



# Mi'kmaq Cultural Activities Program 2016-2017 Guidelines

## **Application Deadlines: May 1, 2016 and September 15, 2016**

### **Introduction**

Cultural activity in our communities contributes significantly to the well-being of all Nova Scotians and enriches the experiential opportunities for visitors to our province. The purpose of the Mi'kmaq Cultural Activities Program is to help build and empower Mi'kmaq communities through artistic and cultural activities and support the sharing of traditional knowledge, culture and language.

Participation in the arts and cultural activities is engaging and entertaining, and provides real opportunities for Nova Scotians to learn more about themselves. Cultural activity in its many forms provides those involved the opportunity to develop skills and share ideas. It is through this sharing that relationships within and amongst communities are strengthened and developed which in turn builds more vibrant and sustainable communities.

### **Program Goals**

The Nova Scotia Department of Communities, Culture and Heritage recognizes that involvement in cultural activities contributes to the social, economic, educational and spiritual life of a community. The department aims to support opportunities in which Nova Scotians and communities can work towards building and sharing our province's rich culture. The goals in the area of community cultural development are to:

- I. support activity that contributes to the long-term continuance of Mi'kmaq culture
- II. encourage more cultural activities that explore and/or celebrate Mi'kmaq culture, both traditional and emerging
- III. develop new and strengthen existing relationships among groups and organizations engaged in Mi'kmaq cultural activities
- IV. encourage more participation and access to Mi'kmaq cultural activities by all Nova Scotians

## Activities Assisted

- I. Support will be provided to projects including those that encourage and develop Mi'kmaq culture.
- II. The program is intended to assist special or one-time projects. The program is not intended to provide on-going operational support to organizations for regular activities. However activities which enhance or add to on-going or core programs or events are eligible for support.
- III. Only one project per organization will be funded per deadline.
- IV. Fundraising events, capital building/development, major equipment purchases, print publications, and the production of items for commercial re-sale are not eligible for support.
- V. Costs incurred or commitments made prior to the receipt of an application are not eligible for assistance.

Eligible costs relate directly to a project and the project could not proceed without. They include:

### *Materials*

- Raw materials needed for traditional artistic practice (e.g., Ash strips, quills, beads, hides, etc.)

### *Professional Fees*

- Professional services including consultants, researchers and facilitators
- Preparatory services
- Project coordination costs (should not exceed 15% of overall project costs)
- Honorarium

### *\*Equipment*

\*The applicant will be required to demonstrate that equipment is critical to the project and indicate the use of the equipment once the project is finished to show long-term benefits

\* up to 50% of costs and to a maximum of \$1000 per project.



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### *Administration costs*

- Travel
- Promotional costs
- Meeting related expenses

### **Eligibility**

Nova Scotia-based Mi'kmaq groups or organizations are eligible to apply. While applicants may have non-Mi'kmaq partners, the applicant must be a Mi'kmaq organization.

National Aboriginal Day celebrations are not eligible for funding under this program. For information on funding through the Department of Canadian Heritage, visit: [www.pch.gc.ca](http://www.pch.gc.ca)

Applications are reviewed by a Peer Assessment Committee which will have representation from within Nova Scotia's Mi'kmaq community. These committees will assess applications and, if necessary, determine eligibility.

If two applications have been made to the Department of Communities, Culture and Heritage for funding simultaneously, the applicant must decline one source of funding to receive support.

### **Level of Funding**

- I. Funding is only provided for:
  - a) project-related costs and *not* ongoing operating costs;
  - b) projects for which no other funding is available elsewhere; and
  - c) purposes outlined in the approved project.
- II. Program funding can provide up to a maximum contribution of 75% of eligible costs to a maximum of \$10,000. Requests exceeding \$10,000 may be given consideration.
- III. Combined public sector contributions cannot exceed 90%.
- IV. Applicants must contribute a minimum of 25% towards eligible project costs. This includes a minimum of 10% *cash* from the *applicant* to demonstrate commitment and sustainability. In-kind support can only

be used when there is an incremental and quantifiable value to the service that relates directly to the project.

