

**Cultural Contributions Policy
Department of Education, Culture and Employment
Ministerial Payment Authority**

Northern Arts Mentorship Contributions

1. Purpose

Northern Arts Mentorship Contributions support teaching and learning opportunities for Northwest Territories artists, craftspeople or performers who:

- Aspire to be technically and aesthetically competent.
- Desire to gain the skills and knowledge to find employment in their field.
- Are committed to life-long learning in fine arts or traditional arts.

2. Eligibility

Applicants must meet the following criteria to be eligible for funding:

- (a) A cultural organization established in the Northwest Territories with objectives to enhance or support the arts in the NWT by providing learning and teaching opportunities.
- (b) An individual emerging artist, craftsperson or performer who wishes to develop their skills by engaging with an established artist.
- (c) An established artist, craftsperson or performer who wishes to share their experience with an emerging artist.

3. Review

All proposals are received and reviewed by the Culture and Heritage Division which provides recommendations to the appropriate authority in the Department of Education, Culture and Employment.

4. Supporting Data

A funding proposal must be submitted, including a summary of the applicant's previous arts experience and learning expectations, the mentor(s) involved and a demonstration of community support.

5. Amount

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Within the available resources, there is no maximum amount fixed for each recipient in this program. Subject to the following, a contribution will be made for operating expenses only:

- (a) Administration costs shall not exceed ten percent (10%) of the total contribution.
- (b) Capital Cost shall not exceed ten percent (10%) of the total contribution (e.g. studio equipment).
- (c) Travel to participate in a mentorship will be considered an operating cost.
- (d) All contributions are subject to the audit requirements of the Government of the Northwest Territories.
- (e) No award shall be made that exceeds twenty percent (20%) of the total annual program budget for contributions.

6. Method of Payment

Upon the signing of a Contribution Agreement payment(s) will be issued in accordance with the payment conditions outlined in the Agreement.

7. Financial Reporting Requirements

- a) For contributions of FIFTY THOUSAND DOLLARS (\$50,000.00) or less the Recipient shall submit an expenditure report for the Project signed by the Recipient within 30 days after Project completion.
- b) For contributions more than FIFTY THOUSAND DOLLARS (\$50,000.00), but less than ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00), the Recipient shall submit an expenditure report for the Project signed by the Chief Executive Officer and the Chief Financial Officer within 60 days after Project completion.
- c) For contributions of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) or more, the Recipient shall submit to the GNWT an audited financial statement which includes a letter from the auditor verifying compliance with the terms and conditions of the agreement submitted to the GNWT within 120 days after the Recipient's business year-end.
- d) In the instance where full financial accounting is not submitted, the Recipient will not be considered for further funding until the required financial statements indicating that the contribution was expended are submitted or the amount unaccounted for is repaid.
- e) Individuals or organizations will provide information and reports in accordance with the requirements that may be established by the Minister of Education, Culture and Employment and the Government of Canada.

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8. Results Reporting Requirements

- a) In the proposed project, applicants must identify one or more of the project results that the individual or organization is equipped to measure.
- b) Describe the activities that will be undertaken to achieve the results:
 - List the objectives of the mentorship program.
 - List the learning outcomes of the mentorship program.
 - List and briefly describe the measures that will be used to assess each learning outcome.