

## Sport, Culture and Heritage

### ETHNOCULTURAL COMMUNITY SUPPORT PROGRAM (ECSP) – Guidelines

#### **PURPOSE:**

ECSP supports the goals of [Manitoba's Multiculturalism Act](#) by providing grants to eligible Manitoba-based not-for-profit ethnocultural community organizations, whose primary mandate is to promote the sharing of ethnocultural practices, traditions, language and customs. Applications may be made to both or either of the two streams below:

- **Programming:** to support ongoing and recurring activity that promotes the sharing of ethnocultural practices, traditions, language and customs (examples include but are not limited to: cultural celebrations, heritage language instruction, other forms of cultural expression, etc.)
- **Special Initiatives:** to support a one-time event of special importance (example: commemorative anniversaries, dedications/recognitions) or to pilot a program that meets the objectives of ECSP.

#### **DEADLINE:**

ECSP has one intake per year. **The intake deadline is March 31 of each calendar year.\*** Applicants interested in funding for activities over the following 12 months (April 1 to March 31), are required to submit an application, as well as any outstanding final reporting for previously-funded activities, by this deadline.

\* If a deadline date falls on a weekend or statutory holiday, the deadline is the following business day.

#### **OBJECTIVES:**

To promote an open exchange of ethnocultural practices, traditions, languages and customs through one or more of the following objectives:

- Anti-racism: to combat racial stereotypes and discrimination;
- Multiculturalism: to support cultural diversity, including inter-cultural and inter-faith understanding and connection through encouraging cooperation and partnership between cultural communities;
- Multigenerational engagement: to support activities that bring together and celebrate all generations as well as those that target youth and seniors specifically.

#### **LEVELS OF SUPPORT:**

ECSP will cover eligible costs incurred between April 1 and March 31 up to a maximum of:

- \$25,000.00 for Programming; and
- \$10,000.00 for Special Initiatives

Successful applicants may receive less than amounts requested. Amounts awarded are based on the availability of funds, the eligibility of proposed costs, the applicant's capacity to use the funds effectively, the amount of community involvement of the applicant organization, and other sources of funding.

#### **ELIGIBILITY CRITERIA:**

To be eligible for ECSP, organizations must:

- be incorporated as a not-for-profit for at least a year and in good standing with federal or provincial registering agency;
- be a Manitoba-based ethnocultural community organization;
- have written and duly approved by-laws that include clearly defined objectives, mission or mandate to preserve ethnocultural heritage;
- have an accountable board of directors who meets regularly and serves without remuneration; and
- be able to provide an annual budget and established financial accountability policies and practices upon request.

The following organizations are **not** eligible for ECSP:

- religion-based institutions and organizations including churches, synagogues, mosques, temples, places of worship, and affiliates;
- political parties or affiliates with express political/ideological objectives;
- Federal, Provincial or Municipal government departments and crown agencies;
- schools, day cares, colleges, universities and affiliates;
- professional performing arts groups;
- arts-based festivals;
- organizations whose primary purpose is employment and skills training/development;
- agencies whose primary purpose is grants allocation; and
- past grant recipients who have reporting requirements still outstanding.

**Eligible Costs:**

- Honoraria – compensation for professional services rendered;
- transportation/travel costs (within Manitoba);
- venue/space rental costs (applicant cannot own an equity stake in rented building and activities must be accessible to the general public);
- janitorial service fees connected to venue rental;
- event/program equipment rental;
- cultural garment rental;
- material/supply costs;
- online application/software licensing fees;
- advertising costs;
- food that is essential to the ethnocultural component of programming/special initiative (for example, ingredients for a traditional cooking class, tea for a heritage ceremony, specialized catering for an ethnocultural celebration); and
- language texts/manuals/workbooks.

**Ineligible Costs:**

ECSP does not cover costs associated with:

- purchase of buildings or capital equipment;
- activities delivered in a private residence;
- construction or renovation;
- fixed structures (plaques, statues, etc.);
- prizes and gifts;
- scholarships or grants;
- purchase of garments;
- salaries and benefits of employees;
- utilities; and
- expenses incurred before the application deadline.

**ASSESSMENT AND NOTIFICATION:**

Funding decisions are based on meeting the eligibility criteria of the program and an assessment of application based on how well the proposed activities reflect the program objectives, the capacity of the applicant to complete the proposed activities, and the general merits of the proposal.

Applicants will be notified in writing of application outcome. All funding decisions are final. Meeting the general and eligibility criteria does not guarantee funding nor does failure to receive financial support reflect a negative assessment of an application. It is not the intent of this program to duplicate assistance provided by the department or other provincial departments and agencies. Previous funding from the department does not guarantee funding in future years. Results will not be released over the telephone.

Note: Grants are to be used solely for the purposes specified in the Funding Agreement. In the event of changes to the nature, size or scope of the programming/special initiative, the funded organization must notify the Strategic Policy Branch immediately and request written approval of the changes. If the requested changes do not meet the objectives of the Ethnocultural Community Support Program, the awarded funding must be returned to the Manitoba government.

#### **GRANT DISBURSEMENT:**

Grants will be paid in two instalments. The first instalment will be conveyed following Ministerial approval and signature of a funding agreement. The second instalment will be released subject to the department's receipt of a satisfactory final report. **The final instalment will not be paid until all required information has been received.**

#### **REPORTING REQUIREMENTS:**

Approved applicants will receive a Final Report form, which is due **April 30<sup>th</sup>** for all awarded grants. If this date falls on a weekend or statutory holiday, the deadline is the following business day. **Final reports that are incomplete or late can result in the suspension or forfeiture of the second grant instalment. Consideration for future grants is dependent upon the satisfactory completion of all outstanding reporting obligations.**

#### **APPLICATION PROCEDURE:**

It is strongly recommended that first time applicants discuss their application with Strategic Policy Branch staff at least two months prior to the application deadline.

The Strategic Policy Branch may request additional information beyond that included in the application.

**Please contact the Strategic Policy Branch by telephone at 204-945-5632 or by email at [strategic.policy@gov.mb.ca](mailto:strategic.policy@gov.mb.ca) for any question or to submit your application form and required documents.**