

Mi'kmaw Cultural Activities Program

Guidelines 2021 – 2022



Our Commitment to Equity, Diversity, and Inclusion

Community-based cultural activities contribute significantly to the well-being of all Nova Scotians. Participation in the arts and cultural activities is engaging and provides real opportunities for Nova Scotians to learn more about themselves and the cultural landscape of this province. 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.

Cultural traditions and language preservation are a sustaining factor for Mi'kmaw communities. Opportunities to explore, revitalize, share, and experience Mi'kmaw culture, both traditional and emerging, are vital to the long-term vitality of communities.

The objectives of these funding programs are to:

- Support activity that contribute to the long-term continuance of Mi'kmaw culture.
- Encourage more cultural activities that explore and/or celebrate Mi'kmaw culture, both traditional and emerging.
- Develop new and strengthen existing relationships among groups and organizations engaged in Mi'kmaw cultural activities.
- Encourage more participation and access to Mi'kmaw cultural activities by all Nova Scotians.

Activities Assisted

- Support will be provided to projects that encourage and develop Mi'kmaw culture.
- 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.
- One-time activities or pilot projects are eligible through this program. However, activities which enhance or add to on-going or core programs or events are eligible for support.
- Fundraising events, capital building/development, major equipment purchases, print publications, and the production of items for commercial re-sale are not eligible for support.
- The phrase 'eligible costs' refers to costs linked directly to a project and without which the project could not proceed.
- Costs incurred, or commitments made prior to the receipt of an application are not eligible for assistance.

Eligible Applicants

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

Applications are reviewed by a Peer Assessment Committee which will have representation from the Mi'kmaw community. These committees will assess applications and, if necessary, determine eligibility.

If applications for the same project 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.

Funding

Funding is generally available for requests up to \$10,000. Funding requests cannot exceed more than 75% of eligible costs. Combined public sector contributions cannot exceed 90%.

Applicants must contribute a **minimum of 25%** towards eligible project costs. This includes a *minimum of 10% cash* from the project applicant. In-kind support can be used only when there is a demonstrated value of the service that relates directly to the expenses of the project (please see FAQs for definition of in-kind and a sample budget on page 5).

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

Organizations may submit applications for more than one project. Each application should be completed separately unless they are inter-related, in which case they should be submitted together as one proposal for the maximum total of \$10,000. Requests greater than \$10,000 may be submitted if the application demonstrates that multiple partners will be engaged, or it will have impact in more than one community.

Application Procedure

- Applicants are strongly encouraged to speak with the Program Officer to discuss their proposed activity well in advance of the deadline and before applying (see website for contact information).
- Applicants must complete the application in full.
- All projects must have defined start and end dates.
- Relevant support materials such as photos and support letters are encouraged.
- Proposals must include completed cover and budget pages with project details given on separate pages as detailed in the application.
- Completed application forms must be signed and dated. Applications can be emailed, delivered by hand, courier, or sent by regular mail.

Application Deadlines and Activity Start/End Dates

Applications are accepted and reviewed twice a year. Applications must be received no later than **11:59 p.m. on the deadline date**. Applications postmarked on the deadline date are acceptable.

Projects can start no earlier than the deadline date. Activities that occur prior to the deadline date are ineligible.

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 and Evaluation

Applications are reviewed by an external peer assessment committee consisting of three persons, two of which are from the Mi'kmaw community and the program officer. The committee then provides recommendations to the Minister.

Applications are reviewed with the following considerations:

- **Program Goals:** the extent to which the project relates the program's goals.
- **Collaboration, Partnership and Interchange:** demonstrates partnership, promotes the interchange of knowledge and other resources within the Mi'kmaw community.
- **Quality:** reflects a clear organization, methodology, and project management structure.
- **Context and Goals:** are clear, realistic, and achievable. Proposed evaluation methods will adequately measure outcomes.
- **Costs:** complete and reasonable budget for expected results. Sources of other financial support are confirmed.

Conditions of Funding

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

- 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.
- Payment will be made at 100% of amount recommended funding.
- Funds must be used for the activity as described in the application.
- The department must be notified **in advance** of any changes in the activity, including start and end dates, location, or any other significant changes.
- If the project is not undertaken after payment of the grant, the recipient must return the funds to the department.
- If the project generates a surplus of revenues over expenses, recipients may be required to return the surplus funds to the department.

- Organizations which receive funding must submit a **final report** within 30 days of the project's end date. 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 is available at: <https://cch.novascotia.ca/support4culture/acknowledgement-guidelines>.
- Funding recipients are subject to provincial audit. Please retain all receipts.

For more information, contact:

Telephone: (902) 424-5793

E-mail: CommunitiesNS@novascotia.ca

Mailing Address: Communities Nova Scotia
Department of Communities, Culture, Tourism & Heritage
1741 Brunswick Street, 3rd Floor
PO BOX 456, STN Central
Halifax, NS B3J 2R5

Notice to macOS and MS Windows users:

Complete the application form using either the free Adobe Acrobat Reader (<https://get.adobe.com/reader/>), or Adobe Acrobat Pro/Standard (fee based). If this form is completed in Preview (macOS) or another third-party PDF reader the form may not function as intended and responses that are entered on the form may neither save nor print correctly.

Frequently Asked Questions

Are public schools eligible to apply?

Applications from public schools may be eligible if:

- Project/activity takes place outside of regular school hours and is not part of regular school-based programs.
- Proposed activity meets at least one of the program goals and aligns with program principles.
- Project costs are eligible.

What is an in-kind contribution?

An in-kind contribution is the provision of a service or goods not involving money. An in-kind contribution must have a corresponding expense in a project budget.

Here is an example: *An applicant is contributing the use of its meeting space to the project. If the room wasn't being used for the project, it would be available for other activities or for rent.*

<i>Project Expenses</i>	
	Cost
Supplies	\$150
Facility Rental	\$150
Professional Fees	\$200
Totals	\$500
Total Expenses =	\$500

<i>Project Revenues</i>			
	Amount in Cash	Amount In-Kind	%
Donation	\$50		10%
Applicant (use of room)		\$150	30%
Funding Request	\$300		60%
Totals	\$350	\$150	100%
Total Revenues =	\$500 (350+150)		