Mi'kmaq Cultural Activities Program

2017-2018 Application

Application Deadline: May 1, 2017 and September 15, 2017

Please complete in full. Only complete applications are eligible.

Part A: Organizational Profile

Applying Organization (official name): _____

NS Joint Registration No. (if applicable): _____

Project Contact: (must be easily reachable) _____

Project Contact Position: _____ **Date Started with Organization:** _____

Name of Chief/Chair (if applicable): _____

Mailing Address: (all correspondence will be sent here) _____

Organization Address: (if different from mailing address) _____

_____

Contact Work Phone: _____ **Alternate Contact Phone:** _____

Contact Email: _____ **URL/website:** _____

Has the organization applied to CCH _____

programs before? If so, which programs and when? _____

Do you have a provincial vendor number?
(not required) _____

Part B: Project Profile

Project Title: _____

Total Project Costs: $_____ **Funding Request:** $_____

Start Date: _____ **End Date:** _____

Location of Activity: _____

Is a public event part of your project? (not required) _____

If so, what is the proposed date and location? _____

Program Goals: (please select all that apply.)

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

Application must be signed

_____ _____ _____
Signature Position Date

_____ _____
Chief/Chair, Board of Directors Date

Part C: Project Details

(complete on separate pages and submit)

- Answer the following seven questions and budget table and submit with your application.
- Number each answer to correspond to the question number. Number the pages on which you provide the answers to these questions.
- Please print single sided.
- Do not submit application materials stapled or bound in binders, folders or plastic sleeves.

Please be concise and to the point in your answers.

1. Provide a brief description of your organization including when established, mandate or purpose of the organization, and nature of regular activities. (300 words max.)
2. Describe the project briefly but comprehensively (800 words max). Name project personnel and collaborating organizations (if applicable). Attach resumes of principal participants, letters of commitment, or information from other partners as appendices.
3. How does this activity help fulfill your organization's mandate? (200 words max.)
4. Clearly define objectives that expand on one or more key areas targeted by the Mi'kmaq Cultural Activities Program (see pg. 1 of guidelines) and explain how you will achieve these objectives. (300 words max.)
5. Describe outcomes including anticipated dates and milestones.
6. Describe how the success of the project will be measured (evaluation framework) and include applicable evaluation documents. (300 words max.)
7. What relationships will your organization develop or strengthen within your community by carrying out this activity? (Name specific organizations if relevant.) (300 words max.)

If your application includes support material (images, etc.) and you need them returned, please include a stamped, self-addressed envelope or make arrangements to pick them. The safe return of these materials **is not** the responsibility of the Department of Communities, Culture & Heritage.

Part D: Financial Table

All applicants are required to complete the budget form below.

A separate detailed budget may be included.

Item	Total cost of item	Description
Facilities and equipment (rentals)		
Travel		
Resources/ Supplies		
Professional fees		
Honouraria		
Other		
Totals		

Project Budget - Revenues			
Source	Sources of funding (include your organization's contribution and other sources of revenue)		Notes
	Cash ($)	In-kind ($)	
Amount Requested from CCH			
Totals			

Application Checklist

- ❒ Have you discussed your project with the Mi'kmaq Cultural Activities Program program officer? (recommended)
- ❒ Have you completed applications sections A – D?
- ❒ Do your project expenditures and revenues balance?
- ❒ Is your application signed?
- ❒ Will your project contact be easily reached by program staff? (if an organization representative with knowledge of the program cannot be reached, this may delay funding if successful)
- ❒ Have you answered all seven (7) questions of Part D?
- ❒ Did you submit support material? Did you include a self-addressed return envelope?

Completed applications may be mailed or dropped off. Emailed and faxed applications will *not* be accepted.

The Department of Communities, Culture & Heritage is subject to the *Freedom of Information and Protection of Privacy Act*. This means that certain information provided for the purpose of this application may be accessible to anyone under the *Act*. When appropriate, you will be informed of such a request and provided an opportunity to present your views on the possible disclosure of information that may affect your interests.

Mi'kmaq Cultural Activities Program

2017-2018 Application

Title:	Diversity and Community Capacity Fund Application
Contact:	Communities, Culture and Heritage
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