

## Cultural Heritage Grant Program 2019 Guidelines and Application Form

The Bristol Bay Native Corporation Education Foundation's (BBNCEF) core purpose is to build and maintain "*connections to our past and invest in our future.*" To achieve this purpose, we administer two grant programs: the Cultural Heritage Grant Program and the Native Place Names Grant Program.

Alaska Native culture encompasses a broad range of customs, traditions and knowledge passed through each generation in Bristol Bay. People experience culture and heritage in many ways:

- Living our values
- Speaking traditional languages
- Knowing our history and sharing the stories of our families and communities
- Gathering, preparing and preserving our traditional foods
- Expressing ourselves through the arts, traditional crafts, sewing and dance

All of these things – and many more – create a link from the past to the present that strengthens our communities and empowers us as individuals. Knowledge and understanding of our culture and heritage can inspire us throughout our life and the lifetimes of future generations.

Through the Cultural Heritage Grant Program, BBNCEF seeks to support organizations who are finding creative ways to promote, preserve and strengthen the cultural heritage of Bristol Bay. We look forward to partnering with you and learning more about your efforts.

If you have ideas or questions about the program, we encourage you to contact Program Officer Ricardo Lopez at (907) 265-7852 or email ([rlopez@bbnc.net](mailto:rlopez@bbnc.net)) to discuss your proposal.

### Timelines for 2019

- Application Due: No deadline. Applications are accepted on a rolling basis throughout the year.
- Funding Decisions: Award decisions are made on a quarterly basis. In most cases, applicants will be notified of a funding decision **within 6-8 weeks after the application is received at BBNCEF**. In developing your project schedule, we recommend applicants plan activities that would take place 3-6 months after the date the application will be received at BBNCEF.
- Project Completion: Within one year of award date. Final reports are due 45 days following completion of the project and no later than one year (plus 45 days) after the award date.

*Applications may be submitted at any time.  
Please allow 6-8 weeks for review.*

*Connecting to our past and investing in our future*

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Visit our website: [www.bbncef.org](http://www.bbncef.org)

## 2019 Bristol Bay Cultural Heritage Grant Program Guidelines

The Cultural Heritage Program goal is to engage BBNC shareholders and descendants in a wide range of educational activities that promote, preserve and celebrate our Alaska Native cultural heritage and way of life. Grant funds up to \$5,000 are available to support educational projects in one or more of the following priority areas:

- **Preservation, practice and teaching Native languages of Bristol Bay.**
- **Native knowledge, history, skills and practices.**
- **Cultural activities, traditions, subsistence, traditional arts and crafts, dance, history.**

Examples of project activities may include (but are not limited to): culture camps; events or workshops; food gathering and preparation; collecting stories and storytelling; interviewing Elders; formal or informal classes; skin sewing, basket making, carving; Native dancing; historical or cultural research; restoration of traditional tools, buildings, boats; preservation, collection and cataloging of art and artifacts; and using media to document our people, places, and traditions.

**Note:** Projects related to the collection, preservation and use of Native place names of Bristol Bay may seek funding under the *BBNC Education Foundation – Bristol Bay Native Place Names Grant Program*. Eligible organizations may apply for and receive a maximum of ONE award under the Cultural Heritage and ONE award under Native Place Names programs per calendar year.

If you have questions or would like any assistance, please contact Ricardo Lopez, Program Officer, via email: [rlopez@bbnc.net](mailto:rlopez@bbnc.net) or by phone at 1-800-426-3602.

### Project Requirements:

- In general, grant-supported projects and activities should be completed within one year. Grant funds are not multi-year awards.
- Projects must have an educational component, but do not need to be held in a classroom setting. Experiential activities – e.g. watching, listening, and practicing – are encouraged. Applicants must be able to identify what will be learned through these activities. Applicants will need to provide a detailed timeline, a description of activities and the expected results.
- Applicants will need to identify the number of adults, youth and elders they expect will participate in activities. If there are community events/gatherings, attendee numbers should be identified separately. Intergenerational participation of various age groups is highly encouraged.
- Grantees are expected to document and photograph activities and share that documentation with BBNCEF. The organization must grant permission to the BBNC Education Foundation to use photographs and any other outputs of project activities.
- Any grant funds not used for the specific purpose set forth in the grant application should be returned.
- Grantees will acknowledge BBNCEF funding on all publications/materials relevant to the funded project.

**Grant Awards:** The typical grant award range is from \$1,000 to \$5,000.

### Eligibility: Who can apply?

- Bristol Bay tribes and traditional councils identified in the Federal Register as entities recognized and eligible to receive services from the United States Bureau of Indian Affairs, or
- Bristol Bay K-12 public schools and accredited post-secondary education institutions, or
- Bristol Bay nonprofit organizations certified as tax exempt under Sections 501(c) (3) or 170(c) of the Internal Revenue Code and classified as "not a private foundation" under Section 509(a).

Bristol Bay education and governmental institutions meeting these requirements are eligible to apply under these criteria. Qualifying nonprofit organizations are asked to demonstrate strong evidence of community support for a project through details in the project description and narrative.

