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Ilagiiktunut Nunalinnullu Pivalliajutisait Fund

## **Ilagiiktunut Fund**

### **Proposal Submission Guidelines**

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## 1.0 Introduction

The Mary River Project Inuit Impact and Benefit Agreement (IIBA) establishes the ***Ilagiiktunut Nunalinnullu Pivalliajutisait Fund***, referred to as the Ilagiiktunut Fund, to help address the anticipated social and cultural impacts of the Mary River Project (the Project) on the five affected communities in the North Baffin<sup>1</sup> region.

In the IIBA, QIA and Baffinland Iron Mines Corporation (BIMC) recognize that while the Project will bring many opportunities and benefits to the Qikiqtaaluk Region in the form of employment, education and training initiatives, as well as personal and community wealth, it may also introduce social and cultural stresses to families and communities. Further, these stresses may evolve over the duration of the Project.

To mitigate against the potential negative impacts of such stresses, QIA and BIMC established the Ilagiiktunut Fund to help communities build long-term capacity and resiliency in a manner that is responsive to the specific needs of individuals, families and communities. The Ilagiiktunut Fund will support programs and initiatives developed and delivered at the community level.

The Ilagiiktunut Fund exists to provide support to projects that are designed to engage Qikiqtani Inuit exclusively in the North Baffin communities. QIA and BIMC agree that the potential social and cultural impacts of the Mary River Project will be most pronounced in these communities over the life of the project.

Under the IIBA, QIA is responsible for administering the Ilagiiktunut Fund, including evaluating and approving proposals, awarding funds, managing relationships with fund recipients, and reporting back to both BIMC and Qikiqtani Inuit regularly on the success of the Fund and its programs. These activities are carried out by QIA's Ilagiiktunut Fund Committee

As a Regional Inuit Association and as a Designated Inuit Organization under the Nunavut Agreement (NLCA), QIA considers transparency and accountability to Beneficiaries to be a top priority of administering the Ilagiiktunut Fund. QIA is committed to demonstrating how the Ilagiiktunut Fund brings real and tangible positive outcomes to families and communities, and expects that fund recipients will monitor and report on the results of funded programs and initiatives in considerable detail.

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<sup>1</sup> Established in the IIBA as the communities of Arctic Bay, Clyde River, Hall Beach, Igloolik and Pond Inlet.



## 1.1 Call for Proposals

The Qikiqtani Inuit Association (QIA) is now accepting proposals for the Ilagiiktunut Fund for the current fiscal year funding cycle.

The total amount of funding available for the current fiscal year projects that support the objectives of the Ilagiiktunut Fund is **\$750,000**.

### How to Apply

Please review these guidelines before preparing a proposal, and be sure to download an Application Package from [www.qia.ca](http://www.qia.ca) or request one in writing from QIA. Prospective applicants are also encouraged to contact the Community Development Coordinator when developing proposals to ensure completeness, accuracy and funding eligibility.

Proposals can be submitted using any one of the following methods:

- By e-mail at [info@qia.ca](mailto:info@qia.ca);
- By fax to (867) 979-3238;
- In person at QIA, to your local QIA Community Liaison Officer; or
- By regular mail or courier to:

Community Development Coordinator  
Qikiqtani Inuit Association  
Igluvut Building, 2nd floor  
P.O. Box 1340 Iqaluit, NU X0A 0H0

Only complete proposals will be considered for Ilagiiktunut Fund Support. It is recommended that applicants confirm receipt with the Community Development Coordinator.

If the proposed project involves significant time pressures or deadlines, applicants are encouraged to note that in the proposal. All applicants will be notified whether their proposal has been approved or not after it has been reviewed by the Committee.

