SaskCulture’s Métis Cultural Development Fund (MCDF) program seeks to fund activities that preserve, strengthen and transmit Métis culture and traditions in Saskatchewan.

**Purpose**

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 and transmit Métis culture and traditions in Saskatchewan;
- build cultural leadership skills in Métis communities;
- 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.

Priority will be given to projects that:

- contribute to long-term cultural awareness and pride;
- promote a high level of access and participation in Métis cultural activities;
- involve researching, documenting and/or sharing Métis culture;
- demonstrate strong community support; and
- involve significant youth involvement, and/or are based in the province’s northern and rural communities.

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

**Contact**

Damon Badger Heit  
First Nations and Métis Coordinator  
Phone: (306) 780-9251  
Email: dbheit@saskculture.sk.ca

**Mail applications to:**

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

Organizations are strongly encouraged to consult with SaskCulture well in advance of the deadline.

Priority is given to Métis cultural organizations; however, an organization that is not Métis-specific in its mandate can still apply with strong evidence of community support by a Métis organization or community.

Eligible organizations must:

**Be a Registered Non-Profit** organization in Saskatchewan. The applicant must:

- be in existence as a registered non-profit for at least one full fiscal year;
- 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 good standing with Information Services Corporation (ISC) and have no outstanding grant follow-ups due to SaskCulture; and

- provide (1) one 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.

- **Be a 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 Organizations:

- Schools, post-secondary institutions and unincorporated community groups are not eligible for this grant. These organizations should consider forming a partnership with an eligible organization to meet the eligibility requirements for this program. Projects that are submitted that do not meet the eligibility requirements will not be reviewed. Please consult with SaskCulture for options.

- Affiliates, agencies and programs of the Gabriel Dumont Institute or the Métis Nation – Saskatchewan are not eligible. Métis Locals and Regions are eligible for this program provided the request is for community-based cultural activity that meets the intent, objectives, and criteria of the program.

Eligible Projects

Projects that strengthen Métis cultural identity are eligible for funding.

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. Multiple applications will not be considered. Applicants may not apply to multiple SaskCulture funding programs to support the same activity for the same time frame. Preference will be given to projects that have not received a grant in the previous year.

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.

### Eligible Expenses

The MCDF grant will support the following items:

- Salary and benefits of Métis cultural resource peoples employed for the term of the program;
- Travel expenses for program participants;
- Material costs related to the cultural activities;
- Direct costs related to the program development and delivery;
- A maximum of 10% 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 award can be applied towards advertising and promotion.

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:

- Funds may not be used for construction, renovations or repairs, capital expenditures, cash prizes, gifts, or the purchase of alcohol;
- Activity that exclusively promotes definable religious or political viewpoints is not eligible;
- Contributions of volunteer hours are not an eligible budget expense;
- Food or food-related costs are generally ineligible. However, up to 10% 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 are not eligible;
- Salaries and expenses of existing staff of the applicant organization are ineligible;
- Office and administration fees including utilities, rent and/or rental of an applicant organization facilities are ineligible; and
- In-kind contributions are ineligible (donations for food, goods, services, equipment, waiving rental fee, etc.).
Budget Notes

The budget should include all revenue and expenses related to your project including grant requests to other funding programs or agencies. If the budget sheet included in the application package is too small, use a similar format and attach a larger budget.

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 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 to calculate the 80% funding maximum for a project.

In-Kind Contributions: The value of donations of goods and services are not eligible and should not be included in the budget.

The application budget sheet is also used in follow-up reports for this grant. Please fill in the Amount Proposed Column for the application and update this budget and submit with your follow-up report.

Funding Levels

The MCDF grant covers expenses up to 80% of the total eligible project cost. The maximum request amount is $10,000.00. 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:

<table>
<thead>
<tr>
<th>MCDF Grant Request</th>
<th>Minimum Applicant Contribution</th>
<th>Total Minimum Eligible Project Expense</th>
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<tbody>
<tr>
<td>$10,000.00</td>
<td>$2,500.00</td>
<td>$12,500.00</td>
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<td>$8,000.00</td>
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Application Process

Applications are due April 30 and October 31 each year. If mailed to SaskCulture, applications must be postmarked by the application deadline date. Applications will not be accepted by email or fax. 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 of Métis people with cultural expertise representing the northern, central and southern regions of Saskatchewan. 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, legible and signed applications will be considered.

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 opportunity to preserve and promote Métis culture and identity;
- Quality of proposed activity;
- Realistic and responsible use of resources (funds, volunteers, etc.);
- Uniqueness of activity: the project presents an innovative approach to address priorities of the Métis community;
- 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. Copies of receipts must be submitted with a financial statement to show all approved eligible expenses that have been paid. Include receipts for all expenses covered by MCDF (80%) and the applicant’s contribution (20%). Please see the Funding Level Chart on p. 4. A follow-up report form will be provided to all successful grant recipients in their approval letters.

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.

