



Tourism and
Culture

Community Cultural Partnership Program

Purpose: To promote and develop the culture and heritage of Prince Edward Island.

Eligible Applicants: Community-based, not-for-profit organizations which have been in operation in the province for the previous 12 months.

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.

Eligible Projects: Projects which support, enhance and promote the culture and heritage of Prince Edward Island.

Categories:

- 1 Arts and Heritage Activities (including community histories, exhibits, promotion and marketing initiatives, product development, multimedia projects)
- 2 Training and Development (including organizational training and board development)

Priority: New initiatives which demonstrate community partnerships while supporting, enhancing and promoting the culture and heritage of Prince Edward Island.

Funding:

- Grants are based on the funds available.
- Grants are limited to 50% of eligible, out-of-pocket expenses, to a maximum of \$3,000. In addition, the total funding from all provincial government sources will be limited to 50% of the total project costs.
- Applications can only be made to one departmentally funded program for each project. Other departmentally funded programs include the Museum Development Program, Québec – Î.-P.-É, Music PEI, the Regional Arts Councils or other grant programs funded through Tourism PEI.
- Normally, funding will not be awarded to organizations already in receipt of operational grants from the Province of Prince Edward Island.
- Applicants or organizations are limited to one funding application per Community Cultural Partnership Program grant deadline.
- Funding will not be awarded to projects already underway.
- Activities for which the primary focus is fundraising are not eligible under this program.
- All funding will be subject to the terms and conditions (funding agreement) outlined in the letter of approval issued by the Department of Tourism and Culture.
- No new funding will be processed or granted to an organization which has not met the terms and conditions of a previous grant.

Application Deadlines:	April 15, 2011 and October 1, 2011 Applications received after the deadline will be kept on file for the next available adjudication. Applicants will be notified promptly following evaluation.
Eligible Expenses:	Expenses associated with the activity except the following: <ul style="list-style-type: none"> • Salaries • Capital costs • Honoraria for project coordination • Food costs • Administration fees, such as office rental and utilities. Please note that in kind contributions are not eligible.
Evaluation of Applications:	Eligible applications will be reviewed for completeness and will be assessed by a panel on the following criteria: <ul style="list-style-type: none"> • Compliance with the program priority • Impact and quality of project • Potential or capacity of the organization to complete the project • Feasibility of budget and admissibility of out-of-pocket expenses and revenues • Financial cash contributions (anticipated and confirmed) from other partners (in kind contributions are not eligible) • Capacity building potential
Procedure:	Applications must be submitted on the appropriate application form, or similar format, and must have attached any supplementary information required to be considered for funding. Applications must contain complete budgetary information.

Submit applications to:	Tel: 902-3684787
Community Cultural Partnership Program	Fax: 902-368-4663
Department of Tourism and Culture	
PO Box 2000, 1 st Floor, Sullivan Building	
Charlottetown PE CIA 7N8	

Some helpful tips for submitting an application:

1. Read the guidelines carefully. Even if you have applied before, there may be some changes to the program.
2. Make your application clear and concise.
3. This is a competitive process. Applicants should include all relevant information.
4. Applicants should provide examples of previous projects completed by the organization.
5. Should you have any questions or require assistance in completing the application, please contact the Culture, Heritage and Libraries Division at 902-368-4787 or send an email to: sfokeefe@gov.pe.ca.

www.gov.pe.ca/tourism/ccpp

Pour obtenir des renseignements en français,
signalez le 902-854-7265 ou envoyez un courriel à l'adresse : ccarsenault@gov.pe.ca



Tourism and Culture

CANADA

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 Director of Culture, Heritage and Libraries, Department of Tourism and Culture, PO Box 2000, Charlottetown PE C1A 7N8, 902-368-4787.

Project Name:

Name of Organization:

Address:

Postal Code:

Name of Contact Person:

Tel (Home):

Tel (Work):

Fax:

Email:

Submission Deadlines (*check one*):

April 15

October 1

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 who will benefit from this project. Describe how these objectives meet the **priority** of the Community Cultural Partnership Program, i.e., new initiatives, community partnerships.

