



# THE CIRI FOUNDATION

## Heritage Project Grant *2022 Guidelines & Application*

**The CIRI Foundation**

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### THE CIRI FOUNDATION

The Ciri Foundation was established in 1982 by Cook Inlet Region, Inc. (CIRI). The mission of The Ciri Foundation is to promote individual self-development and economic self-sufficiency through education and to maintain pride in culture and heritage among Alaska Natives who are original enrollees of Cook Inlet Region, Inc., and their lineal descendants. The Ciri Foundation is an Indigenous led organization that believes in Indigenous values. We want to help Alaska's communities thrive. Please let us know how we can support you in this process.

### HERITAGE PROJECT GRANT PROGRAM GOALS

The heritage of Alaska's indigenous people – Yup'ik, Inupiat, Aleut/Alutiiq, Athabaskan, Tlingit, Haida, and Tsimshian who comprise the people of Cook Inlet Region, Inc. – is rich in diversity and represents traditions which span more than 12,000 years of Alaskan history.

In order to perpetuate and promote the region's cultural traditions and heritage, The Ciri Foundation has established the Heritage Project Grant Program. Project goals and application criteria were approved by The Ciri Foundation Board of Directors on April 23, 1986.

The goals of The Foundation's Heritage Project Grant Program are as follows:

- Support educational projects, research, and development of materials on subjects that enhance the understanding and appreciation by Alaska Natives and the general public about traditional and contemporary Alaska Native history, ethnology, anthropology, philosophy, literature, the arts, and other related fields.
- Promote enrichment programs about the cultural traditions of Alaska Natives of the Cook Inlet region and encourage contemporary Native tradition bearers in pursuit of their works.
- Foster the identification, preservation, curation, and interpretation of traditional and contemporary Alaska Native cultural resource materials of the Cook Inlet region.
- Encourage excellence in the development and exhibition of traditional and contemporary Alaska Native art, music, literature and other works for appreciation by the general public.
- Conduct consultation and cooperation to protect traditional and cultural values ascribed to Alaska Native lands in the Cook Inlet region.
- Promote cooperation and involvement of Alaska Natives of Cook Inlet Region, Inc. as well as with civic and private organizations to accomplish The Foundation's heritage goals.



## **Heritage Project Grant Program Guidelines**

### **Eligibility**

Heritage Project Grant applications may be submitted to The Ciri Foundation by:

1. Nonprofit organizations that have received an IRS determination of Section 501(c)(3) status and classification as public charity, including but not limited to cultural centers and museums, but not including any non-functionally integrated Type III supporting organization;
2. Tribal organizations that appear in the current Federal Register list of Native entities within the State of Alaska that are federally recognized and eligible to receive services from the United States Bureau of Indian Affairs, with preference given to organizations located within the Cook Inlet region;
3. Qualified nonprofit or tribal organizations as described above as sponsors of individuals who are selected solely by the applicant organization using objective and nondiscriminatory criteria, and who are original enrollees to Cook Inlet Region, Inc. and/or their lineal descendants;
4. Governmental educational institutions such as public schools, including state institutions of higher learning.

### **Guidelines**

All applications must comply with the following guidelines:

1. The Heritage Project Grant shall further The Foundation's Heritage Project Grant Program Goals, as set out above.
2. All organizations applying must satisfy the eligibility criteria above. Individuals are not eligible to apply for or receive grants, but an eligible organization may apply as a sponsor for an individual (as described under Eligibility) where the organization is solely responsible for the financial administration of the grant and for the selection and oversight of the individual.
3. Grantee programs must directly impact or involve Cook Inlet Region, Inc. original enrollees and/or their lineal descendants.
4. Priority will be given to grant applications submitted by organizations located within the geographic boundaries of the Cook Inlet region of Alaska.
5. The grantee organization must report on the project's programmatic progress and financial expenditures of the grant as specified in the Project Grant Agreement.
6. Preference will be given to Heritage Project Grant proposals that demonstrate the ability to obtain at least a one-to-one funding match.
7. The Foundation usually considers grant amounts up to \$6,000, but the award amount may be more if funding is available.
8. The Ciri Foundation may consider a project more than once if there is a significantly different component described in repeat applications.

