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**MANITOBA LABOUR AND IMMIGRATION  
IMMIGRATION AND MULTICULTURALISM DIVISION**

# **Ethnocultural Community Support Program**

**PROMOTING THE PRINCIPLES OF MULTICULTURALISM IN MANITOBA**

## **GENERAL GUIDELINES**

# GENERAL GUIDELINES

## WHAT IS THE ETHNOCULTURAL COMMUNITY SUPPORT PROGRAM (ECSP)

Manitoba's policy for a multicultural society emphasizes three fundamental principles: pride, equality and partnership. The Ethnocultural Community Support Program has been established to further these principles by providing funding to assist ethnocultural community organizations to:

1. Preserve, enhance, promote and share Manitoba's rich and diverse cultural heritage; and
2. Encourage the development of partnerships between cultural communities to foster cross-cultural understanding, harmony and equality.

Eligible organizations may apply for Special Project Funding or Operational Funding. Funds are provided to successful applicants by the awarding of bingo sessions, by cash awards or by a combination of both.

## WHO CAN APPLY

### To apply, an organization must:

- Be a not-for-profit, community-based, ethnocultural organization in Manitoba, with membership open to the public;
- Be incorporated under provincial or federal laws;
- Be in existence for at least one year;
- Have a constitution, by-laws, and Articles of Incorporation that clearly define the nature, objectives, and tasks of the organization;
- Have a board of directors or executive, which is accountable to the membership, meets at least four times a year, and serves without remuneration;
- Have an organizational plan and develop an annual budget, operate on a sound financial basis, retain financial records and reports for 6 years and publish an annual audited or reviewed financial statement.

### The following organizations are not eligible to apply:

- Religious institutions (churches, synagogues, temples, etc.);
- Organizations whose guiding objectives are political/ideological;
- Committees or sub-committees of organizations;
- Federal departments and crown agencies;
- Provincial departments and crown agencies;
- Municipal departments and agencies;
- Schools, colleges, universities and committees thereof;
- Performing arts groups for performance activities;
- Ethnic media or agencies of mass communication, including radio, television, newspaper, magazines, and other print;
- Philanthropic foundations; and
- Agencies whose primary purpose is to give grants.

## WHAT IS A SPECIAL PROJECT

A Special Project is an activity of a non-recurring nature (i.e. is not an annual event and has a specific start and end date).

## WHAT IS OPERATIONAL FUNDING

Operational Funding may be provided to an organization for ongoing operational costs associated with cultural programming. Capital expenditures or asset purchase will NOT be considered. Examples of capital expenditures include but are not limited to construction, renovation, equipment purchases, prizes, food, scholarships, entertainment, travel, accommodation or costume purchases.

## HOW TO APPLY FOR A GRANT

Send an application with all supplementary documents and information completed and attached in full.

A checklist accompanies each application to help with preparing and submitting your application. Please ensure all requirements are met. If your application is incomplete or inaccurate and cannot be corrected by the deadline, the application may be deferred to a later intake date. Groups involved in joint Special Projects are encouraged to submit one application.

### For Special Project Funding:

- Applicants must submit a detailed description of the project indicating its objectives, time frame, and budget. Applications should include letters of endorsement from participating organizations.
- Applications for financial support must be received prior to the start of the project.
- Depending on the start date of the project, approval for allocations of grants may be deferred to a later intake date.
- Special Project expenses incurred before approval of the grant allocation will not be considered for funding.

## APPLICATION DEADLINES

Deadlines for applications are **April 30, August 31, and December 31** of each year. Applications will not be accepted after the application deadline.

Requests are limited to one Special Project and one Operational Funding application in any one year. (April 1 – March 31).

In the event that the deadline falls on a weekend or holiday, applications may be submitted on the next business day without penalty.

## HOW DECISIONS ARE MADE

1. Program staff review the application to determine eligibility for funding.
2. Funding recommendations are made to the Minister responsible for Multiculturalism.
3. The Minister notifies the organization in writing of grant allocations.

