



Métis Cultural Development Fund (MCDF) Grant

Application deadlines: April 30, October 31

The Métis Cultural Development Fund supports community-based cultural activities and initiatives that preserve, strengthen and transmit Métis culture and traditions. SaskCulture encourages organizations to incorporate First Nations and Métis educational activities that have a focus on implementing the Truth and Reconciliation Commission's Calls to Action or other reconciliation efforts. The TRC Calls to Action can be found at:

http://www.trc.ca/websites/trcinstitution/File/2015/Findings/Calls_to_Action_English2.pdf.

Objectives

The Métis Cultural Development Fund aims to advance the course of culture in Saskatchewan by providing funds to cultural organizations in areas not typically funded by conventional support systems.

The MCDF program objectives are to:

- Preserve, strengthen, renew, promote and transmit Métis perspectives, culture, languages and/or traditions in Saskatchewan to both Métis and non-Métis communities;
- Mentor and build cultural leadership skills in Métis Communities;
- Increase employment opportunities for Saskatchewan Métis arts and culture resource peoples;
- Meet the need for cultural awareness, cultural activity, skill development, personal growth, researching, documenting and/or sharing Métis culture and positive lifestyles at the individual, group and community level;
- Provide a high level of access and participation in Métis cultural activities using innovative and unique methods to transfer knowledge between generations;
- Benefit children through skills development, mentorship, and having fun; and
- Encourage gathering, sharing, learning, celebrating and developing Métis culture in Métis communities aimed at building long-term cultural awareness and pride.

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Priority will be given to:

- Projects that demonstrate strong community support and partnerships;
- Projects that have significant youth involvement, and/or are based in the province's northern and rural communities.
- Projects that have not received an MCDF grant in the previous year;
- Projects and organizations not already funded significantly by other Lottery-supported grant programs; and
- Organizations who have not received funding support from MCDF in the past, to develop and expand their impact in this area.

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.

Applicant Eligibility

Eligible Applicants are:

- **Registered Non-Profit** organizations in Saskatchewan including Métis Locals / Regions. These organizations must:
 - have a primarily cultural mandate in Arts, Heritage, Multiculturalism or Cultural Industries as defined by SaskCulture's Cultural Policy, or otherwise demonstrate significant engagement in cultural activity;
http://www.saskculture.ca/content/file/14-07_Cultural_Policy.pdf
 - be in existence as a registered non-profit for at least one full fiscal year. If your organization has been incorporated for less than a year, please contact the SaskCulture consultant to discuss options;
- be in good standing with Information Services Corporation (ISC) and have no outstanding grant follow-ups due to SaskCulture; and
- **provide a copy of the organization's signed annual financial statement that was most recently submitted to the Information Services Corporation (ISC) to show evidence of good standing as a non-profit organization in Saskatchewan.**

or

- **be a First Nation or Municipality.** The applicant must:
 - be in good standing with the Saskatchewan Lotteries Community Grant Program; and
 - have no outstanding grant follow-ups due to SaskCulture.

Ineligible Applicants:

If your organization does not meet the eligibility requirements you may consider the following options:

- Unincorporated community groups may consider forming a partnership with an eligible organization to meet the eligibility requirements for this grant program. Please consult with SaskCulture.
- Individuals or an unincorporated group of Indigenous Artists and/or Traditional Knowledge Keepers/Elders seeking to share their art, skills and teachings with their communities through activities such as workshops, gatherings or mentorships, should inquire about the **Indigenous / Métis Arts and Artists Grant** at the Saskatchewan Arts Board as an alternative to this grant program:
 - <http://www.saskartsboard.ca/menu/grants/grant-programs/indigenous-metis-art-and-artists.html>.

Project Eligibility

The MCDF grant is intended to support projects that strengthen and promote Métis cultural identity.

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

Projects that do not satisfy, or directly address, the purpose of the MCDF grant will not be considered for funding. Projects must address a community-identified need and demonstrate community involvement.

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.

- Applicants can access only one MCDF grant at a time.
 - If the applicant already has an outstanding/overdue MCDF grant, a second proposal will not be considered until the current one is reconciled.
 - If the applicant's current MCDF 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 time frame.
- 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.