## 2.0 The Ilagiiktunut Fund

### 2.1 Objectives of the Ilagiiktunut Fund

The objectives of the Ilagiiktunut Fund are established in the IIBA and by QIA in the development of the operating framework for the fund. The Ilagiiktunut Fund exists to support individuals and communities by:

- a) Creating opportunities for capacity building and synergy with existing capacity in the communities;



- b) Ensuring equity and fair distribution of impacts and benefits within and between communities and across generations;
- c) Maintaining consistency with community development goals;
- d) Ameliorating social and cultural consequences if a proposed mitigation or enhancement is unsuccessful or in the event that unanticipated impacts emerge;
- e) Promoting mutual understanding and learning;
- f) Ensuring transparency and accountability;
- g) Increasing opportunities for Inuit participation in the Mary River Project;
- h) Demonstrating accountability and transparency to Beneficiaries on the use of the Ilagiiktunut Fund;
- i) Identifying and taking advantage of opportunities to build upon new and existing strategic partnerships and leverage funding sources from other parties; and
- j) Generating information through monitoring and evaluation that will support and enable the renewal of the Ilagiiktunut Fund after the initial six-year period, and every three years after that, pursuant to the IIBA.

The Ilagiiktunut Fund Committee evaluates all proposals to ensure that any programs or initiatives that receive Ilagiiktunut Fund funding align with one or more of these objectives.

## 2.2 Available Funding

QIA and BIMC have agreed to match annual contributions dollar for dollar up to a maximum of \$375,000, for an initial period of six years. QIA has committed to contributing the maximum amount to the fund each year; this means that the Ilagiiktunut Fund base allocation is set at **\$750,000 per year** from 2014-15 through 2019-20. After the six year period, QIA and BIMC will examine the success of the fund and will make a decision about continuing it for successive three year terms over the life of the Project.

Each year, QIA issues Calls for Proposals, in early Spring (March) in the funding cycle. QIA makes available the full funding allocation of \$750,000, plus any balance carried forward from a previous year. The amount of funding available is subject to a number of factors including, but not limited to the amount of funding awarded in the previous year, the number and merit of proposals



received, and direction from the QIA Board of Directors. Any unused funds are carried forward to the following year.

Receiving Ilagiiktunut Fund support for a particular single or multi-year program or initiative does not guarantee that a recipient organization will receive funding for that project or similar projects in future years. Future funding will depend on a number of factors, including the results and relevance of previous projects, the merit of future proposals, and continued alignment with Ilagiiktunut Fund Objectives as well as specific Areas of Focus for a particular funding cycle.

### 2.3 Areas of Focus

For each Funding Cycle, QIA identifies specific Areas of Focus which help to prioritize how the Ilagiiktunut Fund is awarded. These Areas of Focus represent identified community needs, and align with the objectives of the Ilagiiktunut Fund as well as the strategic objectives of QIA. Programs or initiatives that directly address these Areas of Focus, either directly, or indirectly through building community capacity, will be given preference by the Ilagiiktunut Fund Committee.

Applicants are encouraged to clearly demonstrate how their proposals align with one or more of the Areas of Focus. Proposals that do not align with any of the Areas of Focus will still be considered, though they may not be evaluated as favourably as those that do.

The following have been identified as the Areas of Focus:

**1. Resilient Communities:** programs or initiatives that are designed to increase a community's ability to meet the potential challenges associated with the Mary River Project. Resilient communities may be characterized as those that have an abundance of physical, economic, social, cultural and environmental assets (in addition to adequate infrastructure and effective government), so that the basic needs of all community members are met, and that the community is able to adapt and respond to internal and external stresses.

Proposals that are designed to contribute to resilient communities may include, but are not limited to those that address such topics or issues as community safety, social cohesion, recreation, health and wellness, food security, education, arts and culture, and environmental stewardship.

**2. Strong Families:** programs or initiatives designed to provide families with the skills and tools they need to adapt to the changes and challenges that may arise from one or more family members being employed with the Project. The opportunities associated with the



Project will impact all members of a family, and may introduce stresses that can damage relationships and lead to negative outcomes.

