



Application Guidelines/Funding Criteria

Background

Since 2007, Qikiqtani Inuit Association (QIA) has received dividend funds from its subsidiary organizations.

The QIA Board of Directors approved a policy at the 2007 AGM to ensure that funds generated from these dividends are invested wisely and distributed equally in an economical manner that meet QIA's overall mission statement to promote and protect the rights and values of Inuit in the Qikiqtani region.

In 2011 the board approved a policy that would see equal allocation of funds to each community.

The goal of the Nunalingni Aulajjagiatit/Community Initiatives Program (CIP) is to assist Inuit and support local programs or initiatives within the communities of the Qikiqtani region.

Program Preferences

Each application will be considered on its merits along with other proposals by the QIA Culture and Community Initiatives Committee (CCIC).

In general, preference is given to projects that:

- are community based
- will become self-sustaining over a period of time, or will continue to provide benefits to the community after the project is completed and funding has ceased
- will have a significant impact in addressing an issue faced by Inuit within the community or the Qikiqtani region

Applications should reflect the desires of beneficiaries of the Nunavut Agreement (NLCA) within the Qikiqtani region, and:

- pursue objectives of significant and demonstrable benefit to the Inuit within the community or Qikiqtani region
- demonstrate the capacity to achieve stated aims and objectives

Priority Areas

Projects that will provide sustainable long-term social or environmental benefits to Inuit within a community or the Qikiqtani region are preferred. Examples include, but are not limited to:

Priority area	Types of projects
Community Capacity Building	<ul style="list-style-type: none">• early intervention programs for youth• parenting programs; governance or board training
Promotion of Inuit Culture	<ul style="list-style-type: none">• traditional hunting or camping programs• sewing programs• Inuktitut language protection programs
Economic Sustainability	<ul style="list-style-type: none">• training programs• poverty reduction initiatives (<i>see Makimaniq 2 5-year plan</i>)
Social Development	<ul style="list-style-type: none">• leadership programs• programs which promote cooperation or collaboration• programs which promote citizen involvement and inclusion• youth or elders committees
Health and Well-being	<ul style="list-style-type: none">• after school programs• health promotion projects• suicide prevention• mental health programs• community wellness programs
Environmental protection	<ul style="list-style-type: none">• community participation in environmental assessment process• community clean-up

Program Exclusions

Generally, the following will **not** be considered for funding:

- Applications from political organizations or campaigns
- Applications from religious organizations for religious purposes
- Operating expenses of established programs or capital deficits
- Building, land, or equipment purchase or repair
- Retroactive funding for programs that are already completed
- Projects that, in the opinion of the committee, are the operational responsibility of the Federal or Territorial government

Large Projects

QIA recognizes that community organizations may wish to submit proposals which exceed the annual community allocation. These 'Large Projects' are often of tremendous benefit not just to the community level, but region-wide as well.

In order to continue to reflect priorities of QIA Department of Social Policy and to maintain support for projects of various size and scope, each year when approving the annual CIP budget, the QIA Board of Directors will set aside a portion of available funds for Large Projects

If you think your project may fall into this category, please contact the Community Development Coordinator or the Director of Social Policy at the Iqaluit office for more information.

How to Apply

Community members and organizations from the Qikiqtani region are eligible to submit an application for consideration.

An application form can be obtained through your local Community Liaison Officer, by contacting the Qikiqtani Inuit Association at 1-800-667-2742, or on our QIA website at www.qia.ca

In the application form, the applicant should:

- Identify specific objectives or problems within the community or Qikiqtani region and present specific plans and solutions.
- Show that the project is planned around an achievable timetable and budget.
- Be able to demonstrate that the project is directed at solving problems in a sustainable way, rather than providing short term relief from symptoms or creating a long-term dependency.
- State how reporting and evaluation of the project will be conducted.

Who is Eligible to Apply?

Inuit and community-based organizations from each community in the Qikiqtani region are eligible to apply for funding.

