



CITY OF YELLOWKNIFE

Policy Title: **HERITAGE COMMITTEE FUNDING POLICY**
Approved By: **Council Motion #0237-26**
Effective Date: **September 23, 2026**

1 PURPOSE

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

2 POLICY

It is the policy of the City of Yellowknife to provide limited funding to applicants who propose a project that protects, preserves, promotes Yellowknife's rich heritage. The City will support up to 30% of the total submitted budget, up to a maximum of \$5,000.

3 APPLICATION

3.1 Definition

"Heritage" in this policy context refers to the values, traditions, culture, artifacts, and historical legacies passed down from past considerable history or previous generations.

3.2 Funding Priorities

Funding priorities are given to proposals that:

- support the current Heritage Committee Strategic Plan themes;
- publicly enhance the awareness of Yellowknife heritage;
- preserve, celebrate, promote and educate the public about elements of Yellowknife heritage;
- leave a legacy of Yellowknife heritage for future generations;
- encourage public participation in creating awareness of Yellowknife heritage; and
- demonstrate partnership among groups or individuals to encourage the wider awareness of Yellowknife heritage.



3.2 Eligibility

1. Applications may be considered from: individuals, groups, partnerships or business entities based in Yellowknife;
2. Applicants must be in good standing with the City of Yellowknife and based in Yellowknife;
3. The proposal must not conflict with any City by-laws or procedures or Council Goals and Objectives in effect; and
4. Proposals will only be considered for events or projects in the future (after the funding application deadline of the year).

3.3 Criteria for Evaluating Applications

1. The proposal meets all the criteria as well as the purpose and intent of the Policy
2. The Proposal supports all the current Heritage Committee Strategic Plan Themes.
 - a. Ongoing Stewardship of Yellowknife's built and cultural heritage resources.
 - b. Sharing a more inclusive story of Yellowknife's identity and heritage.
 - c. Supporting a prosperous heritage tourism economy.
 - d. Modernizing how heritage is preserved, presented, and communicated.
3. The proposal serves the greater Yellowknife community value.
4. This proposal reaches a large and diverse audiences.
5. The proposal 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.
6. The proposal recognizes the financial contribution of the City of Yellowknife's Heritage Committee in the project implementation.
7. The proposal must include a maintenance plan, if the project involves permanent physical elements.

3.4 Funding Process

1. Applications must be submitted **no later** than December 1st 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. Advertise for funding applications begins at least 60 days in advance of the deadline.
Applicant	2. Submits applications before or on December 1 st of each year. Applications received after the deadline will not be considered.
	3. Submits applications 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.
Community Services	4. Receives and confirms date of applications received.
	5. Reviews applications and if eligible, directs them to the Planning and Environment Division.
Administration	6. Ensures applications are complete.



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| | 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 including a full record of expenditures with copies of receipts by November 14 th of the year the funding was awarded, or within 60 (sixty) days of the program or project's end on applicant compliance of the Contribution Agreement. |
| Administration | 16. Ensures applicants submit a final report and demonstrate that funding has been spent appropriately and in-line with their proposal as well as the Contribution Agreements 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. |
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| 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.
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.
25. The successful applicants will be awarded 75% of the funding approved by Council via Electronic Funds Transfer (EFT). |
| Applicant | 26. Submits final report including a full record of expenditures with copies of receipts by November 14 th of the year the funding was awarded, or within 60 (sixty) days of the program or project's end on applicant compliance of the Contribution Agreement. |
| Administration | 27. Ensures applicants submit a final report and demonstrate that funding has been spent appropriately and in-line with their proposal as well as the Contribution Agreements to the satisfaction of Administration and the Heritage Committee.
28. The remaining 25% of funds are released via Electronic Funds Transfer (EFT) after Administration received the final report. |