BRITISH COLUMBIA MULTICULTURALISM GRANTS

GUIDELINES
2019/2020

Last Updated: October 22, 2019
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1. INTRODUCTION

In accordance with the BC Multiculturalism Act, the B.C. government administers an annual grants program to support the Act’s policies. These policies include:

- Promoting cross cultural understanding, respect, attitudes and perceptions that lead to harmony among British Columbians of every race, cultural heritage, religion, ethnicity, ancestry and place of origin,

- Fostering the ability of each British Columbian, regardless of race, cultural heritage, religion, ethnicity, ancestry or place of origin, to share in the economic, social, cultural and political life of British Columbia, and

- Reaffirming that violence, hatred and discrimination on the basis of race, cultural heritage, religion, ethnicity, ancestry or place of origin have no place in the society of British Columbia.

1.1 Program Objectives

The objectives of the 2019/2020 Multiculturalism Grant program are to:

- **Build intercultural trust and understanding among all British Columbians:**
  Affect individual, attitudinal change by supporting opportunities for British Columbians to interact across cultures, and learn about historic injustices and the contributions of diverse communities.

- **Reduce systemic barriers to participation by under-represented, racialized groups:**
  Affect systemic and institutional change by supporting initiatives aimed at improving access to public services, reducing discriminatory treatment and improving the participation of under-represented, racialized groups in the economic, social, cultural, and political life of B.C.

2. WHO CAN APPLY

2.1 Eligible Applicants:
• Organizations must be registered non-profits, incorporated, and in good standing under the Societies Act [SBC2015], or a British Columbia-based, federally registered charity, also in good standing.

• Organizations must have a British Columbia address, which must be regularly monitored by an active member of the organization.

• Applicants should be in good standing with the Ministry with respect to submission history for previous multiculturalism grant final reports.

• Eligible organizations may submit only one application for a Multiculturalism Grant during the 2019/2020 intake.

2.2 Ineligible Applicants:

Organizations that do not meet the eligibility criteria outlined above but wish to undertake a project that meets the 2019/2020 Multiculturalism Grant objectives are encouraged to partner with an organization that meets the above criteria. The organization that meets the criteria will then act as the fiscal agent for the grant.

If you are unsure whether your organization or your project is eligible for this grant, please contact multiculturalism@gov.bc.ca.

3. GRANT APPLICATION PROCESS

3.1 Funding

The total funding available for the 2019/2020 Multiculturalism Grant is $300,000.

The maximum grant funding per organization is $5,000. Therefore, applications for funding must not exceed $5,000. Any project applications that seek funding in excess of $5,000 will not be considered for a grant.
3.2 Eligibility

All funds are to be used for the benefit of building cross-cultural and intercultural interaction, trust, and understanding between British Columbians, OR reducing racism and systemic barriers for the residents of the province.

Eligible applications must:

- Involve activities occurring between April 1, 2020 and March 31, 2021. Activities occurring before or after this date range are not eligible.

- Meet the definition of one of the two project streams:
  - **Intercultural Interaction Stream:**
    Projects that build cross-cultural and intercultural interaction, trust and understanding between people of different ethno-cultural, racial, religious and other backgrounds through a range of activities, programs, events and approaches, including but not limited to:
    - Arts engagement activities
    - Sports engagement activities
    - Interfaith dialogue and engagement activities
    - Youth dialogue and engagement activities
    - Truth and Reconciliation dialogue and engagement activities
    - Tools and resource development
    - Other approaches or activities
  - **Anti-Racism and Systems Change Stream:**
    Projects that challenge racism, hate and/or reduce systemic or institutional barriers for under-represented, racialized and/or other minority groups, especially those that use a collaborative community approach.

- Provide financial information including total revenues, total expenditures, total assets, and total liabilities for the organization’s most recent fiscal year.

- Provide project budget information, including all cost and expenditures, actual and forecasted, associated with the project

- Provide all sources of funding or revenues for the project (including the amount requested from the 2019/2020 Multiculturalism Grant)
• Ensure that wherever possible, events and projects are accessible both financially and physically; and that they are inclusive of multiple groups.

