

Cultural Organizations Contributions Program Guidelines

Community Programs, Culture and Heritage Division
Department of Education, Culture & Employment

The Cultural Organizations Contributions program provides financial support to Northwest Territories (NWT) organizations which undertake projects designed to promote the arts and cultural diversity in the NWT. This funding is allocated for the administration costs and development of northern cultural organizations.

ELIGIBILITY

Eligibility is restricted to non-profit organizations which are registered and in good standing under the NWT Societies Act and whose headquarters and primary location of operation is in the NWT.

Preference is given, but not limited, to those organizations:

- with a mandate to enhance the arts and cultural diversity in the NWT;
- which have clearly defined operating plans;
- which have proven success in completing and sharing the results of cultural projects; and
- which have strong support from the group(s) which they represent.

PROGRAM REQUIREMENTS

- Eligible applicants must submit a proposal in the form outlined in these guidelines.
- Applicants must have written verification of community support for their program objectives.
- Recipients will be required to sign a contribution agreement outlining the specific terms of their award.

REVIEW PROCESS

Applications are reviewed by the Community Programs Office which provides recommendations to the appropriate authority in the Department of Education, Culture and Employment. Applicants will be notified about the status of their proposal within two months of the deadline date for applications.

AMOUNT

Contributions under this program will be based on available resources divided by the number of eligible applicants.

APPLICATION PROCEDURES

1. A funding proposal must be submitted to:

Manager, Community Programs
Culture and Heritage Division
Department of Education, Culture & Employment
Government of the Northwest Territories
P.O. Box 1320 Yellowknife, Northwest Territories X1A 2L9

Phone: (867) 920-6370
Fax: (867) 873-0205
E-mail: boris_atamanenko@gov.nt.ca

2. The funding proposal must include the following minimum information:

- Summary:** Summarize the proposal in a paragraph.
- State the mandate of the organization.
- Summarize each of the programs currently operated by the organization.
- Activities:** What activities are planned for the period from April 1st to March 31st, annually?
- Results:** Describe how you will evaluate the success of your programs this year.
- Budget:** Provide a breakdown of the projected costs for your organization for the coming year (refer to example budget format on next page)
- The budget must identify other funding agencies that your organization has applied to, and the amount of funding already secured from these funding agencies.
- The budget should also include all volunteer support or support-in-kind that you have secured for this project.
- References:** Provide names or letters of reference for your organization.
- Other Information:** Please attach a copy of your organization's most recent annual report (or equivalent document).

BUDGET TEMPLATE

Proposed Annual Budget	Total Annual Expenses	Applicant's Contribution	Requested from GNWT
Salaries and Benefits			
Consultant and Contract Services			
Honorariums and Per Diems			
Office Rental and Janitorial Services			
Accounting/Audit Fees			
Rental, Lease or Purchase of Equipment			
Office Supplies			
Travel			
Program Costs (e.g. advertising, workshop costs, translation, membership fees)			
Professional Development			
Travel			
Telephone			
Other expenses (please specify)			
Total			

APPLICATION DETAILS

Please provide written descriptions on a separate page.

1. Project Title and Brief Description:
2. Name of Organization:
3. Mailing Address:

Box Number / Street Address	Community	Postal Code
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4. Contact Person:

Name	Title	
Phone Number	Fax Number	E-mail:
5. List the Executive Members of the Organization:
6. Date of Incorporation:
7. Charitable Registration #:
8. What is the mandate of the Organization?
9. List and briefly describe the programs that are currently operated by the Organization.
10. What activities are planned for the period from April 1st to March 31st, annually?
11. List all current sources of funding for the Organization (both government and private).

Source:	Amount:
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12. If you have received financial support from the Culture and Heritage Division in the past, please list the project name(s) and amount funded starting with the most recent project funded.

Project Name: _____ Amount: _____

13. Please list any expected or confirmed matching support for this project.

Source: _____ Amount: _____

Applicant:

Other GNWT:

Local Government:

Federal Government:

Services-in-Kind (please specify):

Other (please specify):

Requested from Culture and Heritage Division: \$ _____

Total Cost of Project: \$ _____

14. A minimum of 2 letters of reference are needed for your application to be considered. Please ask supporters to send their letters directly to the Culture and Heritage Division at the address on the application checklist. Please indicate below from whom we can expect these letters of support. One letter should come from the local town, hamlet or band council.

Name of Reference: _____ Address: _____ Phone/E-mail: _____

Applicant's Statement

I certify that the information contained in this application is accurate and complete, and that I do not have any outstanding commitments resulting from previous projects financed by the Culture and Heritage Division.

All printed material related to the project will acknowledge the financial assistance received from the Culture and Heritage Division of the Department of Education, Culture and Employment, Government of the Northwest Territories.

Executive Member

Date

Financial Signing Authority

Date

APPENDIX 'A'

Final Report Format for Cultural Organizations Contributions Program

To fulfill the conditions of the contribution your organization received from the Department of Education, Culture & Employment, you must use this format for your final report. Please provide written descriptions on a separate page.

RESULTS REPORT

Describe the program activities you undertook with the assistance of your contribution from the Department of Education, Culture & Employment.

- List program activity goals and objectives.
- What arts, cultural or heritage programming activities do you offer in your community for all age groups? Use the format below to describe in detail.
- Attach copies of all promotional and publicity materials from the previous year

Proposed Goals and Objectives	Completed Activities	Results

- Did your activities meet your goals and objectives. Please explain:
 - Highly successful, exceeded goals
 - Successful, met goals
 - Not very successful, did not meet the goals (describe challenges)

FINANCIAL REPORT

Use the format provided on the next page to record your revenues and expenses.

Please provide written descriptions to the following questions on a separate page.

- Describe the successes and challenges of your fundraising efforts in the past year.
- In the next 12 months, how will you achieve your revenue targets, whether earned, private or government?
- Identify and explain any major areas of variance between actual results and budget for the fiscal year.

REVENUES		
Registered Heritage Centres Core Funding	\$	
Other GNWT funding	\$	
Federal funding	\$	
Municipal funding	\$	
Fundraising	\$	
Applicant's contribution from other sources	\$	
Other (specify)		
Total Revenues	\$	

EXPENSES (List all expenses)		\$	
Salaries and Benefits		\$	
Consultant and Contract Services		\$	
Honorariums and Per Diems		\$	
Office Rental and Janitorial Services		\$	
Accounting/Audit Fees		\$	
Rental, Lease or Purchase of Equipment		\$	
Office Supplies		\$	
Travel		\$	
Program Costs (e.g. advertising, workshop costs, translation, membership fees)		\$	
Professional Development		\$	
Travel		\$	
Telephone		\$	
Other expenses (please specify)		\$	
		\$	
Total Expenses			
Surplus (Deficit)			\$
	Revenues	Expenses	Surplus (Deficit)
	\$	\$	