



Metis Nation-Saskatchewan Program Guidelines v 1.1

Community Enhancement Early Years Grant Program

ELCC DEPARTMENT

Métis Nation-Saskatchewan (MN-S)

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Métis Nation–Saskatchewan Program Guidelines v 1.1

Grant: Community Enhancement Early Years Grant Program

Opening Date:	July 31, 2022
Closing Date and Time:	December 31, 2022, at 12:00 noon
Funding Period:	July 31, 2022, to March 31, 2023 All approved projects must be completed by March 31, 2023
Beginning Budget Submission:	To be submitted with application
Final Budget and Report Submission:	To be submitted by April 30, 2023

Program Guidelines

Introduction:

Métis Nation–Saskatchewan is responsible for administering the Community Enhancement Early Years Grant program available to Métis Nation–Saskatchewan Locals. The MN–S Community Enhancement Early Years Grants Program supports Métis early learning and child care programming in communities throughout our Nation. The application must reflect Métis culture focusing on Métis languages, Elder engagement in a program, or land-based learning opportunities. All applications will be reviewed by Métis Nation–Saskatchewan’s ELCC department. Métis Locals will receive verification that their application has been reviewed.

Principles:

- ❖ The Community Enhancement Early Years Grant program will run from July 31, 2022, to March 31, 2023, with maximum funding available for each application of \$50,000.
- ❖ The program highlights Métis culture focusing on Métis languages, Elder engagement in programs, or land-based learning opportunities.
- ❖ All approved projects must be completed and invoiced March 31, 2023.
- ❖ Final reports to be submitted by April 30, 2023.



- ❖ The MN–S will provide grant funding to the Métis Locals who have entered into, and comply with a contract duly signed by MN–S.
- ❖ Grant payments will be made directly from the MN-S to the Métis Local bank account; individuals are ineligible to receive grant payments.
- ❖ Grant applications will be accepted until December 31, 2022, or until the program is terminated by the Department of ELCC or MN–S.
- ❖ Successful applicants will be offered grant funding for program work up to a maximum level of \$50,000 for a specific service within the contracted amount.
- ❖ The Department of ELCC has full discretion to determine applicant eligibility, approve applications, determine eligible funding, and decline incomplete or inaccurate applications.
- ❖ Any unused funds will be returned to MN–S.

Program Details and Clarifications:

The program runs until March 31, 2023. This allows Métis Locals to apply for programs that reflect Métis culture focusing on Métis languages, Elder engagement in a program, or land-based learning opportunities.

It is the responsibility of Métis Locals, Métis Local Presidents, and Vice-Presidents or Treasurer to plan all work, and along with the related grant applications to complete that work, in a manner consistent with their project plans. Keep in mind that successful grant recipients will receive a 50% interim and a 50% final payment after initial review.

Program Aim:

To further develop early learning opportunities within Métis communities.
To enhance Métis languages, Métis Elders knowledge and cultural involvement in early learning programs and create opportunities for Métis children and their families to have more land-based experiences.

Program Objectives:

- ❖ To support Métis Locals with funding to enhance and create early learning and child care programming and resources
- ❖ To develop Métis culture opportunities that reflect unique community content
- ❖ To reclaim and revitalize Métis languages



- ❖ To gain cultural understanding from Métis Elders and Knowledge Keepers
- ❖ To build Métis centred land-based learning programs

Eligibility Criteria:

Métis Nation–Saskatchewan Locals who:

- ❖ are recognized by Métis Nation–Saskatchewan Legislative Assembly
- ❖ submit a project application that is signed by the Métis Local President and Vice-President or Treasurer

Eligible Projects:

- ❖ Will include one of the three identified areas: Métis language preservation and revitalization, Elder involvement within an early learning or child care setting, and/or Métis land-based learning programs
- ❖ Will engage Métis families with a focus on children from birth to eight years
- ❖ Will host events or activities that enhance Métis culture
- ❖ Will build greater understanding of Métis culture within the broader community
- ❖ Will develop Métis focused early learning resources for distribution within their community and beyond.

