

Saskatchewan Indigenous Culture Centre

Aboriginal Languages Initiative



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Applicant Handbook



Canadian
Heritage

Patrimoine
canadien



Sask
Culture

Overview

When prioritizing eligible applications, the following will be taken into consideration:

- total requested amounts that are between \$25,000 and \$75,000, however other amounts will be considered;
 - funding applications that are limited to 2 separate components; and
 - organizations/groups that currently do not have a multi-year agreement in place for 2019-2020 under the Aboriginal Languages Initiative component.
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Overview

The Aboriginal Language Initiative (ALI) funding program aims to support community-based projects that contribute to the preservation and revitalization of Indigenous languages for the benefit of Indigenous peoples with flexibility and responsiveness to the broad range of community needs, goals, and priorities.

ALI is a Canadian Heritage funding program administered by the Saskatchewan Indigenous Culture Centre (SICC), and delivered in partnership with SaskCulture.

SICC has served First Nations people since 1972. It was the first educational institution serving at the provincial level that is First Nation controlled. The SICC strives to maintain the cultural identity of First Nations cultures who inhabit what is now known as Saskatchewan: Plains Cree, Swampy Cree, Woodlands Cree, Dene, Saulteaux, Dakota, Nakoda and Lakota.

SICC has partnered with SaskCulture Inc. to support the development of its funding processes, administration and delivery systems for the implementation of ALI. SaskCulture is a non-profit community-based organization known as a funder and supporter of cultural activity in the province.

For more information on the partners:

- www.sicc.sk.ca
- www.saskculture.ca
- www.canada.ca/en/canadian-heritage/services/funding/aboriginal-peoples/languages.html

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Applicant Handbook

To be eligible applicants must apply online by the deadline.

Application Deadline: December 5, 2018, 11:59 pm

Online Application: <https://grants.saskculture.ca/>

Part A – ALI Criteria

The ALI funding program aims to support community-based projects that contribute to the preservation and revitalization of Indigenous languages for the benefit of Indigenous peoples with flexibility and responsiveness to the broad range of community needs, goals, and priorities.

1. Project Types:

There are three streams of ALI projects. Applicants can address one stream as the main focus of their activity or a combination of streams. These project types are:

Community Based Language Projects – These projects are participatory and accessible to the target communities. These include language camps, classes, language nests, language training for instructors, online language training, gatherings, instruction, and immersion activity designed to impact broad groups of participants.

Mentor and Apprentice – This priority intends to support one-on-one language instruction with a fluent language instructor and a language learner. The intended outcome is fluency for the language learner and development of language instructors.

Language Resource Development – ALI can also support the development of language resources such as digital technology, development and distribution of language based products (cd's, books, teaching guides) as well as content development for language training in community based practices (not curriculum development in accredited school environment). The range of possibilities is very extensive:

- App
- Book
- Database
- DVD
- Lexicon
- Magazine
- Radio Content
- Teacher Kit
- Television Content
- Audio/Visual Teaching Aid
- Cataloguing
- Dictionary
- Game
- Lessons plans
- Content for Online Lessons
- Recording
- Train the Trainer program
- Website
- Archiving
- CD
- Digitization
- Language Kit
- Map
- Poster
- Strategic Plan
- Translation
- Workbook

2. Priorities for Funding:

Priority is given to activities that include the following:

- Developing and delivering community language training programs (e.g. language and culture instruction and camps, language nests, online training, master-apprentice programs, etc.);
 - The development and teaching of regular accredited curriculum is not eligible for funding.
 - Language training programs must be held outside grade K-12 classes or accredited course work.
- Developing materials to increase Indigenous language use and proficiency (e.g. books, videos, workbooks, lexicons, language kits, games, etc.);
- Developing systems for facilitating communications in Indigenous languages (e.g. database, etc.);
- Developing digital tools to share information, materials and resources among Indigenous languages groups (e.g. website, application, etc.); and
- Recording, documenting and preserving Indigenous languages (e.g. radio and television content, archiving, etc.)

3. Applicant Eligibility:

Eligible Applicants

ALI funding is intended to support and build capacity for language activity within Indigenous controlled organizations (51% + of the board/governance are Indigenous). Eligible organization that are not Indigenous controlled (50% or less of their board is Indigenous) may still apply, but these applicants are required to submit additional evidence of support from a First Nation, an Indigenous controlled organization or a First Nations guiding committee as part of their funding request. The following organizations are eligible to apply for ALI:

- Incorporated not-for-profits;
- Unincorporated not-for-profits;
- Ad hoc committees;
- Indigenous government or equivalent organization with delegated authority; and,
- Academic institutions.

