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**Indigenous Languages and Cultures Program – Indigenous Languages Component**

The Department of Canadian Heritage and Mi’kmaw Kina’matnewey appreciates your interest in the Indigenous Languages Component of the Indigenous Languages and Cultures Program that supports the efforts of Indigenous communities and Indigenous organizations to reclaim, revitalize, maintain, and strengthen Indigenous languages.

**APPLICATION:**

* **Projects can only span over the period of April 1, 2021 to March 31, 2023**. It is important that you provide all required information and documents and use Program templates. Incomplete applications will either experience delays in the decision process or may not be considered for funding.
* Complete all sections of the application forms. **All fields are mandatory unless otherwise indicated.** Responses to application questions should be clear and concise.
* **Before you begin writing your application, please read the program guidelines carefully.** Your application must meet eligibility criteria and illustrate how your project meets the program’s objectives, expected results and priorities as outlined in the guidelines:[**https://kinu.ca/wp-content/uploads/ILC-Application-Guidelines.pdf**](https://kinu.ca/wp-content/uploads/ILC-Application-Guidelines.pdf)
* **You can only submit one application per applicant per fiscal year** and the requested amount should generally not exceed $300,000 per year.

Only application packages submitted electronically will be considered for assessment. **Submit** the application forms and all supporting documents by email to: [ilcfunding@kinu.ca](mailto:ilcfunding@kinu.ca)

**ASSISTANCE:**

Should you have any question, contact the Program and leave a detailed message. All efforts will be made to respond within 24 hours on regular working days.

1) Email: [pch.autochtone-indigenous.pch@canada.ca](mailto:pch.autochtone-indigenous.pch@canada.ca)

2) Phone: 819-934-1405 / 1-866-811-0055 (toll-free) TTY: 1-888-997-3123

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**ANNEX A – Application Checklist**

Click on the corresponding boxes to confirm you have provided the required documents.

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| **Your application must include the following documents** |
| The supporting documents listed below as required per this Application Checklist – Annex A  The General Application Form – Annex B (signature required)  The Proposal – Annex C  The Budget – Annex D (template attached) |

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| **In addition, you must also provide supporting documentation pertaining to your organization/your group** |
| **Indigenous governing body (council, government or other) that holds rights recognized and affirmed by section 35 of the *Constitution Act, 1982*** |
| Documentation showing who has the authority to sign legally binding documents (such as contracts)  Acceptable documentation (provide one of the following documents):   * *A signed letter from the Chief, or* * *A Band resolution, or* * *Government’s by-laws or equivalent documentation*   Blank cheque (voided) AND section A of the Direct Deposit Form duly completed |
| **Indigenous Incorporated Organization (not-for-profit or for-profit, provided that the project will not result in income generation for your sole benefit)** |
| Documentation showing who has the authority to sign legally binding documents on behalf of your organization (such as contracts)  Acceptable documentation (provide one of the following documents):   * *A signed letter from the President/Chair of the Board, or* * *A Board resolution*   A copy of your organization’s Letters of Patent or incorporation documents confirming the legal name and the  profit or not-for-profit status  A copy of your organization’s By-laws or Constitution (full document)  A list of your current Board of Directors  If the requested amount exceeds $100,000, a copy of your organization’s financial statements for the last two years. This requirement may be waived for a new or emerging community group or committee’s application in its first year of operation.  *NOTE: A complete set of financial statements includes a statement of financial position, a statement of operations and a statement of changes in financial position. Financial statements may be audited or unaudited.*  Blank cheque (voided) AND section A of the Direct Deposit Form duly completed (unless an account is already set-up with the Department of Canadian Heritage for which no changes are required)  **For a Non-Indigenous not-for-profit organization, in exceptional circumstances, you may apply for funding by submitting a letter from your Indigenous partner clearly describing how it will support and oversee the project** |