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 signing this application you authorize 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.
### Part A

Provide seven (7) copies of this application and all attachments.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Non-Profit Number</th>
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<th>Name of the Organization’s Signing Authority and position in the organization</th>
<th>Phone Number</th>
<th>Name of the Organization’s Signing Authority and position in the organization</th>
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<tr>
<th>Primary Project Contact Name</th>
<th>Contact Position</th>
<th>Primary Project Contact Phone</th>
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### Project Information

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<tr>
<th>Start date* (at least 8 weeks after application deadline)</th>
<th>End date* (max. 12 months after the project start date)</th>
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<tr>
<td>Month/Date/Year:</td>
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Project Description (25 words or less)

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<thead>
<tr>
<th>MCDF Grant Request (maximum 80% of total eligible project cost)</th>
<th>Applicant/Other Contribution to Project Expense (minimum contribution of 20%)</th>
<th>Total Project Expense</th>
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### Part B: Project Budget

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Amount Proposed (Due with grant application)</th>
<th>Actual Amount (Due with follow-up report)</th>
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<tbody>
<tr>
<td>SaskCulture Grant Request</td>
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<td><em>Maximum 80% of total eligible project costs (see guidelines)</em></td>
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<td>Other confirmed grants (list)</td>
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<td>Other pending grants (list)</td>
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<td>Fundraising/Cash Donations</td>
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<td>Program Fees</td>
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<td>Other</td>
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<td><strong>Total Revenue</strong></td>
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<td><em>Total Revenue must equal Total Expenditures</em></td>
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This is a sample of possible budget items. Please include an itemized list of expenses and revenue in your budget. Attach another sheet if needed. Keep this page for use in your follow-up report.
<table>
<thead>
<tr>
<th>Expenses (mark in-kind expenses with a *)</th>
<th>Amount Proposed</th>
<th>Actual Amount (Follow-up)</th>
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<tbody>
<tr>
<td>Program wages/salaries</td>
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<td>Please indicate how compensation is determined in the project description or budget detail and show calculations.</td>
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<td>Example: John 20 days @ 200.00= $4000.00</td>
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<td>Salary Benefits: CPP, EI (7% gross salary)</td>
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<td>Program Support/Material Costs</td>
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<td>Please identify and list estimated costs. Use a different sheet with a similar format if the space provided is insufficient.</td>
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<td>Total Material Cost:</td>
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<td>Travel Costs</td>
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<td>Provide description and show calculations to describe how travel costs are determined</td>
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<td>Advertising and Promotion</td>
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<td>Maximum 10% of total Grant Request</td>
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<td>Nutrition Costs</td>
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<td>Only eligible if the nutrition is of cultural significance and only eligible up to 10% of the total grant request</td>
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<td>Other</td>
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<tr>
<td>Provide a description and rationale for eligible expenses that do not fit the above categories. Show calculations</td>
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<td>Total Expenses</td>
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<td>Must equal Total Revenues</td>
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This is a sample of possible budget items. Please include an itemized list of expenses and revenue in your budget. Attach another sheet if needed. Keep this page for use in your follow-up report.
Part C: APPLICATION CHECKLIST

Eligibility

☐ The applicant is a registered non-profit organization or municipality based in Saskatchewan; AND
☐ The applicant’s mandate is primarily cultural in Arts, Heritage, Multiculturalism or Cultural Industries as defined by SaskCulture’s Cultural Policy, OR otherwise demonstrates significant engagement in cultural activity;
☐ The applicant is a Métis organization or is an eligible organization with strong evidence of community support from a Métis organization or community; AND
☐ The applicant does not have overdue follow-up reports with SaskCulture or Saskatchewan Lotteries.

Attachments Required

Please include the following attachments with your application. Submit seven (7) copies of your application and attachment, bundled in a way that each juror will get one complete application. Incomplete applications will not be considered.

Required Letters

☐ Cover letter, introducing the application; and
☐ Letters of community support (i.e. letters from relevant organizations, elders, partners). Results from community planning or consultation that highlight the importance of the project to your community may also be provided.

☐ Organization’s annual financial statement most recently submitted to ISC as evidence of good standing as a non-profit organization in Saskatchewan.

Applicant Profile

☐ Organization’s mandate;
☐ Organization’s structure, and scope of activities;
☐ Brief summary of the organization’s history, accomplishments, cultural involvement and current activities;
☐ If the applicant does not typically conduct cultural programming, indicate why the organization has chosen to initiate this project at this time; and
☐ Profiles of key staff or volunteers involved.

Project Information

☐ Project background, objectives and intended results (i.e. expected impact for the community);
☐ Identification of the need for the project and explanation of how it meets the needs of the target individuals, group or community;
☐ Project timeline, including: preparation, activities, dates, location and scope of project;
Number of organizations, participants and volunteers involved;
Explanation of how the project fits the purpose of the MCDF program (i.e. how will the project address the objectives of the grant?);
Project evaluation process; and
Project budget (complete the budget form and submit a description of calculations and budget detail).

Stay Connected

Please check here and provide your email ______________________________________ if you would like to receive SaskCulture E-Update and other information updates.

Please let us know how you heard about this grant program:

- Email/News (SaskCulture)
- Email/News (Member organization)
- Print Newsletter
- Facebook/Twitter
- Newspaper Advertisement
- Web site
- Colleague
- Radio advertisement
- Workshop
- Trade show / event
- Other ____________.

Authorization

By signing this application, we agree to the terms outlined in the application guidelines. We authorize SaskCulture to publish the applicant’s organization name, location and grant amount, and may receive periodic information about SaskCulture and its programs.

Contact Name  ___________________________  Signature  ___________________________  Date  ______________

Name of president or other organizational authority  ___________________________  Signature  ___________________________  Date  ______________

(Different than contact)

Ensure that all 4 pages (Part A, B and C) are completed and included with attachments.
Mail applications to: SaskCulture, 404 – 2125 11th Avenue, Regina, SK S4P 3X3
See guidelines for details.