Ineligible Applicants

The following organizations are ineligible to apply for ALI:

- An individual person;
- Non-profit organizations that are not in good standing (struck) with Information Services Canada (ISC);
- Non-Indigenous controlled organization without evidence of partnership with an eligible Indigenous entity.;
- For-profit organizations;

- Applicant previously funded by Canadian Heritage or SICC that is not in compliance with previously signed Contribution Agreement;
- Organizations based outside of Canada; and,
- Not democratically held and managed organizations.

4. Project Timelines:

ALI projects can take place anytime between July 1, 2019 and March 31, 2020.

5. Funding Levels:

- Suggested minimum request amount: \$25,000.00 per fiscal year
- Maximum request amount: \$200,000.00 per organization per fiscal year

Organizations are encouraged to submit one proposal for all initiatives, however there may be instances where multiple applications are submitted by an organization. Regardless of how many proposal are submitted, ALI will not consider combined requests exceeded \$200,000 overall per organization.

6. Eligible Project Expenses:

There are two categories of eligible expenses: primary expenses and secondary expenses. Priority is placed on primary expenses. A minimum of 80% of the entire ALI request amount must contribute to these costs. The secondary expenses category are supporting expenses that are necessary to see a project through, but they are limited and may not exceed the maximum of 20% of the entire ALI funding request.

Primary Expenses	Secondary Expenses
A minimum of 80% of the overall budget must be allocated to the following priority areas	A maximum of 20% of the overall budget can be allocated to the following:
<ul style="list-style-type: none"> • Wages • Material supplies • Facility costs • Advertising and promotion 	<ul style="list-style-type: none"> • Administration • General liability insurance • Food • Transportation • Purchase/lease/rental of equipment

Primary Expenses:

- **Wages/Honouraria** – These are for individuals contracted for the duration or portion of the proposed ALI project(s). These individuals are the cultural resource peoples, coordinators and helpers who are offering their skills and expertise for the term of the project.
- **Material supplies** – These are the physical material supplies (not food or equipment) required for language specific programming.

- **Facility costs** – This is an eligible expense in situations where additional space is required for the project to move ahead. The existing space/facility of an applicant organization is not eligible and would be considered as an in-kind contribution - i.e. rent, utilities and office overhead.
- **Advertising and promotion** – These are costs as it relates to print, radio, television etc. All expenses must fall within the indicated start and end date of the grant.

Secondary Expenses:

- **Administration** – Up to 15% of the total ALI request) covers project overhead expenses. We recommend strong administrative controls are in place at the forefront of your project to ensure your project monitoring and reporting is on point throughout your project. Remember, if you're successful, we're all successful. If an application comes forward without any administrative support built into the budget, we may ask for an explanation and request that the proposal is adjusted to include it.
- **General Liability Insurance** – This is for no less than \$2,000,000.00 and is a requirement for community based projects that have public participation such as camps and classes.
- **Food expenses** – These are all solid or liquid consumables purchased for the project. This includes anything that can be eaten, drunk, cooked or prepared by participants in a project or activity, including but not limited to meals, snacks, refreshments and traditional fare that is used within the project activities.
- **Transportation** – These are expenses related to the movement of people, such as, participants and project staff, instructors, facilitators, Elders and volunteers to and from Project activities. This may include but is not limited to: rentals / chartering (bus, car, boat), purchasing of airfare, taxi, train and bus tickets and mileage;
- **Reference** - <https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html>
- **Purchase/lease/rental of equipment** – Up to 15% plus maintaining an inventory for expenses over \$2000.

Ineligible Expenses:

ALI **does not** provide support to the following:

- Development of regular accredited school curriculum within the formal education system;
- Pow Wows, gatherings, festivals, conferences and career fairs;
- Capital construction and renovation;
- General Indigenous language promotional activity or planning committees;
- Employment training;
- Activity outside of the eligible project dates (July 2019 to March 2020, with exception to multi-year funding);
- Core funding for organizations including staffing and committees in the context of the ongoing governance;
- Employment training such as apprenticeship or job training;
- Travel outside of Canada;
- Stipends, allowances or honoraria for attendance in a course/activity;
- Salaries and honoraria for Board members or principal officer;

- Start-up and operation costs for institutes, training centers, commercial enterprises, and support for the development of cultural/professional industries;
- Contingency/miscellaneous fees;
- Deficit recovery;
- Cash prizes, gifts, or the purchase of alcohol;
- Activity that exclusively promotes definable religious or political viewpoints;
- Contributions of volunteer hours; and,
- Allowances, wages or personal expenses for program registrants and participants.

