

**COMMUNITY DEVELOPMENT PROGRAM – UKRAINIAN
CANADIAN VETERANS FUND (UCVF)
General Funding Assistance Criteria for Organizations**

PREAMBLE

The Shevchenko Foundation is a national, chartered philanthropic institution dedicated to the preservation, promotion and development of Ukrainian Canadian cultural heritage, and to the advancement of a flourishing Ukrainian community for the enrichment of Canada.

COMMUNITY STEWARDSHIP

The Shevchenko Foundation fulfills its mandate by disbursing funding assistance in support of various initiatives that assist groups and individuals in the four pillars of Arts, Education, Community Development, and Heritage.

The Shevchenko Foundation's funding assistance stewardship extends priority to projects and programs that:

- Contribute to the advancement of Ukrainian Canadian heritage for the enrichment of Canada;
- Disseminate Ukrainian Canadian cultural contributions to a broad and diverse public on a community, regional and national level;
- Exhibit financial capability to undertake and sustain the project and/or program within the boundaries of a business plan, either as an organization or an individual;
- Employ new technologies and partnership models on how Ukrainian Canadian heritage culture is created, produced, disseminated, and preserved.

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ASSESSMENT

The Shevchenko Foundation's assessment for funding assistance is guided by integrity, sustainability, excellence, innovation, and inclusiveness of all Canadians who support the mandate of the Shevchenko Foundation. When assessing applications, the Foundation uses the following questions.

- Are the goals for the project and those undertaking the project well-articulated?
- Are the goals for the project within the scope and mission of the Shevchenko Foundation?
- How does the project advance the relevancy of Ukrainian cultural heritage by strengthening communities for the enrichment of Canada?
- How well does the project demonstrate an understanding of present day industry standards of excellence and public engagement in corresponding to the appropriate pillar of Arts, Heritage, Community Development, or Education?
- What is the value-added contribution of this project that distinguishes it beyond existing Ukrainian cultural heritage content and similar activities?
- How well does the project articulate accommodations for changing demographics, changing patterns of consumption, and changing forms of marketing? Are the indicators for success of the project within the organizational and human resources capacity of the applicant?
- How convincing is the financial viability of the project?
 - How will the project still be viable if it does not receive the projected revenues in grant support and public support?
 - Is there evidence of sound fiscal management, a track record of fiscal responsibility, and sound budgeting?
 - How realistic are budget revenue projections? Are cost estimates well researched?
 - If applicable, are ticket sales and fundraising targets within the scope of past performance and similar market realities?
 - If applicable, what is the measurable value of funding this project application if it does not show that there will be earned revenue from ticket sales or other earned revenue streams?

ADDITIONAL INFORMATION

- Applications must be made in advance of the starting date of the project.
- Submission of an application is not a guarantee that the Shevchenko Foundation will provide financial funding assistance.
- The Shevchenko Foundation funds up to 50% of total project or program costs of successful applications contingent upon budget resources for the funding assistance deadline.
- The Shevchenko Foundation strives to create a balance between supporting established returning applicants, new applicants, and applicants exploring emerging practices in the broad scope of cultural development.
- The Shevchenko Foundation does not claim any copyright on projects receiving funding.

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WHO IS ELIGIBLE?

Organizations:

- Canadian not-for-profit professional, semi-professional and amateur groups governed by a board of directors or a body responsible for the organization.

HOW OFTEN CAN ONE APPLY?

- No new application will be accepted if a Final Report has not been submitted from previous funding assistance.
- Applications for projects that are phased over more than one year will be accepted. Funding will be disbursed in phases, subject to meeting milestone and annual reporting requirements.
- Applicants may apply for funding assistance more than once more in a calendar year, but only after the final report on the first project has been approved by the Shevchenko Foundation.

APPLICATION DEADLINES

- Unless otherwise specified, deadlines for funding assistance applications are APRIL 1 for projects beginning after July 1, and OCTOBER 1 for projects beginning after January 1.
- *Late or incomplete applications will not be fully considered.*

CANADIAN REVENUE AGENCY

Individuals and organizations who do not have their own charitable number as defined by the Canada Revenue Agency (CRA) will be subject to participation in an Agency Agreement with the Shevchenko Foundation. The Agency Agreement documents the disbursement of funding, the roles and responsibilities of the individuals or organization receiving funding, and the monitoring and reporting procedures. For more information please take the time to read the [Government of Canada Charities Policies and Guidance Document](#)

You are welcome to contact our office toll-free 866-524-5314 if you have any questions or require assistance with your application.

