



Community Cultural Engagement and Planning Grant

Application deadline: February 18, 2025

SaskCulture's Community Cultural Engagement and Planning grant program is accessible to Municipalities, First Nations, Tribal Councils, Métis Locals or Métis Regions in Saskatchewan, or non-profit organizations working in partnership with one of the above, to plan for the cultural life of a community.

Purpose

The Community Cultural Engagement and Planning (CCEP) grant program aims to support research, community engagement, cultural planning, community investment and development, and collaboration and partnerships between various cultural organizations and community sectors that promote cultural vitality and economic sustainability.

CCEP has two streams being funded for this intake:

- 1. Research:** information gathering, identification of cultural and community assets, mapping assets, assessment, analysis of data, evaluation, feasibility studies, surveys, publishing of research findings, etc.
- 2. Engagement:** community engagement and/or consultation initiatives related to culture in a community. Projects could include: public meetings, town hall meetings, facilitated discussions, focus groups, building community knowledge and capacity through presentations/guest speakers followed by discussions, etc.

*Please note that the Implementation stream and Development of a Culture Plan stream will not be offered for this deadline.

If you are unsure whether your project fits within a stream of this grant, please contact the Outreach Consultant, or see a list of successful applicants and project descriptions at the bottom of this [webpage](#).

Contact

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SaskCulture encourages community projects focused on relationship-building that:

- Support the research and learning of the history of the Indigenous Peoples of the area where the municipality or First Nation is situated (examples: engagement with Elders and Knowledge Keepers, researching traditional place names and sacred sites, etc.); or
- Support research and learning about the Treaty relationship of the area.

From the Office of the Treaty Commissioner: *“Treaties are basic building blocks of the relationship between First Nations and the rest of Canada....Treaties are beneficial to all people in Saskatchewan. All people in Saskatchewan are treaty people.”* http://www.otc.ca/pages/treaties_today.html

Applicant Eligibility

Eligible Applicants are:

- An urban or rural municipality* or First Nation or Tribal Council, Métis Local or Métis Region in Saskatchewan. The applicant must:
 - be in good standing with the Sask Lotteries Community Grant Program; and
 - have no outstanding grant follow-ups due to SaskCulture.

Municipalities, First Nations, Tribal Councils, Métis Locals and Métis Regions that have overdue follow-up reports within the Lottery-funded system are ineligible.

*An example of an urban or rural municipality applicant is *the Town of Kipling* or *the RM of Livingston*

OR

- **Registered Non-Profit** organizations in Saskatchewan. working in partnership with at least one urban or rural municipality* or First Nation or Tribal Council, Métis Local or Métis Region in Saskatchewan. These organizations must:
 - have a primarily cultural mandate in Arts, Heritage, Multiculturalism or Cultural Industries as defined by [SaskCulture’s Cultural Policy](#), or otherwise demonstrate significant engagement in cultural activity;
 - be in existence as a registered non-profit for at least one full fiscal year prior to the deadline date;
 - be in good standing with Information Services Corporation (ISC);
 - have no outstanding grant follow-ups due to SaskCulture; and
 - provide a signed copy of the organization’s annual financial statement that was most recently submitted to the ISC to show evidence of good standing as a non-profit organization in Saskatchewan.

*A letter of support from a partner(s) is required.

Project Eligibility

All funds are to be used for the benefit of cultural development in Saskatchewan and for residents in Saskatchewan.

Applicants must select one of the streams that best fits the activities of the proposed project.

Projects must address a community-identified need and demonstrate community support and involvement.

Multiple submissions will not be considered:

- Applicants may only submit one proposal per CCEP deadline;
 - If the applicant already has an outstanding/overdue SaskCulture grant, a second proposal will not be considered until the current one is reconciled.
 - If the applicant's current CCEP grant is wrapping up during the time of application for another deadline, contact SaskCulture for options.
- Applicants may not apply to multiple SaskCulture funding programs to support the same activity for the same timeframe.

Eligible projects must start no sooner than eight (8) weeks after the application deadline and must end within twelve (12) months of the project start date. Projects that commence sooner than eight (8) weeks (April 15, 2025) after the deadline will not be considered.

Preference will be given to applicants that have not received a grant in the previous twelve (12) months.

Funding Levels

Stream	Percent Funded	Grant Request Amount	Applicant Contribution
Research	100%	Up to a \$5,000 grant	\$0
Engagement	100%	Up to a \$5,000 grant	\$0

Eligible Expenses

The CCEP grant can cover direct costs of the proposed activity. All project income and expenses should be included in the provided budget template and clearly explained, including grant requests to other funding programs or agencies, and the budget should balance (revenue = expenses).

Upon approval, funds may only be used for the eligible activities outlined in your application. Significant changes to the use of funds must be approved by SaskCulture. Funds may not be transferred to other activities or organizations and unused funds must be returned to SaskCulture.

