

# Mi'kmaw Cultural Activities Program

## Application Form 2022 – 2023



Select which deadline to which you are applying:

May 15, 2022

September 15, 2022

\* required information

ORGANIZATION CONTACT INFORMATION				
Name of Applicant Organization ( <i>official name</i> ) *				
Street Number *	Street Address*			Unit/Suite #
PO Box	City/Town *	County *	Province *	Postal Code *
E-mail *		Website		
NS Registry of Joint Stocks Registration Number* (if applicable)		Charitable Registration Number (Canada Revenue Agency) (if applicable)		

CHAIRPERSON/CHIEF CONTACT INFORMATION	PROJECT LEAD CONTACT INFORMATION
Name *	Name *
Telephone (Primary) *	Telephone (Primary) *
Telephone (Alternate)	Telephone (Alternate)
Fax	Fax
E-Mail *	E-Mail *



## YOUR PROPOSED PROJECT

The following questions form the main part of your application. Please answer in full using a separate attachment.

1. Briefly describe your organization including:
  - A. When it was established.
  - B. Its mandate or primary purpose.
  - C. The nature of regular activities.
2. Describe the project. Make sure to answer the following questions:
  - A. What are the key activities of your project?
  - B. What are the project's goals or objectives?
  - C. Who are your target participants/audience?
  - D. Who was engaged/consulted in project planning?
  - E. Who are the project personnel? (include names, roles/responsibilities, and biographies or resumes)
  - F. Are you partnering with other organizations? If so, describe their role(s) and attach letters of support.
3. Clearly explain how the project's goals or objectives support on one or more of the themes of this program (as listed on page two) and explain how you aim to achieve these goals or objectives.
4. Provide a detailed work plan for this project, including key milestones in project planning and delivery. Dates can be tentative.
5. Explain what the success of your project will look like and identify how you will evaluate success. Include applicable evaluation documents, e.g., surveys, questionnaires.
6. Explain how your organization will develop or strengthen relationships within the community by conducting this activity? Name specific organizations if relevant.
7. Include a detailed financial budget (i.e., revenues and expenses) for your proposal. A budget template is available on page 5 of this application.

## APPLICATION CHECKLIST

Have you discussed your project with the Program Officer? (Recommended)

Have you completed all sections of the application?

Is your application signed?

Will program staff be able to easily reach your project contact? *(if successful, your funding may be delayed if a representative with knowledge of the project cannot be reached.)*

Have you answered all seven (7) questions?

## CONSENT

I consent to the sharing of information contained in this application with other government departments, organizations, or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian, and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.

I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian, and Gaelic Affairs) or Arts Nova Scotia adding the contact information, including name, mailing address and e-mail, to a distribution list to receive updates on programs, services, news, and events.

## DECLARATION

As a representative of an organization or Mi'kmaw Band:

- I have carefully read the application guidelines and the applicant eligibility criteria for this program, and confirm that the organization or Mi'kmaw Band I represent meets the eligibility criteria.
- I am aware that all overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be considered.
- I understand that my current application may not be eligible if any of my final reports have not been submitted and approved.
- I will act as the representative of the organization or Mi'kmaw Band and will keep all participants informed of the application content and any funding decision.
- I am aware that information I have provided in this application form is subject to the Freedom of Information and Protection of Privacy Act, and any request for my personal information requires my written consent before it can be shared with a third-party.

\* I accept all of the declaration statements above that are applicable to me as a representative of an organization or Mi'kmaw Band. I understand that not accepting these statements as true will affect eligibility for this funding application.

Signature\*

Title (if applicable):

Print Name\*

Date\*

Please send or submit your completed application by e-mail, mail, or fax on or before the deadline

**E-mail:**

[CommunitiesNS@novascotia.ca](mailto:CommunitiesNS@novascotia.ca)

**Mail or Drop-off:**

Communities Nova Scotia  
Department of Communities, Culture, Tourism and Heritage  
PO Box 456, STN Central  
1741 Brunswick Street, 3<sup>rd</sup> Floor  
Halifax, NS B3J 2R5

**Fax:**

(902) 424-0710

*For any questions, please call (902) 424-5793*

## Mi'kmaw Cultural Activities Program Project Financial Template (2022-2023)

*\* A minimum 10% cash contribution is required. A 15% in-kind contribution is accepted if the contribution directly aligns with an expense.\**

Applicant:		
Project Name:		
<b>EXPENSES</b>		
	<b>Amount (\$)</b>	<b>Provide Details</b>
Professional Fees		
Labour		
Materials/supplies		
Administration		
Facilities and Equipment (rentals)		
Marketing		
Travel		
Honouraria		
Other project expenses (specify below)		
<b>TOTAL – EXPENSES</b>		

<b>REVENUES AND CONTRIBUTIONS</b>	<b>Cash (\$)</b>	<b>In-Kind</b>	<b>TOTAL (Cash + In-Kind)</b>	<b>Provide Details</b>
Applicant's Contribution (25% minimum*)				
Other NS Government Departments Funding				
		-		
		-		
		-		
Federal Funding (specify below)				
		-		
		-		
Corporate Sponsorships		-		
Municipal Funding (specify below)				
		-		
		-		
Donations		-		
Other Sources of Funding (specify below)				
<b>Amount Requested from this Program</b>		-		
<b>TOTAL – REVENUES &amp; CONTRIBUTIONS</b>				