

Saskatchewan Indigenous Culture Centre
Aboriginal Languages Initiative

Online Application Overview

Apply at:

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



Canadian
Heritage

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Culture

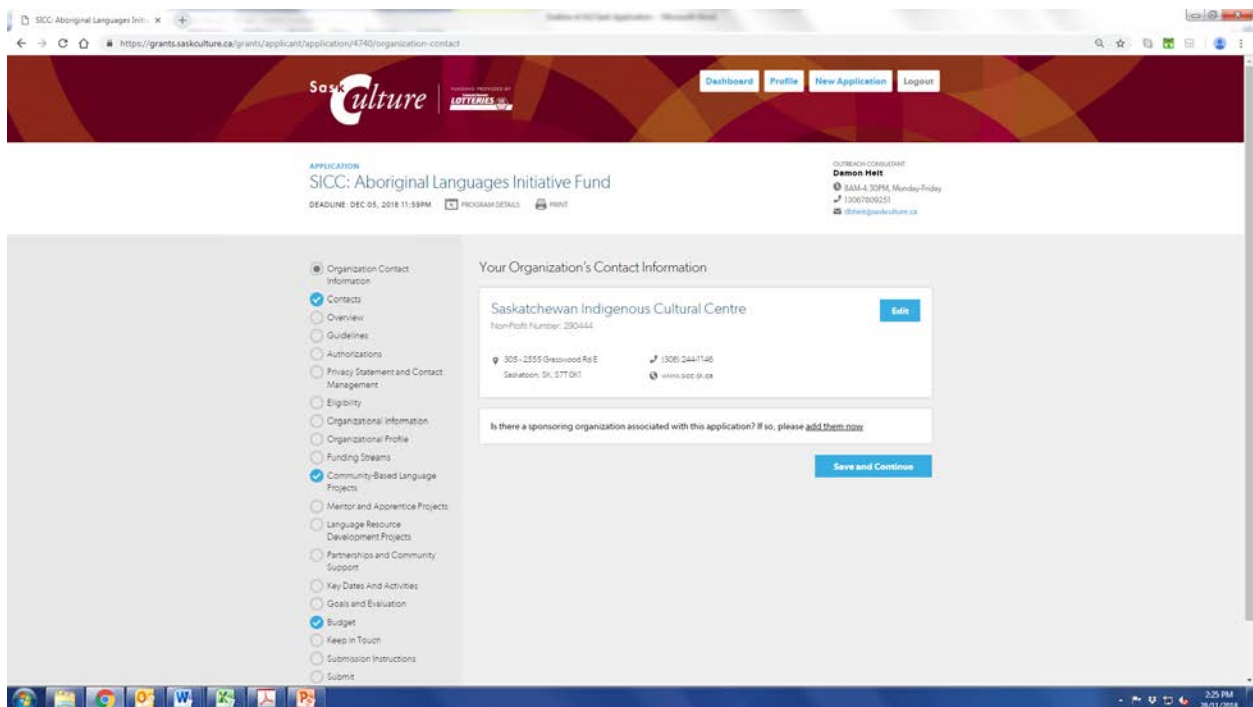
Introduction

This is not an application form – you must apply online. This document is intended to provide an overview of the sections for the SICC: Aboriginal Languages Initiative grant application on the SaskCulture website. In order to apply to the SICC: Aboriginal Languages Initiative applicants must go to:

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

Clicking the LOGIN / SIGN UP button will take the user to a page requesting a valid email address. For those organizations that have used SaskCulture to apply for grants in the past, the user should enter the email address used for SaskCulture granting programs. If the email address is familiar to the SaskCulture system information on the organization and contacts will be pre-filled.

If the user is in doubt or their email is unfamiliar to the SaskCulture system, please proceed and create an organization profile and contacts information. This document provides an outline of the sections for the application.