Part B – Preparing your Proposal

1. Organizational Information

Applicants will be required to submit an organizational profile to demonstrate the applicant's ability to deliver its intended activities. Be prepared to address the information below in your proposal:

- **Organizational eligibility** – Organizations applying to ALI will present their organization information including structure, mandate and governance. All organizations are checked to ensure they are eligible to apply for funding. All applicants must be compliant with the “Applicant Eligibility” section in Part 1 of this guide where organizational eligibility is described.
- **Organizational experience** – The applicant shall provide a description of the organization's current and historic activities as it relates to language activity. This provides an opportunity to showcase the applicant's success and experience as it relates to the proposal and provide evidence that the organization has credibility to deliver on the outcomes it intends to work towards.
- **Financial statement**– The applicant must confirm the financial health of the organization by providing the most recent annual financial statement. In situations where large deficits are evident, or the ALI grant request exceeds the annual operating budget of an applicant, additional information may be requested to confirm commitments on accountability to any grant funds that are allocated.
- **ISC check (non-profit organizations only)** – Non-profit organizations must be in good standing with Information Services Canada (ISC). Organizations that are struck from ISC will be ineligible.
- **Liability** – The applicant will be required to confirm that it is liable and responsible to any funds that are allocated to it. Confirmation of who the legal signatories are for the proposal will need to be provided. There are two different types of liability based on the type of organization that is applying:
 - a. Legally incorporated organizations assume liability as an entity and the legal responsibility to ALI funds are assumed by the organization that is submitting the application, not by the individual(s) submitting it.
 - b. Volunteer groups, ad hoc committees and unincorporated not-for-profits who are not formally registered as a legal entity, assume responsibility as individuals applying for funding and will be required to submit confirmation of personal liability for the project in order to be considered for funding.
- **General liability insurance** – General liability insurance for no less than \$2,000,000.00 is required for activities that intend to bring groups of people together in gathering, camp or class room settings to ensure there is coverage and protection for all participants. The applicant can either submit their own proof of insurance coverage or indicate and provide supporting documentation if a partnering organization is providing coverage to support activities.

2. Project Planning and Implementation

Applicants are expected to provide detailed project information that provides a clear explanation of the proposed activities, its stages of delivery and intended outcomes. A well explained proposal will address the following key points:

- **Language activity** – ALI intends to support Indigenous languages through a variety of project types and priorities addressed in Part 1 of this guide. Applicants are required to clearly describe how their project connects to the purpose and objectives of ALI funding in relation to the stream(s) of funding that are being applied. Applications that are not primarily language focused are not eligible.
- **Project timelines** – Applicants must describe how and when their projects will happen. This includes stages of delivery for ALI activities, including a work plan that outlines the key dates and activities for their project. Only activities that are within the eligible timelines will be considered eligible. (See project timelines in Part 1 of this guide for confirmation of eligible project timelines).
- **Language capacity** – Applicants are asked to provide evidence that the activities described in their proposal are achievable. This includes resources, knowledge and expertise that are being leveraged to see this project through. Applicants should be prepared to discuss the community resources and individual expertise that are being leveraged in support of the project. Confirmation of these supports and commitments are evidenced in the Project Support section (next page).
- **Access** – Applicants are expected to describe how their project will create opportunities and reduce barriers for language learners in the province depending on the stream(s) of funding requested, including how the project will:
 - c. Maximize participation for community based activities;
 - d. Support individuals for Mentor and Apprentice activities; and/or
 - e. Provide access for language resources development activities.
- **Participation** – Applicants will be required to estimate the extent of public engagement in the project, including the anticipated number of participants, resources made available and the number of paid individuals supported by the project.
- **Evaluation** – ALI has integrated processes for project monitoring that intends to support evaluation in areas of public uptake and growth in language proficiency. In addition to ALI’s “built-in” evaluation and reporting tools, the applicant will have an opportunity to discuss what success looks like from their own perspective and how it will be measured and evaluated.
- **Promotion and Communications** – Applicants are expected to describe what communications strategies will be utilized to maximize community awareness and participation. The applicant will also be asked to share all social media channels that will be used for the purposes of communicating and delivering on their project.

