

**Cultural Contributions Policy
Department of Education, Culture and Employment
Ministerial Payment Authority**

Northern Literary Arts Contributions

1. Purpose

Northern Literary Arts Contributions support the publishing and dissemination of creative works by Aboriginal and Northern writers by:

- Supporting the publishing and distribution of northern creative writing
- Supporting the development of emerging Aboriginal and Northern authors through workshops where they engage with more established writers
- Supporting activities or programs which develop resources to promote literacy and the literary arts

2. Eligibility

Applicants must meet the following criteria to be eligible for funding:

- (a) A cultural organization established in the Northwest Territories with objectives to enhance or support the literary arts.

3. Review

All proposals are received and reviewed by the Culture and Heritage Division which provides recommendations to the appropriate authority in the Department of Education, Culture and Employment.

4. Supporting Data

A funding proposal must be submitted, including a summary of the applicant's mandate, the facilitators involved and a demonstration of community support.

5. Amount

Within the available resources, there is no maximum amount fixed for each recipient in this program. Subject to the following, a contribution will be made for operating expenses only:

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- (a) Administration costs shall not exceed ten percent (10%) of the total contribution.
- (b) Capital Cost shall not exceed ten percent (10%) of the total contribution (e.g. audio-visual equipment for workshops and presentations).
- (c) Travel to conduct workshops or to present readings will be considered an operating cost.
- (d) All contributions are subject to the audit requirements of the Government of the Northwest Territories.
- (e) No award shall be made that exceeds ten percent (10%) of the total annual program budget for contributions.

6. Method of Payment

Upon the signing of a Contribution Agreement payment(s) will be issued in accordance with the payment conditions outlined in the Agreement.

7. Financial Reporting Requirements

- a) For contributions of FIFTY THOUSAND DOLLARS (\$50,000.00) or less the Recipient shall submit an expenditure report for the Project signed by the Recipient within 30 days after Project completion.
- b) For contributions more than FIFTY THOUSAND DOLLARS (\$50,000.00), but less than ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00), the Recipient shall submit an expenditure report for the Project signed by the Chief Executive Officer and the Chief Financial Officer within 60 days after Project completion.
- c) For contributions of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) or more, the Recipient shall submit to the GNWT an audited financial statement which includes a letter from the auditor verifying compliance with the terms and conditions of the agreement submitted to the GNWT within 120 days after the Recipient's business year-end.
- d) In the instance where full financial accounting is not submitted, the Recipient will not be considered for further funding until the required financial statements indicating that the contribution was expended are submitted or the amount unaccounted for is repaid.
- e) Individuals or organizations will provide information and reports in accordance with the requirements that may be established by the Minister of Education, Culture and Employment and the Government of Canada.

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8. Results Reporting Requirements

- a) In the proposed project, applicants must identify one or more of the project results that the organization is equipped to measure.
- b) What activities will be undertaken to achieve the results?
- c) How will the following performance indicators be used to measure the expected results?
 - Attendance Measures: e.g. How many people participated in the activity?
 - Output Measures: e.g. Number of publications produced, readings given, literary promotional resources developed etc.
 - Opinion Measures: e.g. Feedback from participants which reflect on the activity's impact (participants indicate their level of agreement or disagreement with statements like "I have become more confident in my writing abilities since doing this activity.")