



Canadian
Heritage

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2006-2007 Funding Application Guide

*Aboriginal Peoples' Programs
Urban Multipurpose Aboriginal Youth Centres*

Canada 

ABORIGINAL PEOPLES' PROGRAM

URBAN MULTIPURPOSE ABORIGINAL YOUTH CENTRES APPLICANT'S GUIDE

This guide provides information on how to apply for funding for projects under the Urban Multipurpose Aboriginal Youth Centres (UMAYC).

INTRODUCTION

Aboriginal Peoples' Program

In 2005 the Department of Canadian Heritage received approval to renew 15 Aboriginal programs and initiatives to create the Aboriginal Peoples' Program (APP) to enable Aboriginal Peoples to address the social, cultural, economic and political issues affecting their lives. The aim of the APP is to increase the participation, and strengthen the cultural revitalization, of Aboriginal Peoples in Canadian society. The APP is structured under three distinct components: *Aboriginal Organizations*, *Aboriginal Communities* and *Aboriginal Living Cultures*.

Aboriginal Communities Component

The information contained in this guide relates directly to the *Aboriginal Communities* component. The aim of this component is to strengthen Aboriginal cultural identity and participation in Canadian society. The programming elements of this component support the initiatives of Aboriginal communities to develop innovative and culturally appropriate projects that address the social, cultural, economic and other obstacles impeding either Aboriginal community or personal prospects and that result in strengthened Aboriginal cultural identity and improved Aboriginal Peoples' participation in Canadian society. The component is focused on the unique challenges faced by Aboriginal youth, women and urban communities.

The UMAC supports community-based, culturally appropriate projects designed to improve the skills, knowledge and leadership of urban Aboriginal youth. Through access to culturally relevant programs and activities, Aboriginal youth strengthen their cultural identity and improve their participation in Canadian society.

The UMAC programming is administered and delivered by the National Association of Friendship Centres (NAFC), the Métis National Council (MNC) and its provincial affiliates, the Inuit Tapiriit Kanatami (ITK) and its regional affiliates and by Canadian Heritage in Winnipeg, Regina, Saskatoon, Prince Albert, Edmonton and Calgary.

The UMAC is intended for Aboriginal youth between 15 and 24 who live in urban communities. Projects that are funded will have strong involvement and participation of Aboriginal youth at all stages, i.e., planning, development and delivery of the projects.

Before applying, interested groups are encouraged to contact the nearest delivery organization, as listed in the UMAC Contact List document. The contacts at these offices can provide information and/or advice to assist you in the development of your proposal.

OBJECTIVES

The objectives of UMAC are:

- To provide accessible, community-based, culturally relevant projects for Aboriginal youth designed to develop their skills and knowledge. Projects are focused on:
 - Life skills
 - Health
 - Personal development
 - Cultural development
 - Community involvement
 - Leadership development
- To involve Aboriginal youth in the management of UMAC through youth advisory committees.
- To improve the cultural, social, economic and personal prospects of urban Aboriginal youth.

ELIGIBLE RECIPIENTS

Eligibility requirements are found in the *Eligible Recipients* section of the following documents:

- “Application Requirements - Direct Delivery of Community Projects”
- “Application Requirements - Third Party Administration of Projects”

Please note, the following are not eligible to apply for funding:

- individuals;
- non-Aboriginal organizations (unless in partnership with Aboriginal organizations or Aboriginal advisory committees);
- for-profit organizations;
- federal departments and agencies; and
- provincial/territorial and municipal governments and their agencies.

PROJECT ELIGIBILITY

A project has the following characteristics:

- stated start and end dates;
- one or more goals;

- measurable objectives; and
- the identification of an activity or activities designed to achieve the goal(s) and objectives.

For the UMAC, the qualities of eligible projects are that they:

- adhere to the objectives of the UMAC;
- are located in the off-reserve, urban or northern community that is being served; and
- are accessible to the entire target population.

PROPOSAL REQUIREMENTS

Applicants are required to complete the Department's Funding Application Form. The Form may be obtained from a Program Officer or from the following web site:

http://www.pch.gc.ca/pc-ch/form/index_e.cfm

Organizations applying to the Department of Canadian Heritage are required to complete and provide the Department's Funding Application Form. In addition to this Form, applicants are required to respond to one of the following UMAC proposal formats. The choice of which format to use will depend on the relationship of the applicant to the project, as follows:

Direct Delivery of Community Projects - Applicants delivering projects at the community level.