### **Application Deadlines**

Applications must be *received* by The Ciri Foundation by the stated deadlines to receive consideration. Late applications will not be considered for the deadline. Applicants are encouraged to submit their application early and call The Ciri Foundation to discuss project ideas prior to submission. Funding subject to availability.

- **March 1**
- **June 1**
- **September 1**
- **November 1**

Complete Heritage Project Grant Proposals will be submitted to The Ciri Foundation Board of Directors at the next scheduled board meeting after the application deadline. The Ciri Foundation Board of Directors usually meets three times a year.



## **Proposal Submission Process**

1. Upon receipt of a proposal, The Foundation will send the applicant an acknowledgment letter via email/mail, which may contain questions and/or requests for additional documents. Please provide a written response to each question or a copy of the document(s) as noted.
2. The Foundation Board of Directors will *usually* make decisions on proposals within 30-60 days following each Project Grant application deadline.
3. Notification letters will be sent to the applicant within 5-10 business days of Board action.
4. If a Project Grant is awarded, a Project Grant Agreement must be signed by both The Ciri Foundation and the grantee prior to release of award funds.

## **Review Criteria**

Grant applications are reviewed based upon the following criteria:

1. Appropriateness of the Project Grant proposal to The Foundation's Heritage Project Grant Program Goals and Project Grant Guidelines.
2. Communicated need for the project in the field of heritage perpetuation.
3. Involvement and collaboration with original enrollees and/or lineal descendants of Cook Inlet Region, Inc. and broader Alaska Native communities.
4. The extent to which the project impacts the targeted audience.
5. The extent to which the project impacts the general public.
6. Clarity of purpose.
7. Realistically defined tasks to achieve the project's goals and objectives.
8. Appropriate and clearly stated project evaluation plan that shows impacts and success toward reaching the heritage perpetuation goal(s).
9. Demonstration of available funds that at least match the amount of funds requested from The Ciri Foundation.
10. Feasibility of project budget and timeline.
11. Innovation of project plan.

## **Project Completion Requirements**

Upon completion of the approved Project Grant, the following information must be submitted to The Foundation by the grantee *no later than thirty (30) days after the end of the grant period*:

1. A **signed** copy of the Heritage Project Grant Program Evaluation Report Form.
2. A copy of the complete financials for the project showing all TCF expenditures.
3. A copy of the materials or news releases that tell about the project or results from the project.
4. Any unexpended balance of grant funds from The Foundation may need to be returned to The Foundation.
5. Any further items requested within the award letter received from The Foundation indicating Board requirements.
6. See Section "E" in the Project Grant Program Evaluation Report Form.
7. In addition to submitting the information listed above to The Ciri Foundation at the completion of the grant project, all grantees must submit a brief story about their projects with appropriate photo(s) on The Ciri Foundation's website via the "Share Your Story" link: <http://thecirifoundation.org/share-your-story/>.

*Note: The Ciri Foundation requires the Project Grant Evaluation Report Form within 30 days after the Project completion (end) date stated on the original proposal, or requires an official written request for an extension. If the Project Grant Evaluation Report Form is not completed and submitted, further Project Grant proposals may not be considered. **Please see evaluation resources online for further assistance:** <http://thecirifoundation.org/project-grants/grantee-resources/>*



### ***Other Important Information***

1. The final decision for grant application approval is made by The Foundation's Board of Directors.
2. Failure to comply with grant criteria of The Ciri Foundation may be grounds for ineligibility for future grants from The Foundation until the matter has been remedied.
3. Grant awards are effective for the approved project period.
4. **Requests for changes to the project timeline, budget, or scope must be submitted in writing to The Ciri Foundation for consideration. If the requested change is approved, The Ciri Foundation will send a written response making note of this change within thirty days of receipt of the request.**

### ***The Ciri Foundation Does Not Fund the Following:***

- The Foundation does not provide grants for endowments, buildings, or equipment, nor does it give loans.
- Funding will not be considered for projects that have been completed prior to action on the proposal by The Foundation Board of Directors.
- Foundation grants are not to be treated as conduits for re-granting of funds (example: travel or scholarships).
- Grants cannot be made to other private foundations.
- Funds may not be used for lobbying or propaganda efforts to influence legislation of any type.