Funding Levels

Funding Levels

The MCDF grant covers expenses up to 80% of the total eligible project cost. The maximum request amount is \$10,000.00. Small projects and community groups can request up to \$5,000.00 to support a cultural initiative without any requirement of matching this amount with other funding sources. The amount the applicant is contributing must be explained in the budget section and must cover eligible expenses for the project. Amounts requested will be reduced if the applicant does not meet the minimum required contribution amounts.

Example:

MCDF Grant Request	Minimum Applicant Contribution	Total Minimum Eligible Project Expense
\$10,000.00	\$2,500.00	\$12,500.00
\$8,000.00	\$2,000.00	\$10,000.00
\$6,000.00	\$1,500.00	\$7,500.00
\$5,000.00 and under	N/A	\$5,000.00

Eligible Expenses

The MCDF grant can cover direct costs to the development and delivery of a cultural project. When submitting a proposal, please ensure that only Eligible Expenses are included.

Ineligible expenses and in-kind contributions will not be considered as matching grant funds. Ineligible and in-kind expenses used in such a manner can potentially make an application ineligible or only eligible for a reduced amount of the total grant request.

Contact the consultant if there is any uncertainty on what is eligible and ineligible.

Eligible expenses for the MCDF grant include:

- Salary and benefits of Métis cultural resource peoples employed for the term of the program. The MCDF grant covers costs for honorariums, wages and contract agreements with cultural workers from a variety of cultural disciplines who are not already employed as staff by the applicant organization;
- Travel and accommodation expenses for the MCDF resource people and program participants. This includes gas, rental of vehicles (cars/bus/boat) and bus/air fare for in-province travel if necessary;
- Project expenses directly related to the cultural activities. This includes expenses such as:
 - Material supplies that directly enable hands on cultural activity (paints, beads, leather, computer software, hand tools, etc.)
 - Rental of items that are otherwise ineligible to purchase such as video cameras, computers, sound equipment, camping gear, pavilion tents, power tools, or any other equipment that can be defined as a capital expense

- Facility costs would only be considered eligible in situations where additional space is required for the project to move ahead. The existing space/facility of an applicant organization is not eligible and would be considered as an in-kind contribution (i.e. rent, utilities and office overhead);
- A maximum of 20% of the total grant award can be applied towards nutrition-related expenses if these costs can be directly attributed to the cultural activity; and
- A maximum of 10% of the total grant request can be utilized for advertising and promotion costs as it relates to print, radio, television etc.

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 ineligible for MCDF 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;
- Activity that exclusively promotes definable religious or political viewpoints;
- Contributions of volunteer hours;
- Food or food-related costs are generally ineligible. However, up to 20% of the grant may be used for nutrition if these costs can be directly attributed to the cultural activity;
- Allowances, wages or personal expenses for program registrants and participants;
- Salaries and expenses of existing staff of the applicant organization;
- Office and administration fees including utilities, rent and/or rental of an applicant organization facilities; and
- 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 total = expenses total).

The budget sheet 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 not eligible for the program. Do not use them in the budget.

In-Kind Contributions: The value of donations of goods and services 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 proposal as evidence of community support and partnerships.

Application Process

Applications are due April 30 and October 31 each year. SaskCulture has recently moved to an online application process. **Late applications will not be considered for funding.**

Organizations 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 approximately 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 recipient's properly filed follow-up report.

Only complete, signed and submitted applications will be considered. It is the responsibility of the applicant to ensure that their application was successfully submitted.

Application Assessment

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

- Extent to which the project addresses one or more of the objectives of the MCDF program purpose;
- Extent to which the project provides a significant and quality opportunity to preserve and promote Métis culture and identity;
- Extent to which the applicant has provided a clear, detailed project plan including timelines and agenda
- Qualification and commitment of key cultural resource workers;
- Extent of participation and access for Saskatchewan residents, particularly Métis, First Nation and newcomer populations;
- Realistic and responsible use of resources (funds, volunteers, etc.);
- Evidence of the ability of organization to carry out project and deliver quality programs and services;
- Financial need: the project is not in an area served by conventional funding systems; and
- Extent of support and involvement from the Métis community.

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, including the follow-up form, 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 MCDF program.

Applicants are required to retain all supporting receipts. Applicants will only submit receipts if requested to do so by the Program Consultant. Failure to do so may affect the approved amount.

If the applicant is approved for funding, the follow-up 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.

MCDF Project funds must be used within 12 months of the project's start date.

Groups receiving grants must promote SaskCulture and Saskatchewan Lotteries as supporters of their activities. 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 and will restrict access to future funding.