



Métis Cultural Development Fund Granting Guidelines

∞ *Application Procedures* ∞

1. Please complete each area of the application form.
2. The completed application form and support documents must be mailed directly to:

Gabriel Dumont Institute of Native Studies and Applied Research
#2 – 604 22nd Street West
Saskatoon, SK,
S7M 5W1

Attention: MCDF Selection Committee

3. The Métis Cultural Development Fund (MCDF) Program has two application deadlines. Applications must be received or post-dated no later than **May 15, 2009** and **October 15, 2009**
4. Proposals will be adjudicated approximately 4 weeks after each application deadline and funds distributed after the adjudication meetings.
5. If you require additional information, contact Métis Cultural Development Fund Secretary at the Gabriel Dumont Institute at (306) 934-4941 or fax (306) 244-0252.

∞ *Goals and Criteria* ∞

The Métis Cultural Development Fund (MCDF) Program seeks to fund activities that preserve, strengthen and transmit Métis culture and traditions in Saskatchewan. An emphasis is placed on children and on building cultural leadership skills, transferring knowledge between generations, skills development, mentorship and having fun. The activities should encourage gathering, sharing, learning, celebrating and developing Métis culture in Métis communities.

The Program will give priority to activities that seek to meet these goals, contribute to long-term cultural awareness and pride, and promote a high level of access and participation. Priority will also be placed on applications that have strong community support. Applications from northern and rural regions are encouraged.

A volunteer committee composed of Métis people with cultural expertise representing the northern, central and southern regions of Saskatchewan will assess proposals according to the following criteria:

- ∞ Extent that the proposal meets the objectives of the program and current priorities;
- ∞ Quality of the proposed program/activity
- ∞ Cultural impact
- ∞ Opportunity for people to participate in the program
- ∞ Access to the program and consideration of any barriers to participation
- ∞ Transfer of knowledge to younger generations
- ∞ Supports cultural practitioners and builds cultural leadership
- ∞ Contributes to long-term cultural awareness of communities
- ∞ Realistic planning and the capacity of the applicant to deliver activity
- ∞ Extent that financial need is demonstrated and the applicant has shown resourcefulness in raising funds for the project from self-generated and other funding sources
- ∞ Extent that the program is community-driven and extent of community support and involvement
- ∞ Extent of resourcefulness, collaboration and partnerships



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∞ Eligibility ∞

To be eligible, you must be Métis. Any non-profit Métis community group is eligible. Affiliates, agencies and programs of the Gabriel Dumont Institute or the Metis Nation – Saskatchewan are not eligible. Métis Locals and Regions are eligible for this program provided the request is for community-based cultural activity that meets the intent, objectives, and criteria of the program.

The intent of this Program is to complement rather than replace or duplicate existing support to cultural activity and is therefore targeted to areas not already funded by mainstream support systems. Activity that meets criteria for other main cultural funds such as the programs of the Saskatchewan Arts Board, SaskCulture, and the Department of Canadian Heritage, are not the focus of this program and will be considered a lower priority for funding.

Areas that strengthen Métis cultural identity are eligible for funding. Activities must occur at least four weeks after the application due date to be eligible for funding. Projects will not be funded retroactively. Activities must be completed within a twelve month period.

Eligible activities include:

- ∞ Cultural programs that do not have access to mainstream support;
- ∞ Activities that enhance, not duplicate, activities supported by other funding sources;
- ∞ Activities that provide cultural enhancement;
- ∞ Activities that provide collaborative exchange and transfer of knowledge;
- ∞ The purchase of equipment and materials to support cultural development and participation (organizations only); and,
- ∞ Research, documentation and dissemination of Métis culture.
- ∞ Specific activities at festivals.

The MCDF does not provide grants for:

- ∞ Prize money (e.g. for a dance competition, etc.);
- ∞ Capital costs (e.g. for building or renovating facilities);
- ∞ General support for festivals; or,
- ∞ Activities that exclusively promotes religious or political viewpoints is not eligible.

