Indigenous Cultural Heritage Program Application
Application Deadline: April 1

General Information

Full legal name of Organization/Applicant:

Street/P.O. Box:

Town/City:	NL	Postal Code:

Contact Name:	Contact Title/Position:

Telephone (daytime):

E-mail:

Location of Activity (Community):

Applicant Information

How many individuals and communities are serviced or supported by your organization?

# of individuals (e.g. 35)	# of communities (e.g. 5)

Please include brief background of your organization (approx. 250 words)

Which Indigenous peoples/culture are you connected to? (If you have a connection to more than one, please choose "Other" and specify.)

        Innu   Inuit   Mi'kmaq   Other:

Please explain your organizations/individual relationship with their history, culture, and identity (Approximately 300 words):

Funding Request

Project Title:

Project Description (Approximately 1000 words):

Anticipated Start Date:	Anticipated End Date:

Describe which individuals or communities will benefit from this project (Approximately 300 words):

Describe how the project will contribute to the safeguarding of your Indigenous cultural heritage, as described by any of the five components in the ICHP guidelines (Documenting and Inventorying, Passing on Traditions, Recognition and Celebration, Development of Cultural Enterprises and Professional Development, approximately 350 words).

Budget

Detailed budget that includes any other funding sources, along with any in-kind contributions. Please attach any price quotes with your budget to your application. You can attach a separate budget if preferred.

Budget Expenses:

Expenses	Description	Amount
Total Expenses:		

Budget Revenues

Income	Description	Amount
Total Incomes		

Total Project Costs: _____

Total ICHP Request (Max request $10,000): _____

Additional Information

Please attach any letters of support from community organizations or other partners and any relevant studies (feasibility, surveys, needs assessment) that relate to the project.

Conditions and Privacy Notice

The Department of Tourism, Culture, Arts and Recreation (TCAR) funding may be used only for the purposes specified in this application. Once TCAR has agreed to provide financial assistance, no substantial change in these activities shall be made without the written consent of TCAR and it shall be at the discretion of TCAR to determine what constitutes substantial change in each case. TCAR reserves the right to determine the extent and type of information required to support payment of the grant. Further, TCAR may require that an audit be undertaken to verify the purposes for which Government funds have been utilized. Any funding not used for these purposes must be returned to TCAR or becomes a debt due the Crown. The organization/group is wholly responsible for its own debts. TCAR will not consider any application to pay debts. If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied (i.e. deductions for income tax, unemployment insurance, etc.).

Whenever appropriate, public acknowledgement of funding by TCAR is expected. Publications should clearly acknowledge TCAR's assistance. A standard statement of acknowledgement is available on request. The organization/group agrees to respect and apply the spirit and provisions of existing human rights legislation. Under the **Access to Information and Protection of Privacy Act, 2015** members of the public may request and obtain access to information held in Provincial Government records. Should a request be received for information about this grant application, TCAR may consult with you prior to disclosing any information. It should be noted, however, that only personal information and certain third-party confidential financial information may be withheld. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

Privacy Notice

The personal information in this form is being collected under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015**, for the purpose of program administration and assessing the merits of each funding application. Please note that the information you provide can be subject to an Access to Information request. If you have any questions about the collection, use and disclosure of your personal information, please contact the Access and Privacy Coordinator, Department of Tourism, Culture, Arts and Recreation at (709) 729-7000.

Authorization

Applicant's Declaration
To the Department of Tourism, Culture, Arts and Recreation (TCAR)

- I confirm that the information given in this application is, to the best of my knowledge and ability, complete, true and correct.

- I will provide all information required by TCAR to complete the assessment of this project and I authorize TCAR to make any inquiries of such persons, firms, corporations or other government agencies as it deems necessary in order to reach a decision on this application.

- I will instruct the existing lenders, as indicated above, to provide TCAR with full information concerning my (the applicant's) operating and financial position. I further authorize TCAR to discuss fully my (the applicant's) affairs with the funding partners and credit agencies and other potential contributors regarding this application.

Name of signing authority (print): _____

Title/position: _____   E-mail: _____

_____   _____
            Signature of signing authority   Date

Please submit application to:

Kristina Turner, Heritage Officer, CEDP
Department of Tourism, Culture, Arts and Recreation
P. O. Box 8700
St. John's, NL A1B 4J6

Tel: (709) 729-1409

Email: ICHP@gov.nl.ca

Application Checklist

Please review the application to ensure that all required information has been provided. Incomplete applications are not accepted.

- ☐ All applicable sections of application are complete;

- ☐ Additional information attached;

- ☐ Authorization page reviewed, dated and signed.