated and the applicant has shown resourcefulness in raising funds for the project from self-generated and other funding sources
- Extent of community support and involvement;
- Extent of resourcefulness, collaboration and partnerships
- Credibility of the applicant (track record in serving culture);
- Realistic and responsible use of resources (funds, volunteers, etc.); and
- Uniqueness of activity: it does not duplicate existing programs and services offered within the same jurisdiction.

GRANT LEVELS

Projects: 70% of eligible costs to a maximum of \$10,000.

ELIGIBLE PROJECTS

Projects that strengthen Métis cultural identity are eligible for funding.

The MCDF Program provides grants for Saskatchewan-based activities on three levels: those that are *local*, *regional* or *provincial* in scope:

Local activities benefit residents of a single community and/or the immediate surrounding area.

Regional activities benefit several communities in an area of the province.

Provincial activities benefit a significant portion of the Saskatchewan.

The intent of the MCDF is to complement rather than replace or duplicate existing support to cultural activity and is therefore targeted to areas not already funded by mainstream support systems. Activity that meets criteria for other main cultural funds, such as the programs of the Saskatchewan Arts Board and the Department of Canadian Heritage, are not the focus of this program and will be considered a lower priority for funding.

Eligible activities include:

- Cultural programs that do not have access to mainstream support;
- Activities that enhance, not duplicate, activities supported by other funding sources;
- Activities that provide cultural enhancement;
- Activities that provide collaborative exchange and transfer of knowledge;
- Research, documentation and dissemination of Métis culture.
- Specific activities at festivals.

The MCDF **does not** provide funds for:

- Prize money (e.g. for a dance competition, etc.);
- Capital costs (e.g. for building or renovating facilities);
- General support for festivals;
- Support for in-kind expenses; or,
- Activity that exclusively promotes a particular religious or political sect is not eligible.

All funds are to be used for the benefit of cultural development in Saskatchewan and for residents of Saskatchewan.

Supported projects must begin after the application deadline and will not be funded retroactively. Activities must be completed within a twelve month period.

Further restrictions apply - see *Eligible and Ineligible Expenses* for details.

APPLICATION PROCESS

Organizations applying for project grants are encouraged to consult with SaskCulture prior to making application if clarification is required.

SaskCulture staff will review each application to confirm that basic eligibility requirements have been met.

Eligible applications are adjudicated by a volunteer committee.

Applications will be reviewed approximately 6 weeks after the deadline and applicants should know the outcome of their application approximately 8 weeks after the deadline date.

Funding decisions are final and will not be revisited or appealed.

75% of the total amount granted on a project will be forwarded with confirmation of the grant approval. The remaining 25% of the grant will be forwarded upon receipt and acceptance of a Follow-up Report.

Applications, including budget forms, should be no more than eight pages.

ELIGIBLE AND INELIGIBLE EXPENSES

All income and expenses should be included in budget form, however, SaskCulture applies the following restrictions on the use of SaskCulture funds:

- Expenses claimed must be to support eligible activity and activity proposed in the application.
- The maximum overhead administration amount allowed for MCDF Grants is 12% of total actual project expenses.
- The value of donations of goods and services that reasonably replace eligible expenses must be included as both revenue (sponsorship) and as an expense for a balance of zero.
- Funds may not be used for capital expenditures, cash prizes, gifts, and the purchase of alcohol or food.
- Activity that exclusively promotes a particular religious or political sect is not eligible.
- Contributions of volunteer hours are not an allowable budget expense.
- Allowances, wages or personal expenses for program participants are not eligible.

FUNDING OBLIGATIONS

Successful applicants are required to submit a Follow-up Report to SaskCulture within 45 days of the completion of the project. This report must detail the activities of the program and describe how the activities met the goals of the MCDF. A report must be submitted before any new applications will be considered.

Reporting criteria will be included in packages to successful applicants.

Grants awarded will not exceed 70% of total eligible expenses to a maximum of \$10,000. Grant funds can not be used to support in-kind expenses. Copies of receipts must be submitted with a financial statement to show that the entire eligible project expense has been incurred, not just the amount granted by the MCDF.

Funds granted can only be used for the purpose stated in the application and are not transferable to other parties. Significant changes in the use of funds must be approved by SaskCulture. If funds have been used for purposes other than those proposed, the applicant will be required to return the funds to the MCDF. Unused funds must also be returned.

Métis Cultural Development Fund allocations must be used within 12 months of the approval date.

Failure to meet the above funding conditions to SaskCulture's satisfaction will be grounds to withhold the final payment and will restrict access to future funding.

ACKNOWLEDGEMENT OF FUNDS

Financial support from Saskatchewan Lotteries Trust Fund must be publicly acknowledged by your organization. The SaskCulture and Saskatchewan Lotteries Trust Fund logos should be used on your promotional materials. Logos and promotional material will be made available to successful applicants.



MÉTIS CULTURAL DEVELOPMENT FUND
GENERAL APPLICATION REQUIREMENTS

All requests must include eight (8) copies of the following information:

1. Completed and signed Application Form.

2. Evidence applicant meets eligibility requirements.

As proof of non-profit status, include a single copy of your organization's most recently received Corporate Registry Profile Report which shows confirmation of filing with Saskatchewan Justice Corporations Branch. If your organization registers its non-profit status with another organization (such as a municipality), please indicate this in your application.

3. Profile of Organization

Applicant profile should include:

- the organization's mandate;
- organization's structure, number of members and scope of activities;
- summary of the organization's history, accomplishments, cultural involvement and current activities;
- profiles of key staff or volunteers involved.

4. Project description and rationale

Project summary should include:

- project background and objectives;
- expected impact on the community;
- activities, dates, location and scope of activities;
- participants, volunteers and target audience;
- extent of collaboration and partnerships; and
- how the project addresses the objectives of the Métis Cultural Development Fund

5. Budget

- Include all expenses and revenues
- Use budget form supplied, or if using a separate sheet, comply with budget format
- Reference Eligible Expenses and Grant Levels in General Guidelines

6. Evidence of Community Support

- Include examples of community support that highlight the importance of the project such as letters of support from relevant organizations, results of community planning or consultation, relevant statistical information and/or demonstration of the community's financial support.

(Not included in eight 8 page limit)

Mail applications to:
SaskCulture Inc.,
#600 - 2220 12th Avenue
Regina, Saskatchewan S4P 0M8

For information about SaskCulture:
Phone: 306-780-9284 Fax: 306-780-9252
Email: saskculture.info@saskculture.sk.ca
Website: www.saskculture.sk.ca

FOR ADDITIONAL GRANT INFORMATION CALL TOLL FREE 1-866-476-6830 (OUTSIDE REGINA) OR (306) 780-9284

