

CANADIAN WWI INTERNMENT LEGACY FUND – GENERAL PROJECT FUNDING ASSISTANCE Criteria for Organizations and Individual Applicants

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.

BACKGROUND - CANADIAN WWI INTERNMENT LEGACY

The Shevchenko Foundation maintains \$10 million as an endowed fund known as the Canadian WW1 Internment Legacy (formerly Canadian First World War Internment Recognition Fund) The mandate of the Legacy fund is to support projects that commemorate and recognize the experiences of ethno-cultural communities affected by the First World War Internment operations while sharing the cultural contributions of these communities to Canada. With returns on the investment in this Legacy fund the Shevchenko Foundation continues to honor the Legacy of the Internment.

For the history of the First World War Internment of Ukrainian Canadians and other ethno-cultural groups, and for background on the Canadian WWI Internment Legacy, please visit www.internmentcanada.ca.

COMMUNITY STEWARDSHIP

The Shevchenko Foundation fulfills the mandate of the CANADIAN WWI INTERNMENT LEGACY by disbursing grants in support of various initiatives from groups and individuals in the fields of the Arts, Education, and Heritage Preservation.

The Shevchenko Foundation's grant-giving stewardship extends priority to projects and programs that:

- Commemorate and recognize the experiences of ethno-cultural communities affected by WWI Internment operations.
- Disseminate Ukrainian Canadian cultural contributions, and the cultural contributions of affected communities impacted by Canada's WWI Internment operations, to a broad and diverse public on a community, regional and national levels;
- 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;
- 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.

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ELIGIBLE PROJECTS: ARTS & EDUCATION

- Academic research, publications, and educational materials linked to learning about the Canadian WWI Internment operations;
- Publication of books and other educational materials for Canadian children and youth to support study of the Canadian WWI Internment in public and private schools, heritage schools and secondary institutions;
- Development of internet-related digital content related to learning about the Canadian WWI Internment operations;
- Creation or development of an artistic initiative linked to the Internment story or significant enhancement of an existing artistic initiative thematically related to the WWI Internment;
- Performance and production costs, related to an artistic initiative, including touring and exhibition;
- Publication of individual works (including self-published) and large-scale works of reference by recognized and established publishers for both scholarly and general audiences.

Projects in the Arts or Education are funded up to 50% of the total project costs.

ELIGIBLE PROJECTS: HERITAGE PRESERVATION & COMMEMORATION

- Design, fabrication and installation of heritage markers, plaques, monuments, interpretive displays, that provide information on the history of WWI Internment in Canada;
- Conferences, workshops, establishment of partnerships and networks;
- Feasibility studies for preservation, rehabilitation, and restoration of historically significant Canadian Internment linked sites, cemeteries, or historically related structures threatened by damage or destruction;
- Commemorative activities in remembrance of the WWI Internment operations and victims of those operations.

Projects related to Heritage Preservation and Commemoration are funded up to 100% of the total project costs.

NOTES TO ELIGIBLE PROJECTS

Priority will be given to projects that engage collaboration, partnership, and/or co-production, with experienced mentors and/or existing organizations, arts centres or festivals.

Projects that fulfill requirements for a degree or a diploma are not eligible.

Expenditures for yearly overhead expenses of an organization or educational entity are not eligible.

If you are not certain whether your project is eligible for funding assistance from the CANADIAN WWI INTERNMENT LEGACY FUND, please contact 1-866-524-5314 for assistance.

**CANADIAN WWI INTERNMENT LEGACY FUND –
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Criteria for Organizations and Individual Applicants**

WHO IS ELIGIBLE?

Organizations:

- Canadian not-for-profit community organizations, artists and artist collectives, whose activities occur primarily in Canada, and Canadian chartered educational institutions.
- Canadian not-for-profit professional, semi-professional and amateur groups governed by a board of directors or a body responsible for the organization.
- NOTE: It is the responsibility of organizations working with children under the age of 18, who are funded by the Shevchenko Foundation, to ensure that they follow youth protection policies and procedures in their jurisdictions.

Individuals:

- Must be Canadian citizens or permanent residents at the time of application.
- Must be supported by two (2) letters of reference from peers or others familiar with the applicant's body of work, experience in the field, and ability to undertake and deliver the project.

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 DEADLINE

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.

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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 from 50% to 100% of total project or program costs of successful applications to the Canadian WWI Internment Legacy Fund 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.
- 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.
- The Shevchenko Foundation does not claim any copyright on projects receiving funding.
- Please check the Shevchenko Foundation website for any posted changes to eligibility and/or assessment criteria.