• Ensure that wherever possible, the applicant partners with other community groups and organizations.

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**Festivals and Cultural Celebrations**

Funding for festivals or cultural celebrations is not eligible under this grant, unless the funding will be used for the following purposes:

• To conduct specialized outreach efforts to increase participation from groups that would normally not attend your project

• To support specific activities that would lead to meaningful intercultural interaction among diverse participants.

• To support partnership and collaboration with other cultural or racialized groups in the planning, delivery and evaluation of the project.

Applicants seeking funding for festivals or cultural celebrations should consult with the Ministry prior to submitting an application to discuss the eligibility of their proposal. These applicants are also encouraged to seek alternative sources of funding available through other grant programs such as:

• BC Community Gaming Grants – Arts and Culture Grants: [https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants](https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants)

• BC Arts Council – Community Arts Festivals Grants: [https://www.bcarartscouncil.ca/program/community-arts-festivals/](https://www.bcarartscouncil.ca/program/community-arts-festivals/)


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**3.3 Eligible Expenses:**

Eligible expenses are the actual and direct costs related to the applicant’s project, and deemed to the best knowledge of the applicants, to be reasonable and necessary for the successful implementation of the project.
Selected applicants must spend funding in one or more of the categories listed below:

- **Equipment rental** (i.e. lighting, sound, audio-visual, sports equipment, etc.)
- **Event or workshop materials** (i.e. pens, paper, other tools, etc.)
- **Fees** (i.e. project coordinator’s fees, artists’ or coaches’ fees, workshop fees, training/educational fees, performance fees, etc.)
- **Food and beverage** (i.e. food and non-alcoholic beverages for participants and volunteers, etc.)
- **Honorariums, fees and contract agreements** (i.e. Indigenous or other cultural elders, facilitators, speakers, artists, coaches and cultural workers, technicians etc.)
  * Note - conflicts of interest need to be identified in advance.
- **Marketing and communications** (i.e. newspaper ads, graphic design fees, etc.)
- **Transportation** (transportation costs where transportation is a barrier to participation, etc.)
- **Venue rental** (i.e. any identified programming space, etc.)
- **Volunteer expenses** (i.e. t-shirts (for identification purposes only), refreshments, etc.)

### Project Focused Funding

The BC Multiculturalism Grant program assists sort-term, time-limited projects. It does not provide on-going operation support. However, activities which enhance or add to on-going or core programs or events are eligible for support.

### Fundraising

To promote accessibility, the BC Multiculturalism Grant program supports free community events or projects. Should requested grant funding not be sufficient to cover the full costs of a project, applicants may charge participants **limited cost-recovery fees only**. Any projects including fundraising beyond project cost-recovery are not eligible for support.

### 3.4 Ineligible Expenses

Applications seeking grant funding to cover expenses in one or more of the categories listed below will not be considered:

- Salaries and fees not directly related to delivering the project
• Fundraising beyond project cost-recovery
• Capital projects
• Major equipment purchases
• Alcohol
• Recurring business expenses (i.e. rental of office space, utility, telephone and other recurring expenses)

3.5 Key Dates

Grant Opens: October 23, 2019
Grant Closes (deadline): December 6, 2019, 11:59 p.m. Pacific Standard Time
Grant Notification: by March 31, 2020
Project Dates: April 1, 2020 – March 31, 2021

The above dates are subject to change at the sole discretion of the British Columbia Ministry of Tourism, Arts and Culture.

3.6 Preparation of Grant Application

All applications must include the following components:

1. Completed application form, including:
   a. Registered society or charity number
   b. Project information
   c. Project budget
   d. Organizational information
   e. Organizational financial information

Applicants are encouraged to refer to the applicant checklist, found on the Multiculturalism Grant program website, to ensure that they have provided all the necessary information in their application. It is the responsibility of the applicant to ensure they are submitting a complete application.

3.7 Application Submission

The Ministry will only accept one (1) application from each applicant organization.

