Multiculturalism, Indigenous and Inclusion Grant Program

This guide will help with understanding and completing the application package for the Multiculturalism, Indigenous and Inclusion Grant Program (MIIG Program). It includes frequently asked questions (FAQs), tips on writing a good application, and term definitions.

If additional assistance is needed please contact the program office directly:

- **By email:** MIIGprogram@gov.ab.ca
- **By phone: 1-800-642-3855**

Additional resources and information:
alberta.ca/multicultural-indigenous-inclusion-grant-program.aspx

Alberta

October 2019

1. W**hat is the Multiculturalism, Indigenous and Inclusion Grant Program (MIIG Program)?**

   The Multiculturalism, Indigenous and Inclusion Grant Program supports initiatives and projects that builds intercultural awareness, and inclusion of multicultural and Indigenous communities. The Program fosters cultural awareness in communities across the province, and an appreciation and celebration of Indigenous peoples and multicultural society in Alberta. The Program strives to create a province where people feel included and that their cultures and heritage is valued.

2. **Who can apply for this grant?**

   The following organizations are eligible to apply for funding:

   - Community nonprofit organizations who are registered (and in good standing) under one of the following *Acts*:
     Provincial Legislation (Alberta)
     - *Agricultural Societies Act*
     - Part 21 of the *Business Corporations Act* - Extra-Provincial Corporations*
     - *Companies Act*, Part 9 (Nonprofit Companies)
     - *Libraries Act*
     - *Societies Act of Alberta*
     - *Special Act* of the Alberta Legislature

     Federal Legislation
     - *Special Act* of the Parliament of Canada
     - *Income Tax Act* (of Canada and operating in the Province of Alberta (Charities))
   - A First Nation or Métis Settlement in Alberta
   - A University, college, or institute as defined under Alberta's *Post-Secondary Learning Act*

   * Must have an Alberta based address, which must be regularly monitored by an active member of the organization.

3. **What is the deadline for applying?**

   The MIIG has set dates for application deadlines; however, organizations are encouraged to submit as much as two weeks prior to the deadline to allow time for providing missing or incomplete information upon initial review of your application.

   With the launch of the new MIIG Program, there is a first Intake scheduled for January 7, 2020.

   Following that intake, the regular Intake dates for the fiscal year 2019-20 and forward, will be:
   - Intake 1 – March 1
   - Intake 2 – September 1

4. **How soon will I know if my application is successful?**

   The MIIG has set dates for informing applicants on the status of applications.

   For the Program launch Intake of January 7, 2020, notification will be in approximately April.

   For regular intake notifications, it will be approximately:
   - August for Intake 1
   - February for Intake 2

5. **How is the new MIIG Program different from the previous Anti-Racism Community Grant (ARCG) Program?**

   The new MIIG Program broadens the scope of activities eligible for funding, in comparison to the previous ARCG Program. MIIG will focus on overall strategies and projects that build inclusive communities, cross-cultural awareness, and an appreciation and value for Albertans heritage and culture. Some projects may still include components that address racism and discrimination as barriers to people fully participating in the social and political life of Alberta.

   The MIIG Program will have two Intakes, whereas ARCG had four intakes. This should allow more time for organizations to develop their projects, and time for review and evaluation of the applications by Community Grants.

6. **What will the new grant achieve? How will you measure success?**

   Funding provided to community organizations, First Nations, and Métis Settlements will empower and build capacity in these organizations to support multiculturalism and inclusion initiatives and projects. Through these projects, communities will be more connected, there will be a higher level of cross-cultural understanding, an awareness of the benefits of full participation, people will celebrate the diversity of their communities, and feel their culture and heritage is valued. Projects will be assessed at both the submission and reporting stage through an outcome based approach.

7. **How long will grant funding be available? Is this a one-time program?**

   The program is intended to be ongoing and will reside within the current Community Initiatives Program of Community Grants. It will provide funding through budget approval on a yearly basis.

8. **Why are there two grant streams?**

   In acknowledgment of the historical and continued impacts of colonization on Indigenous peoples and to advance reconciliation efforts, organizations have access to a distinct Indigenous funding stream that supports Inclusion projects, in addition to the broad community based funding stream.

9. **Do organizations have to provide matching funding to be eligible for the grant?**

   MIIG funding is approved on a matching basis with a maximum funding amount of $25,000. The applicant must contribute an amount equal to or exceeding the grant amount being requested.