Proposals that are designed to contribute to strong families may include, but are not limited to those that address such topics or issues as family communications, relationship skills, work-life balance, dealing with stress, and money management.

**3. Job Readiness:** programs or initiatives designed to provide prospective Inuit employees with the skills and tools that they need in order to be employed with the Project. It is important that Inuit are able to meet the basic functional requirements of employment with the Project, and are equipped with the skills required to seek, secure and keep jobs, and to advance over the course of their careers.

Proposals that are designed to contribute to job readiness may include, but are not limited to those that address topics or issues like computer skills, English language training, basic personal finance, resume writing and job interview techniques.

While these have been identified by QIA as priority areas for the current funding cycle, applicants are still required to substantiate their proposals by providing evidence which demonstrates real community need, and describes how their proposed program or initiative meets this need within one or more of the North Baffin communities.

## 3.0 Eligibility

### 3.1 Eligible Recipients

The following types of applicants are eligible for Ilagiiktunut Fund support:

- i. North Baffin communities and/or Inuit;
- ii. North Baffin community committees;
- iii. Not-for-profit associations; and
- iv. Non-government organizations.

Government departments, academics, institutes of public government, as well for-profit organizations such as consulting firms or industry are only eligible for funding in partnership with one or more eligible applicants as described above.

Applicants must also be in good standing with QIA, meaning that they will not receive Ilagiiktunut Fund support if there are outstanding or overdue reporting requirements from previous projects,



or if they have otherwise violated the terms of an existing Ilagiiktunut Fund Contribution Agreement (see Section 6.0).

### 3.2 Eligible Projects

QIA will receive all applications from eligible recipients as identified above. QIA distinguishes between three Project Levels for Ilagiiktunut Fund applications, to reflect the varying scope and complexity of projects that may receive funding. Applicants are required to identify the associated Project Level of their proposal in the Ilagiiktunut Fund Application Package.

**Table 1:** Outlines each of the Ilagiiktunut Fund Project Levels.

Level	Criteria			Reporting Requirements
	Funding Requested	Funding Type	Project duration	
I	Up to \$29,999	Project funding only	Completed in current fiscal year	Level I Report
II	\$30,000 to \$99,999	Seed and/or project funding	One to two years	Level II Report
III	\$100,000 and Up	Seed and/or project funding	One to two years	Level III Report

QIA uses the principle of “minimum eligibility” when determining the Project Level; this means that if an application meets the criteria of more than one Project Level as outlined in **Table 1**, it is evaluated at the higher level. For example, if an application requests \$25,000 of project funding but will cover a period of 18 months, it is considered a Level II Project.

#### Funding Requested

The amount of funding requested is the first determinant of the Project Level. Funding thresholds have been established at up to \$29,999, between \$30,000 and \$99,999 and \$100,000 and up (exclusive of GST/HST). The funding threshold will determine the level of detail required in the Application Package as well as reporting requirements. At its discretion, QIA may require audited financial statements from recipients that are awarded \$30,000 or more in Ilagiiktunut Fund support.

#### Funding Type

The type of funding requested will also impact what Project Level a proposed project is evaluated at. The Ilagiiktunut Fund is not intended to provide core operational funding for an organization. Applicants are permitted to request project funding, seed funding, or a combination of project and seed funding.





Project funding includes only those costs associated with executing a program or initiative. It includes program delivery costs as well as professional fees, travel, accommodations, and incidental/administrative expenses.

Seed funding includes those costs associated with carrying out the initial activities that are required to help an applicant “kick-start” a program or initiative if the capacity does not currently exist. Such activities may include preliminary proposal writing or program design, curriculum development, research, infrastructure, societies fees, incorporation and financial auditing.

The Ilagiiktunut Fund is not meant in any way to cause QIA or BIMC to assume the role or function of government. Further, funding will not be awarded for proposals that duplicate programs or initiatives established by other provisions of the IIBA where QIA or BIMC have financial or material obligations.

