

# Hromada Legacy Fund of Saskatchewan

*a funding program of UCC Saskatchewan*



## APPLICATION GUIDE

The Ukrainian Canadian Congress of Saskatchewan is a provincial organization that provides programs and services for the Saskatchewan community to maintain, develop and share its Ukrainian Canadian identity and aspirations.

### Objectives

The Hromada Legacy Fund of Saskatchewan (HLFS) aims to:

- **enhance connectedness** of Saskatchewan Ukrainians to a strong cultural identity;
- **celebrate the arts, culture and identity** of Saskatchewan's Ukrainian community;
- **foster achievement, encourage professionalism and the acquisition of knowledge** to support Saskatchewan's Ukrainian cultural identity;
- **contribute to the cultural and organizational development** of UCC-SPC's branches and members;
- **support volunteerism and broaden participation** in Ukrainian community activities;
- **support our youth** as they explore and experience the richness of the Ukrainian cultural identity; and,
- **promote intercultural experiences** between Saskatchewan Ukrainians and other cultural communities.

### Eligible Applicants

The UCC-SPC Hromada Legacy Fund accepts applications from:

- ✓ UCC Saskatchewan member organizations and branches ([www.ucc.sk.ca/members](http://www.ucc.sk.ca/members));
- ✓ registered Saskatchewan-based not-for-profit organizations;
- ✓ Saskatchewan residents who are Canadian citizens or permanent residents; and
- ✓ public educational institutions such as schools, colleges and universities.

*Note: Agencies or departments of Government are ineligible.*

Applicants with unsettled UCC-SPC grant claim reports and/or member update forms are ineligible.

Applicants may access one HLF grant per year. However, applications for new projects may be considered where funding permits and where the new activity differs sufficiently from project funding already awarded in that year.

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## Eligible Projects

1. Proposed projects must meet at least one of the HLF objectives (Guide page 1) to be considered for funding. Be sure to clearly identify which one(s) in your project description.
2. HLF grants may be used only for the specific application activity approved by UCC Saskatchewan.
3. Projects already completed by the application deadline are ineligible for funding.
4. Projects receiving HLF grants must be completed within twelve (12) months of the listed start date. (See budget statement on page 4.)

To see a list of previous recipients and projects go to [www.ucc.sk.ca](http://www.ucc.sk.ca).

Applicants are strongly encouraged to contact the UCC Saskatchewan office prior to submitting an application.

## Funding Levels

HLF grants may be used for up to 75% of project expenses, up to the maximum in each category.

Note – public educational institutions may apply for up to 50% of project expenses to the maximum in each category.

## How will your application be assessed?

HLF grant funding levels are determined by the following:

- i. applicant eligibility
- ii. eligibility of the proposed activities
- iii. project goals/objectives
- iv. does the project meet one or more of the HLF objectives (see page 1)?
- v. does the project fall within the funding category?
- vi. the scope/intended reach of the proposed activity (local, regional, provincial, national, international)?
- vii. is the proposed budget realistic and achievable?
- viii. does the project include collaboration and partnerships?
- ix. cultural impact / legacy of the project on the applicant and/or community
- x. the amount and type of Ukrainian cultural content in the proposed activity

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## Funding Categories

### A. Celebrating Ukrainian Arts, Culture and Identity

Grants of up to \$2,000 are available for activities that showcase and promote Saskatchewan's Ukrainian arts, culture, and identity such as: art shows; festivals & performances; lectures, publications; radio/tv programming; as well as genealogy, history & heritage projects.

### B. Fostering Achievement

#### 1. Leon Wowk Bursary in Ukrainian Studies

\$500 bursaries are available to students successfully completing a) Core Ukrainian Level 10, 20 or 30 through Saskatchewan Distance Learning OR b) 6 credit units in a Ukrainian studies course offered by a Saskatchewan university. Students are eligible for one bursary in a) and one in b).

#### 2. Dance Festival Scholarship Grant

Saskatchewan Ukrainian Dance Festivals may apply for a \$1,500 grant, of which \$250 is for a UCC Saskatchewan Scholarship for either Most Innovative/Creative Choreographer or Best Overall Performance. The remaining \$1,250 may be used towards eligible festival expenses.

#### 3. Culture and Language Learning

Grants of up to \$2,000 are available to support Ukrainian culture and language education programs. Examples are: camps, daycares, sadochoks, schools and cultural workshops. Note: at least 25% of the grant must be used to purchase Ukrainian culture or language-learning resources.