Eligible Project Costs:

Eligible expenditures are those considered necessary to support the purpose of the funding. Eligible expenditures include the following:

- ❖ Early learning and/or child care service delivery;
- ❖ Elder and Knowledge/Language Keeper honoraria;
- ❖ Costs of consultants and other program staff;
- ❖ Technical services;
- ❖ Training and skills development;
- ❖ Costs related to planning, design, maintenance or repair of ELCC facilities, and for equipment necessary for operation;
- ❖ Operating costs for example, rent of a building or space for the duration of the program;



- ❖ Transportation;
- ❖ Salaries and wages and benefits;
- ❖ Materials and supplies;
- ❖ Nutrition and food;
- ❖ Printing and communication costs;
- ❖ Hospitality costs;
- ❖ Travel, including accommodation, meals, and allowances;
- ❖ Conferences, workshops and meetings related to Métis peoples achieving ELCC outcomes;
- ❖ Professional development.

Process for Application:

How to Apply:

- ❖ Métis Local meets and plans response- based on early learning and child care community needs
- ❖ Local determines who will be the project lead and the responsibilities of that role
- ❖ Application is completed and submitted
- ❖ Initial budget is completed
- ❖ Plan is implemented
- ❖ Interim report submitted to MN–S
- ❖ Final 50% funding forwarded to Local
- ❖ Programming developed, event(s) occur, or resource created
- ❖ Locals can contact ELCC department if support is required
- ❖ Post evaluation of program or event or resource
- ❖ Final report and budget completed
- ❖ Final report and budget submitted

Performance Measures:

This section will be sent to successful applicants in a fillable form once your application has been reviewed. Determine what is being evaluated in initial plan and include specific emphasis on early learning outcomes. Consider:

- ❖ Number of Métis children and families involved



- ❖ Creation of a resource or document
- ❖ Number of Elders, Old Ones or Knowledge Keepers consulted
- ❖ Number of events
- ❖ Increased number of citizens registered
- ❖ If language, what is different now because of this program, resource, or event?
- ❖ If Elder involvement was measured, how will the community implement Elder knowledge going forward?
- ❖ If building more land-based experiences was the goal, what impact has your program had on building sustainable or long-term land-based knowledge for children? Was a walking trail created? Will outdoor events be incorporated in future community events? Was a new outside space developed for children to use?

Assessment and Reporting:

Consider how you will assess this event, program, resource:

- ❖ What are your indicators of success?
- ❖ Will you survey citizens prior to planning to gain their perspective on early learning programming needs?
- ❖ Will interviews occur?
- ❖ Did you create surveys? What did your Local learn?
- ❖ What about this event, program, or resource increased citizen cultural awareness, identity, or understanding?
- ❖ Have you captured your event with photographs, videos, interviews.

Payment:

Payment Schedule	Accomplishments and Performance Indicators
First Payment – 30 days after MN-S receives the signed contract by Métis Local 50% of funding Date:	



Final Payment – 60 days after program, project, resource begins 50% of funding Date:	
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Program Monitoring and Evaluation:

Complete application, program plan, and initial budget.
Ensure communications, privacy, and use of information is followed:

- ❖ Ensure event leaders, presenters, or volunteers have completed a ‘Criminal Record/Vulnerable Sector Check’
- ❖ Implement a safety plan i.e. will First Aid Responders present
- ❖ Determine if additional insurance is required
- ❖ Prior to hosting an event, ensure permissions for photography and videography are secured
- ❖ Contact local media outlets about event

Awarding Grants and Payment System:

Program Administration:

- ❖ The program is administered by MN–S Department of ELCC.
- ❖ Métis Nation–Saskatchewan reserves the right to amend the guidelines of the program, as required.
- ❖ Receipt of grant is subject to the terms and conditions of the Community Enhancement Early Years Grant Program.
- ❖ Agreement with Métis Nation–Saskatchewan, issued in accordance with the Government of Canada IELCC terms and agreement.
- ❖ Applicants must complete the Community Enhancement Early Years Grant Program application and supply any documents which are required in accordance with the timelines set out in the Grant Agreement, or as requested by the MN-S Department of ELCC.
- ❖ Successful grant recipients are responsible for submitting reports as required under their Grant Agreement.
- ❖ All grants may be subject to a Métis Nation–Saskatchewan audit.



