

Culture Days Funding Assistance (CDFA)

Eligible Expenses

The CDFA grant can cover direct costs tied to holding a free, interactive Culture Days activity or activities on or between September 29, 30 & October 1, 2017. Ineligible expenses and in-kind contributions 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 CDFA grant include:

- Salary and benefits of cultural resource peoples employed for Culture Days weekend. The CDFA grant covers costs for honorariums, wages and contract agreements with cultural workers who are not already employed as staff by the applicant organization;
- Travel expenses for the CDFA resource peoples. 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);
 - A maximum of 25% 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 20% of the total grant award can be utilized for advertising and promotion costs as it relates to print, radio, television etc.

Ineligible Expenses for CDFA Funds:

- All expenses must fall within the indicated start and end date of the grant. Expenses incurred before or after the grant period will only be considered if they are preparatory expenses.
- 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 25% 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. All project income and expenses should be included in budget form and the budget should balance (revenue = expenses).

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 CDFA grant covers expenses 100% of the total eligible project cost. The maximum request amount is \$4,000.00 for a Hub Application and \$1,000 for an Event Application. Please see the grid below:

Culture Days Hubs (presented by a minimum of 3 organizations)	eligible expenses to a maximum of \$4,000
Culture Days Event (presented by 1 organization)	eligible expenses to a maximum of \$1,000

Culture Days Hubs are defined as a minimum of three (3) cultural organizations **working in collaboration** to present interactive Culture Days activities that engage public participation in a community. In communities where there is more than one hub taking place, hubs are encouraged to communicate to find efficiencies in shared resources.