**If you have any questions about filling out the application form or submitting a project grant proposal for consideration, please contact TCF anytime.**

Phone: (907) 793-3575 | Toll-Free: (800) 764-3382 | Email: [tcf@thecirifoundation.org](mailto:tcf@thecirifoundation.org)



## **INFORMATION TO BE SUBMITTED: HERITAGE PROJECT GRANT PROPOSAL**

To apply for a Heritage Project Grant from The Ciri Foundation, the following information and materials must be submitted for full consideration.

- Complete Application Form (page 7 in this packet)** Please contact TCF if you need assistance.
- Proof of Eligibility**, A copy of the organization's Form W-9 and one of the following: (i) a copy of the organization's IRS determination letter of Section 501(c)(3) status and public charity classification (if a nonprofit organization) and Form W-9, (ii) current listing in the Federal Register list of Native entities within the State of Alaska that are federally recognized and eligible to receive services from the United States Bureau of Indian Affairs (if a tribal organization); or (iii) statement that the applicant is a public school or state institution of higher learning.
- Proposal Narrative**, including:
  1.  What is the purpose of this project?
  2.  What are the measurable outcomes that are anticipated from this project?
  3.  What activities will be performed to achieve the purpose of the project?
  4.  Who is the intended audience (please include the number of people expected to participate in the project, and an explanation of how the project will impact and involve Alaska Native peoples during Project development and upon outcome)?
  5.  Summary of the heritage topics to be used in the project and how these will be communicated to participants.
  6.  Description of how the project will impact and involve original enrollees and/or lineal descendants of Cook Inlet Region, Inc. in the project (1) during project development and (2) upon outcome. **Please estimate a percentage of the audience that is enrolled in CIRI and/or descendants of CIRI. List individual names if known and provide statistics or demographics as appropriate.**
  7.  How will this project make a difference in the field of heritage for Alaska Native peoples?
  8.  Description of how the project's outcomes will be shared with the community.
  9.  Specific project timeline.
  10.  What is the project evaluation plan to measure the extent of the project's successful outcome and impact?
- Complete Budget Form (page 8) and Budget Narrative (page 12)**, including:
  1.  An itemized listing and explanation of how Foundation funds would be used.
  2.  A detailed listing of all funders to the specific project or program must also be included. The detailed fund list must indicate if the proposals to the other listed funders have been approved, are pending response, or have been denied.
  3.  Please explain how the project will be impacted if less funding from The Ciri Foundation were to be received.
- Additional Required Documents**, including:
  1.  At least three letters of support for Project - **local Alaska Native community support highly recommended. Letters of reference should include referee's signature and contact information.**
  2.  A copy of the organization's most recent audited financial statement (if not applicable, contact The Foundation).
  3.  A current list of proposing organization's board of directors.



## **2022 Heritage Project Grant Application Form**

### **PROJECT PROPOSAL INFORMATION**

Project Name:

Project Dates (MM/DD/YYYY):      Project Begins:    /    /                      Project Ends:    /    /

### **APPLICANT IDENTIFICATION**

Organization Name:

Mailing Address:

City:                      State:                      Zip:

Chief Administrative Person:

Title:

Phone: (    )    -

Fax: (    )    -

Email:

Active Project Contact Person:

Title:

Phone: (    )    -

Fax: (    )    -

Email:

Website:

Non Profit Status:                      IRC 501(c)(3):                      Other (specify):

Organization Federal Employer I.D. Number:

### **PROJECT BUDGET SUMMARY**

Cash Provided by Applicant	\$
In-Kind Provided by Applicant and Other Sources	\$
Cash Committed by Other Sources	\$
Cash Requested from The Ciri Foundation	\$
Cash Amount Yet-to-be-Identified	\$
<b>TOTAL Project Budget (Cash only)</b>	<b>\$</b>

### **CERTIFICATION**

I certify that all information contained in this application, including all attachments and supporting materials, is true and correct.