#### 4. Train the Trainer

Grants of up to \$2,000 are available for professional development training that is directly related to cultural teaching/training of the instructor (eg. dance, choral, language, etc.). Travel, accommodations and registration fees for the training program are eligible.

### C. Building Community Capacity

#### 1. Organization & Branch Development

Grants of up to \$2,000 are available to UCC-SPC member organizations/branches for activities, which aim to increase volunteer participation in their organizations. Activities may include:

- a. volunteer recruitment, retention and recognition programs
- b. youth and immigrant-newcomer outreach projects
- c. organizational and skills development workshops
- d. strategic planning, community consultations

#### 2. Cultural Resource Acquisition

Up to \$2,000 is available for the commissioning or acquisition of original cultural resources such as costumes, music, and instruments. *Note - resources purchased outside of Saskatchewan are eligible for a maximum \$1,000. Resources funded through HLF must remain the property of the applying organization.*

### D. Promoting Intercultural Experiences

Grants of up to \$2,000 are available for in-Saskatchewan expenses related to student and/or cultural exchange programs/projects as well as performance tours.

### E. Sharing Our Legacy

UCC Saskatchewan's Hromada Legacy Fund may fund unique legacy projects, which meet overall HLF goals and objectives. Applicants must contact the UCC-SPC Executive Director to discuss their proposal prior to applying in order to determine project eligibility for this one-time funding.

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## Project Budget

HLF Grant Applications must include a complete budget that identifies ALL expected revenues and expenses related to the project including:

- i. other grant requests/received;
- ii. self-generated funds you expect to earn; as well as
- iii. the eligible expenses you wish the HLF grant to cover.

If the budget sheet included in the application package is insufficient, please use a similar format and submit it with your application.

In-Kind Contributions: The value of donations of goods and services that reasonably replace eligible expenses may be included as revenue (sponsorship) and balanced as an expense in the budget.

Follow-up Budget Reporting: The application budget sheet is also used in follow-up reports for this grant. Please fill in the Amount Projected Column for the application, and keep this budget to be updated and submitted with your HLF Grant Claim & Report form.

Grant funds are to be used within 12 months of the project's start date. Requests for extensions must be made in writing to the UCC-SPC prior to the end of the 12 month period.

Please be as accurate as possible with your budget projections and your funding request.

\*\*\* Note: maximum grant amounts are provided only to those projects/activities that best meet the assessment criteria (see section titled 'How will your application be assessed'), particularly project scope, cultural impact and Ukrainian content.

## Important - Ineligible Expenses

These types of expenses are ineligible for HLF funding:

- projects completed before the application deadline;
- fundraising events and/or profit-making activities for commercial gain;
- an organization's regular, annual general, executive or board meetings;
- an organization's operational costs including salaries or honoraria for staff/officers;
- organizational deficits;
- allowances, wages or personal expenses for program registrants and participants;
- cash prizes, gifts, or the purchase of food and/or alcohol;
- capital expenditures including construction, renovations or repairs (**Note:** historical plaques and markers are exempt from this restriction – see Funding Category E);
- activities that exclusively promote definable political viewpoints; and
- social dances.

See Budget Notes section for eligibility of in-kind donations.

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## Final Grant Claim & Reporting

Within 90 days of the project's completion, grant recipients are required to submit a final HLF Grant Claim including a Narrative Report, Project Financial Statements, as well as Proof of Recognition of both UCC-SPC and Saskatchewan Lotteries as project funders. Final reports should detail the project activities and indicate how they met the identified HLF goals. HLF Grant Claim forms are provided to successful grant recipients along with the letter of notification. Remember that grant funds may only be used for the activities in your application approved by UCC-SPC.

Copies of receipts must be submitted along with the financial statement to show that the necessary level of eligible expenses has been incurred. Significant changes to the use of funds must be approved by UCC Saskatchewan. Grant funds may not be used for other activities. Unused funds must be returned to UCC-SPC.

Accountability for Public Funds - UCC Saskatchewan's Hromada Legacy Fund is funded in part by Saskatchewan Lotteries, SaskCulture, the Saskatchewan Liquor and Gaming Authority, as well as by UCC Saskatchewan fundraising and donations. As such, you are asked to provide the project actual financial records for the purposes of risk management and audit.