Each application must identify a project coordinator who is responsible for coordination of the project and reporting back to QIA. The project coordinator is usually the applicant, but in some cases may be another responsible individual.

Proposal Adjustments

Applicants may change their application at any time before the QIA CCIC has reviewed the application. Once the application is submitted to the QIA office, applications may only be modified if the changes are of a minor nature. If a modification to the application or proposal is a major

change, then the applicant will have to either proceed with the project as approved, or resubmit the application to the CCIC for the next cycle of funding.

The CIP Process

Once the applications are submitted to QIA office, the next steps are as follows:

- Applications will be reviewed by the QIA CCIC no later than 30 days after the submission deadline.
- The committee will select an application(s) for each community which meets the funding criteria, is accompanied by the appropriate documentation and does not exceed the funds available.
- Successful applicants will be notified that their application was selected.
- A contribution agreement will be signed between QIA and the applicant.
- Payment will be issued directly to the applicant or an appropriate representative from the organization, as outlined in the contribution agreement.
- Projects take place in communities.
- The applicant will provide periodic updates and will submit required reports as outlined in the contribution agreement.
- Reports will be reviewed by QIA staff (Community Development Coordinator and Director of Social Policy).
- If the reports are complete, the final payment is released and the project is filed as complete.
- If the final reports are incomplete, the hold-back may not be released and the applicant or organization becomes ineligible for future funds until the reporting is complete.

Hiring Project Coordinators/Instructors

Instructors, coordinators and/or organizations hired to do work under a CIP-funded project do not enter into an employee/employer relationship with QIA. The applicant and/or project coordinator who has received the funding is solely responsible for all payroll or contract payments, including statutory deductions, remittances, reporting and the provision of T4/T4A's and Records of Employment, as well as registration with the Canada Revenue Agency as an employer. QIA is to be held harmless by the applicant with respect to this.

Applicants and/or project coordinators who wish to hire people and/or organizations to provide services under a project application are free to do so. However, the amount of funding that the CIP/Nunalingni Auljjagiatit is willing to provide for such services will be limited to the following:

- For hourly services, a maximum of \$25.00 per hour.
- For daily services, a maximum of \$150.00 per day.

Applicants and/or project coordinators are permitted to include in their application an administration fee of not more than 10% of the total project costs.

Equipment Rental

- Rates for rental of equipment (boat, snowmobile/qamutik, ATV) has a maximum of \$150.00 per day.

Purchasing Supplies

Applications and proposals that involve the purchases of supplies will only be approved for funding for supplies related to the program. Within reason, some funds may be used for snacks during the program. However, the purchase of cigarettes, pop, candy, chocolate bars, or frozen foods (other than juice or meat) will not be eligible for funding and will not be allowed as an eligible expense.

Call-out and deadlines

Following the approval of allocation of funds at the spring board meeting, QIA will announce publicly in a timely manner, the amount of funds available to communities for the fiscal year.

QIA will advertise call-outs for CIP via the QIA Facebook page, community radio announcements, community bulletin boards, and other print and web-based media.

All applications should be submitted to the Community Development Coordinator by the deadline specified in the call-out.

Where to Apply

Complete applications should be submitted to the Community Development Coordinator in Iqaluit, by email, fax, or in person.

If you require assistance with your application, we encourage you to contact your local Community Liaison Officer or contact the QIA Office in Iqaluit.

Reporting and Evaluation

At the conclusion of the funding period, all successful applicants are required to evaluate their program against objectives and performance, and provide a brief report.

If an applicant fails to report on, or account for, money issued by QIA, no new money will be granted until reporting is complete.

Reporting templates will be provided to the approved applicant at the beginning of the project and are also available from the CLO or the Iqaluit office.

Unaccessed CIP Funds

If funds allocated to a community are not used, re-allocation is at the discretion of the QIA Executive. Funds which remain as of March 31st are automatically transferred over to the general CIP fund for following fiscal year.

For further information, please contact us at the QIA Iqaluit office at 1-800-667-2742, your local Community Liaison Officer, through our fax at 867-979-3238, or email us at info@qia.ca