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| **Indigenous Unincorporated Organization (not-for-profit or for-profit, provided that the project will not result in income generation for your sole benefit)** |
| The Unincorporated Application Acceptance of Liability Form (template attached)  Documentation showing who has the authority to sign legally binding documents on behalf of your organization (such as contracts)  Acceptable documentation (provide the following documents):   * *The Unincorporated Application Acceptance of Liability Form (template attached); and* * *A copy of your organization’s by-laws (complete document, if available)*   If the requested amount exceeds $100,000, a copy of your organization’s financial statements for the last two years. This requirement may be waived for a new or emerging community group or committee’s application in its first year of operation  *NOTE: A complete set of financial statements includes a statement of financial position, a statement of operations and a statement of changes in financial position. Financial statements may be audited or unaudited.*  Blank cheque (voided) AND section A of the Direct Deposit Form duly completed  **For a Non-Indigenous not-for-profit organization, in exceptional circumstances, you may apply for funding by submitting a letter from your Indigenous partner clearly describing how it will support and oversee the project** |
| **Indigenous Ad Hoc Committee (minimum of 2 members)** |
| The Unincorporated Application Acceptance of Liability Form (template attached), which will also show who has  the authority to sign legally binding documents on behalf of your group (such as contracts)  Blank cheque (voided) AND section A of the Direct Deposit Form duly completed |

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| **FOR OFFICE USE ONLY** |
| Protected B when completed |

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**ANNEX B – General Application Form**

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| **Part A – Organization/Group** | | |
| 1. Legal name of your organization/your group   Enter legal name of your organization/your group | | |
| 2. Type of organization/group   1. Indigenous not-for-profit organization; 2. Indigenous governing body i.e. a council, government or other entity that is authorized to act on behalf on an Indigenous group, community or people that holds rights recognized and affirmed by section 35 of the Constitution Act, 1982; 3. Indigenous ad hoc committee that have formed to do a specific project; 4. For profit Indigenous organization, provided that the project for which you are requesting funding will not result in income generation for your sole benefit; 5. Indigenous-led institution including accredited program; and 6. In exceptional circumstances to be approved by the program, non-Indigenous not-for-profit organization, in close partnership with an Indigenous organization.   Enter type of organization: | | |
| 3. Incorporated jurisdiction (if applicable)  a) Federal b) Provincial c) Territorial  Enter type of incorporated jurisdiction | 4. Corporation or business number (if applicable)  Enter business number | |
| **Primary Address of your Organization/your Group** | | |
| 5. Primary address – number, street, P.O box, etc.  Enter primary address of your organization/your group | | |
| 6. City  Enter city | 7. Postal code  Enter postal code | |
| 8. Province/Territory  Enter province/territory | 9. Fax (if applicable)  Enter fax | |
| 10. Telephone  Enter telephone | 11. Extension (if applicable)  Enter extension | |
| 12. Official email address  Enter official email address of your organization/your group | | |
| 13. Official website (if applicable)  Enter official website of your organization/your group | | |
| **Mailing Address of your Organization/your Group \*if different from Primary Address\*** | | |
| 14. Mailing address – number, street, P.O box, etc.  Enter mailing address of your organization/your group (if different from Primary Address) | | |
| 15. City  Enter city | | |
| 16. Province/Territory  Enter province/territory | | 17. Postal code  Enter postal code |