Your Recognition Commitment – HLF grants recipients are obligated to publically identify both “Ukrainian Canadian Congress - Saskatchewan” and “Saskatchewan Lotteries” as project funders. Logos and promotional materials are available on the UCC-SPC web site at [www.ucc.sk.ca](http://www.ucc.sk.ca). Failure to meet these obligations will be grounds to withhold any outstanding payment and will restrict access to future funding.



## Payment of Grants

Successful applicants will receive 75% of their grant upon approval by UCC-SPC. The remaining 25% is paid upon UCC-SPC's acceptance of a Final Grant Claim Form & Report.

\*Please note that the Leon Wowk Bursary is paid following the student's submission of a final report showing successful completion of the approved course(s) of study.

## Privacy Statement

UCC-SPC is committed to protecting the confidentiality and privacy of all applicants. All information provided in your application is kept confidential. UCC-SPC collects and uses funding information in order to adjudicate and manage the HLF. By signing this application you authorize UCC-SPC Inc. to publish the successful applicant's name, the funded activity, location and funding amounts, as well as anecdotal information for promotional and advocacy purposes.

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## Application Checklist

- Read through the HLF Grant Application Guide and prepare all necessary project information.
- Identify which of the HLF objectives your project/activity meets.
- Contact the UCC Saskatchewan Office with any questions you may have as well as to clarify eligibility and funding possibilities.
- Complete in full the HLF Application Form including the Budget Form. Be sure that your budget is complete and that the project description clearly identifies the costs you wish the HLF grant to cover.
- In addition to your signature, the application must be signed by someone from your organization with signing authority.
- Applicants from communities with local UCC Saskatchewan Branches must arrange for the local Branch President ([www.ucc.sk.ca](http://www.ucc.sk.ca)) to sign the application.
- Your project description must include how you will acknowledge both UCC Saskatchewan and SaskCulture/SaskLotteries as project funders.
- Mail an original signed application form with supporting materials to:  
Hromada Legacy Fund c/o UCC Saskatchewan  
#4-2345 Avenue C North  
Saskatoon, SK, S7L 5Z5  
OR
- Email a scanned completed application with supporting materials to:  
[uccspc@ucc.sk.ca](mailto:uccspc@ucc.sk.ca)

## Application Deadlines

HLF Grant applications are accepted up to the **15<sup>th</sup> day of February, May or October**

- Applications must be postmarked by the deadline date.
- Late and/or incomplete applications will not be considered.
- Faxed applications will not be accepted.

UCC Saskatchewan will review applications to confirm basic eligibility requirements. Eligible applications are adjudicated by the UCC Saskatchewan Board of Directors. Applicants are informed of results within six (6) weeks of the application deadline. Funding decisions are final and cannot be appealed.

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## APPLICATION FORM

### DEADLINES:

Postmarked no later than  
the 15<sup>th</sup> of February, May and October

UCC-SPC File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

## SECTION A: APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

For Organizations, name of Contact Person: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Web site: \_\_\_\_\_

### Eligibility

As per the HLF program guidelines, please identify (see page 2 of application guide):

- \_\_\_\_\_ UCC-SPC member organization or branch ([www.ucc.sk.ca/members](http://www.ucc.sk.ca/members))
- \_\_\_\_\_ registered Saskatchewan not-for-profit organization
- \_\_\_\_\_ individual, who is a Saskatchewan resident and Canadian citizen or permanent resident
- \_\_\_\_\_ public educational institution

### 1. Do you have any outstanding Grant Claims or UCC-SPC Member Update forms

\_\_\_\_\_ Yes          \_\_\_\_\_ No          \_\_\_\_\_ n.a.

### 2. Have you already been approved for an HLF grant in this year?

\_\_\_\_\_ Yes          \_\_\_\_\_ No

### Organizational Applicants

Mandate of Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## SECTION B: PROJECT INFORMATION

1. **Project/Activity Title:** \_\_\_\_\_

2. **Project Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

3. **Total Budget:** \_\_\_\_\_ **Grant Amount Requested:** \_\_\_\_\_

4. **Please identify the HLF objectives your project meets (Guide page 1)? Check all that apply.**

- \_\_\_\_\_ enhance connectedness of Saskatchewan Ukrainians to a strong cultural identity
- \_\_\_\_\_ celebrate the arts, culture and identity of Saskatchewan's Ukrainian community
- \_\_\_\_\_ foster achievement, encourage professionalism and the acquisition of knowledge to support Saskatchewan's Ukrainian cultural identity
- \_\_\_\_\_ contribute to the cultural and organizational development of its branches and members
- \_\_\_\_\_ support volunteerism and broaden participation in Ukrainian community activities
- \_\_\_\_\_ support youth as they explore and experience the richness of the Ukrainian cultural identity
- \_\_\_\_\_ promote intercultural experiences between Saskatchewan's Ukrainian and other cultural communities.

