

Contribution Payment Directive

Registered Heritage Centres Core Funding Operating Contributions

Purpose

To provide financial assistance for the operation of Registered Heritage Centres.

Eligibility

The Minister of Education, Culture and Employment has established a *Registry of Heritage Centres*. Only those organizations included in the *Registry of Heritage Centres* are eligible to apply for operational assistance. This *Registry* has been designed to include all community-based museums, archives and similar heritage facilities governed by an organization which:

- (a) Is a local government, a not-for-profit corporation, or a registered society in good standing under the *Societies Act* (NWT);
- (b) Is dedicated to portraying the cultural or natural heritage of the Northwest Territories through the acquisition, preservation, documentation, study and exhibition of museum or archival collections significant to the heritage of the Northwest Territories;
- (c) Has legal custody to a collection or group of collections held in the public interest in accordance with an approved collections management policy;
- (d) Owns or leases a permanent structure which houses the heritage facility and provides a safe and secure environment for its collections;
- (e) Provides for a minimum of 300 hours each calendar year in which the facility is open to the general public without appointment;
- (f) If a registered society, must open membership to the general public;
- (g) If a registered society or not-for-profit corporation, must have received, by motion of council, the local government's endorsement of its mandate and programming;
- (h) Provides members of the general public with opportunities to become actively involved in the facility's management and programming; and
- (i) Has provided, through charter, constitution, by-law or resolution, that upon dissolution of the governing body the collections owned by the governing body shall continue to be managed in the public interest.

Review

All proposals are received and reviewed by the Manager, Community Programs who provides recommendations to the appropriate authority in the Department of Education, Culture and Employment. When the proposal is assessed, eligible costs are ranked in accordance with the following priorities:

- (a) Operational costs necessary for the security and preservation of the collection;
- (b) Facility insurance costs;
- (c) Contribution accounting costs;
- (d) Salary costs; and
- (e) Other eligible operational costs not addressed in (a), (b), (c) or (d).

Operational Costs

When determining eligible operation costs necessary for the security and preservation of the collection only utility and maintenance costs are considered.

Facility Insurance Costs

When determining eligible facility insurance costs only those insurance costs necessary to the operation of a publicly accessible facility are considered.

Contribution Accounting Costs

When determining eligible costs necessary for the financial management of the contribution agreement, only the cost of reporting as required by the Financial Management Board is considered.

Salary Costs

Eligible salary costs are based on a 37.5-hour work week over a 52-week period. Salary assistance shall not exceed 85% of eligible costs to a maximum salary contribution of \$38,000. Where an applicant has applied for salary assistance to employ a person for a total period which is less than 37.5 hours per week over a 52-week period, the maximum salary contribution of \$38,000 will be prorated accordingly.

Other Operational Costs

Other operational costs eligible for consideration include: advertising and promotions, collections insurance, freight, institutional memberships, office supplies, program costs and supplies, professional development, translation services and travel.

Property Taxes

Property taxes are not eligible for funding.

Supporting Data

A funding proposal must be submitted which includes:

- (a) An estimate of all utility and maintenance costs and facility insurance costs, with a detailed cost breakdown for each;
- (b) An estimate of contribution accounting costs;
- (c) A schedule of proposed public access hours; and
- (d) An operations summary, including a schedule of proposed programs and events.

Where assistance with salary costs has been requested, the application must also include:

- (e) A copy of the applicants approved personnel policy;
- (f) A job description for the positions for which funding is being sought;
- (g) A detailed cost breakdown for all salary costs for all positions for which funding is being sought;

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- (h) Evidence of the applicant's ability to contribute their share of eligible salary costs, including a breakdown of funding from other sources;
- (h) The resume(s) of the incumbent(s); and
- (i) The job description, salary costs and sources of funding for any other employees of the Registered Heritage Centre.

Amount

The Manager, Community Programs will recommend to the appropriate authority the amount of the contribution in recognition of the following:

- (a) The amount of funding is based on the demonstrated need of the organization and the number of organizations applying for funds as well as budget allocation as approved by the Legislative Assembly.
- (b) That eligible costs do not exceed funding limits set in accordance with the formula referred to above.
- (c) As stated in the Department's contributions policy, the Minister of Education, Culture & Employment will make the final decisions for or against funding within this program.

Method of Payment

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

Total Program Funding Requirements

Audit Requirements

- (a) Recipients of contributions in excess of \$50,000 will be required to submit an Audited Financial Statement within 90 days of the end of the project or the Government of the Northwest Territories' fiscal year, whichever comes first.
- (b) Recipients of contributions of less than \$50,000 will be required to submit a Certified Statement of Expenditures within 30 days of the end of the project or the Government of the Northwest Territories' fiscal year, whichever comes first.
- (c) 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.
- (d) 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.