

# **CULTURAL PROJECTS CONTRIBUTIONS**

## **FUNDING GUIDELINES**

### **Community Programs Office**

Culture & Heritage Division

Department of Education, Culture and Employment

Government of the NWT

**January 2010**

# **Cultural Projects Contributions**

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## **GNWT Education, Culture & Employment Regional Office Contacts for Cultural Projects Contributions**

Applications for Oral Traditions or Cultural Enhancement projects assistance may be submitted to the Regional Office of the GNWT Department of Education, Culture & Employment nearest to you. Funding proposals must include information as outlined in these guidelines. For more information, or to discuss applications for specific projects, please contact one of the Regional Offices at the addresses listed below:

### **INUVIK REGION**

#### **Helen Sullivan, Regional Superintendent**

Inuvik

Phone (867) 777-7132 Fax (867) 777-7218

E-mail: HELEN\_SULLIVAN@gov.nt.ca

### **SAHTU REGION**

#### **Sarah Baker, Regional Superintendent**

Norman Wells

Phone (867) 587-7163 Fax (867) 587-2612

E-mail: SARAH\_BAKER@gov.nt.ca

### **FORT SMITH REGION**

#### **Jacqueline McLean, Regional Superintendent**

Fort Smith

Phone (867) 872-7426 Fax (867) 872-4507

E-mail: JACQUELINE\_MCLEAN@gov.nt.ca

#### **Karen Cooper, Manager, Career Development**

Hay River

Phone (867) 874-5052 Fax (867) 874-5062

E-mail: KAREN\_COOPER@gov.nt.ca

### **DEH CHO REGION**

#### **Charles Jacobson, Regional Superintendent**

Fort Simpson

Phone (867) 695-7332 Fax (867) 695-7351

E-mail: CHARLES\_JACOBSON@gov.nt.ca

### **NORTH SLAVE REGION**

#### **Boris Atamanenko, Manager, Community Programs Culture & Heritage Division**

Yellowknife

Phone (867) 920-6370 Fax (867) 873-0205

E-mail: BORIS\_ATAMANENKO@gov.nt.ca

## ***A Guide For People Seeking Financial Assistance For Cultural Projects In The NWT***

### **ORAL TRADITIONS**

Oral Tradition contributions provide funding and professional assistance to those individuals or groups who want to record the oral traditions of the Northwest Territories (NWT). Typical project activity includes research which identifies, examines, assembles, and catalogues oral traditions already recorded.

Preference is given, but not limited, to those applicants who are gathering oral traditions in areas or regions where this research has not been initiated in the past, and to complete previous oral tradition projects.

#### **Eligibility criteria include:**

- Restricted to NWT registered organizations, individual researchers, community governments and band councils.
- Applicants must have written verification of community support for their research objectives.

### **CULTURAL ENHANCEMENT**

Cultural Enhancement contributions provide financial assistance for the promotion and preservation of cultural identity and the enhancement of traditional cultures in the NWT. Projects which fulfill this mandate in a traditional context are given priority.

#### **Eligibility criteria include:**

- Events and projects must be primarily located in the NWT.
- This fund will not sponsor instructors' salaries or other costs associated with regular classroom activities or curriculum delivery in NWT schools.
- Applicants must display a diversified funding base.

### **DEADLINE DATE FOR APPLICATIONS: FEBRUARY 28 EACH YEAR**

For more information, or to discuss applications for specific projects under this program please contact your Regional Office, Department of Education, Culture and Employment, Government of the Northwest Territories:

INUVIK	(PHONE) 867-777-7132	(FAX) 867-777-7218
NORMAN WELLS	(PHONE) 867-587- 7163	(FAX) 867-587-2612
FORT SMITH	(PHONE) 867- 872-7426	(FAX) 867-872-4507
HAY RIVER	(PHONE) 867-874-5052	(FAX) 867-874-5062
FORT SIMPSON	(PHONE) 867-695-7332	(FAX) 867-695-7351
NORTH SLAVE REGION	(PHONE) 867-920-6370	(FAX) 867-873-0205

## ***Application Procedures - Cultural Projects***

A funding proposal must be submitted to the Regional Office of the GNWT Department of Education, Culture & Employment nearest to you. Regional Office addresses are listed below. The funding proposal must include the following information:

***Applicant:*** Name, address, telephone and fax number of the person or organization who will be responsible for the project.

***Purpose:*** Briefly define the purpose of the project.

***Background:*** What are your reasons for initiating this project?

***Objectives:*** What will be accomplished at the end of the project?  
List three to five specific objectives.

***Work Schedule:***

List the tasks involved in operating this project.  
How long will each task take?  
When will each task occur?

***Proposed Personnel:***

What jobs will be part of this project?  
What are the responsibilities of each job?  
Who will fill these positions?

***Budget:*** List the detailed costs of this project by type-- break these down

Example #1:

Research Assistant Trainee Wages: (\$8/hr, for 22 hrs/week, week for 6 weeks)	\$1,056.00
Employee Benefits (UIC, CPP, WCB at 10.5%)	\$110.88

Example #2:

Cultural Camp Instructor Wages: (\$15/hr, 40 hr/week for 2 weeks)	\$1200.00
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The budget must also include all volunteer support or support-in-kind that you have secured for this project.

***Reference:*** Provide 2 letters of support for your project from recognized community groups.

## Cultural Projects Contributions Program Application Form

1. Project Name:

2. Name of Organization:

3. Mailing Address:

Box Number / Street Address

Community Postal Code

4. Contact Person:

Last Name

First Name

Title

Work Phone Number

Home Phone Number

E-Mail Address

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. List all current sources of funding for the Organization (both government and private).