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| **Part B – Organization/group’s Contact Person** | | | |
| Note: It is your organization/your group’s responsibility to inform the Program of any changes to the contact persons. | | | |
| 18. Salutation a) Mr. b) Ms. c) Mrs. d) Chief e) Dr. f) Other  Enter salutation | | | |
| 19. First Name  Enter first name | | | |
| 20. Last Name  Enter last name | | | |
| 21. Title/Position    Enter title/position  po | | | |
| 22. Email address  Enter email address | | | |
| 23. Telephone  Enter telephone | 24. Extension (if applicable)  Enter extension | | 25. In which official language do you prefer to  communicate a) English b) French  Enter preference |
| **Organization/group’s Alternative Contact Person** | | | |
| 26. Salutation a) Mr. b) Ms. c) Mrs. d) Chief e) Dr. f) Other  Enter salutation | | | |
| 27. First Name  Enter first name | | | |
| 28. Last Name  Enter last name | | | |
| 29. Title/Position    Enter title/position  po | | | |
| 30. Email address  Enter email address | | | |
| 31. Telephone  Enter telephone | 32. Extension (if applicable)  Enter extension | | 33. In which official language do you prefer to  Communicate a) English b) French  Enter preference |
| **Part C – Project General Information** | | | |
| 34. Project title  Enter project title | | | |
| 35. Project start date not earlier than April 1, 2021  Enter project start date (YYYY-MM-DD) | | 36. Project end date no later than March 31, 2023  Enter project end date (YYYY-MM-DD) | |
| 37. Cost of project (for both fiscal years, if applicable)   |  |  |  | | --- | --- | --- | | 2021-2022 | 2022-2023 | Total | | $  Enter cost of project | $  Enter cost of project | $  Enter cost of project | | | 38. Funding requested from the Program (for both fiscal years, if applicable)   |  |  |  | | --- | --- | --- | | 2021-2022 | 2022-2023 | Total | | $  Enter funding requested | $  Enter funding requested | $  Enter funding requested | | |
| 39. Please select which of the following distinction corresponds to your language(s) project:  First Nation(s)  Inuit  Métis  Multi-distinctions (including more than one distinction)  If Multi-distinctions, please specify the proportion (totaling 100%) each of the distinctions is represented:  First Nation(s) \_\_\_\_%  Inuit \_\_\_\_%  Métis\_\_\_\_% | | | |

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| **Part D- Declaration** |
| I confirm that the information in this application is accurate and complete, and that the proposal and budget are fairly presented. I confirm that the applicant has all the necessary authorities to undertake the proposed project, or will attain these authorities prior to the approval of Departmental support for the project. I agree that once funding is provided, any change to the proposal will require prior approval from Mi’kmaw Kina’matnewey. I agree to publicly acknowledge funding and assistance by the Department, in accordance with the contribution agreement or the grant letter. I agree to submit a final report, and where required, financial accounting for evaluation of the activities funded by the Department. I agree to provide disclosure of any involvement in the proposed project, of former public servants, subject to the Values and Ethics Code for the Public Service. I agree to provide assurances that any person lobbying on behalf of my interests as the applicant is registered pursuant to the [*Lobbying Act*](https://laws-lois.justice.gc.ca/eng/acts/l-12.4/)and that no actual and potential conflict of interest, or contingency fee arrangement exists. I commit to take measures conductive to creating a workplace free from harassment, abuse and discrimination.  By signing this application, I authorize Mi’kmaw Kina’matnewey to disclose any information received in this application within Canadian Heritage and the Government of Canada or to outside entities, subject to applicable restrictions associated with privacy, confidentiality and security for the following purposes: to reach a decision on this application, to administer and monitor the implementation of the project or programming, or to evaluate the results of the project or programming and this program after project completion. The disclosure of any information received in this application may also be used to reach a decision on any other application of the applicant for funding under any other departmental program.  In the event of an access to information request regarding the present funding application or any other information about the organization in the Department’s possession, the information provided to the Department will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. Where funding is approved, however, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.  I confirm that I have the authorization to sign official documents related to this application for my group. I will act in compliance with applicable statutes, regulations, orders, standards and guidelines governing the program from which funding is being sought. |
| Signature |
| Enter full name |
| Enter title/position |
| Enter date (YY/MM/DD) |

**ANNEX C – Proposal**

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| **Part A – Organization/group’s Mandate and Capacity** |
| **Organization/group’s mandate**  1. Describe your mandate and/or main objectives |
| Enter your mandate and main objectives. |
| **Organization/group’s experience & capacity**  2. Describe your organization (experience and capacity), including details on similar activities delivered over the past few years (projects of a similar nature or scope) |
| Enter your experience and capacity to deliver similar activities. |
| **Partners**  3. If applicable, list the partners that have made a commitment to support your project and describe their roles. |
| Enter your partners for this project and describe their roles. |