Sample page for SICC: Aboriginal Language Initiative Fund application

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❖ Organization Contact Section

Provide details on applying organization. If in doubt whether your organization has a profile on SaskCulture begin a new profile.

❖ Contacts Section

Add details about individuals filling out the application. More than one individual can work on the application.

❖ Overview Section

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.

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

❖ Guidelines Section

Guidelines for the Aboriginal Languages Initiative fund:

Please read the guidelines and agree before moving on with the rest of your grant application.

Yes, I have read the guidelines.

❖ Authorizations Section

ALI requires two different people from your organization to authorize this grant application.

First Authorization

The first authorization should be from the primary contact person for this grant.

Second Authorization

The second authorization should be from either a board member, council member or senior staff person who has the authority to sign on behalf of your organization. For First Nation bands, a BCR can replace this document.

❖ Privacy Authorization and Contact Management Section

Applicants are encouraged to regularly review and update all contact information in their Organizational Profile to ensure each contact is still associated with the organization and authorized to access the dashboard.

The applicant organization is aware that SaskCulture is a partner of SICC. By using the SaskCulture online grant platform, the applicant consents to funding information being shared between both organizations through the applicants' online profile. For those that apply to both SaskCulture's grant programs and SICC's Aboriginal Languages Initiative grant, you will see your funding history for both organizations.

❖ Eligibility Section

Eligible Applicants

Please confirm the type of eligible organizations that is applying:

- Incorporated not-for-profit
- Unincorporated not-for-profit
- Indigenous government or equivalent organization with delegated authority
- Ad-Hoc committee (i.e. unincorporated volunteer group or advisory committee)

Please confirm which of the following best describes you.

My organization is a:

Select One

- First Nation controlled organization (51% or more of your governance structure is First Nation)
- Non-First Nation controlled organization (50% or less of your governance structure is First Nation)

If your organization is a Non-First Nation controlled organization, you may still apply, but you are required to submit additional evidence that your proposal is submitted with the support from a First Nation, a First Nation organization or a First Nation guiding committee as part of this funding request.

Please attach evidence of support and the nature of the support here:

Evidence of Support Upload:

❖ Organizational Information Section

1. Mandate

Please provide your Organization's Mandate.

Mandate

Provide the mandate description.

2. Organizational Structure

Please describe or attach your Organizational Structure, including board and governance, membership and volunteers.

Organizational Structure

Organizational Structure Upload

3. Board or Council Members

If applicable, how many board or council members does your organization have?

4. Financial Statement

For all legal entities aside from First Nation bands, please provide a copy of your organization's most recent annual financial statement. Financial statements may be audited or not audited.

Financial Statement Upload

5. Acceptance of Liability

Unincorporated organizations and Ad-Hoc committees or groups must submit an Acceptance of Liability form. Please download the document below, complete and

upload it in the space provided below.

Liability Form Upload

❖ Organizational Profile Section

1. Organizational Background

Please provide a summary of your Organization's history, accomplishments and current activities as they relate to serving First Nation language(s).

Organizational Background

If you do not typically conduct language programming, explain why the organization has chosen to initiate this project at this time.

Reason

Provide a rationale for your project.

2. Organization's Commitment

Please describe your Organization's commitment to this project, listing human and financial resources, supplies and volunteer contributions, or any other in-kind support relevant to this project.

Commitment

Provide a narrative of your organizations commitment to the project.

3. Annual or Ongoing Program

If this is an annual or ongoing project, please discuss past successes and/or challenges that impact your current plans.

Annual or Ongoing Impact

Describe the impact the project has had on the community if appropriate.

4. Support Material

If there is any relevant support materials such as documents, follow-up reports, pamphlets or pictures that will assist the assessors in better understanding who your organization is and the activities that it promotes, please upload these document in the space provided below.

5. Social Media / Website

Please list relevant websites and social media channels that highlight your organization and the language activity that is proposed.