- V. Once funding has been provided, no substantial changes can be made to the project without the written consent of the Program Officer. Funds are to be returned if not completely used for the project.

### Application Procedure

- I. Applicants are strongly encouraged to speak with the Program and Development Officer to discuss their proposed activity well in advance of the deadline and before completing/submitting an application.
- II. Incomplete applications will be deemed **ineligible**.
- III. It is recommended that those preparing the application involve other members of their organization in the process. Relevant support materials such as photos and support letters may be included.
- IV. Proposals **MUST INCLUDE** completed cover and budget pages (see attached template), with project details given on separate pages as detailed in Part D of the application.
- V. Application forms must be signed and dated. Applications can be delivered by hand, courier or sent by regular mail. *Applications submitted by e-mail or fax will not be accepted.*

### Application Deadlines and Activity Start/End Dates

Applications must be received no later than **4:30 p.m. on May 1 or September 15 2016**. Applications postmarked on the deadline date are acceptable. Projects can start no earlier than the deadline date.

Activities (and related costs) that occur prior to the deadline date are ineligible and must start by March 31, 2017.

If the deadline date should fall on a weekend or holiday, applications that are received or postmarked for the following business day will be accepted.

## Application Assessment

Applications are reviewed by an external peer assessment committee consisting of three persons, of which at least one will be Mi'kmaq and another is the Program Officer. The committee then provides recommendations to the department's Culture and Heritage Development Division.

Applications are reviewed with the following considerations:

- I. **Program Goals:** the extent to which the project relates to the programs goals.
- II. **Collaboration, Partnership and Interchange:** demonstrates partnership, promotes the interchange of knowledge and other resources within the Mi'kmaq community.
- III. **Quality:** reflects a clear organization, methodology and project management structure.
- IV. **Context and Goals:** are clear, realistic and achievable. Proposed evaluation methods will adequately measure outcomes.
- V. **Costs:** complete and reasonable budget for expected results. Sources of other financial support are confirmed.
- VI. **Relevance:** project directly relates to at least one program goal.
- VII. Other considerations will include:
  - a multi-partner approach
  - demonstrate regional or provincial impact
  - contribute to government/departmental priorities
  - employ an innovative approach

## Notification of Results

Applicants will be informed of funding decisions by letter, typically within 60 days after the department receives the submission.

## Payment and Conditions of Funding

Applicants which are approved for funding will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- I. Payment is made in the name of the organization or group shown as the applicant on the application form. Payments cannot be made to individuals.
- II. Payment will be made at 100% of funding.
- III. Funds must be used for the activity as described in the application.
- IV. The department must be notified **in advance** of any changes in the activity, including start and end dates, location, or any other significant changes.
- V. If the project is not undertaken after payment of the grant, the recipient must return the funds to the department.
- VI. If the project generates a surplus of revenues over expenses, recipients may be required to return the surplus funds to the department.
- VII. Organizations which receive funding must submit a **final report** within 60 days of the project end date.

**Please note:** if the **final report** becomes overdue, no funds can be released for any subsequent grant approved through either the departmental or Arts Nova Scotia's programs until the overdue report has been received.

The Province of Nova Scotia's and Support4Culture's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which accompany the Terms and Conditions letter. Funding recipients are subject to provincial audit. Please retain all receipts.



## Mi'kmaq Cultural Activities Program 2016-2017 Guidelines

### Send completed application form to:

Mi'kmaq Cultural Activities Program  
Communities Nova Scotia  
c/o Department of Communities, Culture & Heritage

In person/courier:  
1741 Brunswick Street, 3rd Floor  
Halifax, NS B3J 3X8

By regular mail:  
PO BOX 456  
Halifax, NS B3J 2R5

Or electronically

**Email:** [CCHFundingPrograms@NovaScotia.ca](mailto:CCHFundingPrograms@NovaScotia.ca)

**Subject:** Mi'kmaq Cultural Activities Program

### *For further information*

**Meghan Hallett, Program Officer**

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**E-mail:** [Meghan.Hallett@NovaScotia.ca](mailto:Meghan.Hallett@NovaScotia.ca)

**Web:** [www.novascotia.ca/cch](http://www.novascotia.ca/cch)

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