Applicants engaging directly in projects and working with Aboriginal youth in their community are required to provide full information found in the "Application Requirements - Direct Delivery of Community Projects" document

Third Party Administration of Projects - Applicants that administer funding on behalf of the Department to eligible recipients to deliver projects.

Third Party Delivery applicants that will enter into agreements with and administer funding to eligible recipients to carry out projects are required to provide full information found in the "Application Requirements - Third Party Administration of Projects" document.

Please note: Each Third Party Delivery organization is required to obtain, as part of their application, full information as required in the "Application Requirements - Direct Delivery of Community Projects" document from all projects administered to.

HOW TO APPLY FOR FUNDING

Deadline for applying for funding - Organizations are encouraged to apply by February 27, 2006, to allow time for the approval process and attempt to have agreements signed in April, but please

note that only applications received prior to October 1, 2006 will be considered for funding in the 2006-07 fiscal year.

Designated Third Party Delivery Organizations, that is, the National Association of Friendship Centres, the Métis National Council and its provincial affiliates, the Inuit Tapiriit Kanatami and its regional affiliates should apply directly to:

Aboriginal Programs Directorate
Department of Canadian Heritage
7th Floor, 15 Eddy Street
Gatineau QC K1A 0M5

Phone: (819) 994-3835
Fax: (819) 953-2673

All other project applicants should get in touch with one or more of the following depending on the location of the project and the information you require:

- the National Association of Friendship Centres (NAFC);
- a provincial/territorial affiliate of the NAFC;
- the Metis National Council (MNC);
- a provincial affiliate of the MNC;
- the Inuit Tapiriit Kanatami (ITK); or
- a regional office of the Department of Canadian Heritage.

Please note: The names, addresses and telephone numbers of these organizations are listed in the UMAC Contact List document.

Applicants should contact the relevant organization(s) before preparing their proposals to find out what deadline(s) there may be for receipt of proposals, and to discuss their proposal and any further information relevant to the organization administering the UMAC funding.

Urban Multipurpose Aboriginal Youth Centres (UMAYC)

Application Requirements

Direct Delivery of Community Projects

Please note: This format is for use by Applicants that intend to deliver a project at the community level.

Eligible Recipients

Eligible recipients include the following:

- not-for-profit Aboriginal organizations, societies and community groups;
- Aboriginal service delivery and voluntary organizations;
- Aboriginal academic institutions;
- Aboriginal cultural, educational and recreational organizations/centres;
- Aboriginal youth and women's organizations; and
- where there exists an absence of an Aboriginal organization(s), non-Aboriginal organizations in a clearly defined partnership with Aboriginal organizations or Aboriginal advisory committees.

N.B. UMAC third party delivery organizations are not eligible for project funding under the UMAC.

In preparing your proposal, you are required to provide information that addresses each of the following categories:

Project Title and Duration

The proposal must include;

- title of project
- start and end dates of project

Objectives

The proposal must include the objectives of the proposal in a way that relates clearly to the objectives of the UMAC.

N.B.: The objectives must be concrete, measurable and attainable.

Support

The proposal must include:

- a minimum of three letters of support from the community to be served, including letters from individuals within the target group to be served, and from community service organizations; and
- the name(s) of any organization(s) with which the applicant organization is affiliated.

Application Requirements

Organizations applying to the Department of Canadian Heritage are required to complete the Department's Funding Application Form which can be found at:

http://www.pch.gc.ca/pc-ch/form/index_e.cfm

Applications for funding from all eligible recipients to carry out eligible activities must:

- demonstrate that the delivery of these activities would support the objectives of the UMAC;
- meet UMAC eligibility criteria; and
- outline the activities to be performed in pursuit of the objectives.

Direct Delivery - Incorporated Applicants

Applications from incorporated organizations must include:

- a copy of the incorporation document;
- a copy of the constitution and by-laws of the organization;
- a copy of the most recent consolidated audited financial statements of the organization;
- the address, telephone and numbers, and email address for the organization;
- a list of the executive and board of directors;
- the name and title of the person(s) authorized to sign on behalf of the organization; and
- the name and title of the contact person for the proposal.