### **Project Duration**

The duration of a program or initiative is the final determinant of the Project Level. The Ilagiiktunut Fund will support projects with a maximum duration of **two years**. Proposals that are longer than the current fiscal year in duration will require more detail in the Application Package.

Applicants are encouraged to declare when a project is being planned in multiple phases or where concurrent or future Ilagiiktunut Fund proposals will be submitted for the same program or initiative. Extending a project beyond the two year threshold will require a recipient to submit a Project Change Request, which is available separately to funding recipients under the Contribution Agreement.

### **3.3 Ineligible Projects**

In general, the following types of proposals will **not** be considered for funding under the Ilagiiktunut Fund:

- Those from political organizations or campaigns;
- Those that are expressly for religious purposes;
- Operating expenses for established programs, or to cover existing capital deficits or debt repayment;
- Retroactive funding for programs or initiatives that are already completed; or
- Those that in the opinion of the Ilagiiktunut Committee are or may be seen to replace or execute operational responsibilities of the territorial or federal governments.



### 3.4 Inuit Content

Preference is given to applications that demonstrate a significant amount of Inuit content. Applicants are required to indicate in their Application Package in the space provided where and how their proposed program or initiative maximizes Inuit content in program or initiative development and delivery. This includes Inuit project team members, as well as the use of Inuit labour and Inuit firms for providing goods and services in support of a project.

### 3.5 Eligible Expenses

Eligible expenses are those that are necessary and reasonable to carry out a program or initiative that will produce outcomes that align with the objectives of the Ilagiiktunut Fund. Eligible expenditures may include, but not be limited to:

- professional fees;
- salaries and wages for project staff;
- travel, meals and accommodations;
- transportation;
- rental of office space;
- rental of vehicles or equipment (boat, snowmobile, ATV);
- curriculum development;
- training and professional development;
- honoraria and incentives;
- research, data collection and analysis
- communications, publicity and promotion;
- audit and evaluation;
- office supplies and technology;
- safety equipment and clothing; and
- other reasonable administrative costs (see Section 3.2).

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

**Instructors and project coordinators has a maximum of \$25.00/hour or \$150.00 per day.**

### 3.6 Ineligible Expenses

Costs that are not directly related to the program or initiative that is receiving Ilagiiktunut Fund support are not eligible for funding. Such ineligible expenses may include, but not be limited to:

- purchase of property;
- building construction or major renovations;
- public infrastructure (e.g. roads, sewers, etc.);
- entertainment, hospitality and gifts;
- alcohol and tobacco;
- overhead costs (telephone, internet, utilities, water);



- insurance for property or equipment;
- expenses associated with a program or initiative previously supported by the Ilagiiktunut Fund; and
- expenses that are being reimbursed from another source.

## 4.0 Application Format

All applicants must submit a complete Ilagiiktunut Fund Application Package, which consists of:

1. Proposal Cover Sheet;
2. Detailed Proposal;
3. Budget Table;
4. Inuit Content Plan; and
5. Evaluation Plan.

Instructions and templates for each of these components can be found in the Ilagiiktunut Fund Application Package, which can be downloaded from [www.qia.ca](http://www.qia.ca), by contacting QIA head office or your local Community Liaison Officer.

### 4.1 Proposal Cover Sheet

All applications **must** include a Proposal Cover Sheet (found in the Ilagiiktunut Fund Application Package) that is signed by a representative of the proponent organization who has the authority to make decisions on behalf of that organization. The Proposal Cover Sheet may be signed electronically if the application is being submitted via e-mail, or may be sent separately by fax, regular mail/courier, or in person (at the QIA Office in Iqaluit or to your local Community Liaison Officer).

### 4.2 Detailed Proposal

All applicants **must** complete the Detailed Proposal using the form included in the Ilagiiktunut Fund Application Package. The detailed proposal must contain each of the sections outlined in **Table 2**. Providing a high level of detail will better enable the Ilagiiktunut Fund Committee to evaluate the proposal and make an informed decision as to whether to approve the application or not.