Completed applications will only be accepted online through application form at the BC Multiculturalism Grant program website.
Applications submitted by mail, courier, fax or email will not be accepted.

Attachments, including letters of support, links to webpages, or other supplemental material will not be accepted. Please include all relevant information in the application.

**Submit your application early** to avoid potential heavy online traffic on the application deadline date. Applications received after the deadline 11:59 p.m. Pacific Standard Time on Friday, December 6, 2019, regardless of circumstance (including technical difficulties) will not be processed.

**Acknowledgement after submission:**
Receipt of applications will be acknowledged by e-mail within five (5) business days.

Following the evaluation period, the applicant’s main point of contact will be notified of the application results or provided with a status update by March 31, 2020.

If you have not heard from the Ministry by March 31, 2020 regarding your application please contact the Multiculturalism Branch at multiculturalism@gov.bc.ca.

**Consultations:**
If you need assistance in completing your application, Ministry staff are available for a thirty (30) minute consultation. Please contact the Ministry by e-mail at multiculturalism@gov.bc.ca to schedule a time.

The final date for a consultation with a Program Advisor will be Tuesday, December 3, 2019.

**3.8 Application Assessment**

All applications will be assessed and adjudicated by the Ministry for completeness and eligibility. Applicants will be informed of results by March 31, 2019.

The specific criteria that applications will be evaluated on include, but are not limited to, the following:

1. **Grant Goals (25%)**
   - Application demonstrates ability to meet one of the goals of the 2019/2020 Multiculturalism Grant.
Application clearly articulates its purpose.
Application clearly identifies the problem or issue that the proposed project is intended to address and demonstrates how the proposed project will support positive change.
NOTE: The BC Multiculturalism Grant program invites applications from all regions of the province and aims to support all sizes of organizations applying for this grant. Therefore, considerations will be made to ensure grants will be equitably distributed across the province.

2. Quality and Merit of Proposed Activities (35%)
   - Application clearly describes project, including a proposed work plan outlining clear, realistic and achievable goals.
   - Application clearly describes the problem or issue the project will address.
   - Application clearly demonstrates how diverse participants will be engaged in the project through deliberate outreach and engagement activities.
   - Application prioritizes intercultural interaction between groups that may not otherwise interact with each other and/or have a history of negative interaction OR prioritizes anti-racism and/or systems change activities with new targeted audiences.
   - The project aims to make meaningful change in attitudes and trust levels between groups and/or improve access and opportunities for under-represented, racialized groups.

3. Organizational Capacity (25%)
   - Application clearly describes the applicant’s ability to deliver the project.
   - Application includes examples of two projects involving public engagement the organization has managed within the last two years.
   - Application includes a complete and reasonable budget that includes expenses for expected results.
   - Financial information demonstrating applicant has adequate resources to undertake the project.
   - Sources of additional financial support are identified if applicable (e.g. other grants / leveraged funds / other sources), is realistic and responsible use of resources (funds, volunteers, etc.).
   - Applicant demonstrates that it has managed financial resources in its most recent fiscal year and has balanced organizational revenue with expenses.

4. Partnership and Collaboration (15%)
Application demonstrates the development of the project through collaboration between multiple stakeholders.

Application demonstrates that diverse viewpoints and perspectives of under-represented and/or marginalized groups will be incorporated into the planning, execution and evaluation of the project.

Application includes legacy plan to share or apply project with a wider audience/network.

**Assessment and Reporting**

If an organization has received a Multiculturalism Grant in previous years (2017-2018 or earlier), but has not complied with the grant program reporting requirements, this will be taken into consideration prior to making a final decision on the new application.

Funding decisions are final and will not be revisited or appealed.

Only completed and submitted applications received prior to 11:59 p.m. Pacific Standard Time on Friday, December 6, 2019 will be considered. It is the responsibility of the applicant to ensure that their application was successfully submitted.