∞ Scope and Funding ∞

The MCDF Program provides grants for Saskatchewan-based activities on three levels: those that are *local*, *regional* or *provincial* in scope:

- ∞ **Local** activities benefit residents of a single community and/or the immediate surrounding area
- ∞ **Regional** activities benefit several communities in an area of the province
- ∞ **Provincial** activities benefit a significant portion of the Saskatchewan

The amount of the grants awarded will not exceed 80% of the total eligible costs to a maximum of \$10,000. Grant funds can not be used to support in-kind expenses.

Successful applicants will receive 75% of their grant upon program approval. 100% of the grant must be spent within 12 months of program approval. The remaining 25% of the grant will be released upon completion of funding obligations.



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∞ *Funding Obligations* ∞

To access the remaining 25% of a grant, recipients must submit a report to GDI within 30 days of program completion. This report must detail the activities of the program and describe how the activities met the goals of the MCDF Program. Reporting criteria will be included in packages to successful applicants. A report must be submitted before any new applications will be considered.

Grants awarded will not exceed 80% of total eligible expenses to a maximum of \$10,000. Grant funds can not be used to support in-kind expenses. Copies of receipts must be submitted with a financial statement to show that the entire eligible project expense has been incurred, not just the amount granted by the MCDF.

Funds granted can only be used for the purpose stated in the application and are not transferable to other parties. Any significant changes must be proposed in writing to the officers of the Métis Cultural Development Fund for review. If funds have been used for purposes other than those proposed, the applicant will be required to return the funds to the MCDF. Unused funds must also be returned.

Failure to meet the above funding conditions to the satisfaction of the Métis Cultural Development Fund will be grounds to withhold the final payment and will restrict access to future funding.

To receive the maximum grant of \$10,000.00, your project's total expense must be \$12,500.00 or higher and your group would have to fund the amount over and above the \$10,000.00 received from MCDF. Since projects only receive 75% of the grant money upon program approval, this means that your group also has to fund the remaining 25% of the grant, but will be reimbursed for that amount upon completion of the funding obligations. So if you did apply for the maximum of \$10,000.00, and had a total expense of \$12,500.00, you would receive \$7,500.00 (75%) from the MCDF, raise \$5,000.00 (or more) yourself, complete the project, and then receive \$2,500 (remaining 25%) more from the MCDF.

For a grant of \$5,000.00, your project's total expense must be \$6,250.00 or higher. You would receive \$3,750.00 (75%) from MCDF, raise \$2,500.00 (or more) yourself, complete the project, and then receive \$1,250.00 (remaining 25%) more from the MCDF.

∞ *Acknowledgment* ∞

Successful applicants must acknowledge the partnership of the Gabriel Dumont Institute, SaskCulture Inc., and Saskatchewan Lotteries and promote Saskatchewan Lotteries as the funding source of their activities. Details on how to access logos and promotional materials will be provided in information packages to grant recipients.



Métis Cultural Development Fund Application Form

Please write legibly in the space provided. All questions must be answered in the spaces provided except where attachments are required. You may attach additional supporting documents where appropriate.

1. Applicant Information for an Organization

Name of Organization: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

Contact Name: _____ Position: _____

Signature: _____

2. Applicant profile – please attach a profile of the non-profit organization applying for funding:

- Please include the organization's mandate, structure, membership and scope.
- Describe the organization's history, cultural involvement and accomplishments.
- Include profiles of main organizers/workers involved.

3. Type of assistance requested (please check appropriate box):

Local

Regional

Provincial

4. Project Description

Project Name: _____

Anticipated Start Date: _____ End Date: _____

Project Summary – Please attach a detailed description of the proposed project that indicates:

- the scope of the program (local, regional or provincial)
- the nature and range of activities
- the objectives of the activities

- the dates and locations
- the participants, volunteers and target audience
- the extent of collaboration and partnerships
- the expected community impacts
- how it will meet the goals of the Métis Cultural Development Fund program

5. Budget

Please complete the attached *Budget Summary Sheet*.

Total cost of the proposed activity\$ _____

Amount requested from the MCDF\$ _____

6. Community Endorsement

Please attach examples of community support that highlight the importance of the project. These may take the form of:

- 3 letters of support from community members and organizations;
- results of community consultation; and/or,
- statistical information highlighting the importance of the activity to the community.

