

# CFWWIRF GRANT GUIDELINES

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## Objectives of the Canadian First World War Internment Recognition Fund

*The Canadian First World War Internment Recognition Fund was established to support projects that commemorate and recognize the experiences of all of the ethno-cultural communities affected by Canada's First National Internment Operations 1914-1920.*

*The Canadian First World War Internment Recognition Fund (CFWWIRF) held its first Symposium in Kingston, Ontario from 17-20, June 2010. Lord Cultural Resources facilitated the first Symposium The Symposium, organized by the CFWWIRF Endowment Council, brought together artists, community stakeholders, descendants, and cultural professionals to devise initiatives that will commemorate the victims of Canada's first national internment operations, and to educate the public about the internment and its importance to our national narrative as Canadians. This Symposium was facilitated by the Gail Lord of Lord Cultural Resources which has produced a report of the outcomes of the Symposium. The Endowment Council has approved Education as their priority as a result of the Lord Summary Report. The Endowment Council recommends all grant applicants to review the Lord Summary Report prior to applying for funding to the Fund. The summary report is available to view or download from the CFWWIRF website, [www.internmentcanada.ca](http://www.internmentcanada.ca).*

### To be eligible for support, applicants must:

- Meet the objectives of the Canadian First World War Internment Recognition Fund (otherwise known as CFWWIRF) and qualify within the following areas of funding:
  - **Education**  
Student Support, Program Development, Development of Educational Materials.
  - **The Arts**  
Theatre, Music, Dance, Fine Arts, Applied Arts, Films.
  - **Literature**  
Literary Publications, Documentary Publications, Research Results.  
Community Development, Program Development, Leadership Training, Communications

### Eligible applicants may be any one of the following;

- Canadian citizens or permanent residents
- Corporations
- Sole Proprietorships
- Partnerships, trusts
- Joint ventures
- Educational institutions
- Unincorporated associations established in Canada or owned and controlled by Canadians and carrying out their activities in Canada.

### General Criteria, Requirements and Restrictions

1. **Eligible project activities shall include, without being limited to, the following activities provided that they related to the First World War Internment in Canada:**
  - a) educational material, seminars, websites and publications;
  - b) commemorative events and activities;
  - c) plaques, historical markers and monuments;
  - d) research and its dissemination;
  - e) university chairs;
  - f) acquisition, restoration and preservation of sites of historical significance, such as internee cemeteries;
  - g) development of museum exhibits, including the acquisition of relevant artefacts and the fitting out of physical space for the exhibits; and
  - h) other relevant cultural and community development projects.
- **Please note that applications which are not complete will not be considered.**

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## **2. The expenses related to the following activities shall be considered ineligible for funding for the purpose of the Fund:**

- a) financial compensation, reparation or restitution to individuals or organizations for losses, injury or damages suffered in relation to a specific historical event or experience;
- b) promotion of any political view or position
- c) promotion of any religion;
- d) activities that relate to a court action or any legal proceedings;
- e) activities that have already taken place or that duplicate an existing program, service or initiative;
- f) activities that take place outside Canada, including travel outside Canada, except travel related to research essential to activities taking place in Canada; and
- g) activities requiring third party approval or consent and where this third party approval or consent has not been obtained in writing.

**The Canadian First World War Internment Recognition Fund Endowment Council encourages applicants to seek other sources of funding and provide evidence of same.**

## **Project assessment criteria**

### **1. Overall Assessment**

Does the proposed project educate, commemorate or inform Canadians about Canada's first national internment operations 1914-1920?

Does the proposed project introduce/reflect the internment in a manner/format which will promote awareness of what happened?

### **2. Project Quality**

The Endowment Council looks for evidence of quality through the commitment, clarity and soundness of planning in such factors as:

- artistic/academic goals and objectives, a statement of the individual's / organization's role in its artistic/academic environment, the qualifications and responsibilities of key personnel;
- evidence of particular leadership in areas of artistic/academic program and practice (i.e. track record);
- project balance and relevance, consistency of project planning and implementation, whether project is distinct from or complements those of other individuals/organizations;
- quality and comprehensiveness of support materials.

### **3. Financial Responsibility**

The Endowment Council will consider the soundness, coherence and clarity of the governance of the project through such possible factors as:

- sound financial management systems as reflected by a detailed budget, appropriate allocation of resources;
- other sources of revenue;
- a history of developing and implementing fundraising / marketing programs;
- board/executive structure, composition, functioning and goals where relevant.

