Truth and Reconciliation
Commission of Canada

trc.ca

For the child taken,
For the parent left behind.

Commemoration Initiative 2012 Call for Proposals Guide

INTRODUCTION

This is the second and final call for Commemoration Initiative proposals. The Commemoration Initiative is one component of the Indian Residential Schools Settlement Agreement (IRSSA). The purpose of Commemoration is defined in the IRSSA Commemoration Policy Directive, Schedule J, as:

> Honoring, educating, remembering, memorializing and/or paying tribute to residential school former students, their families and their communities and acknowledging their experiences and the broad and systemic impacts of the residential school system. Commemoration initiatives may involve the creation of, or improvements to existing, permanent memorials and commemorative structures, or ceremonies or other projects.

COMMEMORATION AND THE TRUTH AND RECONCILIATION COMMISSION OF CANADA (TRC)

The mandate of the TRC is set out in Schedule N of the Settlement Agreement. The TRC has a five-year mandate under the direction of the Chair, Justice Murray Sinclair and Commissioners Chief Wilton Littlechild and Marie Wilson.

The TRC was established to:

- learn the truth about what happened in the residential schools and to inform all Canadians about what happened in the schools;
- guide and inspire First Nations, Inuit, and Métis peoples and Canadians in a process of truth and healing leading toward reconciliation and renewed relationships based on mutual understanding and respect.

The mandate of the TRC states that the Commission shall "evaluate commemoration proposals in line with the Commemoration Policy Directive (Schedule "J" of the Agreement)." In doing this, the TRC mandate states that the Indian Residential School Survivor Committee, which is appointed pursuant to Schedule N, is responsible for providing advice to the Commissioners on the evaluation of Commemoration proposals.

The Commemoration Policy Directive of the Settlement Agreement states that proposals will be submitted to the Truth and Reconciliation Commission for evaluation, and the Truth and Reconciliation Commission will make recommendations to the Government of Canada. Aboriginal Affairs and Northern Development (AANDC), on behalf of the Government of Canada, is responsible for approving proposals that will be funded within the limits of available funding and Treasury Board Guidelines. AANDC will be responsible for administration of the funding.

PURPOSE OF COMMEMORATION

The Commemoration Policy Directive states:

The objectives of the Commemoration Initiative are:

- to assist in honoring and validating the healing and reconciliation of former students and their families through commemoration initiatives that address their residential school experience;
- to provide support towards efforts to improve and enhance Aboriginal relationships and between Aboriginal and non-Aboriginal people;
- to provide an opportunity for former students and their families to support one another and to recognize and take pride in their strengths, courage, resiliency, and achievements;
- to contribute to a sense of identity, unity and belonging;
- to promote Aboriginal languages, cultures, and traditional and spiritual values;
- to ensure that the legacy of residential schools and former students and their families' experiences and needs are affirmed; and
- to memorialize in a tangible and permanent way the residential school experience.

COMMEMORATION FUNDING

Article 3.04 of the Settlement Agreement states that the funding for Commemoration will be $20 million, that it will be available according to the terms of Schedule J of the Settlement Agreement; and that the Government of Canada will approve funding for Commemoration projects.

According to Schedule J of the Settlement Agreement, the Government of Canada will divide commemoration funding into annual funding levels. The first Call for Proposals (2011) allocated approximately $9 million towards Commemoration Initiatives. The second and final Call for Proposals provides for an allocation of the remaining $11 million in 2012.

The funding limits for Commemoration projects are $50,000 for a community Commemoration project, although up to 10 communities can collaborate for one proposal up to $500,000, and the limit for national Commemoration projects is $2 million.

Funding for all projects and events must respect policies and guidelines of the Treasury Board of Canada.

ELIGIBILITY - WHO MAY APPLY?

According to the Commemoration Policy Directive, all former students, their families, communities and groups, are eligible to submit a proposal for a regional or national Commemoration project. Proposals should be submitted by communities, but proposals by other interested groups (for example former students of a particular school) may also be considered. At least one member of the group (or where applicable the governing body of the group) must be a former Indian Residential School (IRS) student or an immediate family member of an IRS student.

