

Non-Registered Heritage Centres Core Funding Operating Contributions Program Guidelines

Department of Education, Culture & Employment

Non-Registered Heritage Centres Core Funding provides funding for the administration, operation and maintenance of seasonal/part time heritage facilities, community museums or historical societies.

ELIGIBILITY

This program is available to community-based museums, archives and similar heritage facilities that do not qualify for inclusion on the NWT Registry of Heritage Centres.

Contributions are available for the following eligible costs:

- Operational (utilities, maintenance)
- Facility Insurance
- Contribution Accounting
- Salary
- Other (advertising & promotions, collections insurance, freight, institutional memberships, office supplies, program costs, professional development, translation services and travel)

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 one month of the deadline date for applications.

APPLICATION PROCEDURES

Proposals 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

The funding proposal must include the following minimum information:

Organization: Provide the legal name of the organization and include contact details, current mailing address, telephone, fax and email address.

Summary: Summarize the proposal in a paragraph that includes the project title and the planned goals and objectives for the year.

Activities: What activities are planned for the period from April 1st to March 31st, annually?

Results: What are the intended outcomes and impacts of planned activities such as benefits to participants or key stakeholders?

Budget: Provide a breakdown of the projected costs for your organization for the coming year (refer to budget template provided)

The budget must identify other sources and amounts of funding received.

The budget should also include all volunteer support or support-in-kind that you have secured for this project.

References: Provide two letters of reference to show community support for your organization. One of these should come from the local town, hamlet office or band council.

Deadline: The deadline for submission of applications is March 31. Applicants will be notified about the status of their proposal within one month (30 days) of the deadline date.

Questions?

Any questions about the application process should be directed to:

Manager, Community Programs, Culture and Heritage Division

Department of Education, Culture & Employment

Phone: (867) 920-6370

Fax: (867) 873-0205

E-mail: boris_atamanenko@gov.nt.ca

BUDGET TEMPLATE

Proposed Annual Budget	Total Annual Expenses	Applicant's Contribution	Requested from GNWT
Salaries and Benefits			
Utilities			
Maintenance			
Insurance			
Accounting/Audit Fees			
Freight			
Membership Fees			
Supplies (office, curatorial)			
Program Costs (e.g. advertising, exhibit development, honoraria, translation, travelling exhibit fees)			
Professional Development			
Travel			
Other expenses (please specify)			
Total			

Please list any expected or confirmed funding support for this project from all sources.

Source:

Amount:

Applicant:

Other GNWT:

Local Government:

Federal Government:

Services-in-Kind (please specify):

Other (please specify):

Amount Requested from Education Culture and Employment: \$ _____

Total Cost of Project: \$ _____

