



Tourism and Culture

## Community Cultural Partnership Program

<b>Purpose:</b>	To assist and enhance the development of cultural and heritage-based activities within the community.
<b>Eligible Applicants:</b>	<p>Community-based, not-for-profit organizations which have been in operation in the province for the previous 12 months.</p> <p>Individuals seeking funding should apply to other provincially funded organizations, such as the PEI Council of the Arts, the Regional Arts Councils, and Music PEI.</p>
<b>Eligible Projects:</b>	Projects which support, enhance and promote the culture and heritage of Prince Edward Island.
<b>Categories:</b>	<ol style="list-style-type: none"> <li>1 <b>Arts and Heritage Activities</b> (including community histories, exhibits, promotion and marketing initiatives, product development, multimedia projects)</li> <li>2 <b>Training and Development</b> (including organizational training and board enhancement)</li> </ol>
<b>Program Priority:</b>	New initiatives which demonstrate community partnerships while supporting, enhancing and promoting the culture and heritage of Prince Edward Island.
<b>Funding:</b>	<ul style="list-style-type: none"> <li>• Applications may be received anytime after May 1.</li> <li>• The program will close when funds are depleted.</li> <li>• Grants are limited to 50% of eligible, out-of-pocket expenses, to a maximum of \$2,500. The total funding from all provincial government sources will be limited to 50% of the total project costs.</li> <li>• Applications can only be made to one departmentally funded program for each project.</li> <li>• Normally, funding will not be awarded to organizations already in receipt of operational grants from the Province of Prince Edward Island.</li> <li>• All funding will be subject to the terms and conditions outlined issued by the Department of Tourism and Culture.</li> <li>• New funding will not be granted to an organization which has not met the terms and conditions of a previous grant.</li> <li>• Funding will not be awarded to projects already underway.</li> <li>• Activities for which the primary focus is fundraising are not eligible under this program.</li> <li>• Organizations may submit a maximum of two (2) applications per fiscal year.</li> </ul>

<b>Application Deadlines:</b>	Applications may be received after May 1. The program will close when funds are depleted.
<b>Eligible Expenses:</b>	Expenses associated with the activity are eligible <b>except</b> the following expenses: <ul style="list-style-type: none"> <li>• Salaries</li> <li>• Capital costs</li> <li>• Honoraria for project coordination</li> <li>• Food costs</li> <li>• In kind contributions</li> <li>• Administration fees (office rental and utilities).</li> </ul>
<b>Evaluation of Applications:</b>	Eligible applications will be reviewed for completeness and will be assessed on the following criteria: <ul style="list-style-type: none"> <li>• Support material provided</li> <li>• Compliance with the program priority</li> <li>• Establishment of community partnerships</li> <li>• Impact of project on the community</li> <li>• Overall quality of the project</li> <li>• Completeness of the application</li> <li>• Potential or capacity of the organization to complete the project</li> <li>• Feasibility of budget and admissibility of out-of-pocket expenses and revenues</li> <li>• Financial cash contributions (anticipated and confirmed)</li> <li>• Capacity building potential</li> </ul>
	Applications must be submitted on the appropriate application form, or similar format, and must have attached any supporting documentation required to be considered for funding. Applications must contain complete budgetary information.  Submit applications to: Community Cultural Partnership Program Department of Tourism and Culture PO Box 2000, 3 <sup>rd</sup> Floor, Shaw Building Charlottetown PE CIA 7N8  Tel: 902-854-7265 Fax: 902-854-7255

**Some helpful tips for submitting an application:**

1. Read the guidelines carefully as changes have been made to the program.
2. Make your application clear and concise.
3. **This is a competitive process.** Applicants should include all relevant information.
4. Should you have any questions or require assistance in completing the application, please contact the Strategy, Evaluation and Industry Investment Division at 902-854-7265 or send an email to: [cultureinfo@gov.pe.ca](mailto:cultureinfo@gov.pe.ca).

[www.gov.pe.ca/tourism/ccpp](http://www.gov.pe.ca/tourism/ccpp)

Pour obtenir des renseignements en français, signalez le 902-854-7265 ou envoyez un courriel à l'adresse : [cultureinfo@gov.pe.ca](mailto:cultureinfo@gov.pe.ca)



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# Community Cultural Partnership Program Application Form

Personal information on this form is collected under Section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. f-15.01 as it relates directly to and is necessary for assessing applications under the Community Cultural Partnership Program. If you have any questions about this collection of personal information, you may contact the Freedom of Information and Protection of Privacy (FOI/PP) Coordinator, Department of Tourism and Culture, PO Box 2000, Charlottetown PE C1A 7N8, 902-368-4084.

<b>Project Name:</b>	
<b>Name of Organization:</b>	
<b>Address:</b>	
	<b>Postal Code:</b>
<b>Name of Contact Person:</b>	
<b>Tel (Home):</b>	<b>Tel (Work):</b>
<b>Fax:</b>	<b>Email:</b>
<b>Submission Date:</b>	
1. Provide a brief description of your not-for-profit organization including background information and objectives.	
2. Provide a brief description of the project. (Attach additional pages, if required.)	

3. Date of project/activity: \_\_\_\_\_

4. Describe the project objectives, including the impact this project will have on the community. Describe how these objectives meet the **priority** of the Community Cultural Partnership Program, i.e., new initiatives, community partnerships.

5. A Budget: Please provide a **detailed** budget including **all** sources of revenue\* (including all other government sources). An incomplete budget may result in your application being denied.

Expenses		Revenue	
Description	Amount	Description	Amount
_____	_____	Amount requested from CCPP (maximum grant of \$2,500)	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Expenses:</b>	<input type="text"/>	<b>Total Revenue:</b>	<input type="text"/>

\*Applicants must include all sources of revenue including income from sales, admission fees, registration fees, sponsorships, etc., and should be detailed as 'confirmed' or 'unconfirmed'. Please note that in kind contributions are not eligible.

5. B If revenue exceeds expenses, describe how the surplus will be used.

6. Supply any other supporting documentation pertinent to this project (i.e., artists bios, quotes for printing and publishing books, quotes for website development, book/play/video synopsis, letters of support, etc.). Any information which may separate this project from others should be identified. **Please note, this a competitive process and not all applications will be funded.**

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Date

Name

Position Held

Authorized Signature

This form must be completed and signed by a person authorized to sign on behalf of the organization. If not using this form, the equivalent information must be supplied in a similar format to be considered for funding.

**Submit application form to:**

Community Cultural Partnership Program  
Department of Tourism and Culture  
PO Box 2000, 3<sup>rd</sup> Floor Shaw Building  
Charlottetown PE CIA 7N8

Tel: 902-854-7265  
Fax: 902-854-7255

***[www.gov.pe.ca/tourism/ccpp](http://www.gov.pe.ca/tourism/ccpp)***

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