



Truth and  
Reconciliation  
Commission of Canada

[trc.ca](http://trc.ca)

For the child taken,  
For the parent left behind.

## Community Event Criteria Guide



## Introduction

On July 1, 2009, the Indian Residential Schools Truth and Reconciliation Commission (TRC) was officially established with The Honourable Justice Murray Sinclair as Chairperson, Chief Wilton Littlechild and Marie Wilson as Commissioners of the TRC.

The Commission will help Canadians learn the truth about Indian Residential Schools (IRS) and encourage the rebuilding of relationships damaged by residential schools.

The TRC was created as a result of the Indian Residential Schools Settlement Agreement (IRSSA) between former students, churches, the Government of Canada, the Assembly of First Nations and other Aboriginal organizations.

The TRC is created by Schedule N of the Settlement Agreement, is court-monitored and reports to the parties to the Settlement Agreement.

More information regarding the TRC and its mandate can be found at [www.trc.ca](http://www.trc.ca)

## Community Events – Purposes

One of the mandates of the TRC is to encourage the organization of, and to participate in, “Community Events”. The Settlement Agreement says:

*It is intended that the community events will be designed by communities and respond to the needs of the former students, their families and those affected by the IRS legacy including the special needs of those communities where Indian Residential Schools were located.*

The community events are for the purpose of:

- a. acknowledging the capacity of communities to develop reconciliation practices;
- b. developing collective community narratives about the impact of the IRS system on former students, families and communities;
- c. involving church, former school employees and government officials in the reconciliation process, if requested by communities;
- d. creating a record or statement of community narratives, artwork as statements; poetry, writing, painting, sculpting – that include truths, insights and recommendations – for use in the historical research and report, national events, and for inclusion in the research centre;
- e. educating the public and fostering better relationships with local communities;
- f. allowing for the participation from high level government and church officials, if requested by communities;
- g. respecting the goal of witnessing in accordance with Aboriginal principles.

The Commission, during the first stages of the process in consultation with the IRSSC (Indian Residential School Survivor Committee), shall develop the core criteria and values consistent with the Commission’s mandate that will guide the community processes.

Within these guidelines communities are actively encouraged to submit Community Event plans for reconciliation processes to the Commission and receive funding for these events within the limits of the Commission’s budgetary capacity.

Community events provide an opportunity for communities to collectively contribute to the truth and reconciliation process. Community records or statement of community narratives will contribute to the TRC final report which will include recommendations to the Government of Canada, these records will then be included in the National Research Centre for future generations.

Although funding for Community Events is limited, all communities are welcome and encouraged to create events and undertake activities that contribute to the truth and reconciliation process.

### **Individual Statement-Taking/Truth Sharing**

The Commission will coordinate the collection of individual statements by written, electronic or other appropriate means. Although the Commission has a five year mandate, anyone affected by the IRS legacy will be permitted to file a personal statement in the research centre with no time limitation.

The Commission will provide a safe, supportive and sensitive environment for individual statement-taking/truth sharing.

The Commission will not use or permit access to an individual's statement made in any Commission processes, except with the expressed consent of the individual.

If communities would like the TRC to coordinate statement gathering at Community Events please let us know. The Commission will take steps to organize this activity with the community and organizers. Health Canada will coordinate health supports for this function if the Commission is invited to provide statement gathering activities.

### **Community Events – Participation of TRC Commissioners and Staff**

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

Communities can submit letters of notice, complete the attached Notice of Community Event Form and provide invitation to TRC within the indicated deadlines, available on the TRC website [www.trc.ca](http://www.trc.ca), over the course of the Commission's five-year mandate.

The Commissioners hope to provide formal statement gathering at every community event they attend. It is important to hear from former students, their families, former staff and other persons impacted by the Indian Residential School experience at each of the community events that they attend.

### **Health Supports**

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 Regional Coordinators will need to be notified about the community event.

More information about the Indian Residential School Resolution Health Support Program and contact information for Health Canada Regional Coordinators can be found at:

<http://www.hc-sc.gc.ca/contact/fniah-spnia/fnih-spni/irs-crpn-eng.php>

### **Community Events – Funding**

The TRC mandate states that “communities may submit plans for reconciliation processes to the Commission and receive funding for the processes *within the limits of the Commission's budgetary capacity.*” It is an unfortunate reality that the TRC's budgetary capacity is extremely limited. The TRC mandate requires the TRC to undertake a very wide range of activities and achieve a number of specific objectives, and to do this on a national scale. Community events are one part of the TRC's mandate.