## HOW GRANTS ARE AWARDED

The amount of grant support is based on the availability of funds, the needs of the applicant, the applicant's ability to make effective use of the funds, the amount of community involvement and other sources of funding. Approval may be given at an amount lower than requested or for only a specific part of the request.

**All allocations are given on a one-time basis with no guarantee of similar funding in the future.**

## HOW GRANTS ARE PAID

Successful applicants may receive grants in the form of:

- cash, in the amount approved;
- bingo allocations in the amount approved; or
- a combination of cash and bingo allocation in the amount approved.

## NOTIFICATION OF FUNDING

Notification of funding is generally provided eight to ten weeks after the application deadlines.

## BINGO ALLOCATIONS

Bingo allocations require the applicant to provide a minimum of ten volunteers to assist with the operation of bingo events at either the McPhillips Street Station Casino or Club Regent Casino, in Winnipeg. Currently, the bingos are worth \$3,000 (Evening Session), \$1,800 (Matinee Session), or \$1,500 (Early/Late Session). More than one bingo date may be awarded per application.

Manitoba Lotteries Corporation will inform organizations directly of bingo dates. Bingo dates will typically be scheduled as follows:

**April 30th intake – Bingo Sessions in October, November, or December.**

**August 31st intake – Bingo Sessions in January, February, or March.**

**December 31st intake – Bingo Sessions in April, May, June, July, August, or September.**

## REPORTING ON RESULTS

All recipients of funding under the Ethnocultural Community Support Program must submit a FINAL evaluation report.

- Following your assessment, if approved, a funding agreement outlining reporting requirements will be forwarded. The funding agreement must be signed by the President and Treasurer before any funds will be issued.
- **For Special Project Funding** – a final evaluation report must include a summary of the project results and a detailed account of the organization’s revenues and expenses relating to the project.
- **For Operational Funding** – a final evaluation report must include a summary of all cultural programming activities and a detailed account of the organization’s revenues and expenses relating to the programming activities.
- Future grant applications to the Ethnocultural Community Support Program will only be considered once the Multiculturalism Secretariat has received the final report for the previous grant allocation.
- Complete financial records must be retained by the organization for **6 years** and made available to the Multiculturalism Secretariat on request.

## TERMS AND CONDITIONS

- Applicants must advise the Multiculturalism Secretariat if they receive funding from other sources.
- The assistance of the Ethnocultural Community Support Program should be acknowledged in some way appropriate to the project (for example, a credit line in a publication or promotional materials etc. such as “This project was partially funded with a grant from the Manitoba Government, Ethnocultural Community Support Program”).
- Applicants must use grant funds within 12 months of the approval date. Extensions will be considered only in exceptional circumstances.

- Any funds from the Ethnocultural Community Support Program awarded pursuant to this application are to be used solely for the purposes specified in this application unless written permission has been obtained from the Multiculturalism Secretariat to vary these purposes. **Any funds not so used will be returned to the Ethnocultural Community Support Program as a debt due and owing to the Government of Manitoba.**
- As a condition of accepting financial assistance from the Ethnocultural Community Support Program, successful applicants **agree to cooperate and permit an activity review and/or financial audit of the organization if deemed necessary.**
- A grant may be withheld if:
  - The organization fails to comply with the guidelines or terms and conditions of the funding agreement;
  - The Multiculturalism Secretariat is not satisfied with the progress of the special project or programming activities;
  - Approval of changes to a special project or programming activities is pending; or
  - An activity review and/or financial audit have been initiated.

## WHERE TO OBTAIN APPLICATIONS

**If your organization is applying for the first time or it has been 2 years or more since your last application, please contact the Multiculturalism Secretariat.**

Application forms are available from the Multiculturalism Secretariat office:

Multiculturalism Secretariat  
4th Floor, 213 Notre Dame Ave.  
Winnipeg, MB R3B 1N3  
Phone: (204) 945-5632  
Toll Free Number: 1-800-665-8332  
Fax: (204) 948-2323

**On line:** <http://www.gov.mb.ca/labour/immigrate/multiculturalism/6.html>