HERITAGE PILLAR – COLLECTIONS MANAGEMENT AND ACQUISITIONS FOR ORGANIZATIONS AND INSTITUTIONS
General Granting 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. The Foundation respects the past, celebrates the present and promotes the future of the Ukrainian community in Canada with inclusiveness, integrity, sustainability, spirit, excellence, creativity and innovation as its core values.

COMMUNITY STEWARDSHIP

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

The Shevchenko Foundation's grant-giving stewardship extends priority to projects and programs that:
- Contribute to enriching the Canadian experience with the beauty, passion, and diversity of Ukrainian Canadian culture;
- Contribute to strengthening the Ukrainian community in Canada;
- Share Ukrainian Canadian cultural contributions with a broad and diverse public on a community, regional or 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 cultural heritage is created, produced, disseminated, and preserved.

ASSESSMENT

The Shevchenko Foundation's assessment for grant-giving 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 well-articulated?
- Are the skills of those undertaking the project to completion 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 to 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?
- Is there a sound marketing and distribution plan that articulates accommodating changing demographics, changing patterns of consumption, changing forms of dissemination?
- 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?
  - What are the consequences and contingencies for project shortfalls? 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?

Assessment continued on next page

HERITAGE PILLAR – COLLECTIONS MANAGEMENT AND ACQUISITIONS FOR ORGANIZATIONS AND INSTITUTIONS
General Granting Criteria for Organizations

- o How realistic are budget revenue projections? Are cost estimates well researched?
- o Are ticket sales and fundraising targets within the scope of past performance and similar market realities?
- o What is the demonstrated value of funding a project application if it does not generate earned revenue from ticket sales or other earned revenue streams?

ADDITIONAL INFORMATION
- Grant 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 grant assistance.
- The Shevchenko Foundation funds up to 50% of total project or program costs of successful applications contingent upon budget resources for the given grant 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, unless an express agreement is otherwise reached.
- Grants can be used to cover costs and expenses associated with the project, but cannot be used to cover expenses for general living allowances for project participants.
- Please check the Shevchenko Foundation website for any posted changes to eligibility and/or assessment criteria.

WHO IS ELIGIBLE?
Organizations:
- Canadian not-for-profit community organizations, artist collectives, Canadian registered private businesses whose activities occur primarily in Canada, and Canadian chartered educational institutions.

HOW OFTEN CAN ONE APPLY?
- No new application will be accepted if a Final Report has not been submitted from a previous grant.
- Applicants who are applying for more than one grant in the calendar year can do so only when the Final Report on the first project has been approved by the Shevchenko Foundation.
- Applications for projects that are phased over more than one year will be accepted. Funding will be granted in phases, subject to meeting annual reporting requirements.

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

HERITAGE PILLAR – COLLECTIONS MANAGEMENT AND ACQUISITIONS FOR ORGANIZATIONS AND INSTITUTIONS
Collections Management Sector Objectives and Eligibility for Organizations

Eligible Applications:

The Collections Management and Acquisitions Sector of the Heritage Pillar provides support to organizations and institutions with permanent collections such as archival repositories, museums, libraries and art galleries to collect, study and preserve material and intellectual capital of Ukrainian Canadian cultural heritage, including history, ethnology, folk art, fine art and archives.

Applicants are required to detail the nature, size, and intellectual content of their collections. Applicants must also describe the present condition of their collections and provide a brief overview of their conservation policies and practices.

Priority will be given to projects that can demonstrate their feasibility by providing a best-practice model for the delivery of all stages of the project, can provide evidence of realistic budgets, and can provide evidence of financial and/or in-kind supports from other sources. Project grant support is not provided for industry defined ongoing annual operating programming nor yearly overhead expenses of an organization.

Eligible Projects:
The Collections Management Sector of the Heritage Pillar funds:

- Projects related to the purchase and implementation of collections management software, including conversion of collections into digital formats, or upgrade of existing systems.

- Planning, purchase and installation of storage equipment, and minor capital conservation improvements to storage spaces in order to meet professional collection management standards, including to ensure proper management and integrity of collections.

- Professional development of staff, such as arts administrators, curators, collections managers, librarians, archivists, conservators, outreach and education staff.

- Projects related to the sharing of best practices in partnership with other similar organizations or institutions to build capacity in collections management.

- Acquisitions of heritage items or collections at risk by recognized and established organizations and institutions.

HERITAGE PILLAR – COLLECTIONS MANAGEMENT AND ACQUISITIONS FOR ORGANIZATIONS AND INSTITUTIONS
Collections Management Sector Objectives and Eligibility for Organizations

Eligible Expenses:

- Equipment rental, incremental administration costs, conservation supplies, environmental monitoring controls, shipping fees, promotion and communications expenses.
- Expenses for collections management software or specialized digitizing equipment.
- Capital improvements expenses directly related to collections management.
- Evaluation of project results.
- Translation of material.
- Pro-rated salaries and wages directly related to the project.
- Professional development and training workshop costs for external mentors or industry experts, who are not under ongoing contract to the applying organization.
- Travel expenses for the personnel working on the project.
- Feasibility and market study costs.
- Acquisition costs for significant heritage items or collections at risk.

CANADA REVENUE AGENCY

Individuals and organizations who do not have their own charitable number as defined by the Canada Revenue Agency (CRA) may 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.

