

## Sport, Culture, Heritage and Tourism

### **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. This program does not provide operational funding.

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 **one** pilot program or a one-time event of special importance and/or to pilot a new initiative. Annually-occurring events are not eligible as a special initiative unless it is a commemorative, milestone anniversary. Once a special initiative has been funded, it must be rolled into programming for future applications.

\*An **ethnocultural community or group** is defined by the shared characteristics unique to, and recognized by, that group. This includes characteristics such as cultural traditions, ancestry, language, national identity, country of origin and/or physical traits. In some cases, a group may view its common origin as pan-national, or it may be based on geographic region of origin. These characteristics are the basis on which, generally speaking, one group culturally distinguishes itself from another.

#### **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 by this deadline. Final reporting for previously-awarded ECSP grants are due by April 30 in the year after an intake.

\* 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 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

^The amount awarded is also based on a variety of factors such as: 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.

Due to increasing interest, this program is often oversubscribed, and successful applicants may receive less than amounts requested. The amounts awarded annually vary, and past funding history or amounts are not a guarantee of future awards. **All applicants are encouraged to seek funding from diverse sources.**

## ELIGIBILITY CRITERIA:

To be eligible for ECSP, organizations must:

- be a Manitoba-based ethnocultural community organization whose activities are open to all Manitobans;
- be incorporated as a not-for-profit for at least one year and in good standing with federal or provincial registering agency;
- have written and duly approved by-laws that include clearly defined objectives, mission or mandate to preserve, promote, and share ethnocultural heritage among all Manitobans;
- have an accountable board of directors who meet regularly and serve without remuneration;
- be able to demonstrate financial standing of the organization. If the organization is operating with a deficit, the applicant must submit a deficit reduction plan with the application (see bottom of budget template).
- Financial overview status may be submitted in one of the following formats:
  - Audit: a full audit of the organization's finances by a Chartered Professional Accountant (CPA).
  - Review Engagement: a review of the organization's finances by a CPA.
  - Signed Financial Statement: a statement disclosing the organization's total income, expenses and account balances signed by two signing officers.
- Organization must be able to provide financial evidence on costs incurred for the proposed projects/activities.

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

- religion-based institutions and organizations including churches, synagogues, mosques, temples, places of worship;
- 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 may include social services\*\*;
- agencies whose primary purpose is grants allocation; and
- past grant recipients who have reporting requirements still outstanding.

\*\*Exceptions may be possible for organizations serving ethnocultural communities in rural/underserved areas of the province.

## Eligible programs

ECSP will give additional consideration to programs, activities or projects that align with one or more of the program objectives (multiculturalism, multigenerational, and Anti-racism). These factors will be considered alongside community need, partnership, impact and feasibility.

Applicants are encouraged to list their proposed programs in order of priority; however as noted above, this program is often oversubscribed. It is possible that not all programs will receive funding, and eligible programs may receive less than amounts requested. The amounts awarded annually vary, and past funding history or amounts are not a guarantee of future awards. All applicants are encouraged to seek funding from diverse sources.

## **Ineligible programs/activities may include, but are not limited to:**

- ECSP special initiative projects/activities that have been funded before;
- After-school programs/ educational support/tutoring/homework clubs;
- newcomer settlement support services such as housing programs to immigrants and refugees, employability and skills training, networking, computer classes;
- summer camps or overnight camps;
- programs or projects that do not provide a broad community benefit and/or have restricted or limited public access;
- projects, programs outside of Manitoba;
- Folklorama related activities and costs;
- Games and sports that are not traditional in nature;
- religious services or proselytizing;
- researcher/consultant related expenses and activities.

## **Eligible Costs may include, but are not limited to:**

- 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;
- supply costs directly related to the proposed program/initiative;
- 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 include but are not limited to:**

### **Travel Costs:**

- Travel and accommodation expenses to bring in out-of-province performers/participants;
- Travel and any program expenses for out-of-province participants;
- Expenses related to cultural activity taking place outside of the province.

### **Wages and Honoraria:**

- expenses incurred before the application deadline;
- allowances, wages or personal expenses for program registrants and participants;
- salaries and expenses of staff of the applicant organization.

### **Project Expenses:**

- costs incurred prior to April 1 of the application year;
- cash or other prizes, scholarships, gifts, medals, trophies, charitable donations, or the purchase of alcohol.
- fixed structures (plaques, statues, etc.);
- purchase of cultural garments and/or costumes;
- fabric/material;
- capital projects or costs associated such as purchasing equipment, furnishings, and materials that remain with the applicant at project end;
- activities and training that support organizational capacity (e.g. leadership development and training).

### **Facilities/Studio/Office Expenses:**

- purchase of buildings or capital equipment;
- office and administration fees, including utilities, rent and/or rental of an applicant organization's own facilities;
- activities delivered in a private residence;
- construction or renovation.

### **Others may include but not limited to:**

- expenses incurred before the application deadline;
- In-Kind Contributions: In-kind contributions (such as volunteer hours, donations for food, goods, services, equipment, waiving office/facility rental fee, etc.) do not replace eligible expenses and should not be included in the budget. In-kind contributions and non-monetary support for a project can be described in the proposal as evidence of community support and partnerships.

## **ASSESSMENT AND NOTIFICATION:**

All funding decisions are final. Please note that meeting the general and eligibility criteria does not guarantee funding nor does failure to receive financial support reflect a negative assessment of an application. Additionally, previous funding from the department does not guarantee funding in future years.

Funding decisions are based on meeting the eligibility criteria of the program and an assessment of the 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. It is not the intent of this program to duplicate assistance provided by the department or other provincial departments and agencies. 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. **Returning applicants as well as new applicants**, are encouraged to contact staff should they need clarification or guidance with their intended application. After the deadline, applications will no longer be accepted or discussed with the applicant organization(s).

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.**

You should receive an automated email confirming receipt of your application shortly after your submission. If you do not, please contact our office at 204-945-5632.