Examples of possible applicants would include:

- Indian, Métis and Inuit controlled organizations representing a group or groups of Residential Schools (IRS) survivors;
- Public or private organizations and institutions duly authorized by the group(s) of survivors to represent them;
- Churches or their organizations representing a group(s) of survivors;
- Charitable or non-for-profit organizations dealing with IRS issues;
- Other Aboriginal owned or controlled entities; or
- Organizations mandated to act on behalf of residential school survivors.

Treasury Board of Canada guidelines stipulates that eligible recipients must be incorporated or be hosted by an incorporated organization, for example a community residential school group could have the band council manage their agreement for them. Proposals submitted that do not meet this requirement will receive full consideration as long as they indicate their intention to meet the requirement before receiving final approval and any funding.

Applicants must disclose all sources and amounts of funding sought and obtained for the initiative.

Applicants must not have received any commemoration funding from AANDC. Communities that received – or were part of a joint proposal that received Commemoration Initiative funds are not eligible for additional funding. Proposals that were not recommended/approved in the first call for proposals may resubmit for this call.

Applicants must demonstrate that they have the necessary capacity to manage and administer commemoration funding.

ELIGIBLE EXPENSES - WHAT CAN BE FUNDED?

Eligible expenditures for commemorative projects may include:

- rental of a suitable hall or public venue;
- publishing;
- printing;
- accounting;
- legal costs;
- professional fees;
- material costs related to the design, management and construction of plaques, monuments or other memorials.

Proposals should identify upkeep costs, if any.

Examples of other eligible expenses include:

- reimbursement for costs of incorporation;
- reasonable fees and disbursements for the organizers of a commemoration activity or event;
- reasonable travel costs of IRS former students in accordance with the Treasury Board Travel Directive to attend an activity or event once over the lifetime of the Commemoration program;
- short term rental of equipment or vehicles, supplies and telecommunications.

ELIGIBLE ACTIVITIES - WHAT KINDS OF COMMEMORATION CAN BE FUNDED?

There are no limits on the creativity that can be brought to commemoration proposals. All communities are welcome to organize commemorative events and activities. The TRC encourages the development and implementation of commemoration events that will occur across Canada.

Examples of some kinds of commemoration activities:

Lasting Legacy Initiatives – An initiative that leaves a lasting legacy and/or educates the public about the residential school experience. Examples can include monuments, plaques, cairns, and traditional structures.

One Time Events – Gatherings and feasts are of great importance to begin the process of moving forward, and contribute to healing by providing closure, acknowledging those who died and bringing people together to share and support one another. Some examples of these activities are banquets, memorials, talking circles, potlatches, closing ceremonies, pow-wows, and welcome home ceremonies. For those proposing events, it is important to note that most commemoration events will require a lasting or permanent component.

Cultural components – Examples of these types of activities are Aboriginal history workshops, traditional activities workshops (such as drum making, regalia making, design and development of toys and games), drama plays, song, exhibits, displays, histories, documented stories, movies, books, Elder and /or youth presentations, taping of Elders speaking their own language, cultural camps, etc.

COMMEMORATION ACTIVITIES – PARTICIPATION OF TRC COMMISSIONERS AND STAFF

The TRC would like communities that organize commemoration events and activities to let the TRC know about their plans. The Commissioners wish to attend as many commemoration events over the five-year mandate of the TRC as they can. When the Commissioners are not available, communities may consider requesting members of the TRC Survivor Committee, Regional Liaisons or other staff to attend the commemoration events. Communities may request that the TRC organize statement gathering from former students and others who attend the commemoration events.

Health Canada is required by the Settlement Agreement to ensure that health supports are available for all persons who participate in the TRC process, not only on the day of any particular event, but before and after the events as well. In order to provide this support, Health Canada needs to be notified by the Commemoration Initiative recipient of any commemoration event or other health support needs.

TRC CRITERIA

Commemoration Initiative proposals will be evaluated against the criteria outlined in Annex C.

APPLICATION PROCESS AND CHECKLIST

There is no mandatory format for Commemoration Initiative proposals. However, Annex D offers an optional proposal template. All proposals will be evaluated against the Commemoration Initiative Evaluation Criteria identified in Annex C.

The closing date for the first Call for Proposals is:
Friday March 30, 2012 at 4 pm CT.

