\ \ Introduction

This document provides applicants with the questions that are included in the SICC Indigenous Languages and Cultures Program (ILC) as a means to prepare before you apply.

This is not an application form – you must apply online. In order to apply to the SICC: Indigenous Languages and Cultures Program 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 to create an organization profile and contacts information. This document provides an outline of the sections for the application.

The ILC grant application is designed to capture information about a wide range of possible projects. Based on the type of organization applying and the specific type of project the applicant only needs to provide a portion of the possible information in the application.

Note: Applications must be submitted by February 5, 2020 at 11:59 pm.
### Table of Contents

- Organization Contact Section .......................................................... 3
- Contacts Section ............................................................................. 3
- Overview Section ............................................................................. 3
- Guidelines Section ........................................................................... 3
- Authorizations Section ..................................................................... 4
- Privacy Authorization and Contact Management Section .................. 4
- Eligibility Section ............................................................................ 5
- Non-Profit Organization Information Section ..................................... 5
- Community Profile Section ............................................................... 6
- Funding Streams Section ................................................................. 7
- Community-Based Language Projects Section .................................. 8
- Mentor and Apprentice Projects Section .......................................... 12
- Language Resource Development Projects Section .......................... 15
- Cultural Development Projects Section .......................................... 20
- Partnerships and Community Support Section .................................. 23
- Goal and Evaluation Section ............................................................. 23
- Overall ILC Request Amount Section ............................................. 24
- Keep in Touch Section ..................................................................... 24
- Submission Instructions Section ...................................................... 24
- Submit Section ................................................................................ 25
Organization Contact Section

Provide details on applying organization. If you are in doubt as to whether your organization has a profile on SaskCulture's system just begin a new profile.

Contacts Section

Add details about individuals filling out the application. More than one individual can work on the application. Only Saskatchewan Communities and Organizations are eligible to apply.

Overview Section

Communities 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 proposals are submitted, ILC will not consider combined requests exceeding $200,000 overall per community per fiscal year. There are four streams of ILC projects. Applicants can address one stream as the main focus of their activity or a combination of up to 3 project streams. These project types are:

- Community-Based Language Projects
- Mentor and Apprentice Projects
- Language Resource Development Projects
- Cultural Development Projects

Funding Levels:

- Suggested minimum request amount: $25,000 per fiscal year
- Maximum request amount: $200,000 per organization per fiscal year

Guidelines Section

Guidelines for the Indigenous Languages and Cultures Program:
Please read the guidelines and the ILC Application Questions and agree before moving on with the rest of your grant application.

Yes, I have read the guidelines.
\subsection{Authorizations Section}

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

\textbf{First Authorization}

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

\textbf{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.

\subsection{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 Indigenous Languages and Cultures Program, you will see your funding history for both organizations.
Eligibility Section

Eligible Applicants
Please confirm the type of eligible organization that is applying:

☐ Indigenous - controlled Incorporated not-for-profit;
☐ Indigenous - controlled Unincorporated not-for-profit;
☐ Indigenous - controlled Ad hoc committee;
☐ Indigenous government or equivalent organization with delegated authority;
☐ For profit Indigenous-controlled organization, provided that the project for which you are requesting funding will not result in income generation for your sole benefit;
☐ Indigenous-led academic institution; and
☐ Non-First Nation controlled non-profit organization.

If your organization is a Non-First Nation controlled organization, you may still apply, but you are required to submit evidence that your project is being coordinated with 51% authority from a First Nation, a First Nation organization or a First Nation guiding committee.

Evidence of Support Upload for Non-First Nation Controlled organizations:

Non-Profit Organizational Information Section

1. Mandate
Please provide your Organization’s Mandate.

Mandate

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

Organizational Structure

Organizational Structure Upload

3. Board Members
If applicable, how many board members does your organization have?

Provide or attach a list of Board Members

4. Financial Statement
For all legal entities aside from First Nation bands, if your request amount exceeds $100,000 you must submit a copy of your organization’s most recent annual financial statement for the last 2 years. Financial statements may be audited or not audited. Please note this requirement may be waived for a new or emerging community group or committee’s application in their first year of operation.

