Aboriginal Arts and Culture Leadership Grant

Guidelines - please read and agree before moving on with the rest of your grant application.

*Application deadlines: **April 15th, 2019***

The Aboriginal Arts and Culture Leadership (AACL) grant supports the sharing of cultural skills and knowledge to young people through participatory cultural activity with First Nations or Métis arts and culture leaders.

Purpose

The AACL program aims to advance the course of culture in Saskatchewan by supporting:

- the sharing of cultural skills and knowledge to young peoples through mentorship opportunities that promote the world views, cultural practices and activities of First Nations and Métis peoples in Saskatchewan;
- the development of cultural organizations in their ability to deliver and sustain cultural programming with First Nations and Métis peoples and communities, as well as to respond to emerging needs and changing demographics of the province;
- increased employment opportunities for First Nations and Métis arts and culture resource peoples who offer cultural programming unique to Saskatchewan;
- cultural awareness, cultural activity, skill development, personal growth and positive lifestyles at the individual, group and community level; and
- the building of capacity for communities and cultural organizations to assess community needs and to effectively plan and implement cultural programs for, and by, First Nations and Métis peoples.

Priority will be given to:

- Projects that provide significant opportunities in meeting the purpose of the AACL;
- Projects that provide a lasting impact for the community involved and contribute to long-term cultural awareness and pride;
- Projects that contribute significantly to participatory cultural activity with youth;
- Projects that demonstrate strong partnerships and community support;
- Projects that take place in the province's northern and/or rural communities;
- Projects that have not received an AACL 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 AACL 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. 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;
  - 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.
    http://www.saskculture.ca/content/file/14-07_Cultural_Policy.pdf

- 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 band 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.
- Schools and post-secondary institutions are ineligible for this grant. Interested schools should inquire about **Artist in Schools** Program at the Saskatchewan Arts Board as an alternative to this grant program.
- 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 Pathways Initiative** at the Saskatchewan Arts Board as an alternative to this grant program:

Saskatchewan Arts Board Programs can be viewed here:

http://www.artsboard.sk.ca/grants/grant-programs

Project Eligibility

The Aboriginal Arts and Culture Leadership grant is intended to support cultural mentorship activity that benefits cultural development in Saskatchewan by engaging AACL cultural resource workers at the individual, group and community level.

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

SaskCulture encourages creative and innovative approaches to achieve the goals of this grant program. Some past examples of successful activity have focused on language retention, cultural gatherings, culture camps, site-specific heritage activity, scheduled cultural workshops spread over a period of time, as well as research and activity in a specific cultural discipline.

- Applicants can access only one AACL grant at a time.
    - 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 AACL 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.

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.

Eligible Expenses

The AACL 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 AACL grant include:

- Wages for the AACL cultural worker(s). These individuals are the cultural resource peoples who are offering their skills and expertise for the term of the project. The AACL 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 expenses for the AACL cultural worker(s) 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, facility*, 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.
    - Food costs are ONLY eligible if the cultural activity that is being offered is specifically focused on the cultural significance and mentorship aspects associated with traditional food preparation, instruction, gathering and so on.
  - 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 not eligible for AACL 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 (see Eligible Expenses above);
- 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;
- 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

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 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.

Funding Levels

The AACL grant is a flexible project grant tailored to support a variety of project sizes and community needs throughout the province. 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. However, larger requests will require greater commitment of support from the applicant organization and/or other funding sources.

Please refer to the following table to help you determine what stream of funding you are eligible for and what contributions are required from funding sources other than AACL.

Only eligible expenses will be considered, so please do not include ineligible project expenses in replacement of an eligible applicant's contribution (i.e. staff wages, in-kind, donated goods, etc.). You will be asked for a full budget breakdown on the budget section of this proposal.

Please use the budget tool provided and ensure that only eligible costs are included and that the total revenue and total expense match.

Stream	AACL Grant Request $	Maximum AACL contribution towards eligible expenses	Minimum applicant contribution towards the total eligible project cost	For projects with total eligible expenses ranging in the following:
1	5,000 or less	100%	0%	5,000 or less
2	5,001 - 10,000	70%	30%	5,001 - 17,000
3	10,001 - 20,000	60%	40%	17,001 - 40,000
4	20,001 - 30,000	50%	50%	40,000 or more

Application Process

Applications are due April 15 and October 15 each year. As of the October 2015 deadline, SaskCulture has 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 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 recipient's 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 criteria:
- Extent to which the project addresses the purpose of the AACL grant;
- Extent of meaningful participation and access for First Nations and Métis populations;
- Activity that is responsive to a community identified need;
- Participatory community involvement;
- Extent of resourcefulness, collaboration and partnerships;
- Quality of proposed activity;
- Uniqueness of activity and potential for ongoing impact and legacy;
- Realistic and responsible use of resources (funds, volunteers, etc.); and
- Credibility of the application and capacity of the organization to deliver the project.

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 AACL 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. Please see the Funding Level Chart.

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.

Funds from AACL 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, 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 Culture Section of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and to promote cultural activity within the province.

By authorizing this 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.

To ensure you receive information on funding programs and other cultural network updates, please consent and provide an email on your application where SaskCulture updates can be directed. Unsubscribe options are available when requested.