HAUDENOSAUNEE
CONFEDERACY
OSWE:GE GRAND RIVER

2018-19
LANGUAGE & CULTURAL DEVELOPMENT FUND HANDBOOK

OGWAWIHSTA DEDWAHSNYE

January 22, 2018

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Background

The Language & Cultural Development Fund has been established by the Haudenosaunee Confederacy Chiefs Council (HCCC) to help organizations promote and develop Haudenosaunee language programs and cultural initiatives in the community. The HCCC administers this funding program through its not-for-profit organization, Ogwawihsta Dedwahsnye.

Eligibility

Eligible Applicants:

Eligible applicants include:

- Haudenosaunee organizations that are promoting language and cultural programs in the community

Eligible Activities:

Eligible activities include:

- Activities that enhance and promote language and cultural initiatives in the Haudenosaunee community

Eligible Costs:

Eligible costs may include:

- Student stipends
- Salaries, wages and related costs
- Administration expenses under certain circumstances

Ineligible Costs:

Ineligible costs may include:

- Any costs determined not reasonable and/or not directly related to the eligible project activities
- Costs that are funded by another funder
- Costs incurred prior to April 1, 2018 and after March 31, 2019
- Capital costs are generally considered to be ineligible

Note:

- The Ogwawihsta Dedwahsnye Board will consider applicant financial needs and program budgetary constraints when assessing each project

Application Schedule

The application schedule for 2018-19 is as follows. We will do our best to meet these targets.

Item	Target Date	Notes
Application Form Released	January 22, 2018	-
Deadline for Completed Applications to be Submitted	February 16, 2018 @ 4:00 pm	Accepted by email hccc.application@gmail.com or delivered to office. No late or incomplete applications will be accepted.
Evaluation of Applications	February 19 - 28, 2018	Applications evaluated by Ogwawihsta Dedwahsnye Board of Directors
Ogwawihsta Dedwahsnye Board to Recommend Projects for Approval to HCCC	March 3, 2018	The Board of Directors will provide a list of recommended projects to the HCCC to consider for approval
Issuance of Contribution Agreements to Approved Projects	March 30, 2018	Approved projects will be issued a Contribution Agreement which outlines the terms & conditions of the funding
Public Announcement of Approved Projects	April 11, 2018	Website and Local Newspaper

Application Review

The Ogwawihsta Dedwahsnye Board of Directors will evaluate all applications. All project activities must be completed by March 31, 2019 and all project costs must be incurred by this date. All applications will be screened initially for completeness. Incomplete applications cannot be assessed and considered for funding.

Complete applications are those that include all required documentation containing all information needed to complete the review. Information should be accurate, verifiable, relevant and consistent. Incomplete applications cannot be assessed and considered for funding.

Expected Outcomes and Reporting Requirements

If approved for funding, recipients must submit to Ogwawihsta Dedwahsnye reports of project expenditures and completion of deliverables, as indicated in the Contribution Agreement.

Approval & Contribution Agreement

If approved for funding, a Contribution Agreement will be issued to the applicant and it must be signed before the project can begin. The Contribution Agreement will outline the terms and conditions of the project and the funding.

Disbursement of Funding

If a project receives approval, a Contribution Agreement will be issued. Funding will be disbursed based on the approved eligible costs and the timing of the projected expenditures. Approved recipients must submit a cash flow projection.

How to Submit Your Completed Application

The deadline to receive your completed application is Friday, February 16, 2018 by 4:30 pm. Please email your completed application to: hccc.application@gmail.com or deliver it to:

HCCC Administrative Office at the GREAT building,
16 Sunrise Crt, Suite 600 (2nd floor)
Ohsweken, ON, N0A 1M0

Late applications will not be accepted.

For more information, please call 519-445-4222.

The Application Form

The application for this year's funding consists of 2 components:

1) Application Form (Word document)
2) Project Costs & Funding (Excel document)

These two documents must be submitted by the deadline.

1) Components of Application Form (Word document):

Section 1: Background Information
    A. Organizational Information
    B. Type of Organization
    C. Prior Year Funding
    D. Mailing Address
    E. Phone, Email, Website Address
    F. Lead Applicant
    G. Board of Directors / Executive Members (if applicable)

Section 2: Project Information
    A. Project Background Information
    B. Project Costs & Funding Summary
    C. Organization Description & Mandate
    D. Management Experience & Capacity
    E. Project Description

Section 3: 2018-19 Project Activity Workplan
- Please describe your project workplan throughout the life of the project

Section 4: Financial
- Use the Excel template to complete this section

Section 5: Signature Page
- Please ensure that the authorized Signing Officer(s) signs this document

2) **Components of Project Costs & Funding (Excel document)**

Note the following instructions when completing the Excel document:

- Only complete the shaded areas
- Please include all costs associated with your project (column B), even if they are not funded by HCCC
- Include a description of the cost item and a brief method of how the cost was calculated (column C). For example, if you indicate $48,000 for salaries for the year, describe who is being paid the salary and make a notation such as, 12 months x $4,000 per month.
- Indicate how the project will be funded (columns D to G) i.e. which funders are involved in the project and how much are you anticipating to receive from each funder