Financial Statement Upload
Community Profile Section

1. **Community Background**
   Please provide a summary of your community’s history, accomplishments and current activities as they relate to serving First Nation language(s).

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

   **Reason**
   Provide a rationale for your project.

2. **Community’s Capacity and In-Kind Contribution**
   Please describe your community’s capacity and in-kind contribution to this project, listing human and financial resources, supplies and volunteer contributions, or any other in-kind support relevant to this project.

   2.1 **Paid Staff Contribution**
   Provide a description of the human resources your community is committing to this project.

   2.2 **Volunteer Contribution**
   Provide a description of the types of volunteers who will be supporting your project. Please note volunteer cannot be paid.

   2.3 **Facility Contribution**
   Provide a description of the venues or facilities your community or partners will be providing free of charge for the project.

   2.4 **Supplies / Materials Contribution**
   Provide a brief description of the materials and supplies that will be provided for free or donated to the project.

   2.5 **Financial Contributions**
   If your community is planning on providing a cash contribution to the project, please provide that information here.

3. **Support Material**
   If there are 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.

4. **Social Media / Website**
   Please list relevant websites and social media channels that highlight your organization and the language activity that is proposed.
\[\text{Funding Streams Section}\]

1. **Funding Streams**
   Please indicate which funding type you are applying to. **You may select a maximum of three funding streams:**
   - □ COMMUNITY-BASED LANGUAGE PROJECT
   - □ MENTOR AND APPRENTICE PROJECT
   - □ LANGUAGE RESOURCE DEVELOPMENT PROJECT
   - □ CULTURAL DEVELOPMENT PROJECT

   **COMMUNITY-BASED LANGUAGE PROJECT:** These projects are participatory and accessible to the target communities and can include capacity building activities. These include language camps, classes, language nests, leadership development focused on languages, language training for instructors, online language training, immersion activities, and community language planning/engagement 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:** ILC 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.

   **CULTURAL DEVELOPMENT PROJECT:** ILC can also support activities that deliver life skills and wellness programs that incorporate learning of Indigenous language and festivals as well as gatherings that incorporate Indigenous language promotion or learning. Please note that activities that fall under this category must provide evidence of strong Indigenous language incorporation into the cultural activities.

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 ILC project is June 1, 2020. Projects must be finished by March 31, 2021. 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. **Project Title and Brief Description**
Please provide your project title and a brief description. This information may be shared publicly if the grant is approved.

2. **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
- □ Language Immersion
- □ Community Language Planning / Engagements
- □ Leadership Development focused on languages
- □ 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.

3. **Detailed Project Description**

- □ 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
Community-Based Language Projects Section (con’t)

Tell us about your project. Please ensure you are answering the questions:
• What? (Outline exactly what activities participants will be doing)
• Where? (venue or communities where the activity will be taking place)
• Who? (key program leaders, volunteers and targeted participants)
• When? (length and frequency of the activity)

Provide a narrative that includes the project details.

4. Key Dates and Activities
Tell us about your project planning timeline including preparation, key activities and dates. The monthly break downs are based on quarterly report times.

5. Key Delivery People
Who are the key delivery people who will be providing the project and how are they qualified? (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: ___________

6. Participation and Scheduling
Who are the primary participants? Select all that apply.

☐ Children
☐ Youth
☐ Adult
☐ Senior

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: ___________

Community-Based Language Projects Section (con’t)

7. Budget – Community-Based Language Projects

Revenue

Please list all income in the budget tool provided below. All project income and expenses must be included in the budget form and the budget must balance (revenue amount = expense amount).