Commemoration Proposal Checklist

All Commemoration Initiative proposals should include the following:

- ☐ Annex A – Commemoration Initiative Contact Form
- ☐ Annex B – Commemoration Initiative Certifications
- ☐ Commemoration Initiative proposal. Please submit proposals on single sided pages, refrain from printing back to back pages.
- ☐ Letter(s) of support from former IRS students
- ☐ A budget that identifies all contributions including in-kind contributions
- ☐ Documents that demonstrate the capacity to manage and administer Commemoration funding.

Proposals must be delivered, mailed (post-marked no later than March 30, 2012), faxed or e-mailed to:

2012 Commemoration Call for Proposals
Truth and Reconciliation Commission of Canada
1500 – 360 Main Street
Winnipeg, Manitoba
R3C 3Z3
E-mail: info@trc.ca
Fax: 204-984-5915

All proposals received prior to the deadline will be reviewed and evaluated. The TRC will make its recommendations to the Government of Canada. Aboriginal Affairs and Northern Development (AANDC) is responsible for approving proposals on behalf of the Government of Canada (subject to funding availability and Treasury Board Guidelines). AANDC will also be responsible for administration of its funding. This will be undertaken through a Contribution Agreement between the applicant(s) and AANDC.

For more information:
Telephone: 1 (888) 872-5554
Email: info@trc.ca
Website: www.trc.ca

ANNEX A
Commemoration Initiative Contact Information Form

Please print.

Organization/Applicant: _____

Mailing Address: _____

_____

_____

Contact Person (name & title): _____

Telephone #: _____ Email: _____

General Information about the Proposal

Project Name: _____

Anticipated Project Cost: _____ Total Funding Requested: _____

☐ Regional Initiative ☐ National Initiative

Is this proposal being submitted on behalf of several communities?

☐ No

☐ Yes. Additional information is included in the proposal.

How many? _____

Truth and Reconciliation Commission of Canada
1500 – 360 Main Street
Winnipeg, Manitoba
R3C 3Z3

ANNEX B
Commemoration Initiative Certifications

In response to the 2012 Call for Proposals, I hereby certify on behalf of the group/community that:

- We have read the Commemoration Initiative Call for Proposals Guide;
- At least one member of our group is an IRS survivor or an immediate family member of an IRS student;
- We have provided accurate budgets that fairly indicate projected revenues and expenses;
- We have included information showing the group's/community's ability to administer the funding;
- In order to receive funding through this Initiative, we will be required to enter into a Contribution Agreement with AANDC; and
- This community/project has not received previous Commemoration funding from AANDC.

Signature: _____

Name: _____

Title: _____

Group/Community/Organization: _____

Date: _____

This document requires the signature of a legal Signing Officer for this agreement.

ANNEX C
COMMEMORATION INITIATIVE
Evaluation Criteria

Commemoration Program Objectives 30 points

The proposal clearly demonstrates how it meets at least three of the following Commemoration Initiative Objectives *(as outlined in Schedule J of the Settlement Agreement)*:

- To assist in honoring and validating the healing and reconciliation of former students and their families, addressing their residential school experience;
- To provide support towards efforts to improve and enhance Aboriginal relationships and between Aboriginal and non-Aboriginal people;
- To provide an opportunity for former students and their families to support one another and to recognize and take pride in their strengths, courage, resiliency, and achievements;
- To contribute to a sense of identity, unity and belonging;
- To promote Aboriginal languages, cultures, traditional and spiritual values;
- To ensure that the legacy of residential schools and former students and their families' experiences and needs are affirmed; and
- To memorialize in a tangible and permanent way the Residential School experience.

*Proposals **must** meet a minimum of three objectives to receive more than 15 points. Proposals do not have to meet all seven objectives to get full marks.*

Collaboration and Partnerships 20 points

- The proposal demonstrates building better relationships and promoting reconciliation between Aboriginal people and:
  - Aboriginal people
  - Non-Aboriginal people
  - Churches
  - Governments
  - Organizations

- The proposal includes a letter of support for the Commemoration Initiative from Residential School survivor(s).
- The proposal includes financial and/or in-kind contributions from other sources.
- The Commemoration Initiative links to other aspects of the Indian Residential Schools Settlement Agreement, such as Statement Gathering, TRC National Events, TRC Closing Ceremony, TRC Community Events and Hearings.
- The Commemoration Initiative links to grassroots, community movements and important dates such as the National Day of Healing and Reconciliation (May 26), IRS Apology Anniversary (June 11), National Aboriginal Day (June 21) or other as identified in the proposal.