Where the applicant has previously provided this information, the proposal must:

- state that there have been no changes made, or
- include specific information on the changes, and indicate that the changes have been legally registered, where required.

Direct Delivery - Non-incorporated Applicants

For a non-incorporated community group or ad-hoc committee, the application must include:

- the name, address, telephone and fax numbers, and email address for the organization;
- the name(s) and title(s) of the person(s) authorized to sign on behalf of the organization;
- the name and title of the contact person for the proposal;

- the names of the members of the community group or ad-hoc committee (individuals or organizations);
- qualifications and relevant experience of the community group or ad-hoc committee members to carry out the project, e.g. personal resumes;
- three references who can attest to the knowledge and experience of group or committee members that they can carry out the project;
- a description of the structures/staff and processes within the organization that will ensure the successful completion of the proposed activity/activities; and,
- a copy of the most recent financial statements (audited or un-audited) of the organization. This requirement may be waived for a new or emerging community group or ad-hoc committee's application in the first year.

Need

The proposal must include information on:

- the target population, including the number of people living in the community;
- why this project is needed; and
- who was consulted, including individuals and organizations from the target group and the community, to identify this need.

Activities

The proposal must:

- demonstrate the involvement of Aboriginal youth, aged 15-24 years, in the planning and priority-setting, the program design, implementation, management, administration and/or delivery of the proposed activity(ies)*;
- indicate that the proposed activity(ies) will be open to all Aboriginal youth regardless of status, culture or gender;
- describe the activity/activities to be funded, i.e., what will take place;
- describe how the proposed activity/activities meet the needs;
- include a workplan showing when each activity would take place; and
- identify the staff position(s) that will carry out the project, e.g., full-time project coordinator and part-time cultural worker.

If any of the proposed activities are a continuation of those carried out in the previous fiscal year please describe how the activity has evolved, and/or why the activity is to be continued/repeated.

- * Please note that proposals for projects which include youth from 10-14 years or young Aboriginal adults ages 25-29 will be required to provide an explanation of why youth in this age group have been included.

Expected results

The proposal must describe the expected results of the proposed activity/ activities, i.e., who is expected to benefit and how, and how these results relate to the project objectives.

N.B.: The expected results should include:

- Quantitative results related to the project, e.g., number of workshops, number of participants, etc.; and
- Qualitative results that describe the impact of the project, e.g., as a result of the workshop, the participants gained skills/awareness/capacity in XYZ, etc.

Eligible Project Activities

UMAYC projects will endeavour to:

- adopt a holistic approach to develop spiritual, emotional, physical and mental well-being;
- incorporate Aboriginal values, cultures, and traditional practices;
- promote cultural awareness by providing opportunities for all Aboriginal youth to explore and learn about Aboriginal languages and cultures;
- promote cultural awareness in the community at large; and
- recognize and respect the distinctiveness among Aboriginal cultures.

Eligible Activities may include:

Cultural Activities - Projects could include:

- Hiring a cultural worker/coordinator
- Arts and crafts workshops
- Purchasing materials and supplies

Activities could include: language classes, traditional drumming, Elders' storytelling, etc.

Community Involvement - Projects could include:

- Activities that benefit the community at large
- Community outreach
- Cross-cultural awareness
- Volunteering

Activities could include: community events, community clean-up, etc.

Sports and Recreation - Projects could include:

- Hiring a recreational coordinator/programmer
- Renting recreational space
- Organizing indoor and outdoor sports events

Activities could include: volleyball, lacrosse, hockey, canoeing, camping, fishing, etc.

Social Activities - Projects could include:

- Hiring a social coordinator
- Drop-in Centre
- Field trips and outdoor activities

Activities could include: dances and socials, movie nights, camping trips, etc.

Youth Leadership - Projects could include:

- Activities that enhance self-esteem and confidence
- Increasing youth involvement

Activities could include: Public speaking skills, group activities, etc.

Social and Health - Projects could include:

- Hiring qualified instructors/counsellors
- Partnerships with other services (local HeadStart programs, health centres, etc.)
- Youth outreach projects
- Health and safety workshops
- Sex education and addictions awareness

Activities could include: peer counselling, life skills, parenting skills, etc.