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ILC Grant Request</td>
<td></td>
</tr>
<tr>
<td>Total income from other Confirmed Sources of funding</td>
<td></td>
</tr>
<tr>
<td>Total income from Unconfirmed Sources of funding</td>
<td></td>
</tr>
<tr>
<td>Total Self-Generated Income</td>
<td></td>
</tr>
</tbody>
</table>

Detailed Description of Revenue

Please use the text box or file upload below to identify and describe revenue sources other than ILC. 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)

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 amount = expense amount).
Expenses

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td></td>
</tr>
<tr>
<td>Honouraria (ie. Elders)</td>
<td></td>
</tr>
<tr>
<td>Consultant/Professional Fees</td>
<td></td>
</tr>
<tr>
<td>Rentals: Meeting Space</td>
<td></td>
</tr>
<tr>
<td>Purchase: Materials and Supplies</td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
</tr>
<tr>
<td>Administration (limited- see guidelines)</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Purchase: Equipment</td>
<td></td>
</tr>
<tr>
<td>Rentals: Equipment</td>
<td></td>
</tr>
</tbody>
</table>

**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)**
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. Project Title and Brief Description
Please provide your project title and a brief description. This information may be shared publicly if the grant is approved.

2. Mentor and Apprentice Project Details

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

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

3. Key Dates and Activities
Tell us about your project planning timeline including preparation, key activities and dates. The monthly break downs are based on quarterly report times.

4. 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 to be effective educators.
Mentor and Apprentice Projects Section (con’t)

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

6. Teaching Methodology
Please describe teaching methodology that the mentor / apprentice will be engaging with including topics and areas of interest and the language skills that will be gained.

7. 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 x 10 x 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: ______________

8. Budget - Mentor and Apprentice Budget

   Revenue
   Please list all income in the budget tool provided below. 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.

   Revenue

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ILC Grant Request</td>
<td></td>
</tr>
<tr>
<td>Total income from other Confirmed Sources of funding</td>
<td></td>
</tr>
<tr>
<td>Total income from Unconfirmed Sources of funding</td>
<td></td>
</tr>
<tr>
<td>Total Self-Generated Income</td>
<td></td>
</tr>
</tbody>
</table>
Mentor and Apprentice Projects Section (con’t)

**Detailed Description of Revenue**

Please use the text box or file upload below to identify and describe revenue sources other than ILC. 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)**

**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 amount = expense amount).

**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.*

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td></td>
</tr>
<tr>
<td>Honoraria (ie. Elders)</td>
<td></td>
</tr>
<tr>
<td>Consultant/Professional Fees</td>
<td></td>
</tr>
<tr>
<td>Rentals: Meeting Space</td>
<td></td>
</tr>
<tr>
<td>Purchase: Materials and Supplies</td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
</tr>
<tr>
<td>Administration (limited- see guidelines)</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Purchase: Equipment</td>
<td></td>
</tr>
<tr>
<td>Rentals: Equipment</td>
<td></td>
</tr>
</tbody>
</table>
Mentor and Apprentice Projects Section (con’t)

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)

Languages Resource Development Projects Section

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

Language Resource Development: ILC 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. 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. Project Title and Brief Description
Please provide your project title and a brief description. This information may be shared publicly if the grant is approved.

2. Language Resource Development 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

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.);
Languages Resource Development Projects Section (con’t)

• 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 of your project description with the above information as appropriate.

3. Fluency
What level of language fluency is the resource intended for?

☐ No Proficiency
☐ Novice
☐ Intermediate
☐ Advanced

4. Key Dates and Activities
Tell us about your project planning timeline including preparation, key activities and dates. The monthly break downs are based on quarterly report times.

5. Audience
Who is the Language Resource for?

☐ Children
☐ Youth
☐ Adults
☐ Seniors

6. Key Language Delivery 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 Key Delivery Form Here

7. 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.
Resources Resource Development Projects Section (con’t)

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

8. 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?

☐ Yes, the Language Resource will be available online; or
☐ No, the Language Resource will not be available online

Revenue

Please list all income in the budget tool provided below. All project income and expenses must be included in the budget form and the budget must balance (revenue amount = expense amount).

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ILC Grant Request</td>
<td></td>
</tr>
<tr>
<td>Total income from other Confirmed Sources of funding</td>
<td></td>
</tr>
<tr>
<td>Total income from Unconfirmed Sources of funding</td>
<td></td>
</tr>
<tr>
<td>Total Self-Generated Income</td>
<td></td>
</tr>
</tbody>
</table>

Detailed Description of Revenue
Please use the text box or file upload below to identify and describe revenue sources other than ILC. 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)

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 amount = expense amount).
### 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.