3. Community Support

Applicants are expected to provide explanation and evidence of what supports are being leveraged to see this project through successfully. In your application, be prepared to address points below:

- **In-Kind commitments** – The applicant will be expected to identify in-kind contributions that the applicant, its partners and/or community members are providing to support the project. In-kind supports are donated goods and services that will be provided to support the project. Examples include volunteers, donated equipment/facility, and donated materials.
- **Partnerships** – The applicant will be expected to describe what partnerships (if any) are in place to move the project forward as well as what the nature of the partnership is. In cases where the applicant is a non-Indigenous run organization (50% or less of its board and Indigenous), partnership with an Indigenous organization is a requirement of eligibility (refer to the Applicant Eligibility section of this guide).
- **Evidence of community support** – Support letters are not mandatory to include in your proposal; however they do provide additional credibility that your project is needed and supported by the community you serve and the organizations and individuals that are being engaged. It is strongly encouraged that applicants take the time to verify commitments identified in the application with letters of support. The following are examples of the different types of support letters that could be included in your application:
 - a. Letters of partnership – If you are receiving support from a partnering organization or group (financial or in-kind support), get a letter to confirm this commitment to provide some evidence of these commitments.
 - b. Letters from cultural resource peoples – If you are identifying specific individuals in your proposal who will be actively involved in seeing your project through, it is good practice to provide evidence of their consent and commitment to your project by including a letter of support or email from these resource peoples.
 - c. Letters of support from participants and community – Letters from past or pending participants and community members provides an opportunity to demonstrate additional evidence for the need of your project as well as to highlight past accomplishments and successes.
 - d. Band Council Resolution (BCR) – A BCR is ideal support materials from a First Nation to confirm awareness, commitment and support of an ALI application.

4. Budgeting

Budgets are the back bone of any project proposal. Applicants are strongly encouraged to utilize ALI program support staff for assistance to prepare a project budget if support is needed. ALI budgets must be thorough and mindful of the following criteria items:

- **Detailed budget** – In a budget, applicants are expected to show how expenses have been calculated and that expenses identified in a budget are consistent with what is described in their project description. A well planned project has a well-planned budget. The likelihood of being successful is reduced when budgets are inconsistent with project plans, or a budget is submitted with insufficient information. A detailed budget that reinforces what is described in a project plan is a combination for success.
- **Eligible Expenses** – A proposed budget is measured against the funding criteria. Applications are reviewed for eligibility. Budgets in conflict with the eligibility criteria may experience reductions in their funding requests or a declined proposal. Ensure there is understanding of the eligibility criteria described in this applicant guide. When in doubt, ask questions.
- **Other income** – Budgets should include other revenue sources that are being leveraged to see the project through. Only revenues that are supporting eligible expenses that are identified in the application need to be included. Other revenues sources may be pending approval from another funding source or they may already be confirmed as contributions to a project. Either way, having other income is a good indicator that there are other commitments and efforts being made to enhance what is being requested from ALI funding to maximize impact.
- **Balanced budgets** – A balanced budget means that the total income and total expenditures are equal. If there is a total of \$54,000 in proposed revenues, your proposed expenses should total \$54,000. Applicants are encouraged to not submit a budget that has a surplus or deficit for funding. A balanced budget is an indicator that the applicant knows what it needs to be successful.
- **Value for Money** – Value for money is a budgeting tool to promote consistency across the various projects that are accessing ALI. Applicants may wonder if their expenses are reasonable and not either too low or too high. ALI determines value for money for different project streams with the following formulas:
 - a. Community based language projects – ALI considers anything under \$25.00 per student per hour value for money. Example: \$32,500 is requested to support 100 hours of instruction for 25 participants. $\$32,500/100/25 = \13.00 per student. ALI would find this to be an acceptable request amount and be within the base line for value for money.
 - b. Mentor and Apprentice Projects – ALI considers anything up to \$48.00 an hour as a baseline for language instructors. Hours of instruction would include prep time and instruction time.
 - c. Language Resource Development – Value for money is harder to calculate for language resource development projects because these projects are varied in the types of resource that is being developed. The value for money depends entirely on product that is being developed. Some resources are easier to measure value than others. An example of a measurable resource would be a book/dictionary/publication where black and white print works out to \$0.7 cents a page or \$0.25 per color page, while the development of an app for a cell phone would be a bit more complicated to measure. Publishing CD's or DVD's would be measured by the quantity of the resources made and the cost of making them. The best practice is to include your own research in this category to provide evidence of

what is reasonable, or consult with the ALI grants consultant to determine what information would be useful to help determine an appropriate request amount or provide some evidence that your budget estimates for a resource is consistent with market value.

5. Project Consultation

Throughout the course or a project, SICC and SaskCulture are here to support you and want to see you successful in your efforts. At any time, you can reach out and ask for help if you need it and we will be here to help.

