

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.

Timeline

- 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 30 days following completion of the project and no later than one year (plus 30 days) after the award date.

If you have ideas or questions about the program, we encourage you to contact Program Officer Kay Larson-Blair at (907) 265-7852 or email (klarsonblair@bbnc.net) to discuss your proposal.

Cultural Heritage 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.

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.

Bristol Bay Cultural Heritage & Place Names Grant Guidelines

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.

Cultural Heritage 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.

Place Names Grant Program

The Bristol Bay Native Place Names Project was prompted by the late Harvey Samuelsen, who spoke of the need and importance of preserving place names in the Bristol Bay region. The BBNC Land Department and its partners developed a website with a map and database to document Native place names, locations and meanings. The Place Names Grant Program is a collaborative effort between the BBNC Education Foundation and BBNC Land Department.

The goal of the program is to collect, preserve and increase access to information about Native place names for the people of Bristol Bay. Grant awards of up to \$5,000 are available to support eligible projects.

Place Names projects might include efforts to document traditional names of communities, rivers, lakes, mountains, hills, bays, beaches and other physical features. Projects might also include the history and/or significance of those places. Work in this area might entail working with individuals and groups or research. Methods could include, but are not limited to:

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- Community sessions or workshops to discuss and learn about traditional place names.
- Oral histories and conversations through recording or videotaping.
- Marking photographs and maps.
- Creating photo essays or videos.
- Visiting and photographing sites.
- Extracting information from documentary sources (records from individuals or groups such as diaries, letters, memoirs, public documents, photos, etc.).
- Gathering old maps and aerial or other photographs.
- Coordinating with current research and other place names projects.

Creative approaches that engage Elders, youth and community members, and foster an interest in learning our history are encouraged. Work products from Place Names projects funded by BBNCEF may be shared with BBNCEF partners such as the BBNC Land Department, become part of the BBNC “Bristol Bay Online!” website, or shared with other BBNC Land Department partners.

Note: Projects focused primarily on cultural heritage may seek funding under the *BBNC Education Foundation Cultural Heritage 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.

Place Names Pre-Application and Post Award Resources: We invite Place Names applicants to contact the BBNC Land Department staff to discuss your project. The BBNC Land Department may offer ideas and strategies for Place Names collection. The Land Department may also have maps and information available with traditional place names currently identified for your geographic area of Bristol Bay.

To help each funded project achieve success, BBNC Land Department may offer optional training to grant awardees. During training, awardees will learn more about the existing place names database and how their work can support the larger effort to document and preserve these names. If you would like assistance, please contact Francisca Demoski, BBNC Land Manager, via email: fdemoski@bbnc.net or by phone at 1-800-426-3602.

Place Names Project Requirements:

- Proposals should identify the geographic focus of their project and describe their relationship to that geographic area.
- Projects must have an educational component, but do not need to be in a classroom setting. Experiential activities – e.g. watching, listening and practicing - are encouraged. Applicants should clearly describe educational components and identify what will be learned through these activities.
- Intergenerational participation of various age groups is highly encouraged.
- Grantees are expected to document activities and share any photographs, maps, video or other materials related to project activities.
- The organization must grant permission to the BBNC Education Foundation to use photographs of project activities.
- Any balance of grant funds not used for the specific purpose set forth in the grant application must be returned to the BBNCEF upon project completion or at BBNCEF’s request.
- Grantees will acknowledge BBNCEF funding on all publications/materials relevant to the funded project.

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Cultural Heritage & Place Names Grant Program

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

Eligibility: Who can apply?

- 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 that serve BBNC Shareholders or descendants, or
- K-12 public schools and accredited post-secondary education institutions that serve BBNC Shareholders or descendants, or
- 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) that serve BBNC Shareholders or descendants.

Qualifying nonprofit organizations and those located outside of Bristol Bay 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).

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

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 projects that have been completed prior to action on the proposal by the Foundation Board of Directors. Applicants are encouraged to contact BBNCEF if they have any questions regarding allowable costs.

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How to Apply: Online Grant applications will be available at bbncef.smapply.io after August 1, 2020. If you are unable to make an account or need assistance please contact our office. If you do not have access to internet and cannot complete an application on-line hard copies may be requested by email at: bbncef@bbnc.net or [downloaded at BBNC.net](http://bbnc.net). Grant applications may be emailed, faxed, mailed or hand delivered to BBNC Education Foundation.

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

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 Cultural Heritage & Place Names Grant 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 will be accepted. 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. 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 and/or we are located outside of Bristol Bay. 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.

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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 Kay Larson-Blair, Program Officer, with any questions. She can be reached at: (907) 265-7852 or email: klarsonblair@bbnc.net