- ❖ Any information obtained under the Grant Agreement will be subject to the provisions of the Freedom of Information and Privacy Act.
- ❖ Program results will be published and updated at least annually. Applicant name (Region), grant amount, and aggregate data on payment and performance measures may be published.

Confidentiality:

- ❖ All information and communications related to the Community Enhancement Early Years Grant Program application package are confidential and shall be maintained in confidence and kept secure by MN–S Department of ELCC.
- ❖ Information may be shared within departments of Métis Nation–Saskatchewan, and others supporting the program (e.g. third party consultants if involved in the evaluation process under confidentiality agreements).
- ❖ The amounts paid to the Métis Locals may be publicly disclosed on the Métis Nation–Saskatchewan website.

Freedom of Information and Protection of Privacy (FOIP):

- ❖ Notwithstanding the confidentiality of the information, the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act are applicable to all information submitted through the application process and may be subject to an access request under the FOIP Act.
- ❖ In the event of a request for access under FOIP, the Ministry will observe the provisions of that Act governing harm to business interests related to commercial or financial information provided in confidence, including the requirement that prior to disclosure the third party will be provided with notice and an opportunity to object to disclosure of any confidential information.

Enquiries and Contact Details:

Applicants may contact the Early Learning and Child Care staff at ceg.elcc@mns.work in relation to general questions, requests for clarification and request for further information.



Terms and Conditions:

Métis Nation–Saskatchewan can:

- ❖ Consider or accept, or refuse to consider or accept, any application which is submitted other than in accordance with these guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect.
- ❖ Conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial, and economic.
- ❖ Require a Local to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information.

Intellectual Property:

All resources and programming outcomes are the property of Métis Locals. As we seek to increase greater appreciation of Métis people in Saskatchewan, sharing these resources with Métis Nation-Saskatchewan and other Locals will build further understanding and appreciation of the historical and current day contributions of Métis and in fostering Métis pride.

Program Application:

*See Community Enhancement Grant Application on MN–S website.

Reporting and Document Submissions:

Part One:

Interim Report –The following documents will be available on the MN–S website in PDF form and will be submitted 30 days after initial funding received.

Consider how you will assess this event, program, resource:

- ❖ What are your indicators of success?



- ❖ Will you survey citizens prior to planning to gain their perspective on early learning programming needs?
- ❖ Will interviews occur?
- ❖ Will you create surveys? What will your Local learn?
- ❖ What about this event, program, or resource will increase citizen cultural awareness, identity, or understanding?
- ❖ How will you capture your event with photographs, videos, or interviews?

Part two:

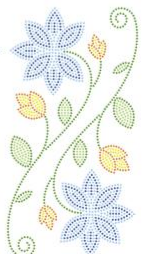
Final Report -The following documents will be available on the MN–S website in PDF form and will be submitted at the end of project completion by April 30, 2023:

Program Budget:

Grant funding amount received:

Item	Projected cost:	Actual cost:	Difference
Staffing: coordinator, Elder, event staff			
Event Rental:			
Capital costs:			
Resource creation:			
Food expenses:			
Meeting costs:			
Video/photo:			
Misc supplies List:			
Total:			

*Any unused funds must be returned to Métis Nation–Saskatchewan.



**Métis Nation–Saskatchewan’s Early Years Community Enhancement Grant
Evaluation (submit on-line at MN-S website)**

Community: _____ Local: _____

Region: _____

Project Title: _____

Area of focus:

- 1) Métis Language Development
- 2) Métis Elder/Knowledge Keeper Involvement
- 3) Métis Land-Based Learning

Why did your Local decide to do this project:

Indicate the number of children and families involved:

Who was your target audience:

What about this program/event/resource, was Métis:

Please list three outcomes your program/event/resource achieved:

Identify partners involved in the programming or resource development:

What is the long-term impact of this project/event/resource:

If you had the opportunity to do this program again, what changes would you make:

Share testimonials or feedback from children and parents

Payment:

Payment Schedule	Accomplishments and Performance Measures
First Payment – 30 days after approval 50% of funding Date:	
Final Payment – 60 days after program, project, resource begins 50% of funding Date:	

Thank you for building understanding and support for Métis children in your community.
Métis Nation–Saskatchewan – ELCC Department.

