



## LEGACY COMMUNITY PROJECTS

### LEGACY COMMUNITY PROJECTS OVERVIEW

The purpose of Legacy Community Projects is to offer Japanese Canadian Organizations (Category 1) and Non-Japanese Canadian Organizations (Category 2) the opportunity to create tangible legacy projects that permanently share or create knowledge and help tell the story of the pre-war, wartime, and postwar experiences of Japanese Canadians from BC. These projects deliver outputs that may be experienced inside and outside of the Japanese Canadian community. Qualified applicants with the capacity to manage the project and develop interpretative plans are encouraged to apply.

**DATES** (subject to change)

**Applications open** August 15, 2024

**Deadline for applications** October 31, 2024

**Application results out** December 12, 2024

**Project start date** February 1, 2025

**Projects must be completed by** December 31, 2026

### WHO CAN APPLY

Japanese Canadian or non-Japanese Canadian organizations or institutions who can demonstrate that they have relevant experience in producing projects of the proposed project scope and the capacity to manage the project across a well-developed timeline and with a very clearly developed budget. The applicant must demonstrate that they have qualified personnel identified to manage the project they are proposing. All qualified applicants are encouraged to apply, but preference will be given to projects from organizations who have not previously received funding from the JCLS. Regional allocation of funds may be taken into account.

### CATEGORY 1 | Japanese Canadian Organization

A Japanese Canadian Organization is a not-for-profit organization whose primary purpose is to develop and support the Japanese Canadian community, provide services benefiting Japanese Canadians or enhance and encourage Japanese or Japanese Canadian cultural activities. It must have an established constitution and by-laws and should have been incorporated for at least two years. A Japanese Canadian Organization can also be incorporated under a provincial or federal corporations Act without the distinction of a not-for-profit designation, as long as the primary focus of the organization satisfies the above definition.

### CATEGORY 2 | Non-Japanese Canadian Organization

A Non-Japanese Canadian Organization must satisfy the following requirements:

- It is a not-for-profit organization or an organization incorporated under a provincial corporations Act without the distinction of a not-for-profit designation, however the project mandate is to clearly add to the legacy of the Japanese Canadians from BC, with projects that add to cultural, educational, wellness, community building, knowledge creation, or mobilization. (Educational institutions and museums are eligible to apply).
- The project must demonstrate a relevance to the Japanese Canadian community.
- The organization must have an established constitution and by-laws and have been incorporated for at least two years.

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## WHAT CAN BE FUNDED

- Tangible legacy projects that permanently share or create knowledge and help tell the story of the pre-war, wartime, and postwar experiences of Japanese Canadians from BC. These projects deliver outputs that may be experienced inside and outside of the Japanese Canadian community. Qualified applicants with the capacity to manage the project and develop interpretative plans are encouraged to apply.
  - Eligible project costs that may include: research, contract expenses for human resources, materials & equipment, supplies, travel, accommodation, honoraria, and other relevant costs.
  - Administrative costs for each project, which must not exceed 20% of the total grant.
  - Projects that meet the requirement to serve the Japanese Canadian community but could also serve other communities.
  - Projects that can be completed by December 31, 2026.
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## WHAT WILL NOT BE FUNDED

- Applications from two organizations partnering on the same project with each organization requesting funds for that project.
  - Two applications for the same activity by the same organization in the same intake period.
  - Ordinary operational activities including ongoing operations and maintenance.
  - Expenses for debt management, fundraising projects, prizes, ongoing salaries or wages, endowment or sustaining funds, scholarships.
  - Capital purchases other than equipment necessary for the project.
  - Projects that have received NAJC funding through the Capacity Building Program, Young Leaders Fund, Cultural Development Fund or Endowment Fund.
  - Projects that have received other funds from the Community Fund in this stream within the current year.
  - Projects with political interest and/or affiliations.
  - Projects outside of Canada.
  - Projects that are already complete.
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## FUNDING REQUESTS

- The grant application should be for a stand-alone project. Applicants may have other sources of funding but those should be confirmed at the time of the application.

### Category 1 | Japanese Canadian Organization

- Funding of up to \$500,000 per project.
- A Japanese Canadian Organization can apply for only one project grant.