**4. SUCCESSFUL APPLICATIONS & GRANT RECIPIENT OBLIGATIONS**

**4.1 Funding**

Applicants who are approved to receive a 2019/2020 Multiculturalism Grant will receive a letter notifying them of the decision and the grant amount. The Ministry will make payments to the recipient organization as indicated in the application package.

Grants are paid in one installment.

Funds may only be used for the eligible activities outlined in your application. Significant changes to the use of funds must be approved by the Ministry of Tourism, Arts and Culture. Funds may not be transferred to other activities or organizations.
Applicants are required to retain all supporting receipts. Applicants will only submit receipts if requested to do so by the Ministry.

Unspent funds must be reported to the Ministry in the Final Report (see below). The Ministry reserves the right to request that funds be repaid to the Ministry if the project is not undertaken or completed.

4.2 Final Report

Successful applicants will be required to submit a final report no later than March 31, 2021 or 30 days after the project is complete for projects occurring between March 1 and March 31, 2021. The Final Report template can be found on the Multiculturalism Grant program website.

The report must detail the activities of the project and indicate how it met the goals of the 2019/2020 Multiculturalism Grant program. The report must include the following:

- Contact information – name of organization, contact person, email address and telephone number.

- Project information – project/event date(s), name of project/event, location(s), anticipated number of participants, actual number of participants.

- Brief explanation of why this project was undertaken, including expectations, and whether expectations were met.

- Brief explanation on how your project met the program objectives of the 2019/2020 Multiculturalism Grant program (See Section 1.1 of these guidelines).

- Brief explanation of the most significant thing that happened as a result of your project.

4.3 Communications and Acknowledgement of the Government of British Columbia

All successful applicants are required to provide the Ministry ten (10) business days advance notice of any public event(s), announcements, or promotions related to their project.
All media and promotional/public materials must acknowledge funding from the Government of British Columbia. This includes publicity, communications or marketing materials developed to promote activities funded by the 2019/2020 Multiculturalism Grant, as well as all other project material developed, including reports and oral presentations.

To use the BC government logo, please complete the logo request form found here (http://www.corporate.gov.bc.ca/print-ads/WebCommon/third_party_use_A&M.pdf), include draft copies of the material(s) in which the logo will be used (poster, video, pamphlet, etc.), and send the logo use request to TAClogos@gov.bc.ca. Please allow up to ten (10) business days to process your logo use request.

5. PRIVACY STATEMENT

The Ministry of Tourism, Arts and Culture is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). Personal information related to the Multiculturalism Grant Program is collected for the purposes of administering the program. All information in this application will remain confidential. The Ministry collects, uses and distributes funding information in order to adjudicate and manage the Multiculturalism Grant Program and promote cultural activity within the province.

By applying for this grant the applicant authorizes the Ministry to publish its organization’s name, location, project summary, and funding amounts, as well as any anecdotal information for promotional purposes.

Applicants should be aware that any information provided to the Ministry of Tourism, Arts and Culture in connection with their application may be subject to disclosure in accordance with the requirements of FOIPPA.

Please contact the Ministry if you would like to withdraw your consent to these stipulations.

6. CONTACT INFORMATION

Contact details for the Ministry are as follows:

By e-mail: multiculturalism@gov.bc.ca
7. GLOSSARY

Terminology used through this grant application process is as follows:

- Ministry – refers to the Ministry of Tourism, Arts and Culture

- Grant – 2019/2020 Multiculturalism Grant

- Community Gaming Grants – a division of the Ministry of Municipal Affairs and Housing which previously administered the Multiculturalism Grants through the Gaming Online System

- Gaming Online System – the system previously used to manage the Multiculturalism Grants

- Canadian Heritage – refers to the Government of Canada’s department of Canadian Heritage

- Tourism Events Program – a grant program administered by Destination BC, the Province’s tourism marketing coordinator, to provide marketing and promotional funding for events in B.C.

- Community Arts Festivals Grants – a grant program administered by the BC Arts Council to assist in the production of local community arts festivals.

- BC Arts Council – is an agency of the Government of B.C. that provides grant funding for arts and culture in British Columbia.