❖ Funding Streams Section

1. Funding Streams

Please indicate which funding type you are applying to. **You may select a maximum of two funding streams:**

- COMMUNITY BASED LANGUAGE PROJECT
- MENTOR AND APPRENTICE PROJECT
- LANGUAGE RESOURCE DEVELOPMENT PROJECT

COMMUNITY BASED LANGUAGE PROJECT: These projects are participatory and accessible to the target communities. These include language camps, classes, instruction, and immersion activity designed to impact broad groups of participants.

MENTOR AND APPRENTICE PROJECT: 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 PROJECT: 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).

2. Languages

Please indicate which language(s) are the main focus of this application:

- Plains Cree
- Swampy Cree
- Woodlands Cree
- Dene
- Saulteaux
- Dakota
- Nakoda
- Lakota
- Other: _____

3. Start and End Dates

The earliest start date for an ALI project is July 1, 2019. Projects must be finished by March 31, 2020. Please provide your overall project start and end date:

Start Date: _____

End Date: _____

❖ Community-Based Language Projects Section

If you are NOT applying for a Community-Based Language Activity project, please leave this section blank.

1. Type of Activity

What type of Community-Based Language Activity are you planning to do (i.e. classes, camps, etc.)?

- Language Classes
- Language Nests
- Language Camps
- Language Training for Instructors (non-accredited)
- Online Training
- Other: _____

Describe your Community-Based Language Activity. Be thorough. Describe the focus of the activity, the content that will be covered, teaching methodologies, how the activities will be offered to the community, and where it is taking place.

Project Details

Provide a narrative description of the project.

- This is a new project
- This is a continuation of a previous project
- This is a new project that is building on a previous project

2. Key Language Resource People

Who are the key language resource people who are delivering this activity (i.e.. language instructors, researchers, Elders and project coordinators).

Download the template below and upload a complete list of all resource people engaged in this project.

Total # of Key Language Resource Delivery Peoples: _____

3. Participation and Scheduling

Who are the intended participants? Select all that apply.

- Children
- Youth
- Adult
- Senior

What are the participants approximate level of language knowledge? Select all that apply.

- Beginner
- Intermediate
- Advanced

What is the approximate total number of hours dedicated to language instruction (not including preparation, research, etc.)?

Total # of hours of instruction: _____

What is the approximate number of participants engaged per hour in Community-Based Language Activity?

Total # of Participants per Hour: _____

What is the approximate total number of participants for **ALL** hours of instruction?

Total # of Participants Overall: _____

4. Community-Based Language Activity Budget Request

What is the total budget request for this Community-Based Language Project? _____

❖ Mentor and Apprentice Projects Section

If you are NOT applying for a Mentor and Apprentice project, please leave this section blank.

Mentor and Apprentice projects support ONE-ON-ONE language instruction with individual fluent language instructors (mentors) and individual language learners (apprentices). The intended outcome is fluency for the apprentices and development of mentors.

1. Mentor and Apprentice Project Details

Describe your Mentor and Apprentice activity, including the focus of the activity, the content that will be covered, and where it is taking place.

Project Details

- This is a new project
- This is a continuation of a previous project
- This is a new project that is building on a previous project

2. About the Mentors

Describe the Mentors level of fluency and ability to teach apprentices, their availability for this work and current involvement with the language.

If you have confirmed mentors, please upload letters of intent that includes their commitment to the activity, relevant experience and availability.

Mentors

Letters of Intent

Please describe what, if any, professional development training will be taking place for Mentors.

Professional Development for Mentors

It is recommended that the Mentors receive some training in order to be effective educators.

3. About the Apprentices

Please describe who the intended apprentices are, the criteria for how they are selected, and how they will be engaged.

If you have confirmed apprentices, please upload letters of intent that includes their commitment to the activity, current involvement with the language, relevant experience and availability.

Apprentices

Letters of Intent

4. Goals

Please describe the overall language goals, including topics and areas of interest that will be covered and the language skills that will be gained.