For general inquiries about funding criteria, online granting processes or reporting requirements, contact SaskCulture at:

Damon Badger Heit
Outreach Consultant and ALI Program Manager
dbheit@saskculture.ca
30-780-9251

For inquiries on language resources, community engagement and all other general inquiries, contact SICC at:

Garry Anaquod
Special Project Coordinator
garry.anaquod@sicc.sk.ca
306-244-1146

or

Melody Wood
Indigenous Knowledge Systems Researcher
melody.wood@sicc.sk.ca
306-244-1146

PART C – ALI FUNDING DECISION MAKING PROCESS

Application deadline – ALI grant applications will be posted online well in advance of a deadline date. Once the grant is posted; applications can be submitted at any time.

Late applications – ALI applications must be received no later than the posted deadline date. Applications will not be accepted after the deadline date. Late applications are ineligible.

Eligibility criteria – In the weeks after a deadline date, applications are assessed against the eligibility criteria by SICC staff. If an application is in conflict with the eligibility criteria, the proposal will be ineligible and not included in adjudication. In cases where there is an eligibility concern that is unclear and requires clarification, an applicant will be provided an opportunity to clarify and address the issue to the satisfaction of the funding criteria.

Funding decisions – Funding decisions on ALI funds are not conducted by SICC staff or its board of Governors. SICC utilizes an adjudication committee for decision making on funds. Funding decisions are final and cannot be appealed.

Adjudicator selection – ALI adjudicators are community members with representation from diverse Indigenous linguistic groups with backgrounds in traditional knowledge, finance, language instruction and project management. They are recruited by the SICC in the effort to have a well-rounded, knowledgeable and balanced committee. They are anonymous committee members and SICC will not publically disclose their identities to maintain the integrity of the adjudication process.

Adjudicator orientation – All adjudicators receive training and orientation to the ALI program and the adjudication process prior to reviewing any proposals to ensure there is commitment to their duties, fluency in the program objectives and clarity to their roles as adjudicators. They are bound by the policies and procedures put forth by SICC's adjudication manual. This includes robust policies and procedures for issues such as conflict of interest, consensus decision making, confidentiality, transparency, management of personal bias, and evaluation tools. SICC holds adjudicators accountable to the policies of adjudication to minimize a poor or unfair evaluation as well as to ensure the adjudicator have done the work and are not just 'winging it' at the meeting. Alternately, the assessors also hold SICC accountable to work from within the boundaries of the adjudication process. SICC staff and board have no authority to persuade positive or negative decision making during adjudications. SICC's role is to facilitate the conversation and maintain the integrity of the process to guide the adjudicators through a process of decision making.

Communication with applications – Once adjudication takes place and the funding is in place, recipients will be notified whether their proposal has been approved or declined. Notification will not take place until SICC has confirmed that it has received the funds from Canadian Heritage.

Adjudication results – Adjudications typically take place within 80 days of the application deadline. However, due to this being a federally funded program, funding results are not shared until SICC has received funds from Canadian Heritage to proceed. Once funding is in place, all applicants will be notified of the funding results, whether the proposal is successful or unsuccessful. Feedback from the adjudicators will provide some insight into what was evaluated positively and what areas of your proposal can be improved into the future. The feedback may also include conditions and requirements for the funding that has been allocated. Not all grant applications are funded at 100% of the request.

Approved applications are public information, and therefore funding recipient's may have their organizational name, project description and funding amount posted online and/or in annual report produced by SICC.

Revisions – It is possible that some applications may be approved with conditions. Some funding recipients may be required to make revisions to their project plans and/or budget as condition for funding. Alternately, the project plans put forward by an applicant may have changed since the time of application and the applicant may request changes to their project plans as they are presented.

Contribution Agreement – Once a proposal is approved, a contribution agreement is created. The contribution agreement is the legal agreement between the funder and the funding recipient that confirms funding commitments, reporting requirements and all related obligations for both the funder and funding recipient. It is a legal document with related attachments that requires signing by all parties involved prior to any funds being released.

Reporting – ALI requires funding recipients to be thorough in their documentation of project activity, financials, evaluation and outcomes. Funding recipients can anticipate scheduled interim reporting requirements in addition to a final report throughout their projects. Reporting is a requirement to maintain the flow of funding to a project and to ensure future eligibility for future opportunities to access ALI funding.

Payment Schedule – ALI recipients can anticipate a portion of funds to be released upon approval of their grant, with additional payments that are released as reporting requirements are completed to the satisfaction of the funding requirements. All reporting and payment amounts and schedules are determined and explained in detail in a funding recipient's contribution agreement.

Funding Acknowledgement – ALI recipients are required to publicly acknowledge the funders and supporting organizations on all public communications related to the project.

Project Support – SICC and its partner SaskCulture are invested in your success. We will be in touch regularly throughout your project implementation to support you. We are here to help and can be contacted for support for assistance leading up to an application, throughout the term of a project and even after a project is completed. Utilize us to your benefit.