Community Cultural Engagement and Planning Grant

Application deadline: February 15

SaskCulture's Community Cultural Engagement and Planning grant (CCEP) aims to support Saskatchewan municipalities and First Nations Bands to explore and plan for the creative and cultural potential of a community.

Objectives

The CCEP program **objectives** are to:

- Support initiatives that explore, engage and plan for culture and the cultural life of a community;

- Support 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.

Community Cultural Engagement and Planning Grant Streams:
1. Research
2. Engagement
3. Development of a Culture Plan
4. Implementation

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

Contact

Dennis Garreck
Outreach Consultant

Phone: (306) 780-9265
Email: dgarreck@saskculture.ca

SaskCulture
404 – 2125 11th Avenue
Regina, SK
S4P 3X3
Toll-Free: 1-866-476-6830

Applicant Eligibility

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.

Project Eligibility

Projects will fall in one of the four streams:

1. **Research**: information gathering, identification of cultural and community assets, mapping assets, assessment, analysis of data, evaluation, feasibility studies, surveys, publishing of research findings, etc.

2. **Engagement**: community engagement and/or consultation initiatives related to culture in a community. Projects could include: public meetings, town hall meetings, facilitated discussions, focus groups, building community knowledge and capacity through presentations/guest speakers followed by discussions, etc.

3. **Development of a Culture Plan**: a community culture plan will be the outcome of this stream. Applicants can include research and community engagement as part of this stream or the project could follow previously completed research and community engagement.

4. **Implementation**: projects will be implementation initiatives resulting from a community culture plan or other plan that has focused on culture in the community.

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

Projects must meet at least one CCEP program objective. Projects must address a community-identified need and demonstrate community support and involvement.

Multiple submissions will not be considered:
- Applicants may only submit one proposal per CCEP deadline;
    - If the applicant already has an outstanding/overdue SaskCulture grant, a second proposal will not be considered until the current one is reconciled.
    - If the applicant's current CCEP grant is wrapping up during the time of application for another deadline, contact SaskCulture for options.
- Applicants may not apply to multiple SaskCulture funding programs to support the same activity for the same timeframe.

Eligible projects must start no sooner than eight (8) weeks after the application deadline, and must end within twelve (12) months of the project start date. Projects that commence sooner than 8 weeks after the deadline will not be considered.

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

Funding Levels

Stream	Percent Funded	Grant Request Amount	Applicant Contribution
Research	100%	Up to a $5,000 grant	$0
Engagement	100%	Up to a $5,000 grant	$0
Development of a Culture Plan	50%	Up to a $20,000 grant	50% of eligible expenses
Implementation	50%	Up to a $5,000 grant	50% of eligible expenses

Eligible Expenses

Examples of eligible expenses for Community Cultural Engagement & Planning grants may include, but are not limited to: conducting research, community engagement costs (meetings, promotion), consultants, facilitators, mentors, printing costs, training materials/resources, travel and accommodation costs, temporary staff or contracts for specific work, advertising and meeting room rental. Eligible expenses under the **Implementation Stream** may differ depending on the project.

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

All expenses must fall within the indicated start and end date of the grant. Expenses incurred before or after the grant period will not be eligible.

Ineligible Expenses

The following items are not eligible for SaskCulture funds:

- Capital expenses such as construction, renovations or repairs or purchase of major equipment such as computers, video camcorders, power tools, etc.;
- Cash prizes, gifts, or the purchase of alcohol;
- Food that is not a central focus of a cultural activity;
- Activity that exclusively promotes definable religious or political viewpoints;
- Contributions of volunteer hours;
- Allowances, wages or personal expenses for program registrants and participants;
- Salaries and expenses of existing staff;
- Costs for standard municipal, Band, Council, committee and staff activity
- Office and administration fees including utilities, rent and/or rental of an applicant organization's facilities;
- In-kind contributions (donations for food, goods, services, equipment, waiving rental fee, etc.) do not replace eligible 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.

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 15. 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 and fully authorized applications will be considered.

Application Assessment

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

- Selection of one of the four streams
- Extent to which the project addresses the objectives of the CCEP program, demonstrating the municipality's or Band's desire to explore and plan for creative and cultural potential in the community;
- Details of a project's planning process and timelines
- Quality of proposed activity;
- Level of municipal/First Nations Band commitment and support; (resolution, motion or letter)
- 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 CCEP program.

You are required to retain all supporting receipts. You will only submit receipts if requested to do so by the Program Consultant. Failure to do so may affect your approved amount. Please keep the receipts for all expenses covered by CCEP and the applicant's contribution. Please see the Funding Level Chart.

If the applicant is approved for funding, the Follow-Up Report form 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 CCEP 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 for Sport, Culture and Recreation and to promote cultural activity within the province.

By authorizing the application you permit 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.