

WHAT IS THE ETHNOCULTURAL COMMUNITY SUPPORT PROGRAM?

Manitoba's policy for a multicultural society emphasizes three fundamental principles: pride, equality and partnership. The Ethnocultural Community Support Program (ECSP) has been established to further these principles by providing funding to assist ethnocultural community organizations to:

1. Preserve, enhance, promote and share Manitoba's rich and diverse cultural heritage; and
2. Encourage the development of partnerships between cultural communities to foster inter-cultural understanding, harmony and equality.

Eligible organizations may apply for a:

- Operational Grant, and/or
- Special Project Grant.

WHO CAN APPLY

To apply, an organization must:

- Be a not-for-profit, community-based, ethnocultural organization in Manitoba, with membership open to the public;
- Be incorporated under provincial or federal laws;
- Be in existence for at least one year;
- Have a constitution, by-laws, and Articles of Incorporation that clearly define the nature, objectives, and tasks of the organization;
- Have a board of directors or executive, which is accountable to the membership, meets at least four times a year, and serves without remuneration;
- Have an organizational plan and develop an annual budget, operate on a sound financial basis, retain financial records and reports for six years and publish an annual audited or reviewed financial statement.

The following organizations are not eligible to apply:

- Religious institutions (churches, synagogues, temples, etc.);
 - Organizations whose guiding objectives are political/ideological;
 - Committees or sub-committees of organizations;
 - Federal departments and crown agencies;
 - Provincial departments and crown agencies;
 - Municipal departments and agencies;
 - *Schools, colleges, universities and committees thereof;
 - Performing arts groups for performance activities;
 - Ethnic media or agencies of mass communication, including radio, television, newspaper, magazines, and other print;
 - Philanthropic foundations; and
 - Agencies whose primary purpose is to give grants.
- * Exceptions may be granted under exceptional circumstances to organizations whose activities directly benefit the ethnocultural community.

TYPES OF ECSP GRANTS

- **OPERATIONAL**
Operational funding may be provided to an organization for ongoing operational costs associated with cultural programming.
- **SPECIAL PROJECT**
A Special Project is an activity of a non-recurring nature. This includes one time events with a specific start and end date.

Capital expenditures such as construction, renovation, equipment purchases, prizes, food, scholarships, entertainment, travel, accommodation or costume purchases, website development/maintenance, research and development will not be considered.

HOW TO APPLY FOR A GRANT

Organizations must discuss their program/project ideas with Multiculturalism Secretariat at least one month prior to the application deadline.

Send an application with all required documents and information completed. If your application is incomplete or inaccurate and cannot be corrected by the deadline, the application may be deferred to a later intake date.

Groups involved in joint Special Projects are encouraged to submit one application.

Special Project Grant:

- Applicants must submit a written proposal which includes a detailed description of the project and its objectives, time frame, and budget. Applications should include letters of support from participating organizations.
- See **page 4** for a list of specific information that must be included in your written proposal.
- Applications for financial support must be received prior to the start of the project.
- Depending on the start date of the project, approval for allocations of grants may be deferred to a later intake date.
- Special Project expenses incurred before approval of the grant allocation will not be considered for funding.

APPLICATION DEADLINES

Deadlines for grant applications are **April 30** and **October 31** of each year. Applications will not be accepted after the application deadline.

Requests are limited to one Special Project and one Operational Grant application in any one year. (April 1 – March 31).

In the event that the deadline falls on a weekend or holiday, applications may be submitted on the next business day without penalty.

HOW DECISIONS ARE MADE

1. Program staff review the application to determine eligibility for funding.
2. Funding recommendations are made to the Minister of Manitoba Sport, Culture and Heritage.
3. Organizations are notified in writing of grant allocations.

HOW GRANTS ARE AWARDED

The amount of grant support is based on the availability of funds, the needs of the applicant, the applicant's ability to make effective use of the funds, the amount of community involvement and other sources of funding.

Approval may be given at an amount lower than requested or for only a specific part of the request.

All allocations are given on a one-time basis with no guarantee of similar funding in the future.

NOTIFICATION OF FUNDING

Notification of funding is generally provided 16 weeks after the application deadlines.

REPORTING ON RESULTS

All ECSP grant recipients must submit a final evaluation report.