**Applications will not be considered from:**

- For-profit groups or corporations (including village corporations).
- Organizations that are not tax-exempt under section 501(c) (3) of the Internal Revenue Code.
- Organizations that do not provide direct services to Bristol Bay Native Corporation shareholders.
- Organizations without a 501(c) (3) tax status designation who are using another non-profit organization as a fiscal or umbrella agent.
- 501(c) (3) organizations that are not in current good standing with the IRS regarding their Form 990 filing requirements.
- Foreign entities.
- Individuals (including individual BBNC shareholders).
- Previous grant recipients who have not fulfilled all terms/conditions of a past award from BBNCEF.

**How to Apply:**

Grant applications are available on the BBNCEF website at: [www.bbncef.org](http://www.bbncef.org). Hard copies may be requested by email at: [bbncef@bbnc.net](mailto:bbncef@bbnc.net) .

Grant applications may be emailed, faxed, mailed or hand delivered to BBNC Education Foundation. Incomplete applications will not be reviewed or considered.

**Applications should be submitted to:**

BBNC Education Foundation Grant Programs  
111 West 16th Avenue, Suite 400  
Anchorage, AK 99501

Phone: 907.278.3602  
Toll-Free: 800.426.3602  
Fax: 907.265.7886  
Email: [bbncef@bbnc.net](mailto:bbncef@bbnc.net)

**Review Process and Criteria:**

When an application is received, BBNCEF staff will send the applicant a letter via email or mail acknowledging receipt. Applications will be screened for eligibility by BBNCEF staff and then reviewed by the BBNCEF Board on a quarterly basis. The Board (or a committee created by the Board) will evaluate the eligible applications as to how well the proposed project or activity addresses the priorities of the BBNC Education Foundation. Projects must address one of the themes or priorities listed at the beginning of these guidelines.

Final decision for grant approval is made by the BBNC Education Foundation Board of Directors.

**Project Reports:**

A final project and financial report is due 45 days following completion of the project and no later than one year (plus 45 days) after the grant award date. Report forms will be provided by BBNCEF. Final reports must describe the project approach and results; how grant funds were used; the number of people involved (including estimates of BBNC shareholder, descendant, youth and elder participants). Final reports must include actual or digital access to photographs of project activities.

## **Bristol Bay Native Corporation Education Foundation Grant Program Frequently Asked Questions**

### ***We currently have an open BBNCEF grant. Are we eligible to apply for another?***

Current grantees must submit the final report for their existing grant before a new proposal is submitted. Eligible organizations may apply for and receive a maximum of ONE award under the Cultural Heritage and ONE award under Native Place Names programs per calendar year.

### ***Are Village Corporations or individual BBNC shareholders eligible to apply?***

Due to IRS regulations, for-profit entities (including village corporations) and individuals (including BBNC shareholders) are **not eligible** to apply for grants. We do encourage partnerships with eligible organizations and tribes on aligned activities, but grant funds may not be used for “pass through” or sub-grants. Please call us with ideas or questions.

### ***How can BBNCEF grant funds be used?***

Funds may be used for necessary expenses that directly support project activities. Funds may be used as a match for other grants, but grantees must accomplish the project goals stated in the application and meet all BBNCEF reporting requirements. BBNCEF Cultural Heritage and Native Place Names Program funds are intended to support projects that provide new or additional activities and should not be used to replace state, local, or tribal funds that have been appropriated or allocated for the same purpose.

### ***Are there restrictions on how funds may be used?***

Funds may be not used to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on any voter registration drive. In addition, grant funds may not be used for “pass through,” sub-grants or re-grants; tuition, registration or similar fees; past purchases or debts; alcohol or tobacco products; endowments, capital projects or loans; or payment of any kind to BBNCEF Board members or staff. Funding may not be used for pre-award project or grant preparation costs or for projects that have been completed prior to grant award start date. Applicants are encouraged to contact BBNCEF if they have any questions regarding allowable costs.

### ***We are a non-profit organization serving Bristol Bay shareholders. What kind of evidence of community support do we need to submit with our application?***

Community support may include letters of support from organizations within the community where project activities will occur, letters from shareholders, and governing body resolutions. Support should be specific to the project.

### ***Is it okay if grant project activities happen in a short period of time?***

Yes. The grantee determines the schedule that is appropriate for their project activities. Some projects might be implemented throughout the year or a period of months, while others might be completed in a week or two.

### ***What format do we use for the project budget and budget narrative?***

There isn't a specific budget format required for the application. Applicants should list the estimated expenses for the project. These might include employee wages or non-employee stipends; supplies, material and equipment; travel; administration and other anticipated expenses. The budget narrative should address each budget line item and explain how it relates to the project and how the budgeted amount was calculated. All expenses should clearly relate to the project narrative.

### ***May grant funds be used for administrative costs?***

Administrative and/or indirect costs must not exceed 20% of the total grant amount.

### ***When are grant awards made?***

Grant applications may be submitted at any time and will be considered on a rolling basis each quarter in 2019. In most cases, applicants will be notified of a funding decision within 6-8 weeks after the application is received. In developing your project schedule and timeline, we recommend planning activities that would take place 3-6 months from the date the application will be received at BBNCEF.