Does the project demonstrate sound financial management?

### **4. Community Support**

The EC will consider broader support for the application through:

- Support letters from affected communities/ internee descendants/ general community / organizations;
- relevant volunteer activities.

Does the applicant receive support from other sources?

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## **Grant Categories and Criteria Publications**

- Manuscript must be submitted with application
- When applying to cover printing costs, an estimate from at least two printers must be submitted
- If funded, two copies of the publication must be submitted upon the completion of the project
- Academic projects must seek funding from academic sources first and provide evidence of same
- Reviews of manuscripts and two letters of recommendation from qualified experts must be provided

## **Newspapers/Periodicals/Websites**

- Funding may be provided in the form of advertisement with the maximum of \$1000.00 for periodicals per year a \$2,500 for newspapers per year.
- If funded, complimentary subscriptions of publication for the funding year must be provided
- No funding will be provided for internal organizational newsletters
- Funding for web sites will be limited to a one-time maximum of \$2,000.00

## **Films /Videos/ Multimedia**

- The following must be submitted with the application: a copy of the working manuscript, video, or CD-rom, complete with details of development costs.
- If funded, two copies of the final product must be submitted upon completion of the project

## **Research**

- CFWWIRF encourages academic projects to seek funding from academic sources first. Evidence of such attempts must accompany the application.
- An outline of the research paper including a comprehensive statement of methodology and resources first must be submitted with the application.

## **Recordings**

- The following must be provided with the application: a cost estimate from the producer and a demonstration tape or CD of the recording.
- If funded, two copies of the final recording product must be provided to the CRWWIRF upon completion of the project.

## **Workshops/Seminars/Conferences**

- Detailed program background on the event must be submitted with the application.

## **Concerts/Tours**

- Detailed program background on the event must be submitted with the application.
- Funding is normally provided in the form of a sponsorship or advertisement in the project promotional information and program.

## **Commemorative Events/Plaques/Historical Markers/Monuments**

- Detailed program background on the event must be submitted with the application.

## **Dramas/Musicals**

- A copy of the working manuscript must be submitted.

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## **Institutions/Museums/Cultural Centers/Exhibits**

- Detailed project or program outline and background information must be submitted with the application.

## **Education/Educational Resources**

- Applications must be accompanied with a clear precise outline of the work plan and methodology.
- Applicant must demonstrate the need of educational resources based on the material already available.

## **Miscellaneous**

- Type of project \_\_\_\_\_

## **Conditions of Assistance**

- After ascertaining that the request meets the above criteria, support for approved projects may be provided from the funds available. The amount of support will be based on the availability of funds and the merits of the project.
- The Canadian First World War Internment Recognition Fund Endowment Council may seek an external evaluation of an application. The source of any advice given to the CFWWIRF will be kept confidential.
- All projects must begin within one year of application deadline.
- Since most projects cannot be fully funded, applications may be awarded only partial funds if any at all.
- Detailed budget information must be included with the application.
- Upon completion of the project, a final written and financial report must be filed with the CFWWIRF. Failure to do so will result in no further funding from the CFWWIRF.
- The decision of the Endowment Council for the CFWWIRF is final.

## **Application Procedure**

- Applications for financial support must be made on the application form of the CFWWIRF. Provide as much information as possible on the application form itself and add pages as necessary. The CFWWIRF reserves the right to request further documentation.
- Applicants who have previously received funding from the Endowment and whose projects are unfinished at the time of the new application must report on the status of the project in question.
- **Any application which is not complete will not be considered.**

## **Application Deadlines**

- There is only one allocation of funds per year. Applications must be in the office of the CFWWIRF by the deadline of April 1.
- The Program Manager of the CFWWIRF will acknowledge receipt of each grant application.
- Once a decision on the application has been made by Endowment Council of the CFWWIRF, applicants will be notified in writing within 6 months.

## **Report Requirements**

- Recipients must file a financial statement and a final report upon completion of the project. Failure to do so will disqualify the applicant from any further funding from the CFWWIRF.

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## Acknowledgment

The recipient will acknowledge the grant receive from CFWWIRF with the following inscription:

**“This project has been made possible by a grant from the Endowment Council of  
The Canadian First World War Internment Recognition Fund.”**

The support of the CRWWIRF must be acknowledged in all publicity related to the project.

- The CFWWIRF reserves the right to publicized all projects and recipients.

**Approved by the Endowment Council of the CFWWIRF, January 26, 2012**