Cultural Component 20 points

- The proposal reflects and respects Aboriginal cultures and traditions.

Impact/Reach **20 points**

- The proposal demonstrates that the Commemoration Initiative is inclusive of a broad range of audiences (Aboriginal & non-Aboriginal, under-represented groups, etc.)
- The proposal identifies the impact the Commemoration Initiative will generate in regards to Residential School awareness, reconciliation and/or commemoration.
- The proposal offers a communications strategy to raise awareness about the Commemoration Initiative.
- The proposal identifies the number of people that will be reached through this Commemoration Initiative.
- The Commemoration Initiative has some form of lasting legacy. Although one-time events will be considered, proposals should identify outcomes and lasting legacies that will continue after the event is finished.

Quality of the Proposal **10 points**

- The proposal demonstrates that the Commemoration Initiative is Survivor-driven. (Survivors or an immediate family member is identified as part of the proposal or planning team or advisory function)
- The proposal clearly outlines its goals and objectives. It also demonstrates how the Commemoration Initiative advances the Commemoration Initiative objectives.
- The applicant has considered and identified health supports for its Commemoration Initiative.
- The applicant has demonstrated its financial and administrative capacity to administer commemoration funding.

ANNEX D
COMMEMORATION INITIATIVE PROPOSAL TEMPLATE (Optional)

There is no mandatory format for Commemoration Initiative proposals. However, applicants can answer the questions provided in Annex D.

1. Commemoration Program Objectives — 30 points

1a. Please specify how the Commemoration project meets the Commemoration Initiative Objectives (as outlined in the Commemoration Initiative Call for Proposal Guide and Annex C).

2. Collaboration and Partnerships — 20 points

2a. How will the Commemoration project build better relationships and promote reconciliation between Aboriginal people and non-Aboriginal people, the Churches, Government, and organizations?

2b. What other communities or organizations have been invited to participate in the project?

2c. Are there any confirmed partnerships or contributions including in-kind from other sources to provide additional funding to support the project? (This information should also be indentified in the budget). Please specify.

2d. Will the Commemoration project link to other aspects of the Indian Residential Schools Settlement Agreement? Examples include providing an opportunity for Statement Gathering, TRC National Events, TRC Closing Ceremony and Community Events or Hearings. Please specify.

2e. Will the Commemoration project link to grassroots, community movements or important dates such as the National Day of Healing and Reconciliation (May 26), IRS Apology Anniversary (June 11), National Aboriginal Day (June 21) or other important dates identified by the community. Please specify.

3. Cultural Component — 20 points

3a. How will the Commemoration project reflect and respect Aboriginal cultures and traditions? Please describe.

4. Impact/Reach — 20 points

4a. How will the Commemoration project promote reconciliation, educate or raise awareness to the public about Indian Residential Schools? Please specify.

4b. Describe how the Commemoration project will be promoted and advertised.

4c. Although one-time events will be considered, commemoration projects should have a lasting legacy. Please describe the lasting or permanent component of the initiative or project.

4d. If the initiative/project will require ongoing maintenance and/or upkeep, please describe arrangements and funding agreements you plan to have in place before the project is completed.

4e. How many people are anticipated to attend and participate in the Commemoration Initiative?

4f. Will Churches, former school employees, TRC or government officials be invited to participate in the project? Please specify.

In addition to the information provided in the previous questions:

5. Quality of the Proposal — 10 points

5a. Proposals should be Survivor-driven. (Survivors or an immediate family member) How many Survivors and immediate family members are part of the proposal, planning or advisory team?

5b. How will you ensure the health and safety of those participating in all phases of the initiative/project? Please identify if contact will be made with Health Canada and/or other support services?

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INFORMATION

For additional information and to receive updates on the Commemoration Initiative, please contact:

Director of Commemoration
Truth and Reconciliation Commission of Canada
1500 – 360 Main Street
Winnipeg, Manitoba
R3C 3Z3

Telephone: 1-888-872-5554

Website: trc.ca

E-mail: info@trc.ca