HERITAGE PILLAR – COLLECTIONS MANAGEMENT AND ACQUISITIONS FOR ORGANIZATIONS AND INSTITUTIONS
Application Checklist

Your application must include all the items on this checklist and be submitted in this same order.

Incomplete applications will not be considered.

1. **Grant Registration Form:** (page 7 of this file)

2. **Organizational Profile:** (4 pages maximum)

   - Describe the mandate or purpose of your organization contained in your by-laws. Starting with the most recent activities and programs first, outline the activities or programs your organization undertook in the last 2 years to fulfill that mandate.
   - List your leadership team with a brief description of their skill sets.
   - Describe your organization's structure and governance model.
   - Describe the distinctive service your organization provides to your community and region.

3. **Project Proposal:** (4 pages maximum)

   - Articulate what your organization wishes to accomplish with this project, and the significance of the project to the advancement of Ukrainian heritage in Canada.
   - Outline the project and how it fulfills the Community Stewardship and Assessment priorities of the Shevchenko Foundation set out in the General Granting Criteria section of this application.
   - Identify how your organization's current priorities relate to the project for which you are seeking funding.

4. **Project Budget:** (pages 8 and 9 of this file)

   - Your budget should list all sources of revenue for the project. This should include the amount you are requesting from the Shevchenko Foundation, the monies you expect to raise through ticket sales, fundraising, the amounts from grants you are seeking from other funding agencies, and any other sources of revenue (e.g. registration fees, royalties, other earned revenue, sponsorships, etc.). Note: We recommend that you research previous Shevchenko Foundation Annual Reports online or contact the Shevchenko Foundation office for a guide on the level of funding awarded for similar projects.
   - Your budget should also list all expenses for the project. These may include travel and project 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.

HERITAGE PILLAR – COLLECTIONS MANAGEMENT AND ACQUISITIONS FOR ORGANIZATIONS AND INSTITUTIONS
Application Checklist

5. **Support material relevant to your project:**

   Include résumés of individuals, partnering organizations, or entities engaged in your project. Electronic file sharing is strongly preferred. Links to digitally stored examples of your work should be provided.

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 e-mail this registration form along with your completed application as ONE PDF DOCUMENT to grants@shevchenkofoundation.ca

You are welcome to contact our office toll-free at 1-866-524-5314 if you have any questions or require assistance with your application.

HERITAGE PILLAR – COLLECTIONS MANAGEMENT AND ACQUISITIONS FOR ORGANIZATIONS AND INSTITUTIONS
GRANT REGISTRATION FORM

Legal Name of Organization _____

Name of Contact Person _____

Position Held _____

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 Charitable non-profit organization ☐ No ☐ Yes
Charitable # _____

Project Title_____

Project Summary
A brief description of no more than 25 words which the Shevchenko Foundation can use for promotion & reporting.
_____
_____

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: Grant File # _____   Client # _____

Date Application Received _____   Amount Approved $_____

Date Approved _____   Date Final Report Rcvd _____

HERITAGE PILLAR – COLLECTIONS MANAGEMENT AND ACQUISITIONS FOR ORGANIZATIONS AND INSTITUTIONS
Project Budget Form (Part 1)

Please use Budget Notes area if you have additional information

REVENUES	Amount	% of Total Revenue	Check if confirmed
Amount requested from Shevchenko Foundation (not to exceed 50% of total budget)			
Earned Revenue: (eg: ticket sales, admissions, etc.)			
Subtotal	$		
Fundraising:			
Subtotal	$		
Non-Government Grants:			
Subtotal	$		
Government Grants:			
Subtotal	$		
In Kind:			
Subtotal	$		
Other:			
Subtotal	$		
Total Revenues	$		

HERITAGE PILLAR – COLLECTIONS MANAGEMENT AND ACQUISITIONS FOR ORGANIZATIONS AND INSTITUTIONS
Project Budget Form (Part 2)

EXPENSES	Amount
Salaries/Professional Fees:	
Program Costs:	
Equipment & Supplies:	
In Kind (Please specify where In Kind Revenue is applied in Expenses):	
Other (Specify):	
Total Expenses	$

BALANCE	$

*Expenses must not exceed Revenue

Budget Notes:

DECLARATION

☐ We have read the General Granting Criteria for Organizations section of the Shevchenko Foundation Grants Program.

☐ We confirm that the project information 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 decision of the Shevchenko Foundation.

☐ We understand and agree that unless we receive a letter from the Shevchenko Foundation awarding grant funding for the purpose(s) set out in the Application, and setting out the amounts and timelines for the payment of the Grant, there is no obligation between the parties.

☐ We understand and agree that the Shevchenko Foundation may award a Grant for less funding than we have requested in this Application.

☐ We will use the Grant awarded for the Approved Purpose.

☐ We confirm any part of the Grant not spent as set out in this Application, or upon termination of this Grant, 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 Grant award.

☐ We understand that the Shevchenko Foundation is subject to the Freedom of Information and Protection of Privacy Act and the above information is protected under the Act.

☐ We confirm that our organization has policies and protocols in place that comply with children and youth (under 18) protection policies and procedures in our jurisdiction.

☐ We confirm our organization is in full compliance with the directives of the CRA, and with annual corporate filings per provincial requirements. ☐ Does not apply.

☐ We agree to indemnify and hold harmless the Shevchenko Foundation, including its employees.

_____ _____
Print Name   Print Name

_____ _____
Signature (President)   Signature (Treasurer/Secretary)

Date Signed_____   Date Signed _____