Goals

Provide details such as level of fluency that the Apprentices would achieve.

5. Participation

What is the total planned number of hours dedicated to Mentor and Apprentice language instruction?

Hours

This should be the target number of hours. For example for 8 hours per week for 10 for 4 Apprentices means the total planned hours is $8 \times 10 \times 4 = 320$ hours.

What is the total estimated number of apprentices that will be engaged?

Number of Apprentices: _____

What is the total number of mentors that will be engaged?

Number of Mentors: _____

6. Mentor and Apprentice Budget Request

What is the total budget request for the Mentor and Apprentice Project?

Master and Apprentice Budget Request: _____

❖ Language Resource Development Projects Section

If you are NOT applying for a Language Resource Development project, please leave this section blank.

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

1. Language Resource Development Project Details

Please describe the Language Resource that is being developed. If there is more than one resource, provide detail for each. Include the following when appropriate:

- Type of Resource;
- Content (i.e. story, dictionary, images, etc.);
- Is it based on existing resources (if so, please specify: transcribing audio, stories, etc.); Distribution plan;
- How the resource will be used; and
- Who is developing the resource.

Description:

Provide a narrative your project description with the above information as appropriate.

This is a new project:

This is a continuation of a previous project:

This is a new project that is building on a previous project:

2. Fluency

What level of language fluency is the resource intended for?

- Beginner
- Intermediate
- Advanced

3. Audience

Who is the Language Resource for?

- Children

- Youth
- Adults
- Seniors

4. Key Language Resource People

Who are the key language resource people who are delivering this activity (i.e. language instructors, researchers, Elders and project coordinators).

Download the template below and upload a complete list of all resource people engaged in this Language Resource Development project.

Upload Form Here

5. Resource Estimate

Please describe or provide evidence that your budget estimate for a resource is consistent with market value. Examples can include the following:

- Total number of resources;
- Total number of copies of a single resource; and
- Total number of copies of multiple resources.

Resource Estimate

This can be a narrative or you can upload a file such as a spreadsheet with these details.

6. Deliverables

Please provide the following:

How many different **resources** are being developed ?(e.g.. 5 children books and 1 CD = 6 resources)

Number of Resources

This should be a description with specifics of the numbers of resources developed.

Will the resource(s) be offered free of charge? If not, please indicate the sale price per item.

- Yes, this resource will be offered free of charge; or
- No, there will be a cost to access this resource.

Cost of Resource

Provide the planned cost to users of the resource if applicable.

What is the total number of **pages** or total number of **minutes** (video/audio) **per resource**?

Pages or Minutes Per Resource

What is the total number of copies per resource? (e.g.. 100 CDs, 20 copies of book #1, 45 copies of book #2...)

Copies Per Resource: _____

If there is more than one resource being developed (i.e. a book and a CD), what is the total number of copies of resources overall?

Copies Overall: _____

Will the Language Resource be available online?

Online:

7. Language Resource Development Budget Request

What is the total budget request for the Language Resource Development project?

Language Resource Development Budget Request: _____

❖ Partnerships and Community Support Section

1. Partnerships

Please describe the extent of collaboration and partnership. What other organizations, community groups and/or volunteers will be involved? What are their contributions? We understand that partnerships and collaborations are not always possible. If there are no partnerships or collaborations, please explain why.

Partnerships

2. Evidence of Community Support

Please attach letters of support. The types of support letters could be:

- Confirmation of partnership and the commitments confirmed for the project;
- Support letters from cultural resource peoples engaged in the project; or
- Letters of support from participants and community.

❖ Key Dates and Activities Section

1. Key Dates and Activities

Tell us about the project planning timeline, including: preparation, key activities, and dates. Use the attachment provided or you may attach your own key dates and activities plan.

Upload Form Here

Upload the form provided or a file of your own with your key dates and activities.

Alternately, you can describe your key dates and activities in the space provided.

Key Dates and Activities Description (Optional)

You can provide a narrative in the section provided.