10. **What constitutes matching funding?**

    The matching funding may be in the form of cash or donated labour, and/or donated materials/services, or a combination thereof, all of which must be directly related to the project. The matching component for a project can be all donated (labour, services, and/or materials) provided it is directly related to the delivery of the project.

11. **Why is there a matching requirement?**

    Requiring organizations to match funds through cash, labour, materials and/or services allows an organization to demonstrate commitment to the project, as well as community support.

12. **Can municipalities apply for funding?**

    Municipalities are not eligible to apply for funding through the MIIG program.

13. **What are examples of projects the grant can be used for?**

    - The program provides one-time funding assistance for project-based multiculturalism and inclusion initiatives in Alberta, for Albertans.
    - Types of projects can be stand-alone initiatives, new programming, or resources which may include some of the following features (please see guidelines section 3.3.2 for further details):
      - Training and education,
      - Capacity-building,
      - Enhancing cultural awareness.

14. **What are examples of projects not eligible for funding?**

    - Any project that is not deemed to meet one of the outlined outcomes (see section 3.3.3 of the Guidelines for program outcomes).
    - Any project that is not directly related to promoting multiculturalism and inclusion for Albertans.
    - Projects that are fully funded through other funding sources.

15. **If my organization applies for this grant, can we still apply to other government grant programs?**

    Your organization would be eligible to apply to other government programs. If applying to other Community Grants Programs within Culture, Multiculturalism and Status of Women, such as Community Initiatives Program or Community Facility Enhancement Program, it would need to be for a different project.

16. **Can the grant be used to support existing programs, or does it have to be something new?**

    The program is intended for one-time, new initiatives or programs; however, it may used to support the expansion of an existing program when the expansion has been clearly identified.

17. **Can the grant be used for operating costs?**

    Ongoing operational costs are not eligible for funding. Organizations may be eligible for operational costs through the Community Initiatives Program Operating funding stream. For more information, please visit the CIP Operating website.

18. **Can the grant be used to host a community event that celebrates multiculturalism?**

    Yes, however the event must meet the criteria outlined in the MIIG Guidelines in order to be eligible. If an event is a celebration of a singular cultural group, it may be eligible through the Community Initiatives Program Project-Based funding stream. For more information, please visit the CIP Project-Based website.

19. **How often can I apply for a Multiculturalism, Indigenous and Inclusion Grant?**

    An organization may receive one grant per fiscal year through the Multiculturalism, Indigenous and Inclusion Grant Program (April 1 – March 31).

20. **Our organization has not applied for a government grant before. Can we get help to fill out the application forms?**

    There are resources on the MIIG website including a sample budget. If you have additional questions, please contact program staff at 1-800-642-3855.

21. **Once I have submitted my application, can I start my project, or will the costs be considered retroactive?**

    Organizations may start their project after submitting their application; however, funding is not guaranteed. Costs incurred prior to application submission date are retro-active costs and not eligible to be included in the budget.

22. **How much time do we have to complete our project?**

    Organizations have a maximum 18 months from the time of payment to complete and account for the project. Written requests for extensions may be considered and should be submitted a minimum of 30 days prior to the accounting due date.

23. **How are funding recommendations made?**

    All applications are reviewed to determine eligibility and completeness of the applications. Each application is assessed against the program criteria. Program staff evaluate applications based on the program criteria established in Section 4 of the guidelines. Final approval for all grants is provided by the Minister of Culture, Multiculturalism and Status of Women.

24. **Who can I contact if I have questions?**

    For information on the MIIG Program please contact 1-800-642-3855.

    For information on Human Rights related inquires please visit the Alberta Human Rights Commission website at: https://www.albertahumanrights.ab.ca/about/pages/contact.aspx for contact information.

    For information on Indigenous Relations, please go to https://www.alberta.ca/indigenous-relations.aspx.

Tips on Writing a Good Application

Read the program guidelines.

Ensure that your project meets the eligibility and program criteria. Projects are evaluated against the program criteria and projects that best meet the criteria will be given a higher priority. The application guidelines also outline the grant process and what is required of applicants if they are successful in their application.

Make sure that all sections of the application are complete.

All sections of the application are required to be completed including the budget template. Often organizations will miss completing the budget as it is a separate document. Make sure to download the document, complete, and submit the document with your application. Make sure to include all required documents with the application as outlined in the application checklist. Use the Example Budget Template as a guide when filling out your budget.

Tell us why you are undertaking the project with clear, concise, and logical information.