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

Authorized Officer's Name: \_\_\_\_\_ Title: \_\_\_\_\_



## 2022 Heritage Project Grant Program Budget

**Organization Name:**

**Project Name:**

**SOURCES OF FUNDS**

*Please note if funds are Pending (P), Confirmed (C), or Denied (D).*

	Cash	In-Kind	Total
Amount provided by Grant Applicant	\$	\$	\$
Corporate Support	\$	\$	\$
Other Foundation Support	\$	\$	\$
Other Private Support	\$	\$	\$
Government Support	\$	\$	\$
Other Revenues	\$	\$	\$
Amount requested from The CIRI Foundation	\$	\$	\$
<b>TOTAL</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____

**EXPENSES**

*Please attach itemized calculations and explanations for each line item on separate paper. Please clarify how these line items fit in to overall budget if this is a subset of a larger budget. This information will be compared to budget explanation. **Requests for changes to the Project timeline, budget, or scope must be submitted in writing to TCF for consideration.***

	Cash	In-Kind	Total
Personnel/Administration/Indirect*	\$	\$	\$
Professional Contract Services	\$	\$	\$
Travel ( <b>TCF does not fund</b> )	\$	\$	\$
Per Diem	\$	\$	\$
Space Rental	\$	\$	\$
Equipment Rental	\$	\$	\$
Marketing	\$	\$	\$
Permission and other fees	\$	\$	\$
Printing	\$	\$	\$
Supplies	\$	\$	\$
Insurance	\$	\$	\$
Phone/Postage	\$	\$	\$
Shipping	\$	\$	\$
Other (specify):	\$	\$	\$
Other (specify):	\$	\$	\$
<b>TOTAL</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____

**\*Contact TCF to discuss reasonable indirect expenses, if needed**







8. No part of this Project Grant may be used by or for the benefit of any “disqualified person(s)” with respect to The Ciri Foundation within the meaning of the federal tax law, specifically Cook Inlet Region, Inc., any officer or director of The Ciri Foundation, the spouse, ancestors, children, grandchildren, great grandchildren, and the spouses of children, grandchildren, and great grandchildren of any such individuals, and any entity owned more than 35% collectively by any of the foregoing. Grantee is responsible for compliance with this requirement.
9. Any publications/materials in connection with this Project Grant must state “Funded in part by The Ciri Foundation” (in no smaller than size 12pt font), and must include the TCF logo. Grantee may download a copy of the logo from TCF’s website at <https://thecirifoundation.org/project-grants/grantee-resources/>.
10. Requests for changes to the Project timeline, budget, or scope must be submitted in writing to The Ciri Foundation for consideration. If the requested change is approved, The Ciri Foundation will send a written response indicating its approval within thirty days of the request.
11. Amendments to this Agreement will be effective only if made in writing and signed by authorized representatives of both Grantor and Grantee.

The Grantor is available to discuss any questions the Grantee may have about the effect of these terms and conditions or concerns or about the requirements as outlined above. If during the course of the Project Grant period Grantee seeks more information regarding the application of one or more of the terms and conditions to a particular problem or situation, the Grantor is pleased to consult with the Grantee.

Grantee acceptance of these terms and conditions must be indicated below by the signature of the officer or officers who are, under Grantee’s by-laws or other organizing documents, or the laws governing the Grantee organization, authorized to execute contracts on behalf of the Grantee organization. Please make a copy for your organization and return the executed original Agreement to the Grantor.

**This Grant Agreement is hereby agreed to by:**

**GRANTOR:**

**The Ciri Foundation**

3201 C Street, Suite 506, Anchorage, AK 99503

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

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

Printed Name: Susan A. Anderson, M.Ed.

