



Municipal Cultural Engagement and Planning Grant

Application deadline: February 16

SaskCulture's Municipal Cultural Engagement and Planning grant (MCEP) aims to support Saskatchewan municipalities to explore and plan for the creative and cultural potential of a community through engagement and planning initiatives.

The intent of this grant is to encourage municipalities to invest in cultural engagement and cultural planning.

Purpose

The Municipal Cultural Engagement and Planning grant aims to advance the course of culture in Saskatchewan by providing funds to municipalities in areas not typically funded by conventional support systems.

The MCEP program objectives are to:

- Support municipal initiatives that explore, engage and plan for culture and the cultural life of a community;
- Support municipal cultural planning, development and investment that is coordinated and integrated with community planning & community development;
- Support initiatives aimed at increasing communication, collaboration and cooperation amongst cultural organizations and between cultural organizations and other organizations in the community (examples: business, education, health, tourism, social, environmental); and
- Support partnerships that promote cultural vitality, creativity and economic sustainability. Partnerships may include organizations in the culture, business, social and environmental sectors.

If you are unsure whether your project fits the purpose of this grant, please contact the Consultant, or see a list of successful applicants and project descriptions at www.saskculture.ca.

Contact

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Eligible Organizations

Eligible Applicants are:

- A Saskatchewan urban or rural municipality or First Nations band. The applicant must:
 - be in good standing with the Saskatchewan Lotteries Community Grant Program; and
 - have no outstanding grant follow-ups due to SaskCulture.

Organizations that have overdue follow-up reports within the lottery-funded system are ineligible.

Eligible Projects

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

Applicants should consult with SaskCulture prior to submitting an application to discuss the eligibility of their proposal and to determine which funding program would be the best fit.

Projects must meet at least one objective listed under the purpose of the MCEP program to be considered for funding. Projects must address a community-identified need and demonstrate community involvement.

Multiple submissions will not be considered:

- Applicants may only submit one proposal per MCEP deadline;
- Repeat applicants to MCEP may only apply if they have submitted a complete and satisfactory follow-up report for their previous MCEP grant; and
- Applicants may not apply to multiple SaskCulture funding programs to support the same activity for the same timeframe.

Preference will be given to applicants that have not received a grant in the previous twelve (12) months.

Eligible projects must start at least eight (8) weeks after the application deadline, and end within twelve (12) months of the project start date.

Funding Levels

Up to 50% of eligible project expenses, to a maximum of \$25,000.

Eligible Expenses

Examples of eligible expenses for Municipal Cultural Engagement & Planning grants may include, but are not limited to: community engagement costs (meetings, promotion), consultants, facilitators, mentors, printing costs, training materials/resources, and travel and accommodation costs.

Applicants are strongly encouraged to consult with SaskCulture staff regarding eligible expenses.

Ineligible Expenses

The following items are not eligible for SaskCulture funds:

- Costs for standard municipal, board and staff activity;
- Overhead administration amounts;
- Construction, renovations or repairs, capital expenditures, cash prizes, gifts, or the purchase of alcohol;
- Activity that exclusively promotes definable religious or political viewpoints;
- Contributions of volunteer hours; and
- Allowances, wages or personal expenses for program registrants and participants.

See Budget Notes section for information about in-kind expenses.

Budget Notes

The budget should include all revenue and expenses related to your project including grant requests to other funding programs or agencies.

Expenses claimed must be to support eligible activity proposed in the application.

All project income and expenses should be included in budget form and the budget should balance (revenue = expenses).

The budget tool is for project costs. Regular organizational operating expenses, staff wages and contributions of volunteer time should not be identified as revenue or expenses in the budget. These costs are ineligible for the program. Do not use them in your budget.

In-Kind Contributions: The value of donations of goods and services that reasonably replace eligible expenses must be included as revenue (sponsorship) and balanced as an expense in the budget. **These amounts are not considered when calculating the total eligible expenses for the grant** (i.e. for a project with a \$12,000 budget including \$2,000 in donated (in-kind) meeting space rental, only the \$10,000 that reflects actual out-of-pocket expenses will be considered as eligible expenses in the calculation for the amount an organization may receive for this grant).

The application budget tool is also used in the Follow-Up Report for this grant. This will be available online for you to use throughout your project.

Application Process

Applications are due February 16. As of the October 2015, SaskCulture has moved to an online application process. **Late applications will not be considered for funding.**

Municipalities and First Nations bands are encouraged to consult with SaskCulture prior to submitting an application.

SaskCulture will review applications to confirm basic eligibility requirements have been met. Eligible applications are adjudicated by a volunteer jury and applicants are informed of results within eight (8) weeks of the application deadline.

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

Successful applicants receive 75% of their total grant allocation upon grant approval and the remaining 25% upon SaskCulture's acceptance of a properly filed follow-up report.

Only complete, legible and signed applications will be considered.

Application Assessment

The funding adjudicators will assess applications based on the following criteria:

- Extent to which the project addresses the aims of the MCEP program, demonstrating the municipality's desire to explore and plan for creative and cultural potential in the community;
- Extent to which the project addresses one or more of the objectives of the MCEP program purpose;
- Details of a project's process for engagement, planning and implementation;
- Quality of proposed activity;
- Level of municipal commitment and support;
- Realistic and responsible use of resources (funds, human resources, etc.);
- Evidence of sustainability of the project, its results and outcomes;
- Potential for ongoing impact and legacy;
- Evidence of community support and/or community need;
- Feasibility and strength of project evaluation; and
- Overall quality of the written application

Funding Obligations

Funds may only be used for the eligible activities outlined in your application. Significant changes to the use of funds must be approved by SaskCulture. Funds may not be transferred to other activities or organizations and unused funds must be returned to SaskCulture.

Successful applicants will be required to submit a Follow-Up Report within 45 days of the completion of the project. This report must detail the activities of the project and indicate how it met the goals of the MCEP program. Copies of receipts must be submitted with a financial statement to show all approved eligible expenses that have been paid. Include receipts for all expenses covered by MCEP and the applicant's contribution. If the applicant is approved for funding, the Follow-Up Report is immediately available online and should be referred to at the beginning of the project as statistical information will need to be gathered during the project. The applicant may want to use the budget tool regularly as a project management tool.

Funds from Municipal Cultural Engagement and Planning must be used within 12 months of the project's start date.

Groups receiving grants must promote SaskCulture and Saskatchewan Lotteries as supporters of the project. Logos and promotional materials are available to successful applicants.

Failure to meet the above funding obligations to the satisfaction of SaskCulture will be grounds to withhold the final payment, request a return of grant funds already issued, and/or restrict access to future funding opportunities.

Privacy Statement

SaskCulture is committed to protecting the confidentiality and privacy of our applicants, members, volunteers, clients, partners, and employees.

All information in this application will remain confidential. SaskCulture collects, uses and distributes funding information in order to adjudicate and manage the Cultural Section of the Saskatchewan Lotteries Trust Fund and to promote cultural activity within the province.

By signing this application you authorize SaskCulture Inc. to publish your organization's name, location and funding amounts, as well as anecdotal information for promotional and advocacy purposes.

Please contact SaskCulture if you would like to withdraw your consent to these stipulations.