



## CITY OF YELLOWKNIFE

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Policy Title: **HERITAGE COMMITTEE FUNDING POLICY**  
Approved By: **Council Motion #0165-21**  
Effective Date: **May 1, 2023**

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### 1 PURPOSE

To provide guidance and direction on the application and procedural process related to Heritage Committee project funding.

### 2 POLICY

It is the policy of the City of Yellowknife to provide limited funding to groups who propose to reflect and celebrate Yellowknife's rich heritage. The City will support up to 30% of the submitted budget, up to a maximum of \$5,000.

### 3 APPLICATION

This Policy applies to individuals, groups, partnerships or business entities based in Yellowknife; as follows:

#### 3.1 Funding Priorities

Projects should support the current Heritage Committee Strategic Plan themes.

Additional Priorities:

- Projects, which publicly enhance the awareness of Yellowknife heritage.
- Projects, which celebrate, promote and educate the public about elements of Yellowknife heritage.
- Projects, which leave a legacy of Yellowknife heritage for future generations.
- Projects, which encourage others to participate in creating awareness of Yellowknife heritage.
- Projects, which demonstrate partnership among groups or individuals to encourage the wider awareness of Yellowknife heritage.



### 3.2 Eligibility

- Applications may be considered from: individuals, groups, partnerships or business entities based in Yellowknife;
- Applicants must be in good standing with the City of Yellowknife;
- Proposals will only be considered for events or projects in the future (funding is not available for past projects);
- It is only possible to receive funding from one (1) City of Yellowknife program each fiscal year; and
- Proposals which receive funding cannot apply for additional funding for the same project in future years.

### 3.3 Criterion for Reviewing Applications

1. The purpose of the project is to celebrate Yellowknife's history and culture.
2. The proposal is for an event or project in the future (not the past).
3. The organization is based in Yellowknife and serves the Yellowknife community.
4. The organization is in good standing with the City of Yellowknife.
5. The Project has not received other City of Yellowknife funding this fiscal year.
6. The City will support up to 30% of the submitted budget.
7. This project will succeed in reaching a large and diverse audience.
8. The project involves recognition of Indigenous peoples of the Yellowknife area; or one or more other cultural groups; or an individual that has contributed to Yellowknife's heritage.
9. The project will recognize the financial contribution of the City of Yellowknife's Heritage Committee.
10. If the project involves a permanent physical element, the proposal includes a plan for maintenance.
11. The Project supports the current Heritage Committee Strategic Plan Themes.

### 3.4 Funding Process

1. Applications must be submitted **no later** than January 15 of each year. Applications received after the closing date will not be considered.
2. Community Services will review all applications received and if eligible, direct them to the appropriate funding stream (e.g. Heritage Committee funding).
3. Heritage funding applications will be reviewed with regard to the following considerations:
  - a. The Heritage Committee Strategic Plan themes.
  - b. The Heritage Committee Funding Program criteria.
  - c. Financial implications for the City of Yellowknife.
  - d. Financial or in kind commitment of the applicant.
  - e. Other considerations.
4. The completed application will be presented to the Heritage Committee for review at its funding allocation meeting.



5. The Heritage Committee may grant up to \$5,000 for a proposal, whereas any request exceeding \$5,000 must receive Council approval. For requests above \$5,000, the Committee will provide a recommendation to Council on the funding request. The maximum grant amount that can be awarded for a given project is \$10,000.
6. Administration will notify the applicant in writing of the Committee's decision.
7. Administration prepares and provides Contribution Agreements to successful applicants after funding is approved.
8. The Successful applicant(s) returns an original copy of signed Contribution Agreement to Administration.
9. Within 30 days of receipt of the signed Contribution Agreement, 75% of funds are released.
10. Administration and the Heritage Committee may ask for updates on the status of a project during the grant year.
11. The successful applicant(s) is required to submit a project progress report after six (6) - month of their receipt of the grant.
12. The successful applicants must provide Administration with a final project report by December 14 of the year demonstrating that the funding has been spent appropriately and in-line with their proposal in the form of report with a summary of expenditures, photos (if available), and other materials that show the awarded project is completed.
13. The awarded grant must be spent within the grant year to the satisfaction of Administration and the Heritage Committee.
14. The remaining 25% of funds are released via Electronic Funds Transfer (EFT) after Administration receives the final project report and a detailed list of all project expenditures with original receipts.

#### **4 PROCEDURE**

<u>Responsibility</u>	<u>Action</u>
Community Services	1. Advertising for funding applications begins at least 60 days in advance of the deadline.
Applicant	2. Submits applications before January 15. Applications received after the deadline will not be considered. 3. Applications must be submitted through the online City of Yellowknife <i>Heritage Committee Funding Application</i> form and include all supporting materials. Applications received in alternative formats will not be considered.



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| Community Services | 4. Receives and confirms date of applications received.   |
|                    | 5. Reviews applications and if eligible, directs them to the Planning and Lands Division.   |
| Administration     | 6. Ensures applications are complete.   |
|                    | 7. Preliminarily reviews applications.  |
|                    | 8. Sets meetings for the Heritage Committee to review all eligible applications and provides the Committee with the <i>Evaluation Criteria Rating sheet</i> . |
| Heritage Committee | 9. Reviews all applications and may request oral presentations from applicants or to defer their decision to a later date.                                    |

**For proposals up to \$5,000**

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| Heritage Committee | 10. Makes a Motion to approve, with an amount of approved grant, or deny the proposal or makes recommendations to Administration for appropriate follow-up.   |
| Administration     | 11. Notifies all applicants of the Committee's decision and prepares the Contribution Agreements for the successful applicants.   |
| Applicant          | 12. Signs and returns the Contribution Agreement to Administration for processing.  |
| Administration     | 13. Verifies Contribution Agreements are signed by both parties.  |
|                    | 14. The successful applicants will be awarded 75% of the funding approved by the Heritage Committee via Electronic Funds Transfer (EFT).  |
| Applicant          | 15. Submits a final report by December 14 of the year the funding was awarded, or within 60 (sixty) days of the program or project's end.   |
| Administration     | 16. Ensures applicants submit final reports and demonstrate that funding has been spent appropriately and in-line with their proposal to the satisfaction of Administration and the Heritage Committee. |
|                    | 17. The remaining 25% of funds are released via Electronic Funds Transfer (EFT) after Administration received the final report.   |



### For proposals over \$5,000

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| Heritage Committee | 18. Makes Motion to deny the proposal or provide recommendations, with an amount of approved grant, to Council.  |
| Administration     | 19. Prepares Memorandum to Committee with the Heritage Committee Motion of Recommendation to the appropriate standing Committee of Council.  |
| Council            | 20. Approves or denies the proposal or makes recommendations to Administration for appropriate follow-up.  |
| Administration     | 21. Advises the Heritage Committee of Council's decision on recommendations.<br>22. Notifies all applicants of the Committee's decision and prepares the Contribution Agreements for the successful applicants.  |
| Applicant          | 23. Signs and returns the Contribution Agreement to Administration for processing.   |
| Administration     | 24. Verifies Contribution Agreements are signed by both parties.<br>25. The successful applicants will be awarded 75% of the funding approved by Council via Electronic Funds Transfer (EFT).  |
| Applicant          | 26. Submits a final report by December 14 of the year the funding was awarded, or within 60 (sixty) days of the program or project's end.  |
| Administration     | 27. Ensures applicants submit final reports and demonstrate that funding has been spent appropriately and in-line with their proposal to the satisfaction of Administration and the Heritage Committee.<br>28. The remaining 25% of funds are released via Electronic Funds Transfer (EFT) after Administration received the final report. |