Title: President/CEO

**GRANTEE:**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

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



## **2022 Heritage Project Grant Proposal Narrative Template**

- 1. What is the purpose of the project?**
- 2. What are the measurable outcomes that are anticipated from this project?**
- 3. What activities will be performed to achieve the purpose of the project?**
- 4. Who is the intended audience (please include the number of people expected to participate in the project, and an explanation of how the project will impact and involve Alaska Native peoples during Project development and upon outcome)?**
- 5. Summary of the heritage topics to be used in the project and how these will be communicated to participants.**
- 6. Description of how the project will impact and involve original enrollees and/or lineal descendants of Cook Inlet Region, Inc. in the project (1) during project development and (2) upon outcome. Please estimate a percentage of the audience that is enrolled in CIRI and/or descendants of CIRI. List individual names if known and provide statistics or demographics as appropriate.**
- 7. How will this project make a difference in the field of heritage for Alaska Native peoples?**
- 8. Description of how the project's outcomes will be shared with the community.**
- 9. Specific project timeline.**
- 10. What is the project evaluation plan to measure the extent of the project's successful outcome and impact?**



## ***2022 Heritage Project Grant Budget Narrative Template***

- 1. An itemized listing and explanation of how Foundation funds would be used.**
- 2. A detailed listing of all funders to the specific project or program must also be included. The detailed fund list must indicate if the proposals to the other listed funders have been approved, are pending response, or have been denied.**
- 3. Please explain how the project will be impacted if less funding from The CIRI Foundation were to be received.**



## **2022 Heritage Project Grant Evaluation Report**

Organizations that receive a Project Grant from The CIRI Foundation must complete and submit this Evaluation Report and related materials within **thirty (30) days** of Project completion date in order to be considered for any future Foundation Project Grant funds. ***Please contact TCF if assistance is needed to complete this evaluation. TCF team members are available to help.***

### **A. Applicant:**

Organization Name:

Mailing Address:

Email:

City:

State:

Zip:

Contact Person:

Phone: (    )    -

Fax: (    )    -

### **B. Project Information**

Name:

Start Date:

End Date:

**C. Budget:** Total Revenues: \$

Total Expenses: \$

Total TCF Grant: \$

Total TCF Grant Spent: \$

### **D. Program Report** (Please respond to each question below)

Part 1. Describe how the Project was carried out. Please be concise. What was the purpose of the Project? What did you do? Were you able to achieve the project's objectives? How did you reach your intended audience?

Part 2. Were there any changes in your Project from what was stated in your approved application to The Foundation? If so, please explain what they were and why.

Part 3. Were you able to fully accomplish the Project and all its activities within the stated budget and timeline? If either response is "no," please explain the circumstances of any changes.

Part 4. What was the impact or measurable change caused by the Project? What has improved or how are participants better off because of this project? What specific skills or knowledge did participants gain as a result of their involvement?



Part 5. Who were the individuals that benefited directly from your activities, including CIRI Shareholder families, other Alaska Natives and the general public actual total audience, participants (children, youth and adults), etc.?

Part 6. If the project was conducted again, what could be done differently to improve it?

**E. Attachments to The CIRI Foundation Evaluation Report**

Please enclose the following information and/or items with this completed TCF Evaluation Report:

- A copy of the news releases that tell about the Project.
- A copy of the Project's program/s or catalogue/s or published/produced material/s.
- A copy of the final Project accounting report.
- A check for the unexpended balance of the Project Grant funds the organization received from The Foundation, if any, or any Project Grant funds expenditures for a purpose other than the Project, which must be returned to The Foundation.
- A photo which would be suitable for use in Foundation Newsletters or Annual Reports.
- "Share Your Story" on [www.thecirifoundation.org](http://www.thecirifoundation.org) describing the project- may be submitted by a participant. (You may also attach a project summary, highlights, or story to your Evaluation Report as a supplemental document. Please indicate any photo(s) you would like to accompany the story posted online. Responses to Part 1 and Part 2 may serve as a story if no other is provided.)

**This Project Grant Evaluation Report was completed by:**

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

Authorized Officer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

***Please contact The CIRI Foundation if you have any questions about the Evaluation Report or any supplemental items.***