### Category 2 | Non-Japanese Canadian Organization

- Funding of up to \$500,000 per project.
  - A Non-Japanese Canadian Organization can apply for only one project grant.
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## WHAT IS NEEDED FOR THE APPLICATION

**NOTE:** Applicants are responsible for submitting a complete application. The JCLS will NOT contact applicants to address errors or missing requirements, other than as required to determine eligibility. Eligible applications are assessed as submitted.

1. Applicants must create a user account to access the application form that will be submitted through the online application system.
2. Applicants must complete the following information, including longer answers as required:
  - a. Description of the organization or group, including its mission statement, a brief history of the organization or group, and current activities. Please highlight services provided to the Japanese Canadian community. In the case

of Non-Japanese Canadian Organizations, describe the organization's primary activities and how the proposed project mandate fits within the organization's activities and goals.

- b. The name that you wish this project to be referred to for grant management and public recognition purposes along with a short one-sentence description of the project to be used for grant management and public recognition purposes.
- c. Description of your project, including the activity(ies), the intended outcomes, and the enduring benefit to the legacy of pre-war Japanese Canadians (ie: in the form of a heritage site, knowledge output, permanent exhibit, public space, etc.)
- d. A detailed Project Timeline including initiative start/end dates, dependencies, milestones and who is responsible for each task.
- e. A Project Budget Description to provide clarity to the budget, describing project budget components that are required to produce your project and provide a short rationale/description for each. The project must include a contingency in the budget to cover unforeseen costs. It is important to note that Legacy Community Projects funding does not support on-going staffing, programming and operations costs of organizations.
- f. Description of the organization's internal capacity and expertise to manage and execute the project, as well as key personnel.
- g. Balanced budget showing expenses (expenses that comprise 10% or more of the budget must provide the breakdown/rationale for estimates). For contractors required for the project, two quotes must be provided. The budget is integrated into the online application form
- h. If project costs exceed the maximum possible grant, a list of confirmed additional sources of funding must also accompany this budget.

Japanese Canadian Corporations and Non-Japanese Canadian Corporations must provide:

- a. A copy of their Certificate of Incorporation
- b. The most recent financial statements from the last two years.

## **ASSESSMENT PROCESS**

1. An assessment team consisting of Japanese Canadian community members with a depth of knowledge of the Japanese Canadian community, Japanese and/or Japanese Canadian culture and community-led programming will be established through the JCLS.
2. The following process will be used to evaluate every application:
  - a. The assessment team develops a rubric prior to having access to any applications. The rubric is approved by the Advisory Committee.
  - b. The JCLS informs each applicant upon receipt of application and JCLS Community Fund program staff review the applications for eligibility.
  - c. The assessment committee evaluates eligible applications to determine whether the applicants should be funded and the level of funding for successful applicants.
  - d. The assessment committee recommends applicants to the JCLS, which makes the final approvals.
  - e. The JCLS informs each applicant if they are successful or unsuccessful in their application.
3. All decisions of the JCLS and assessment committee are final.

## **NOTIFICATION**

- Decisions will be made by the JCLS and the assessment committee within four to six weeks of the application deadline. Notification will be sent via the online system to the contact linked to the online application. Results cannot be requested in advance.
- Applicants should ensure the email address [community@jclebrities.com](mailto:community@jclebrities.com) is on their safe sender list and applicants should check their spam folders on a regular basis following their submission of application.

## **PAYMENT OF GRANTS**

1. Awards will be paid in three instalments: 50% upon receipt of a signed grant agreement; 40% upon receipt of an interim progress report on the project; and a final payment of 10% upon receipt of a final report detailing activities and project outcomes.
  2. If the applicant's project changes, recipients must contact the JCLS office (in writing) as soon as possible to discuss impact on the project and to request permission for the changes.
  3. The JCLS reserves the right to suspend payments if the recipient:
    - a. does not carry out their planned project. Should the project not proceed, the initial instalment must be refunded to the JCLS;
    - b. makes major changes to the planned project without the approval of the JCLS;
    - c. fails to comply with the terms of the grant, including submission of the final report.
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## **REPORTING REQUIREMENTS**

