



# Qikiqtani Cultural Activities Program (QCAP) Guidelines and Application Form

## GUIDELINES

### About the Program

The goal of the Qikiqtani Cultural Activities Program (QCAP) is to help more Inuit participate in cultural activities, such as land and sewing. This program provides funding to individuals and groups who want to help people in their community learn traditional skills and get out on the land.

### How Much Money Is Available?

In 2018-19, up to \$33,000 is available for each Qikiqtani community. An individual or group may apply for any amount up to \$33,000.

### Who Can Apply?

Individual Inuit and community groups (including Hamlet committees) in the Qikiqtani region can apply. This funding program is not for political organizations, religious organizations, businesses, or territorial or federal government agencies.

### What Can You Do with this Money?

You can use this money to cover the costs of projects that help Inuit strengthen their Inuit cultural skills and knowledge. In response to recent community consultations, our priority is to support projects that help more Inuit participate in land and sewing activities.

### What Costs Will We Cover?

We will cover these costs: materials and supplies, rental fees for equipment and venues, fees for Elders and other instructors, administration costs, and other costs directly linked with the project. There are maximum amounts allowed for some costs:

Cost	Maximum Amount Allowed
Instructor Fees	\$40/hour up to \$400/day
Instructor Travel Costs	Reimbursed at cost
Elder Fees	\$500/day
Equipment Rental (boat, snowmobile/qamutiik, ATV)	\$250/day
Administration	10% of total project costs

We will pay for some foods for participants, but we will not cover the costs of pop, candy, chocolate bars, or frozen convenience foods. Cigarettes and other tobacco products are not eligible expenses.

We do not cover these costs: operating and staffing expenses of established programs; any expenses from projects in the past; the purchase of equipment, buildings, or land; or, the repairs of equipment, buildings, or land.

## Reporting Requirements

Every funding recipient must submit a project report within 30 days of the end of your project.

A project report form will be sent to you with your funding agreement. The project report may be done in writing or by telephone, in Inuktitut or English.

For funding awards under \$15,000, we do not require a detailed financial report or receipts. For funding awards over \$15,000 we do require a detailed financial report and receipts for all expenses.

For 2018-19, all funding recipients will be asked to participate in a short telephone interview at the end of their project. The purpose of the interviews is to help us learn more about your program and how QIA can best support Inuit cultural activities in our region.

Note: You will not be eligible for more QIA funding until all of your reporting requirements are met.

## How Are Applications Processed?

Once you submit an application, we will contact you within five days to tell you that we have received it.

All applications will be reviewed by the QIA Benefits Fund Committee within 30 days after the submission due date. If you want to see the criteria for assessing applications, contact us for a copy of our Application Review Template.

## How is Funding Paid Out?

For funding awards under \$15,000, the full amount will be provided as a one-time payment. For funding awards over \$15,000, a large portion will be provided at the beginning of the project; small portions may be held back until key project milestones are reached and the project reporting requirements are met. A payment schedule will be provided in the funding agreement.

## How to Apply

To apply, complete the Application Form (on the next page). Application due date: **April 3, 2018**.

Email, fax, or mail your application to:

*Email:* [QCAP@qia.ca](mailto:QCAP@qia.ca)

*Fax:* 867-979-3238

*Mail:* Qikiqtani Cultural Activities Program

PO BOX 1340, Iqaluit, Nunavut X0A 0H0

Please contact us for help with your application ([QCAP@qia.ca](mailto:QCAP@qia.ca); 1-800-667-2742; 867-975-8400).

# APPLICATION FORM

<b>Project Leader</b>	(Name)
<b>Organization (If any)</b>	
<b>Community</b>	
<b>Mailing Address</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Fax (if any)</b>	

<b>Name of the Project</b>			
<b>Start date</b>	YYYY/MM	<b>End date</b>	YYYY/MM

<b>Total amount requested from QCAP:</b>	\$
<b>If your application is successful, QIA will make the cheque payable to:</b>	<i>(Name of funding recipient)</i>

\_\_\_\_\_  
Signature of Project Leader

\_\_\_\_\_  
Date

### 1. Cultural Skills Focus

What activities does your project involve? (✓)

- Hunting or other land-based activities
- Sewing or skin preparation
- Other cultural activities: \_\_\_\_\_

### 2. Participants

<b>Age groups (✓)</b>	<input type="checkbox"/> 0-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-19 <input type="checkbox"/> 20-30 <input type="checkbox"/> 31-55 <input type="checkbox"/> 55+
<b>Genders (✓)</b>	<input type="checkbox"/> Females <input type="checkbox"/> Males
<b>Estimated number of participants</b>	

### 3. Purpose

What will participants learn from your project (skills, knowledge, and values)? Please describe.

*Example: Through this project, participants will learn...*

What other benefits will participants get from your project? Please describe.

*Example: Through this project, participants will also get...*

#### 4. Your Team

Who else is working on this project (instructors, organizers, other team members)?  Just me

Team Member Name	Role

What other organizations are helping with this project (Examples: school, hamlet)?  None

Project Partner Name	Contribution or Role

#### 5. Your Plan

Please describe your plan for this project in detail, including:

- What you will do with participants
- When and where the activities will take place
- The tasks of you and your team

*We will...*

## 6. Your Budget

Please note the maximum amounts QIA will pay for certain items:

- Instructor fees – Maximum \$40/hour up to \$400/day
- Elder fees – Maximum \$500/day
- Equipment rental (boat, snowmobile and qamutik, ATV) – \$250/day
- Project management – Maximum 10% of total project cost

### Expenses

Item	Details	Total Cost
Instructor fees		\$
Elder fees		\$
Equipment rental		\$
Supplies/Snacks		\$
Project management		\$
Other		\$
<b>Total Project Cost</b>		<b>\$</b>
<b>Total Amount Requested from QCAP</b>		<b>\$</b>

### Other Sources of Funding for this Project

Are you getting other funding for this project? If so, please list it here.

Funder	Amount Requested	Has your application been approved?
		<input type="checkbox"/> Yes <input type="checkbox"/> Not yet OR Don't know
		<input type="checkbox"/> Yes <input type="checkbox"/> Not yet OR Don't know

***End of application. Thank you!***

<b>Office Use Only</b>	Date of review: _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount approved: _____