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

**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)**
\ Cultural Development Projects Section

1. **Project Title and Brief Description**
   Please provide your project title and a brief description. This information may be shared publicly if the grant is approved.

2. **Type of Activity**
   Please provide a description of the type of cultural language activity you are planning to coordinate.

3. **Cultural Development Project Details**

   **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

   Tell us about your project. Please ensure you are answering the questions:
   - What? (Outline exactly what activities participants will be doing)
   - Where? (venue or communities where the activity will be taking place)
   - Who? (key program leaders, volunteers and targeted participants)
   - When? (length and frequency of the activity)

   Provide a narrative that includes the project details.

4. **Language Component**
   Please describe how you will incorporate Indigenous Languages into your cultural activity.

   **Language Component**

5. **Key Dates and Activities**
   Tell us about your project planning timeline including preparation, key activities and dates. The monthly break downs are based on quarterly report times.

6. **Budget – Cultural Development Projects**

   **Revenue**
   
   Please list all income in the budget tool provided below. All project income and expenses must be included in the budget form and the budget must balance (revenue amount = expense amount).

\ 20   **Online Application Questions**   \ 2020-21 Indigenous Languages & Cultures Program
Cultural Development Projects Section (cont’d)

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.

Revenue

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ILC Grant Request</td>
<td></td>
</tr>
<tr>
<td>Total income from other Confirmed Sources of funding</td>
<td></td>
</tr>
<tr>
<td>Total income from Unconfirmed Sources of funding</td>
<td></td>
</tr>
<tr>
<td>Total Self-Generated Income</td>
<td></td>
</tr>
</tbody>
</table>

Detailed Description of Revenue

Please use the text box or file upload below to identify and describe revenue sources other than ILC. 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)

4. 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 amount = expense amount).
### 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)
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.

Goals and Evaluation Section

1. Goals

Please take the opportunity to discuss what success looks like from your organization’s perspective. How will you know if this project is successful? Please ensure you are being realistic in your goal setting.

Provide a narrative around the specific language goals that you will set for participants.

2. Evaluation

How will success be measured and evaluated?

There is a narrative section you can use to provide details on what you hope to accomplish. This should be specific such as the numbers of individuals learning, what amount of language fluency and should include information on each project component.

3. Language Proficiency Baseline

What are the participants approximate level of language knowledge? This will act as a baseline for your evaluation of impact at the end of the project. Please use the definitions below to determine the average for your community.

- **No Proficiency**: has no knowledge or knowledge of only a few simple memorized words
- **Novice**: can provide/share information about familiar topics using phrases and simple sentences, sometimes using memorized information
- **Intermediate**: can participate with ease and confidence on familiar topics
- **Advanced**: can express themselves freely and spontaneously, and for the most part accurately, on topics and on most complex issues.

☐ No Proficiency
☐ Novice
☐ Intermediate
☐ Advanced
\`\` Overall ILC Grant Request Section

1. **ILC Grant Request Amounts**

Please list the total request amounts per project section. These numbers should directly connect to the budgets outlined in the different project sections. The total request amount for all sections per community cannot exceed $200,000.

ILC Community-Based Language Project Request
ILC Mentor / Apprentice Project Request
ILC Language Resource Development Request
ILC Cultural Development Project Request

**TOTAL ILC GRANT REQUEST AMOUNT** $__________ (max total of $200,000)

\`\` Keep in Touch Section

**Project Consultation**

Throughout the course of a project, SICC is 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. We are here to help.

For general inquiries about funding criteria, online granting processes or reporting requirements and all other general inquiries, contact SICC at:

Dominga Robinson  
Field Support Officer  
dominga.robinson@sicc.sk.ca  
306-667-4665

\`\` Submission Instructions Section

**YOU'RE ALMOST DONE!**

On the next page you will have the opportunity to review your grant 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.

Scroll to the bottom of the SUBMIT page
1. Click "Confirm Submission"
Submission Instructions Section (con’t)

2. And click SUBMIT
3. 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.

Note: Applications must be submitted by February 5, 2020 at 11:59 pm.