1. Recipients will submit interim and final reports and must provide receipts. In addition, quarterly reports will be submitted by all grant recipients every three months.
  3. Recipients must submit a final report within 30 days of the end of the project to receive the final payment.
  4. Instructions on submitting final reports will be given to successful applicants.
  5. The requirement for a final report will be part of the grant agreement.
  6. Future applications to the JCLS will be ineligible if reporting requirements on prior grants are not met.
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## **CONFIDENTIALITY**

The collection, use and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act (BC). Personal information will be shared in confidence with members of the assessment committee. The names and locations of successful applicants may be published, along with the amount of the award, in the Annual Report of the JCLS as well as in various communications and promotional vehicles thereof. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

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## **RECOGNITION OF ASSISTANCE**

In recognition of funding, the JCLS will provide a toolkit for grant recipients.

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## **AMENDMENT OF GUIDELINES**

These guidelines may be amended by the JCLS from time to time and applicants should ensure that their applications comply with the most recent version of the guidelines.

THIS VERSION OF THE GUIDELINES IS DATED SEPTEMBER 27, 2024.

## **CONTACT INFORMATION**

If you have any questions after reading these Program Application Guidelines and the Frequently Asked Questions, please contact the JCLS: [community@jclebrities.com](mailto:community@jclebrities.com).

Any general inquiries to the JCLS Project Office can be directed to: [info@jclebrities.com](mailto:info@jclebrities.com).

## **GLOSSARY**

### **Descendant**

A living person of Japanese Canadian descent whose family was directly impacted by BC Government actions in the 1940s and whose family experience in BC predates April 1, 1949.

### **Japanese Canadian (JC)**

A Canadian citizen of Japanese ancestry or a person of Japanese ancestry who has permanent resident or landed immigrant status in Canada.

### **Japanese Canadian Organization**

A not-for-profit organization whose primary purpose is to develop and support the Japanese Canadian community, provide services benefiting Japanese Canadians or enhance and encourage Japanese or Japanese Canadian cultural activities. It must have an established constitution and by-laws and have been incorporated for at least two years. A Japanese Canadian Organization can also be incorporated under a provincial corporations Act without the distinction of a not-for-profit designation, as long as the primary focus of the organization satisfies the above definition.

### **Japanese Cultural Activity**

Traditional and contemporary Japanese cultural practices or activities that originated in or have roots in Japan and enhance the appreciation for and promote Japanese and/or Japanese Canadian culture. (Examples include but are not limited to: sports such as martial arts, cuisine, bonsai, calligraphy, ikebana, origami, taiko, tea ceremony, anime, manga, etc.)

### **Legacy Community Projects**

Legacy Projects permanently share or create knowledge and help tell the story of the pre-war, wartime, and postwar experiences of Japanese Canadians from BC. These projects deliver powerful stories to broad public audiences inside and outside of the Japanese Canadian community. Highly qualified applicants with the capacity to understand interpretative planning and project management are encouraged to apply.

### **Legacy Infrastructure Projects**

For building owners only, this fund provides support to key building renovation or construction projects that preserve and honour the legacy of Japanese Canadians from BC who were impacted by the historic events before, during and after WWII. Long-term maintenance of the project must be provided by the building owner(s). This fund is restricted to organizations with capacity to provide a high-traffic space for community gathering. Regional allocation of funds may be taken into account.

### **Non-Japanese Canadian Organization**

The Non-JC Organization is a not-for-profit organization with a project mandate that clearly adds to the legacy of the Japanese Canadian pre-war history benefiting cultural, educational, community building, or knowledge creation and mobilization. Educational institutions and museums are also eligible to apply. The project must demonstrate a relevance to the Japanese Canadian community. The organization must have an established constitution and by-laws and have been incorporated for at least two years.

### **Survivor**

A living person of Japanese descent born prior to April 1, 1949 who was directly impacted by BC Government actions in the 1940s. Survivors include persons who were not displaced but were living in BC, and persons who, after their families left BC, were born prior to April 1, 1949, which was the day Japanese Canadians were given full voting rights and the legal restrictions used to control the movement of Japanese Canadians were removed.



**Unincorporated Japanese Canadian Group**

An Unincorporated Japanese Canadian Group consists of at least 10 members, which could include potential participants in the group's activities. Its membership must include Canadians of Japanese descent. Its activities offer Japanese Canadians opportunities to connect with one another, with their culture(s) and/or identity.