- **NEW:** A participant survey has been developed that will help the Multiculturalism Secretariat better understand how the ECSP is meeting its goals. The survey can be found on the ECSP webpage under "Evaluation Tools". The participant survey is to be widely distributed by the organization at an event being funded by an Operational Grant and/or Special Project Grant. The survey should be distributed in a way that ensures anonymous and confidential responses (e.g., organizers leave the room so participants can discreetly pick up and fill in the survey). The survey should be collected and submitted along with the ECSP Evaluation Form by the organization. Participants also have the option of mailing or emailing the survey to the Multiculturalism Secretariat.
- Following your assessment, if approved, a funding agreement outlining reporting requirements will be forwarded. The funding agreement must be signed by the President and Treasurer before any funds will be issued.
- **Operational Grant** – a final evaluation report must include a summary of all cultural programming activities and a detailed account of the organization's revenues and expenses relating to the programming activities and a detailed account of how the grant funds were used.
- **Special Project Grant** – a final evaluation report must include a summary of the project results and a detailed account of the organization's revenues and expenses relating to the project and a detailed account of how the grant funds were used.

- Future applications to the ECSP will only be considered once the Multiculturalism Secretariat has received the final report for the previous grant allocation.
- Complete financial records must be retained by the organization for six years and made available to the Multiculturalism Secretariat on request.

TERMS AND CONDITIONS

- Applicants must advise the Multiculturalism Secretariat if they receive funding from other sources.
 - The assistance of the ECSP should be acknowledged in some way appropriate to the project (for example, a credit line in a publication or promotional materials etc. such as "This project was partially funded with a grant from the Manitoba government, Ethnocultural Community Support Program.").
 - Applicants must use grant funds within 12 months of the approval date. Extensions will be considered only in exceptional circumstances.
 - Any funds from the ECSP awarded pursuant to this application are to be used solely for the purposes specified in this application unless written permission has been obtained from the Multiculturalism Secretariat to vary these purposes.
- Any funds not so used will be returned to the ECSP as a debt due and owing to the Manitoba government.
 - As a condition of accepting financial assistance from the Ethnocultural Community Support Program, successful applicants agree to cooperate and permit an activity review and/or financial audit of the organization if deemed necessary.
 - A grant may be withheld if:
 - The organization fails to comply with the guidelines or terms and conditions of the funding agreement;
 - The Multiculturalism Secretariat is not satisfied with the progress of the special project or programming activities;
 - Approval of changes to a special project or programming activities is pending; or
 - An activity review and/or financial audit have been initiated.
 - Organizations are required to retain a copy of all submitted documents and information for your records.

APPLICATION REQUIREMENTS

Special Project Grant

Applications for a Special Project Grant must include:

1. The completed ECSP Application Form – pages 1 to 7 and pages 14 to 16.
2. A written project proposal providing a detailed description of your Special Project.

WRITTEN PROJECT PROPOSAL

Please review these requirements carefully.

Include the following information in your written project proposal.

1. **Name of proposed special project:** What is the title of your project?
2. **Start and end dates:** Indicate Day-Month-Year.
3. **Name and contact information for the special project coordinator(s).**
4. **Position descriptions:** Include position descriptions for individuals who will be receiving honoraria's and the purpose of the honoraria. If available, please indicate who they are and why/how they were chosen.
5. **Goals and objectives:** State the main purpose of the project, the community needs that it will address and how the project aims to foster cross-cultural understanding, harmony and equality. Identify specific goals and objectives for the project that will be the basis for evaluating the accomplishments.
6. **Communities, organizations and agencies served:** Describe who will benefit from the project, including an estimated number of clients/participants, communities, etc.
7. **Community engagement:** How will community organizations be engaged to participate? Which ethnocultural community is affected by the issue and how will they be involved in the special project? Who are your project partners and community/institutional stakeholders? Clearly identify their role in the development, planning, implementation and evaluation. Identify types of advertising that will be done (example: brochures, flyers, pamphlets and media releases). Please provide samples if available.
8. **Services and activities description:** Outline how the project will be delivered, including location, activities, key dates, number of volunteer's and other resources supporting the activities such as, equipment rentals etc.
9. **Expected outcomes:** What will change as a result of this service/activity? Please identify specific outcomes that you expect to achieve.
10. **Evaluation:** Describe your evaluation plan. How will you assess whether or not the expected outcomes/ results were achieved?
11. **Deliverables and reporting:** Who will develop the final product and/or program materials? Who will be responsible for preparing the Special Project Final Report?
12. **Budget:** Identify the main project expenses, and all sources of project revenues, including:
 - honoraria's
 - overhead costs (example: payment of rent and cost of electricity).
 - in-kind contribution
 - other sources of funding; and
 - total funding amount requested