COMMUNITY DEVELOPMENT PROGRAM – UKRAINIAN CANADIAN VETERANS FUND (UCVF) UCVF Sector Eligible Projects for Organizations

PROJECTS FUNDED BY THE UCVF

The Ukrainian Canadian Veterans Fund (UCVF) was created in 2008 to honor the memory of Ukrainian Canadian World War I and World War II veterans. UCVF project funding requests that promote the mandate and meet eligibility requirements of the Shevchenko Foundation can originate from a broad range of endeavors, including projects in the fields of the four pillars – Arts, Education, Community Development, and Heritage. These include:

- Academic research in the fields of civilian and military contribution of Ukrainians to Canada;
- Projects that enlighten Canadians of their duty to recognize those who have served, the dead, the disabled, and their dependents;
- Projects that bring harmony and promote unity amongst all Canadians, that encourage full appreciation of the rights, duties, and responsibility of Canadian citizenship, and foster public recognition of the importance of Ukrainian culture in the national life of Canada;
- Providing financial assistance, scholarships and fellowships for Ukrainian language, literature, and history at Canadian universities;
- The establishment of new, and support of existing, Ukrainian programming in schools for Canadian youth and children;
- The publication of readers, text books and other educational materials required for Canadian youth to study Ukrainian in public schools and universities;
- Writings by Canadian authors of Ukrainian origin, as well as other authors of works on Ukrainian themes as contributions to Canadian Literature, including translations of works on Ukrainian Canadian and Ukrainian themes into the English language;
- Scholarships and awards for the presentation of Ukrainian music in festivals and television or radio programs organized or sponsored by recognized Canadian national organizations;
- The collection of Ukrainian music and folklore and contribution of same to the Canadian National Library in Ottawa or any other similar institution for preservation and public use;
- The establishment of shrines, monuments, memorial gardens or parks and museums to perpetuate the memory of outstanding Canadians of Ukrainian origin, and Ukrainian achievements in Canada;
- Projects that support Slavic Studies Departments in Canadian universities in their efforts to promote a better understanding of European Slavic nations; and
- Projects by Canadian youth movements, namely, Girl Guides, Boy Scouts, church youth, and Navy, Army and Air Force Cadets, as well as Ukrainian youth organizations such as Ukrainian Youth Association PLAST, Ukrainian Youth Association (SUM), and others that promote the recognition of the importance of Ukrainian heritage in the national life of Canada

If you are not certain whether your project is eligible for funding assistance from the UCVF Fund, please contact 1-866-524-5314 for assistance.

COMMUNITY DEVELOPMENT PROGRAM – UKRAINIAN CANADIAN VETERANS FUND (UCVF) Application Checklist for Organizations

Your application must include all the items on this checklist and be submitted in this same order.
Incomplete applications will not be adjudicated.

1. **Grant Registration Form** (page 5)
2. **Organizational Profile:** (3 pages maximum) Describe the mandate or purpose of your organization, its mission and vision statements. Describe the individuals that participate in your organization, your organizational structure and governance model.
3. **Project Proposal:** (3 pages maximum) Outline the project and how it aligns with the mission and priorities of the Shevchenko Foundation generally, and the Ukrainian Canadian Veterans Fund specifically, as set out in the General Funding Assistance Criteria section of this application.
4. **Project Budget** (pages 7 and 8 of this file)
 - Your budget should list all sources of revenue for the project. These should include the amount you are requesting from the Shevchenko Foundation, any monies you expect to raise through sales and fundraising, the amounts of assistance you are seeking from other funding agencies, and any other sources of revenue.
 - The budget should also list all expenses for the project. These may include travel and accommodation costs, communication or promotional costs, professional fees, equipment or facility rental, distribution costs, licensing and royalty fees, among others. The Shevchenko Foundation requires prudent and responsible fiscal planning. Total project expenses should not exceed total project revenue.
5. **Support material relevant to your project:** Electronic file sharing is strongly preferred; however, published materials such as programs may also be mailed to us in their original format.
6. **Additional documents required:**
 - List of the organization's Board of Directors
 - Constitution and by-laws (if applying for \$10,000 or more)
 - Most recent audited financial statement, inclusive of balance sheet
 - Most recent monthly or quarterly financial statement, inclusive of balance sheet
 - Most recent Annual Report of the organization

Please email this registration form along with your completed application as **ONE PDF DOCUMENT** to admin@shevchenkofoundation.ca
Late or incomplete applications will not be fully considered.