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 applies 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 of the Canada WWI Internment Legacy Fund?
- How does the project advance the relevancy of the Canadian WWI Internment Legacy Fund by connecting people and strengthening communities for the enrichment of Canada?
- How well does the project articulate 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 realistic 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?
 - How realistic are budget revenue projections? Are cost estimates well researched?

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- If applicable, are ticket sales and fundraising targets within the scope of past performance and similar market realities?
- What is the demonstrated value of funding a project application if it does not generate earned revenue from ticket sales, donations, or fundraising?

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

CANADIAN WWI INTERNMENT LEGACY FUND – GENERAL PROJECT FUNDING ASSISTANCE Application Checklist

Your application must include all the items on this checklist and be submitted as one PDF in this same Order. **Incomplete applications will not be adjudicated.**

1. **Grant Registration Form** (page 8 of this file)
2. **FOR ORGANIZATIONS: Organizational Profile:** (3 pages maximum)
 - Describe the mandate or purpose of your organization as contained in your bylaws. 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. **FOR INDIVIDUALS: Individual Profile:** (2 pages maximum)
 - Provide a resume focusing on your arts experience, education, training and body of work relevant to the project.
4. **Project Proposal:** (3 pages maximum)
 - Describe how the project fulfills the Community Stewardship and Assessment priorities of the Shevchenko Foundation and the CANADIAN WWI INTERNMENT LEGACY.
 - ORGANIZATIONS. Identify how your organization's current priorities relate to the project for which you are seeking funds.
 - INDIVIDUALS: Articulate how this project is important to the development of your artistic practice or career, and how it impacts the story of the CANADIAN WWI INTERNMENT LEGACY.
5. **Project Budget** (pages 9 and 10 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 must not exceed total project revenue.

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**CANADIAN WWI INTERNMENT LEGACY FUND –
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Application Checklist**

6. a) **Additional documents required: (Organizations)**

- List of the organization's Board of Directors
- Constitution and bylaws (if applying for \$10,000 or over)
- 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

b) Additional documents required: (Individuals)

- Two (2) letters of reference from peers or others familiar with your body of work, experience in the field, and ability to undertake and deliver the project.

7. **Support material relevant to your project:** Electronic file sharing is strongly preferred. Links to digitally stored examples of your work should be provided.

Please email this registration form along with your completed application as ONE PDF DOCUMENT to grants@shevchenkofoundation.ca

Late or incomplete applications will not be fully considered.

CANADIAN WWI INTERNMENT LEGACY FUND – GRANT REGISTRATION FORM

Complete all applicable areas

Name / Legal Name of Organization _____

Name of Contact Person _____

Position Held _____

Mailing Address (office/headquarters) _____

City _____ Province _____ Postal Code _____

Telephone (contact person) _____ (Alternative) _____

Email _____ Website _____

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 which the Shevchenko Foundation can use for promotional & reporting needs.

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

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 _____

**CANADIAN WWI INTERNMENT LEGACY FUND –
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Project Budget Form (Part 1)**

REVENUES	Amount	% of Total Revenue	Date Applied For	Check (if confirmed)
Amount requested from Shevchenko Foundation: In column 3 indicate "100%" or "50%" of project total. See Page 2 for details.				
Earned Revenue: (eg. ticket sales, admissions)				
Subtotal	\$			
Government Grants:				
Subtotal	\$			
Other Grants:				
Subtotal	\$			
Fundraising and Donations:				
Subtotal	\$			
In-Kind:				
Subtotal	\$			
Other:				
Subtotal	\$			
Total Revenues	\$			

**CANADIAN WWI INTERNMENT LEGACY FUND –
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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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*Expenses must not exceed Revenue

Budget notes:

DECLARATION - ORGANIZATION

- We have read and understand the General Funding Assistance Criteria, and Eligibility criteria of the Shevchenko Foundation, and the CANADIAN WWI INTERNMENT LEGACY FUND.
- 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 than 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 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 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 _____

DECLARATION - INDIVIDUAL

- I am a Canadian citizen or permanent resident of Canada.
- I have read and understand the General Granting Criteria for Individuals section of the Shevchenko Foundation Grants Program.
- I confirm that the statements and financial information in this application are true.
- I accept the eligibility conditions and application requirements of this program and agree to abide by the funding decision of the Shevchenko Foundation.
- I understand and agree that unless I 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.
- I understand and agree that the Shevchenko Foundation may award a Grant for less funding than I have requested in this Application.
- I will use the Grant for the Approved Purpose.
- I 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.
- I 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.
- I 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.
- I agree to indemnify and hold harmless the Shevchenko Foundation, including its employees.

Print Name

Signature

Date Signed