

Registered Heritage Centres Core Funding Operating Contributions Program

Introduction

Registered Heritage Centres Core Funding provides funding and professional assistance to community museums or historical societies for the administration, operation and maintenance of local heritage facilities, according to criteria set out in the Registry of Heritage Centres.

Contributions are available to Registered Heritage Centres for the following eligible costs:

- Operational (utilities, maintenance)
- Facility Insurance
- Contribution accounting
- Salary
- Other (advertising & promotions, collections insurance, freight, institutional memberships, office supplies, program costs, professional development, translation services and travel)

Eligibility

Eligibility for this programme is restricted to the governing body of a Registered Heritage Centre, as defined in the Registry of Heritage Centres. Preference will be given to those organizations which demonstrate a greater ability to care for their collections and which can show a diversified funding base and/or support-in-kind.

Program Requirements

Eligible applicants must submit a proposal in the form outlined in the application guidelines. Applicants must have written verification of community support for their heritage objectives. Recipients will be required to sign a contribution agreement outlining the specific terms of their award. To discuss an application under this program, please contact the address below.

Review Process

Application to the program is made in the form of a proposal, outlined in the application guidelines. Applications are reviewed by the Manager, Community Programs who provides recommendations to the appropriate authority in the Department of Education, Culture and Employment. Applicants will be notified about the status of their proposal within two months of the deadline date for applications.

Amount

Contributions under this category will be based on available resources divided by the number of eligible applicants. Salary assistance will not exceed 85% of eligible costs, to a maximum salary contribution of \$38,000.

Manager Community Programs
Culture, Heritage and Languages Division
GNWT Education, Culture and Employment
P.O. Box 1320, Yellowknife, NT X1A 2L9
Telephone: 867-920-6370
Fax: 867-873-0205
E-mail: Boris_Atamanenko@gov.nt.ca

Registered Heritage Centres Core Funding Operating Contributions Program

Program Checklist

Applications to this program must be submitted in writing to the Manager, Community Programs and include the following:

1. A completed application form
2. The project proposal and description
3. Required supporting materials
 - a) an estimate of all utility and maintenance costs and facility insurance costs, with a detailed cost breakdown for each (using budget sheet included in this package)
 - b) an estimate of contribution accounting costs (using budget sheet)
 - c) a schedule of proposed public access hours
 - d) an operations summary, including a schedule of proposed programs and events

Where an applicant has applied for assistance with salary costs, the application must also include the following:

- e) a copy of the applicant's approved personnel policy
- f) the job description(s) for the position(s) for which funding is being sought
- g) a detailed cost breakdown for all salary costs for all positions for which funding is being sought (using budget sheet included in this package)
- h) the resume(s) of the incumbent personnel
- i) the job description(s), salary costs and sources of funding for any other employees of the Registered Heritage Centre

Registered Heritage Centres Core Funding Operating Contributions Program

Application Procedures: An application form and instructions for writing the project proposal are included with this package. Please follow these instructions carefully. In order to be considered complete, your application must include the following material:

- a completed application form
- a typewritten project proposal, including the project description, schedule and budget.
- two letters of support for your project from the community (one of these should come from the local town, hamlet or band council)

Deadline: The deadline for submission of applications is February 28th. Applicants will be notified about the status of their proposal within two months of the deadline date. Final decisions regarding funding are made approximately four months following the deadline date.

Any questions about the application process should be directed to the Manager, Community Programs. You are encouraged to discuss your project before submitting an application.

Application Instructions: The following are guidelines for preparing your funding application. Please read carefully the Program Checklist found in this package, and submit the required supporting materials for your application. Your proposal should include a completed application form (enclosed with this package) and the following:

1. A project proposal which gives the following information:
 - A. Applicant Name
 - B. Project Title
 - C. Purpose of Project: What will the project do?
 - D. Need for Project: Why did you decide on this project? How does it relate to your Organization's mandate? Who will benefit from this project, and how?
 - E. Project Goals and Evaluation: List the specific goals of the project. How will the success of the project be measured? How will you evaluate the project results?
 - F. Proposed Personnel: Who will coordinate or oversee the project? Who will be responsible for the various tasks?
 - G. Workplan and Schedule: List the major tasks or activities that will be accomplished during the project and the dates for their completion.
 - H. Project Budget: Attach a budget that details all the expected costs for each phase of the project. You may wish to use the budget proposal sheets enclosed in the Program Guidelines & Application Checklists package.



Registered Heritage Centres Core Funding Operating Contributions Program

Please answer all questions on this form. Where a question does not apply please write N/A.

1. Project Title and Brief Description:

2. Name of Organization:

3. Mailing Address:

Box Number/Street Address	Community	Postal Code	Phone Number
---------------------------	-----------	-------------	--------------

4. Contact Person:

Last Name	First Name	Title
-----------	------------	-------

Work Phone Number	Home Phone Number	Fax Number
-------------------	-------------------	------------

5. List the Executive Members of the Organization:

6. Date of Incorporation:

7. Charitable Registration #:

8. What is the mandate of the Organization?

9. List and briefly describe the programs that are currently operated by the Organization.

10. List all current sources of funding for the Organization (both government and private).



Registered Heritage Centres Core Funding Operating Contributions Program

11. If you have received financial support from the Culture, Heritage and Languages Division in the past, please list the project name(s) and amount funded starting with the most recent project funded.

Project Name:	Amount:	
-----		\$
-----		\$
-----		\$

12. Please list any expected or confirmed matching support for this project.

Source:	Amount:
Applicant: -----	\$
Other GNWT: -----	\$
Local Government: -----	\$
Federal Government: -----	\$
Services-in-Kind (please specify): -----	\$
Other (please specify): -----	\$
Requested from Culture and Heritage Division:	\$
Total Cost of Project: \$	

14. A minimum of 2 letters of reference are needed for your application to be considered. Please ask supporters to send their letters directly to the Culture, Heritage & Languages Division at the address on the application checklist. Please indicate below from whom we can expect these letters of support. One letter should come from the local town, hamlet or band council.

Name of Reference:	Address:	Phone Number:
1.		
2.		

15. Applicant's Statement.



Registered Heritage Centres Core Funding Operating Contributions Program

I certify that the information contained in this application is accurate and complete, and that I do not have any outstanding commitments resulting from previous projects financed by the Culture, Heritage & Languages Division.

All printed material related to the project will acknowledge the financial assistance received from the Culture, Heritage & Languages Division of the Department of Education, Culture and Employment, Government of the Northwest Territories.

Executive Member

Date

Financial Signing Authority

Date

Registered Heritage Centres Core Funding Operating Contributions Program

Please use this budget sheet as a guideline - attach extra pages or notes to budget items as needed

PROPOSED ANNUAL BUDGET	Total Annual Expenses	Applicant's Contribution	Requested from GNWT
Salaries and Benefits			
Permanent	\$	\$	\$
Part-time/Casual	\$	\$	\$
Benefits (CPP, UIC, WCB, TX, IPA, VTA, vacation pay, housing allowance)	\$	\$	\$
Operations			
Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Insurance	\$	\$	\$
Accounting/Audit Fees	\$	\$	\$
Freight	\$	\$	\$
Membership Fees	\$	\$	\$
Supplies (office, curatorial)	\$	\$	\$
Program Costs (eg. advertising, exhibit development, honoraria, translation, travelling exhibit fees)	\$	\$	\$
Professional Development	\$	\$	\$
Travel	\$	\$	\$
Other operations expenses (please specify)	\$	\$	\$
Total	\$	\$	\$