Eligible Expenditures

Subject to ministerial approval, eligible expenditures must be directly related to the project activities and may include;

- salaries¹ and employee benefits related to the delivery of the project
- training related to the performance of UMAC responsibilities
- rental costs for facilities specifically required for the project and/or project activities
- equipment rental/service/purchase²
- project supplies and resource materials
- photocopying/printing/translation directly related to project activities
- communications directly related to project activities
- honoraria for Elders and professional services/consulting fees related directly to the project
- travel³ within Canada related to the project
- insurance directly related to project activities
- administration (see below)

Administrative costs will not exceed 15 percent of the total approved funding, including any transfer of funds from project expenditures. Administrative costs at the project level may include;

- bookkeeping services
- office supplies
- insurance
- telephone, fax
- utilities
- postage, courier
- photocopying/printing
- rent for office space
- audit
- legal
- translation

Notes

- 1 Each position covered by salaries must be identified along with the rate of pay for each.
- 2 The organization is required to maintain an inventory of all materials and equipment costing in excess of \$250.00.
- 3 In the case of travel, the rate of reimbursement may not exceed Treasury Board Guidelines on travel expenses as found at:
http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv-c_e.asp

N.B.: An audit will be required for projects receiving \$50,000 or more under the UMAC.

Ineligible Expenditures

Ineligible expenditures are:

- capital construction and renovation
- stipends, allowances or honoraria for attendance in a course/activity
- costs incurred before the application is made
- salaries and honoraria for a principal officer or Board members
- start-up and operational costs for organizations including;
 - youth councils
 - institutions
 - training organizations
 - commercial enterprises
 - cultural/professional industries
- employment training programs including apprenticeship or job training
- festivals and gatherings, including career fairs and conferences
- contingency/miscellaneous fees
- deficit recovery

Budget

The proposal must include:

- a detailed budget and monthly cashflow that clearly links to the proposed activity/activities, and that provides a breakdown of administrative costs;
- budget notes that show how amounts were calculated;
- information on any other funds requested for the proposed activity/activities, including the source of funds, and how they are to be applied against the budget;
- an estimate of the total revenue of the project for the fiscal year in question, including the funding sources; and
- details on how any equipment costing \$250 or more will be used or disposed of when the project is over.

N.B.: Equipment purchase/lease/rental directly related to the project may be included in the budget under the following conditions:

- each item is identified and costed;
- an explanation of the need/use of the item is provided;
- the total cost of the equipment purchase/lease/rental does not exceed 15% of the total amount approved after salary costs are deducted.

Partnering Agreements

The proposal must identify any organizations and institutions that will be involved in meeting the objectives of the proposal, and clearly identify the role that they will play in the project.

Evaluation

The proposal must include a concrete evaluation plan that describes how information on the achievement of the 'Expected Results' will be gathered (e.g., questionnaires, minutes of meetings) and reported, and how the organization will determine how well the objectives of the proposal have been met.

Reporting

The proposal must commit to providing timely activity, evaluation, and financial reports and other related information, as requested by the Department.

Recognition

The applicant must describe how the APP contribution will be recognized in a way that ensures that both the participants and, to the fullest extent possible, the community are aware of the support provided by the Department of Canadian Heritage.

Former Public Servants

The applicant must disclose the involvement of former public servants who are subject to the *Values and Ethics Code for the Public Service*.