From research, the TRC has learned that many communities have already taken their own initiative to plan and organize gatherings and form partnerships to address the impacts and legacy of Indian Residential Schools. Even though funding is limited for all TRC activities, communities are encouraged to take this opportunity to contribute to the truth and reconciliation process.

## **Eligible Costs**

The following costs in relation to community events are eligible for funding provided costs are reasonable, and the TRC is notified in writing in advance of the event. In order to apply for eligible costs to be paid by the TRC, you must complete and submit the Notice of Community Event Form at the end of this Guide. Funding may be provided within the limits of the TRC Community Event budget. It is anticipated that the TRC will not be able to fund more than \$15,000 per event.

- Master of Ceremonies Fee
- Translator Fee
- Honourariums for elders conducting traditional ceremonies
- Facilitator(s) Fee
- Travel for the above persons in accordance with the Treasury Board Travel Directive
- Facility rental
- Catering or traditional feast
- Short term rental of equipment as needed
- Report Writer

In addition to the above, the TRC will be responsible for the travel, accommodation and expenses for the Commissioners, and any members of the TRC Survivors Committee or staff who attend, and the costs associated with statement gathering by the TRC.

## **Other Funding, Partnerships and Contributions**

Communities are encouraged to seek out opportunities and to collaborate with other partners and contributors to maximize the benefit and scope of the community event.

Potential partners may include but are not limited to:

- Aboriginal, federal, provincial and municipal governments
- Other Aboriginal communities
- Churches & Church Healing Funds
- Tribal councils
- Non-governmental Organizations (NGOs)
- Local Businesses

## NOTICE OF COMMUNITY EVENT FORM

This is a Notice of Community Event Form, and includes a request for funding from the Truth and Reconciliation Commission for a community event. It is understood that the TRC can only provide funding to the extent of its budgetary capacity. If funding is not available communities are encouraged to seek out other funding opportunities as described in the Other Funding, Partnerships and Contribution section of this booklet.

The TRC will review each NOTICE OF COMMUNITY EVENT FORM carefully. In deciding which Community Events to attend, which ones to fund, and to what extent the TRC is able to provide funding, the TRC will seek to ensure that these decisions are guided by the following criteria. Does the event:

### Criteria

- focus on survivors and their families and communities;
- opportunity for Statement Gathering
- include community and school histories and documentation (including photographs);
- include both traditional and contemporary artistic expressions of the residential school experience and impact, such as poetry, writing, painting, sculpting, bead or button work, quilting, song writing, films or plays;
- respect the goal of witnessing in accordance with traditional ancestral principles;
- include Aboriginal and non-Aboriginal partnerships and collaborations;
- include reconciliation or commemoration gestures;
- focus on specific perspectives that may be under-represented at general community events;
- invite a broad range of the general public to attend;
- contribute to regional fairness in which communities are funded.
- include Health Canada health supports

Name of Community/Organization/Entity:

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**Note:** Must be a legal entity such as an incorporated not-for-profit organization or a local government body.

Name of Contact Person:

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Address of Community Event Planning Office:

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Telephone Number and email address:

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Name of community event:

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Date(s) of community event:

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Location(s) of community event:

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Who is invited to participate in the community event?

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How many communities is this event intended to serve?

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Please identify name of community(s) and details (ie, First Nations, Inuit, Métis, IRS School, intergenerational, youth, etc.):

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Will artists (music, dance, painting, writing, etc.) be invited to make a contribution to the event? Please specify:

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Will churches, former school employees or government officials be invited to attend the event? Please specify:

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Have any elders, high level government or church officials confirmed that they will attend the event?  
If yes, please specify:

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Will the event provide any special focus on specific perspectives or aspects of the residential school experience or legacy (e.g.: impact within generations of families; special focus on youth, women, men, two-spirited persons, language, traditional knowledge, traditional spirituality, etc.)? Please specify:

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Will you be inviting the Commissioners or a TRC representative to attend the event?

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Will you invite local or other media to the event? Please specify:

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Are you requesting the TRC to provide statement gathering at the event?

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How many individuals will participate in Statement Gathering? Please provide a list of confirmed participants.

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How will the community event be advertised and made known to the public, aside from TRC website?

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How many people are you expecting to attend the event?