**COMMUNITY DEVELOPMENT PROGRAM – UKRAINIAN
CANADIAN VETERANS FUND (UCVF)
Funding Registration Form for Organizations**

Legal Name of Organization _____

Name of Contact Person _____

Mailing Address (office/headquarters) _____

City _____ Province _____ Postal Code _____

Telephone (contact person) _____ (Alternative) _____

Email of Organization _____ Website of Organization _____

Is your organization incorporated Yes - Date of incorporation (d/m/y) _____

No Year founded _____

Is it registered as a non-profit organization Yes No

If Yes, Charitable # _____

Project Title _____

Project Summary

A brief description of no more than 25 words that defines how your project advances the mandate of the Shevchenko Foundation.

This project will begin on (d/m/y) _____ and finish on (d/m/y) _____

Unless otherwise indicated, deadlines for grant applications are APRIL 1 for projects beginning after July 1, and OCTOBER 1 for projects beginning after January 1.

Amount requested _____

Have you received funding from Shevchenko Foundation in previous years? ___ YES ___ NO

If YES, please note that no new application will be accepted if a Final Report has not been filed from a previous grant. Please indicate the most recent year funding was received _____ Amount received _____

For Internal Use Only: File # _____

Client # _____

Date Application Received _____

Amount Approved \$ _____

Date Approved _____

Date Final Report Rcvd _____

**COMMUNITY DEVELOPMENT PROGRAM – UKRAINIAN
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Project Budget Form (Part 1)**

Name of Applicant	
Project Title	
Prepared by	

REVENUES	Amount	% of Total Revenue	Date Applied For	Check (if confirmed)
Amount requested from Shevchenko Foundation (cannot exceed 50% of total project or program costs)				
Ticket Sales				
Other Earned Revenue (specify)				
Subtotal	\$			
Government Grants:				
Subtotal	\$			
Other Grants:				
Subtotal	\$			
Fundraising:				
Subtotal	\$			
In-Kind:				
Subtotal	\$			
Other:				
Subtotal	\$			
Total Revenues	\$			

**COMMUNITY DEVELOPMENT PROGRAM – UKRAINIAN
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Project Budget Form (Part 2)**

EXPENSES	Amount
	Please (*) Expenses linked to In-Kind Revenue
Professional Fees	
Tuition/Workshop Fees	
Facility Costs	
Rental Equipment & Supplies	
Marketing/Advertising Costs	
Royalties	
Accommodation	
Travel	
Other (Specify)	
Total Expenses	\$

BALANCE	\$
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**revenue must equal expenses with a zero balance*

Budget notes:

DECLARATION

- We have read and understand the General Funding Assistance Criteria, Objectives and Eligibility criteria of the Shevchenko Foundation Funding Assistance Program.
- We have read and understand the Funding Assistance Criteria, Objectives and Eligibility criteria of the Ukrainian Canadian Veterans Fund (UCVF).
- We have read and understand that funding may be subject to an agency agreement in accordance with Government of Canada Charities Policies and Guidelines.
- We confirm that the statements and financial information in this application are true.
- We accept the eligibility conditions and application requirements of this program and agree to abide by the funding decision of the Shevchenko Foundation.
- We understand and agree that unless we receive a letter from the Shevchenko Foundation awarding funding for the purpose(s) set out in the Application and setting out the amounts and timelines for the payment thereof, there is no obligation between the parties.
- We understand and agree that the Shevchenko Foundation may award funding assistance for less funding that I have requested in this Application.
- We will use the Funding Assistance for the Approved Purpose.
- We confirm any part of the Funding Assistance not spent as set out in this Application, or upon termination of this project, must be repaid to the Shevchenko Foundation.
- We understand that funding for the project may be terminated upon mutual written consent with 30 days written notice in the event of a breach of any term or condition of this award.
- We understand that the Shevchenko Foundation is subject to the Freedom of Information and Protection of Privacy Acts and the above information is protected under the Act.
- We agree to indemnify and hold harmless the Shevchenko Foundation, including its employees.

Print Name

Print Name

Signature (President)

Signature (Treasurer/Secretary)

Date Signed _____