Aboriginal Peoples' Program
Urban Multipurpose Aboriginal Youth Centres

Contact List

Third Party Delivery Organizations

NORTH

**Northwest Territories Council of Friendship
Centres**

c/o Soaring Eagle F/C
Suite 2, #8 Gagnier Street
Hay River, NT X0E 1G1

Phone: (867) 874-2792
Fax: (867) 874-2894

BRITISH COLUMBIA

**B.C. Association of Aboriginal Friendship
Centres**

200 - 506 Fort Street
Victoria, BC V8W 1E6

Phone: (250) 388-5522
Fax: (250) 388-5502
Website: bcaaf.com

Métis Nation British Columbia

Suite 1128 - 789 West Pender Street
Vancouver, BC V6C 1H1

Phone: (604) 801-5853
Fax: (604) 801-5097
Website: mpcbc.bc.ca

ALBERTA

**Alberta Native Friendship Centres
Association**

Suite 700, 10707 - 100 Avenue
Edmonton, AB T5J 3M1

Phone: (780) 423-3138
Fax: (780) 425-6277
Website: albertafriendshipcentres.ca

Métis Nation of Alberta Association

100 - 11738 Kingsway Ave
Edmonton, AB T5G 0X5

Phone: (780) 455-2200
Fax: (780) 452-8946
Website: albertametis.com

SASKATCHEWAN

Aboriginal Friendship Centres of Saskatchewan

#606, 224 - 4th Avenue South
Saskatoon, SK S7K 5M5

Phone: (306) 665-1267
Fax: (306) 664-6088/933-4633
Website: afcs.com

MANITOBA

Manitoba Association of Friendship Centres

P.O. Box 716
Suite 200 - 388 Donald Street
Winnipeg, MB R3B 2J4

Phone: (204) 942-6299
Fax: (204) 942-6308
Website: mac.mb.ca

Manitoba Métis Federation Inc.

300 - 150 Henry Avenue
Winnipeg, MB R3B 0J7

Phone: (204) 586-8474
Fax: (204) 947-1816
Website: mmf.mb.ca

ONTARIO

Ontario Federation of Indian Friendship Centres

219 Front Street East
Toronto, ON M5A 1E8

Phone: (416) 956-7575
Fax: (416) 956-7577
Website: ofifc.org

Métis Nation of Ontario Secretariat Inc.

500 Old St. Patrick Street
Ottawa, ON K1N 9G4

Phone: (613) 798-1488
Fax: (613) 722-4225
Website: metisnation.org

QUÉBEC

Regroupement des centres d'amitié autochtones du Québec

225, rue Max-Gros-Louis, suite 250

Wendake, QC G0A 4V0

Phone: (418) 842-6354

Fax: (418) 842-9795

EAST

Micmac Native Friendship Centre

2158 Gottingen Street

Halifax, NS B3K 3B4

Phone: (902) 420-1576

Fax: (902) 423-6130

NATIONAL OFFICES

National Association of Friendship Centres

275 MacLaren Street

Ottawa, ON K2P 0L9

Phone: (613) 563-4844

Fax: (613) 594-3428 / 563-1819

Website: nafc.ca

Métis National Council

Suite 201

350 Sparks Street

Ottawa, ON K1R 7S8

Phone: (613) 232-3216

Fax: (613) 232-4262

Website: metisnation.ca

Inuit Tapiriit Kanatami

Suite 510

170 Laurier Avenue West

Ottawa, ON K1P 5V5

Tel: (613) 238-8181

Fax: (613) 234-1991

Website: itk.ca

Canadian Heritage Regional Offices

For projects specifically in Vancouver:

Department of Canadian Heritage
Rm #400 - 300 West Georgia St.
Vancouver, BC V6B 6C6

Phone: 604-666-0176
Fax: 604-666-3508

For projects specifically in Edmonton:

Department of Canadian Heritage
1630, Canada Place
9700 Jasper Avenue
Edmonton, AB T5J 4C3

Reception: 780-495-3350
Fax: 780-495-4873

For projects specifically in Calgary:

Department of Canadian Heritage
First Street Plaza
Suite 310, 138 - 4th Avenue SE
Calgary, AB T2G 4Z6

Reception: 403-292-5541
Fax: 403-292-6004

For projects specifically in Saskatoon and Regina:

Department of Canadian Heritage
Suite 100, 2201 - 11th Avenue
Regina, SK S4P 0J8

Phone: (306) 780-7944 - Regina projects
Phone: (306) 780-7685 - Saskatoon projects
Fax: (306) 780-6630

For projects specifically in Prince Albert:

Department of Canadian Heritage
Suite 310, 101 - 22nd Avenue
Saskatoon, SK S7K 0E1

Phone: (306) 975-5553
Fax: (306) 975-4675

For projects to the Metis Nation – Saskatchewan:

Department of Canadian Heritage
Suite 310, 101 - 22nd Avenue
Saskatoon, SK S7K 0E1

Phone: (306) 975-5322
Fax: (306) 975-4675

For projects specifically in Winnipeg:

Department of Canadian Heritage
2nd Floor, 275 Portage Avenue
P.O. Box 2160
Winnipeg, MB R3C 3R5

Phone: (204) 983-3601
Fax: (204) 984-6996