Think of the grant application as a story with a beginning (the problem or opportunity is the need statement), middle (the solution is your project) and end (the results are your outcomes). Often there is a lot of unnecessary information that is provided and the Grant Reviewer can get lost when reading through it. Tell the reviewer right up front what you are going to do, who is going to benefit, and why the project is important.

Tell the same story in the budget and the application descriptions.

The project budget is an opportunity to tell your story and demonstrate the viability and sustainability of the project. The expenses should make sense when reading the information in the application. The Grant Reviewer should easily be able to tell what the project is, what the outcomes and deliverables are, and why the project is important.

Whenever possible include letters of support for the project from the community and/or municipality.

Letters of support from the community are not a requirement for the application; however, they are highly recommended. Letters of support from different community members, organizations, or the municipality, speak to the need and support for the project.

Community support letters are different from the letters required of organizations or businesses that are supporting your project through a donation of materials or services. These letters must be submitted with your application.

Leverage work that has already been done.

Are there other organizations out there that are doing the same work that could be leveraged to make your project even more successful? Links on the MIIG website have been provided to help you with your research. These documents can be used to help inform decision-making for your project.

Term Definitions

Ethnic Group:

Ethnicity is a term that describes shared culture—the practices, values, and beliefs of a group. This might include shared language, religion, and traditions, among other commonalities. Like race, the term "ethnicity" is difficult to describe and its meaning has changed over time. And like race, individuals may be identified or self-identify with ethnicities in complex, even contradictory, ways.

Indigenous Peoples:

This is a collective name for the original peoples of North America and their descendants. Often, 'Aboriginal peoples' is also used. *The Constitution Act* 1982 defines the Aboriginal people of Canada as including "Indian, Inuit and Métis". These are three separate peoples with unique heritages, languages, cultural practices, and spiritual beliefs, histories and political goals.

Intercultural:

Intercultural describes communities in which there is a deep understanding and respect for all cultures. Intercultural communication focuses on the mutual exchange of ideas and cultural norms and the development of deep relationships.

Cross-cultural:

Deals with the comparison of different cultures. In cross-cultural communication, differences are understood and acknowledged, and can bring about individual change, but not collective transformations.

Inclusion:

Recognizes the needs of diverse individuals or groups, creating an environment to address their needs and ensuring everyone has opportunity to achieve their potential. For example, inclusive workplaces respect, value and promote diversity of thought and experience.

Racism:

A system in which one group of people exercise power over another on the basis of skin colour, and implicit or explicit set of beliefs, erroneous assumptions and actions based on an ideology of the inherent superiority of one racial group over another, and evident in organizational or institutional structures and programs as well as in individual thought or behavior patterns. (Frances Henry and Carol Tator, Colour of Democracy-Racism in Canadian Society, 2006).

A more specific definition of racism notes the importance of power in racism. It is discrimination backed by institutional power. As such, while anyone can be prejudiced and discriminate on the basis of race bias, only the dominant group can be racist. Under this definition, the term reverse racism is meaningless. Racism is an act of oppression backed by institutionalized power.

Outcomes:

The intended or achieved short-term and medium-term effects of the project's deliverables (see chart on page 9 for examples).

Activities:

Actions taken or work performed through which inputs, such as grant funds, human capital, and other types of resources are organised to produce specific deliverables.

Tools and Resources:

Tools and resources refer to items developed from your project, and may include such things as videos, toolkits, online webinars, checklists, information sheets, articles, whitepapers, broadcasts, etc.

Financial Statements:

Financial statements (or financial report) is a formal record of the financial activities of an organization during a stated period (typically one full year). Relevant financial information is presented in a structured manner and in a form easy to understand. They typically include:

- A balance sheet, reports on an organization's assets, liabilities, and owners equity at a given point in time.
- An income statement, reports on an organization's income, expenses, and profits over a period of time. A profit and loss statement provides information on the operation of the organization. These include revenues and expenses incurred during the stated period.
- A Statement of changes in equity, reports on the changes in equity of the organization during the stated period.
- A cash flow statement reports on a company's cash flow activities, particularly its operating, investing and financing activities.

Expansion or New Phase:

In the context of the MIIG Program, an expansion or new phase to an existing or previously funded project may include:

- a new development or significant growth, requiring broadening of the scope or reach of the current project
- an evolution in the direction or purpose of the project which requires an expansion or new phase, or
- a complimentary activity or focus that supports the initial project.

An expansion or new phase would not include:

- the same project delivered in a different geographic location
- nominal changes in the project to include different demographics, for example, the same program marketed to a new audience.