### ***What help is available in preparing an application?***

At any time during the application process, you are welcome and encouraged to contact Ricardo Lopez, Program Officer, with any questions. He can be reached at: (907) 265-7852 or email: [lopez@bbnc.net](mailto:lopez@bbnc.net).

## APPLICANT INFORMATION

Legal Name of Organization		Employer Identification Number (EIN)	
Address			
City	State	Zip Code	
Executive Director or CEO		Title	
Email		Telephone	
Application Contact (if different from Executive Director or CEO)		Title	
Email		Telephone	
Board Chair/Tribal Council President	Email	Telephone	

**Project Title:** \_\_\_\_\_

**Project Dates:** \_\_\_\_\_ **Project Budget Request: \$** \_\_\_\_\_

**The Applicant Organization is: (check one)**

- A Tribal entity
- A public school or accredited post-secondary educational institution
- A Bristol Bay nonprofit organization certified as tax exempt under Sections 501(c)(3) or 170(c) of the Internal Revenue Code and is classified as "not a private foundation" under Section 509(a).

**Project Proposal Priority Areas:**

Which BBNCEF Cultural Heritage priority area does your project best address? Applications must address at least one of the BBNCEF Cultural Heritage priority areas. Selecting more than one priority area does not impact the scoring in any way.

- Preservation, practice and teaching Native languages of Bristol Bay**
- Native knowledge, history, skills and practices**
- Cultural activities, traditions, subsistence, traditional arts and crafts, dance, history, etc.**

## APPLICATION QUESTIONS

**Project Description:** Please address the following questions. Attach additional pages, if needed.

1. Describe the specific purpose or project for which grant funds are requested. Explain how your project will address at least one of the BBNCEF Cultural Heritage priority areas. What do you hope participants will learn? Your description should include a summary of the Alaska Native cultural activities that will take place and the groups you are targeting (such as youth, Elders, teens, families). If planned, describe any Elder involvement or youth/elder interaction during the project.
2. Who will supervise the activities and provide leadership for the project?
3. Provide your proposed timeline for carrying out project activities.
4. Estimate how many people will participate in your project.  
How many youth? \_\_\_\_\_ Age Range: \_\_\_\_\_  
How many adults? \_\_\_\_\_  
How many Elders? \_\_\_\_\_  
How many volunteers? \_\_\_\_\_  
Estimated percentage of participants that will be BBNC shareholders or descendants: \_\_\_\_\_%

**Project Budget and Budget Narrative:** Please attach a project budget and brief budget narrative that explains how grant funds will be used. Itemize your expenses and provide an expense total. Clearly identify any administrative and/or indirect costs. Administrative and indirect cost combined may not exceed 20% of the total grant amount. If you will be using this grant as a match, provide information about that matching program and identify the BBNCEF line item expenses.

**Project Partners and Collaborators:** Please attach a list of any partner organizations or agencies that are involved in the project. Describe how they are involved. Identify partners as: **Funding Partners** (if they are only providing monetary support), **Project Partners** (if they are only involved in project activities), or **Both** (if they are providing funds and participating in project implementation). It is not necessary to include dollar amounts or details of partner participation.

## Assurances and Certification

By signing this application form, the signer acknowledges and certifies:

- The information provided is accurate and any grant funds received will only be used according to the stated purposes and approved awarded purposes.
- The organization will comply with BBNCEF regulations and guidelines.
- The organization provides assurances that funds will not be used to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on any voter registration drive; as “pass through,” sub-grants or re-grants; tuition, registration or similar fees; past purchases or debts; alcohol or tobacco products; endowments, capital projects or loans; payment of any kind to BBNCEF Board members or staff; or for pre-award project expenses, grant preparation costs, or projects that have been completed prior to action on the proposal by the BBNCEF Board of Directors.
- The organization will provide a final evaluation and expenditure report by the deadlines and in the format required by BBNCEF. Final reports must provide a narrative describing project activities, information about participants as outlined in the grant application, and photographs of project activities.
- The organization will maintain adequate financial records that track all uses of grant funds. The organization agrees to make its financial records available to BBNCEF representatives upon request.
- The organization grants permission to the BBNCEF to use any project written materials, photographs, and video or audio recordings.
- The organization understands that grant funds can only be used for the purposes stated in the grant proposal and agrees to return all unspent funds to BBNCEF.
- The person signing this application has the authority to commit the organization to these conditions.

If submitting the application by email, and applicant cannot create a signed PDF version, the email will be used as a signature.

### Authorized Signature:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Please attach and submit with your completed application:

- Verification of tax exempt status under Section 501(c)(3) of the IRS code
- Project Description
- Project Budget and Budget Narrative
- List of any Project Partners and Collaborators (if applicable)

Grant applications may be emailed, faxed, mailed or delivered to BBNC Education Foundation. Applications will be considered on a rolling basis. Please allow 6-8 weeks for review.

**Questions?** Please call BBNCEF at 1-800-426-3602 or email us at [bbncef@bbnc.net](mailto:bbncef@bbnc.net).