



## Community Cultural Engagement & Planning Grant

*Application deadline: February 22, 2019\**

*\*Please note that the usual deadline is February 15, but it has been extended for 2019, only.*

SaskCulture's Community Cultural Engagement and Planning grant (CCEP) is accessible by municipalities, First Nations or Tribal Councils in Saskatchewan to plan for the cultural life of a community.

### Purpose

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The Community Cultural Engagement & Planning grant (CCEP) aims to support research, community engagement, cultural planning, community investment and development, and collaboration and partnerships between various cultural organizations and community sectors that promote cultural vitality and economic sustainability.

CCEP has 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 a focus on culture in the community.

If you are unsure whether your project fits within a stream of this grant, please contact the Consultant, or see a list of successful applicants and project descriptions at [www.saskculture.ca](http://www.saskculture.ca).

#### Contact

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SaskCulture encourages relationship-building community projects that:

- Have a focus on implementing or working towards implementing the Truth and Reconciliation Commission's Calls to Action or reconciliation efforts such as setting up a Reconciliation Committee; or
- Support the research and learning of the history of the Indigenous Peoples of the area where the municipality or First Nation is situated (examples: consultations with Elders and Knowledge Keepers, researching traditional place names and sacred sites, etc.); or
- Support research and learning about the Treaty relationship of the area.

From the Office of the Treaty Commissioner: "*Treaties are basic building blocks of the relationship between First Nations and the rest of Canada....Treaties are beneficial to all people in Saskatchewan. All people in Saskatchewan are treaty people.*" [http://www.otc.ca/pages/treaties\\_today.html](http://www.otc.ca/pages/treaties_today.html)

## Applicant Eligibility

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Eligible Applicants are:

- An urban or rural municipality\* or First Nation or Tribal Council in Saskatchewan. The applicant must:
  - be in good standing with the Saskatchewan Lotteries Community Grant Program; and
  - have no outstanding grant follow-ups due to SaskCulture.

Municipalities, First Nations or Tribal Councils that have overdue follow-up reports within the Lottery-funded system are ineligible.

\*An example of an urban or rural municipality applicant is *the Town of Kipling* or *the RM of Livingston*

## Project Eligibility

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

Applicants must select one of the streams that best fits the activities of the proposed project.

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	100%	Up to a \$5,000 grant	\$0

## 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, Elders, Knowledge Keepers, 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 committee and staff activity of the applicant entity;
- Office and administration fees including utilities, rent and/or rental of an applicant organization's facilities; and
- In-kind contributions (donations for food, goods, services, equipment, waiving rental fee, etc.) do not replace eligible expenses.

## Budget Notes

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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

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**Applications are due February 22.** SaskCulture has moved to an online application process. **Late applications will not be considered for funding.**

Municipalities, First Nations and Tribal Councils 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 volunteer assessors 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, signed and submitted applications will be considered. It is the responsibility of the applicant to ensure that the application was successfully submitted.

## Application Assessment

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

- Evidence of community need;
- Extent to which the project addresses the purpose of the CCEP grant and fits within the selected stream;
- Quality of the provided details of a project's timelines, community involvement and project leaders;
- Evidence of utilizing and implementing the project results;
- Evidence of the project to move culture forward in the community and to have potential long-term impact;
- Feasibility and strength of project evaluation;
- Evidence of municipal, First Nation or Tribal Council commitment (resolution, motion or letter) and community support;
- Realistic and responsible use of resources (funds, human resources, etc.); and
- Overall quality of the written application.

## Funding Obligations

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**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 and submit all supporting receipts with your Follow-up Report.** 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.