Contributions and non-monetary support for a project can be described in the proposal as evidence of community support and partnerships.

The application budget tool is also used in the Follow-Up Report (FUR) for this grant. This will be available online for you to use throughout your project.

Eligible project expenses include:

- Wages, honorarium and contract agreements for consultants, facilitators, Elders, Knowledge Keepers, mentors, temporary staff, or contracts for specific work (such as conducting research). This does not replace wages for the core job responsibilities of existing staff;
- Honorarium for program participants who are directly contributing their knowledge and/or lived experience to community engagement projects;
- Travel expenses for program participants. This includes gas, rental of vehicles, bus transit, taxi or ride share and airfare. While the primary cultural activities must take place in Saskatchewan, travel outside of the province is eligible if it is to bring resource peoples in locally to conduct work that cannot otherwise be conducted by someone in Saskatchewan; Material expenses related to the cultural activity, including gifts related to First Nations cultural protocols;
- Facility costs would only be considered eligible 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;
- A recommended maximum of 20% of the total grant award can support food expenses that are a part of the cultural experience that is being offered for participants. A strong rationale would need to be provided to exceed this amount;
- A recommended maximum of 10% of the total grant request can be used for advertising and promotion cost for the project. A strong rationale would need to be provided to exceed this amount.

Applicants are strongly encouraged to contact the Outreach Consultant regarding eligible expenses.

All claimed expenses must fall within the indicated start and end date of the grant. All expenses **must be verifiable by receipts or transaction records, upon request**. Expenses incurred before or after the grant period will not be eligible.

Ineligible Expenses

The following items are ineligible for CCEP funds:

- Capital expenses such as construction, renovations or repairs or purchase of major equipment such as computers, video camcorders, power tools, etc.;
- Cash prizes, gifts, or the purchase of alcohol;
- Generally, food costs are ineligible. See above Eligible Expenses for exceptions.
- Activity that exclusively promotes definable religious or political viewpoints;
- Allowances, wages or personal expenses for program registrants and participants;
- Salaries and expenses of existing staff of the applicant organization;

- Office and administration fees including utilities, rent and/or rental of an applicant organization's own facilities; and
- In-kind contributions (such as volunteer hours, donations for food, goods, services, equipment, waiving rental fee, etc.) do not replace eligible expenses and should not be included in the budget.

Application and Adjudication Process ---

Applications are due on February 18, 2025. Late applications will not be considered for funding.

Applications must be submitted through the Online Granting Platform (OGP).

- Applicants are encouraged to consult with SaskCulture prior to submitting an application. There are opportunities for early submissions to get feedback to help improve aspects of an application that are unclear or ineligible in advance of a deadline, but this is not a guarantee of either feedback or funding.
- SaskCulture will review applications to confirm basic eligibility requirements have been met prior to submitting all grants to the funding assessors. **If a submission is ineligible, the applicant will be notified.**
- Only complete, signed and submitted applications will be considered. It is the responsibility of the applicant to ensure that their application was successfully submitted. Two different people must sign the application.
- Eligible applications are evaluated by volunteer community members with knowledge and experience that relates to the purpose and priority of this grant program.
- Applicants are informed of results approximately eight (8) weeks after the application deadline.
- Funding decisions are final and will not be revisited or appealed.
- Successful applicants receive 75% of their total grant award upon approval and the remaining 25% upon SaskCulture's acceptance of a properly submitted **Follow-up Report**.

Application Assessment ---

The assessors will assess applications based on the following criteria:

- Evidence of community need;
- Extent to which the project addresses the purpose of the CCEP grant and fits within the selected stream;
- Quality of the provided details of a project's timelines, community involvement and project leaders;
- Evidence of utilizing and implementing the project results;
- Evidence of the project to move culture forward in the community and to have potential long-term impact;
- Feasibility and strength of project evaluation;
- Evidence of municipal, First Nation, Tribal Council, Métis Local or Métis Region's commitment (resolution, motion or letter) and community support;
- Realistic and responsible use of resources (funds, human resources, etc.); and
- Overall quality of the written application.

The quality of writing and attention to detail in a grant application may benefit an applicant's chances of success. However, we understand not everyone who is applying for funding is a professional grant writer or that English may not be the primary language of the person applying. If an applicant is struggling with the application, please remember, SaskCulture staff are here to assist you.

SaskCulture strives to be accessible and supportive to applicants throughout the granting process. If an applicant is experiencing barriers, struggling with a grant submission or just needs clarity on this program and its objectives, please contact the CCEP Consultant to advise you. Our role is to help you navigate the criteria, ensure eligibility and help put your best proposal forward to the CCEP assessment committee. Please reach out and contact us before a grant deadline and we will be happy to advise and support you in this effort.

Funding Obligations

Please review the "[If your application is successful](#)" menu item on the SaskCulture website's CCEP grant page for details about what to expect as an approved grant recipient.