



CITY OF YELLOWKNIFE

Policy Title: **HERITAGE COMMITTEE FUNDING POLICY**

Approved By: **Council Motion #0165-21**

Effective Date: **October 25, 2021**

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.

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 Heritage Committee Strategic Plan themes:

1. Ongoing stewardship of Yellowknife's built and cultural heritage resources.
2. Sharing a more inclusive story of Yellowknife's identity and heritage.
3. Supporting a prosperous heritage tourism economy.
4. Modernizing how heritage is preserved, presented, and communicated.

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. This project will succeed in reaching a large and diverse audience.
7. 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.
8. The project will recognize the financial contribution of the City of Yellowknife's Heritage Committee.
9. If the project involves a permanent physical element, the proposal includes a plan for maintenance.
10. The Project supports one or more of the Heritage Committee Strategic Plan Themes:
 1. Ongoing Stewardship of Yellowknife's built and cultural heritage resources.
 2. Sharing a more inclusive story of Yellowknife's identity and heritage.
 3. Supporting a prosperous heritage tourism economy.
 4. Modernizing how heritage is preserved, presented, and communicated.

3.4 Funding Process

1. Project 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. When an application is deemed complete, it will be presented to the Heritage Committee for review at its March 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. If funding was awarded, Administration and the Heritage Committee may ask for updates on the status of a project. Applicants who receive funding must demonstrate that the funding has been spent appropriately and in-line with their proposal. This criterion must be met within the grant year and to the satisfaction of Administration and the Heritage Committee.

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 completed in the <i>City of Yellowknife Heritage Committee Funding Program Application Form</i> 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 Lands Division.
Planning and Lands	6. Ensures applications are complete, and supporting material is provided prior to the application deadline. 7. Preliminarily reviews application.
Heritage Committee	8. Sets meetings for the Heritage Committee to review all eligible applications and provides the Committee with the <i>Evaluation Criteria Rating sheet</i> . 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 Motion to approve or deny the proposal or makes recommendations to Administration for appropriate follow-up. |
| Planning and Lands | 11. Notifies all applicants of the Committee's decision.
12. If successful, the applicant will be awarded funding in the amount approved by the Heritage Committee via cheque.
13. Ensures applicants demonstrate that funding has been spent appropriately and in-line with their proposal to the satisfaction of Administration and the Heritage Committee. |

For proposals over \$5,000

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| Heritage Committee | 14. Makes Motion to deny the proposal or provide recommendations to Council. |
| Planning and Lands | 15. Prepares Memorandum to Committee with the Heritage Committee Motion of Recommendation to the appropriate standing Committee of Council. |
| Council | 16. Approves or denies the proposal or makes recommendations to Administration for appropriate follow-up. |
| Director of Planning and Lands | 17. Directs Planning and Lands to proceed with recommendations from Council in regards to the actions that were adopted. |
| Planning and Lands | 18. Advises the Heritage Committee of Council's decision on recommendations.
19. Notifies all applicants of the Committee's decision.
20. If successful, the applicant will be awarded the funding approved by the Heritage Committee.
21. Ensures applicants demonstrate that funding has been spent appropriately and in-line with their proposal to the satisfaction of Administration and the Heritage Committee. |