

## Funding Levels

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**Funding levels for all two MIF-Small Project Streams are up to a maximum \$5,000 request.**

The budget should include all revenue and expenses related to your project including grant requests to other funding programs or agencies and the budget should balance (revenue = expenses). Expenses claimed must be to support eligible activity proposed in the application.

The budget tool is for project costs only. 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. In-kind contributions (donations for food, goods, services, equipment, waiving rental fee, etc.) do not substitute for eligible expenses and should not be included in the budget. Contributions and non-monetary support for a project can be described in the proposal as evidence of community support and partnerships.

## Eligible Expenses

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MIF-Project grants cover direct costs to the development and delivery of a cultural project. Please ensure that only Eligible Expenses are included and that they are clearly explained.

Eligible Project expenses include:

### Wages/Honorariums:

- Wages, honorarium and contract agreements for cultural resource people who are offering their skills and expertise for the term of the project.
- Wages for out-of-province cultural workers may be eligible if it is to lead work that cannot otherwise be conducted by someone in Saskatchewan. Contact the Consultant before making an out-of-province request.
- Pay for cultural experts who are sharing their knowledge and skills for the project.
- Honorarium for program participants who are directly contributing their knowledge and/or lived experience to community engagement projects.
- Organizations that are not ethnocultural, multicultural, First Nations or Métis may apply for events and festivals but are limited to artistic fees, honoraria and travel costs for multicultural, First Nations or Métis performers, Knowledge Keepers, presenters or resource people. In these applications, **general event expenses are not eligible**.

### Project Expenses including Food and Nutrition:

- Material expenses related to the cultural activity, including gifts related to First Nations cultural protocols.
- Cultural material assets must remain with the applicant organization, not the participants.
- Food/Nutrition expenses as an important component of program delivery, **if discussed with the Consultant:**
  - A recommended maximum of 20% of the total grant award can support food expenses that are a part of the cultural experience being offered;
  - While there is some flexibility, a strong rationale would need to be provided to exceed this amount, such as:

- Costs integral to learning how to prepare a cultural dish
- Sharing food as part of cultural engagement and cultural traditions
- Removing barriers for children by providing nutritious snacks
- Organizations are strongly encouraged to follow [Canada's Food Guide](#) for healthy options;
- **Note:** Catering costs for a conference or activity are not eligible.

#### **Facilities / Studio / Offices Costs**

- Facility costs would only be considered eligible in situations where additional space is required for the project to move ahead.

#### **Travel Costs:**

- Travel expenses for participants based in Saskatchewan attending eligible activity.
- This includes gas, rental of vehicles, bus transit, taxi or ride share, and airfare.

#### **Advertising and Promotions:**

- A recommended maximum of 10% of the total grant request can be used for advertising and promotion costs for the project.
- A strong rationale would need to be provided to exceed this amount.

All claimed expenses must fall within the indicated start and end date of the grant. All expenses **must be verifiable by receipts or transaction record, upon request**. Expenses incurred before or after the grant period will not be eligible.

## **Ineligible Expenses** ---

The following items are ineligible for MIF-Small Project funds:

#### **Wages/Honorariums:**

- Allowances, wages or personal expenses for program registrants and participants.
- Salaries and expenses of existing staff and Board members of the applicant organization.

#### **Project Expenses:**

- Capital expenses such as construction, renovations or repairs.
- Cash or other prizes, gifts, medals, trophies, charitable donations, or the purchase of alcohol.
- Sponsorships, fundraisers, galas or award ceremonies.
- Generally, food costs are ineligible. See above Eligible Expenses for exceptions.
- Purchase of artifacts or collections.

#### **Facilities / Studio / Office Costs:**

- Office and administration fees, including utilities, rent and/or rental of an applicant organization's own facilities.

#### **Travel Costs:**

- Travel and accommodation expenses to bring in out-of-province cultural workers
- Travel and any program expenses for out-of-province participants.
- Expenses related to cultural activity taking place outside of the province.
- *Discuss exceptions for border communities with the Consultant*

#### **In-Kind Contributions:**

In-kind contributions (such as volunteer hours, donations for food, goods, services, equipment, waiving office/facility rental fee, etc.) do not replace eligible expenses and should not be included in the budget. In-kind contributions and non-monetary support for a project can be described in the proposal as evidence of community support and partnerships.