Goals and Evaluation

1. Goals and Evaluation

Please take the opportunity to discuss what success looks like from your organization's perspective. How will you know if this project is successful and how will success be measured and evaluated?

Goals and Evaluation

There is a narrative section you can use to provide details on what you hope to accomplish. This should be specific such the numbers of individuals learning what amount of language fluency.

❖ Budget Section

1. Revenue

Please list all income in the budget tool provided below. In-kind donations are considered contributions to the cost of the proposed project, but are not reimbursable.

All project income and expenses must be included in the budget form and **the budget must balance (revenue = expenses)**.

BUDGET - REVENUE

IF A SECTION IS NOT APPLICABLE, YOU MUST ADD A "0". BLANK FIELDS WILL BE MARKED INCOMPLETE AND YOU WILL NOT BE ABLE TO SAVE AND CONTINUE.

1. Revenue

DESCRIPTION	AMOUNT
Total ALI Grant Request	
Total income from other Confirmed Sources of funding	
Total income from Unconfirmed Sources of funding	
Total Self-Generated Income	
Total In-Kind Revenue	

Detailed Description of Revenue

Please use the text box or file upload below to identify and describe revenue sources other than ALI. Indicate which are confirmed, pending or self-generated. You may add additional budget lines in the revenue section above to outline other sources of revenue that are not listed.

Revenue Description

Provide a narrative in the section provided.

Revenue Description Upload (optional)

2. Expenses

Please itemize and list all eligible expenses in your budget. Refer to the guidelines to ensure the listed expenses are eligible.

Additional text boxes are provided below to provide budget notes and details.

All project income and expenses must be included in the budget form **and the budget must balance (revenue = expenses)**.

BUDGET- EXPENSES

IF A SECTION IS NOT APPLICABLE, YOU MUST ADD A "0". BLANK FIELDS WILL BE MARKED INCOMPLETE AND YOU WILL NOT BE ABLE TO SAVE AND CONTINUE.

Expenses

DESCRIPTION	AMOUNT
Salaries	
Honoraria (ie. Elders)	
Consultant/Professional Fees	
Rentals: Meeting Space	
Purchase: Materials and Supplies	
Meetings	
Publications	
Promotion	
Administration (limited- see guidelines)	
Travel (limited- see guidelines)	
Food (limited- see guidelines)	
Purchase: Equipment (limited- see guidelines)	
Rentals: Equipment (limited- see guidelines)	

Detailed Description of Expenses

Please use the following text box or file upload to provide budget details for the expenses identified in your budget. This includes calculations and description of expenses planned for your project.

Expense Description

Provide a narrative in the section provided.

Expense Description Upload (optional)

❖ Keep in Touch Section

Project Consultation

Throughout the course of 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 Coordinator

dbheit@saskculture.ca

306-780-9251

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

Garry Anaquod

Special Projects Coordinator

garry.anaquod@sicc.sk.ca

306-667-4673 or

Melody Wood

Indigenous Knowledge Systems Researcher

melody.wood@sicc.sk.ca

306-667-4667

❖ Submission Instructions Section

YOU'RE ALMOST DONE!

On the next page you will have the opportunity to review your grant application. Once you are ready to submit:

1. Scroll to the bottom of the SUBMIT page
2. Click "Confirm Submission"
3. And click SUBMIT
4. Once you have clicked SUBMIT you will have read-only access to your application and cannot make any changes. If edits are required, SaskCulture can unlock your application which will re-open the application for you.

You will receive an immediate email verification confirming that your application was successfully submitted. If you do not receive an email verification, please contact SaskCulture.

❖ Submit Section

This page provides a chance to review the contents of the application and then submit the application.

At the end of the page is a check box:

- I am ready to submit this application and realize that the application may not be edited once submitted.

Once that check box is selected you can click the submit button.

Note: Applications must be submitted by December 5, 2018 at 11:59 pm.