

A Guide For NWT Cultural Organizations Seeking Support Funding

Cultural Organizations Contributions

Community Programs, Culture, Heritage & Languages 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:

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

APPLICATION PROCEDURES

1. A funding proposal must be submitted to:

Manager, Community Programs
Culture, Heritage and Languages 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.
- Introduction:*
- State the mandate and the goals of the organization.
 - Briefly outline the history and achievements of your organization.
 - Summarize each of the programs currently operated by the organization.
- Objectives:*
- What are the objectives of your organization for the period from April 1st to March 31st, annually?
 - Also, list the objectives for each program during the same period.
- Work Schedule:*
- Summarize the work to be accomplished in each program in the coming year, and the approximate dates when each task will occur.
- Evaluation:*
- Discuss 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 (for an example of a budget format, refer to 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.

The following is a recommended breakdown of costs for your budget:

I. Personnel (provide a list of detailed costs for each category)

- A. Salaries & Wages
- B. Employee Benefits (CPP,UIC, WCB)
- C. Consultant and Contract Services
- D. Honorariums and Per Diems

II. Non-Personnel

- A. Office Rental and Janitorial Services
- B. Rental, Lease or Purchase of Equipment
- C. Office Supplies
- D. Travel
- E. Telephone
- F. Other Costs

III. List of Other Funding Agencies Applied to:

Total Need _____

Total Secured to Date _____

**Total Requested from Education,
Culture & Employment** _____

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 an equivalent document).

3. *Deadline Date for Applications:* February 28 each year