5. **Which HLF Category (Guide page 3) are you applying under (select only one)?**

- \_\_\_\_\_ A. Celebrating Ukrainian Arts, Culture and Identity (maximum \$2,000)
- \_\_\_\_\_ B. Fostering Achievement
  - i. Leon Wowk Bursary in Ukrainian Studies (\$500)
  - ii. Dance Festival Scholarship Grant (\$1,500)
  - iii. Culture and Language Learning (maximum \$2,000)
  - iv. Train the Trainer (maximum \$2,000)
- \_\_\_\_\_ C. Building Community Capacity
  - i. Organization & Branch Development (maximum \$2,000)
  - ii. Cultural Resource Acquisition (maximum \$2,000)
- \_\_\_\_\_ D. Promoting Intercultural Experiences (maximum \$2,000)
- \_\_\_\_\_ E. Sharing Our Legacy (following consultation with UCC-SPC)

6. **What is the scope / intended reach of your planned activity?**

- \_\_\_\_\_ local                      \_\_\_\_\_ regional/district                      \_\_\_\_\_ provincial
- \_\_\_\_\_ national                      \_\_\_\_\_ international

7. **Provide a complete project description (please add a sheet if space is insufficient). It should include the following: project goals, timeline, work completed to date, a list of project partners (if relevant) as well as an explanation of how the project will be implemented.**

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**8. What cultural impact / legacy will this project have on your organization and/or community?**

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**9. Describe the Ukrainian cultural content of the project (note: skip this question if applying under Category B 3 (Culture and Language Learning) or Category C (Building Community Capacity)).**

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**10. Participation**

*UCC Saskatchewan is required by SaskCulture to collect statistical information for reporting purposes. Your responses will not be made public and are only for internal reporting.*

a. How many participants do you expect (participants are those involved in classes, workshops, camps, performances, as learners, performers, instructors and volunteers)? \_\_\_\_\_

Please estimate the percentage of the above anticipated participants in each age group:

\_\_\_\_\_ 18 and under \_\_\_\_\_ 19-29 \_\_\_\_\_ 30-54 \_\_\_\_\_ 55 +

b. What is the total number of attendants you expect to be involved in the project (attendants are spectators – paying and non-paying as well as visitors)? \_\_\_\_\_

To the best of your knowledge, please estimate the percentage of attendants in each age group:

\_\_\_\_\_ 18 and under \_\_\_\_\_ 19-29 \_\_\_\_\_ 30-54 \_\_\_\_\_ 55 +

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## SECTION C: APPLICATION BUDGET

Attach a complete budget that identifies ALL expected ACTIVITY revenues and expenses including:

- iv. other grant requests/received;
- v. any self-generated funds you expect to earn; and
- vi. the eligible expenses you wish the HLF grant to cover.

If the application budget sheet included in this package is insufficient, please use a similar format and submit it with your application.

Be sure to review budget guidelines in the application guide

Grant funds must be used within 12 months of the project’s start date.

Please note that maximum grant amounts are provided only to those activities that best meet the assessment criteria.

## SECTION D: DECLARATION

By signing this application, we certify that the information submitted for consideration is true and accurate to the best of my knowledge. We affirm that any funds received will be used only for approved eligible expenses. We agree to provide a Final Grant Claim containing a written report suitable for publication within 90 days of the completion of the project as well as a complete financial statement. We commit to publically acknowledging both the Ukrainian Canadian Congress-Saskatchewan and SaskLotteries funders of the project in all project reports, programs and promotional materials.

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Organization’s Signing Officer**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**UCC Saskatchewan Branch President\***

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

*\* applies to organizations from Battlefords, Canora, Prince Albert, Regina, Saskatoon, Weyburn and Yorkton*

✓ **APPLICATIONS WHICH ARE INCOMPLETE WILL NOT BE CONSIDERED**