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List the name(s) of the Residential School attended by members of this community or those participating in the event:

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How many former students or former staff are you expecting to attend the event?

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What languages will be primarily spoken at the event?

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How will persons with special dietary or disability or other needs be supported at the event?

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What role will former students or former staff play in organizing or designing the event?

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How will the community event promote reconciliation or educate the public about Indian Residential School issues?

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What is the applicant's previous experience and current capacity to organize and manage a successful community event?

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What other organizations or communities have been invited to participate in the event?

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Are there any confirmed partnerships or contributions from other sources to provide additional funding to support the event? Please specify:

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How will the event be recorded so that there is a record of the event to provide to the National Research Centre for Indian Residential Schools?

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Will the community organize an effort to collect all relevant documents and photographs in advance of the event, and present these records to the TRC for submission into the National Research Centre?

(Details of which to be discussed with TRC community events).

### Funding Guideline

The following reasonable expenses are eligible for funding to the extent of the TRC's budgetary capacity. Please indicate how much money is being requested from the TRC with respect to each item.

- Master of Ceremonies Fee
- Translator Fee
- Honourariums for elders conducting traditional ceremonies
- Facilitator(s)
- Travel for the above persons in accordance with the Treasury Board Travel Directive
- Facility rental
- Catering or traditional feast
- Short term rental of equipment as needed
- Report Writer

**Please provide a complete FINANCIAL BUDGET along with this Notice of Community Event Form. Note: It is anticipated that the TRC will not be able to fund more than \$15,000 per event.**

Please be prepared to provide a final report. Details of which will be provided.

## Deliverable to the TRC after the event:

Communities that receive funding from the TRC shall submit a final report (details of which to be discussed with TRC Community Events Manager/Coordinator), as well as record or statement of community narratives to the TRC that includes truths, insights and recommendations from the community event.

The record or statement of community narratives will be used by the TRC for the following:

- TRC historical research
- TRC final report to the Parties of the Settlement Agreement that will include recommendations to the Government of Canada.
- At TRC National Events and inclusion in the National Research Centre

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**Date**

**Signature**

Please send the NOTICE OF COMMUNITY EVENT form, along with your letter of intent and an invitation for Commissioners to attend, to the following address:

By mail:

TRC Community Events

Truth and Reconciliation Commission of Canada

15th floor, 360 Main Street

Winnipeg, Manitoba R3C 3Z3

Telephone: 1 (888) 872-5554

By email: [eventregistration@trc.ca](mailto:eventregistration@trc.ca)

## COMMUNITY EVENT REVIEW PROCESS

### Stage 1

#### Intake

- Receipt of Community Event Notice at TRC
- Data Entry into Community Events Tracking system
- Letter of receipt forwarded to applicant

### Stage 2

#### Pre-Screening by TRC Community Events Team

- Pre-screening of mandatory documents and criteria
- Prepare response to applicants not meeting criteria
  - \* Additional information may be required
  - \* Letter of notice for those who did not meet the criteria

### Stage 3

#### Evaluation of Community Event

- Community Event assessed by TRC Community Events Team

## Stage 4

### Contracting

- Response to successful applicants
- Contracts prepared by Corporate Services
- Allocation of funds

## Stage 5

### Post of Community Events

- Community Event noticed posted on TRC website

## TRC COMMUNITY EVENT PROPOSAL CHECKLIST

### Proposal Checklist

- Review the Community Events Guide.
- Each proposal must answer the questions in the guide.
- Please attach relevant documentation that supports your proposal. This may include resumes of the project team, cost estimates, agreements, funding from other sources and in-kind contributions.
- Include the Community Event Budget.
- Mail Community Event notice to:

#### Community Events

#### Truth and Reconciliation Commission

1500-360 Main Street  
Winnipeg, MB R3C 3Z3

or email to: [eventregistration@trc.ca](mailto:eventregistration@trc.ca)

**Note:** We recommend that you submit your Notice of Community Event a minimum of 15 weeks prior to the first scheduled day of your event to allow for the processing of the application.



**Truth and  
Reconciliation**  
Commission of Canada

**trc.ca**

## **Contact Us**

Telephone: 1 (888) 872-5554

Email: [info@trc.ca](mailto:info@trc.ca)

Website: [www.trc.ca](http://www.trc.ca)

Fax: (204) 984-5915

Mail: Truth and Reconciliation Commission of Canada  
1500-360 Main Street  
Winnipeg, MB R3C 3Z3