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| **Part B – Project Information** |
| **Project objectives**  4. How are the objectives of your project linked to the objectives of the Indigenous Languages Component (ILC)?  ILC: Support the reclamation, revitalization, maintenance, and strengthening of Indigenous languages through community-driven activities.  Why is this project needed within the local, regional and/or national context? |
| Enter how your project objectives are linked to ILC and describe the needs. |
| **Funding Priorities**  5.Select which funding priorities are applicable to your organization / project: |
| I am an Indigenous community  I am an Indigenous organization with a long-standing history of funding from PCH that is delivering services to Indigenous communities, please describe:  Activities included in this proposal strongly support reclaiming, revitalizing, maintaining, and strengthening Indigenous languages (e.g. mentor-apprentice programs, immersion, language nests, development of language plans, other)  If other priority, please describe: |

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| **Project activities / resources and expected results (April 1, 2021 to March 31, 2022)**  6. Describe all project activities / resources for which funding is being requested and list expected results.  Note: Resources are any products and materials developed to revitalize, preserve, or promote Indigenous languages and cultures | | | |
| **Type of Activity / Resource** | **Indigenous Language(s) and Level**  List Indigenous language(s)  Identify language level (beginner, intermediate or advanced) | **Description of Activity / Resource:**  Activity (e.g.):  What will take place during the activity?  Who will be participating in the activity?  Who will carry out the activity (e.g. staff involved, partners)?  Resource (e.g.):  What will the resource consist of (content)?  Who will be the target audience?  Who will produce the resource (e.g. staff involved, partners)?  How will the resource be accessible to the community?  What % of the resource will be in the Indigenous language(s) (will the content also be available in English or French)? | **Expected Results**  Activity (e.g.):  Number of participants?  Number of hours of language instruction per participant?  Resource (e.g.):  Number of resources?  Number of pages or minutes per resource?  Number of copies per resource? |
| Enter activity / resource #1 |  |  |  |
| Enter activity / resource #2  (if applicable) |  |  |  |
| Enter activity / resource #3  (if applicable) |  |  |  |
| Enter activity / resource #4  (if applicable) |  |  |  |
| Enter activity / resource #5  (if applicable) |  |  |  |
| Enter activity / resource #6  (if applicable) |  |  |  |
| Enter activity / resource #7  (if applicable) |  |  |  |
| Enter activity / resource #8  (if applicable) |  |  |  |
| Enter activity / resource #9  (if applicable) |  |  |  |
| Enter activity / resource #10  (if applicable) |  |  |  |

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| **Project activities / resources and expected results (April 1, 2022 to March 31, 2023)**  6. Describe all project activities / resources for which funding is being requested and list expected results.  Note: Resources are any products and materials developed to revitalize, preserve, or promote Indigenous languages and cultures | | | |
| **Type of Activity / Resource** | **Indigenous Language(s) and Level**  List Indigenous language(s)  Identify language level (beginner, intermediate or advanced) | **Description of Activity / Resource:**  Activity (e.g.):  What will take place during the activity?  Who will be participating in the activity?  Who will carry out the activity (e.g. staff involved, partners)?  Resource (e.g.):  What will the resource consist of (content)?  Who will be the target audience?  Who will produce the resource (e.g. staff involved, partners)?  How will the resource be accessible to the community?  What % of the resource will be in the Indigenous language(s) (will the content also be available in English or French)? | **Expected Results**  Activity (e.g.):  Number of participants?  Number of hours of language instruction per participant?  Resource (e.g.):  Number of resources?  Number of pages or minutes per resource?  Number of copies per resource? |
| Enter activity / resource #1 |  |  |  |
| Enter activity / resource #2  (if applicable) |  |  |  |
| Enter activity / resource #3  (if applicable) |  |  |  |
| Enter activity / resource #4  (if applicable) |  |  |  |
| Enter activity / resource #5  (if applicable) |  |  |  |
| Enter activity / resource #6  (if applicable) |  |  |  |
| Enter activity / resource #7  (if applicable) |  |  |  |
| Enter activity / resource #8  (if applicable) |  |  |  |
| Enter activity / resource #9  (if applicable) |  |  |  |
| Enter activity / resource #10  (if applicable) |  |  |  |