**Table 2: Detailed Proposal Components**

Section	Description
1. Title of Project	





<p><i>Project Work Plan</i></p> <p><i>Partners/Stakeholders</i></p> <p><i>Communications</i></p>	<p>outcomes generated by the project be sustained beyond the support of the Ilagiiktunut Fund?</p> <p>Provide a detailed description of each of the activities that will be undertaken over the course of the proposed program or initiative. This includes start and end dates, project design, methodology, processes and procedures, and schedule. If the proposed duration is longer than the current fiscal year (March 31), clearly indicate which activities will be completed in the current year and which in the following year.</p> <p>List any other organizations or agencies (including but not limited to community groups, private corporations, government and non-government organizations) that are involved in project or intend to make use of the results. Provide contact information where possible.</p> <p>Describe the communications activities that are planned as part of the proposed project, including advertising, promotion, and/or other public outreach. Indicate how the results of the project will be communicated internally and externally.</p>
<p><b>9. Evaluation Strategy</b></p>	<p>Provide a detailed description of how the program or initiative will be evaluated. Describe the evaluation methodology and the indicators that will be used. This section should answer questions such as: How will we know if the program has achieved its objectives? How will we measure the expected impacts and outcomes of the project? What types of data or information will the evaluation produce?</p> <p>Applicants are encouraged to examine the Evaluation Plan to assist in completing this section.</p>
<p><b>10. Deliverables</b></p>	<p>Provide a list of all of the deliverables associated with the project, including reports, presentations, multi-media, products, technology, etc.</p> <p>For proposals that extend over more than one year, indicate which deliverables will be completed in the current fiscal year (2014-15) and which will be competed in the following year.</p>
<p><b>11. Expertise</b></p>	<p>Provide résumés for each of the Project Team members (max. two standard 8.5" x 11" pages each), as well as organizational qualifications and experience.</p> <p>Applicants may also provide a list of related projects (max. two standard 8.5" x 11" pages), publications or presentations by Project Team members that are related to the proposal.</p>



### 4.3 Budget Table

Proposals submitted to the Ilagiiktunut Fund require detailed budget information and **must** use the Budget Table Form provided in the Ilagiiktunut Fund Application Package. Proposals that extend beyond the current fiscal year must include separate tables for each fiscal year.

The budget must provide estimates for each of the following classes of expenses:

- Professional fees
- Travel
- Equipment
- Administration
- Other eligible expenses
- Names of each Inuit project team member
- Whether they are a NLCA Beneficiary
- Community and Territory of affiliation

Level II and Level III Projects are required to distinguish between expenses associated with seed funding and those associated with project funding (see section 3.2).

Applicants are also required to list any funding from other sources that will be used to support the proposed program or initiative, including “in-kind” contributions, and to indicate whether these funds have been secured or are part of a pending application.

Applicants may change their application/proposal at any time before the QIA Illagiiktunut Fund Committee (Committee) has reviewed and approve the application. During the application review process, the application may be modified if the changes are in minor in nature (budget items adjustments). If the modifications to the application or proposal is a major change, then the application will have to either proceed with the changes made or re-submit the application to the committee for the next review process.

### 4.4 Inuit Content Plan

QIA places a high priority on ensuring that Inuit benefit from the programs and initiatives that receive support from the Ilagiiktunut Fund, both as recipients and as those who are involved in program delivery. All proposals submitted to the Ilagiiktunut Fund **must** include a completed Inuit Content Plan using the form provided in the Ilagiiktunut Fund Application Package.



Applicants must provide detailed information on how the proposed project will use Inuit content in the design and delivery of a program or initiative. Specifically, applicants should provide the following:

- Information for each Inuit project team member;
- Total estimated value of Inuit labour;
- Names of any Inuit firms that will be used as subcontractors or service providers over the course of the project;
- Whether they are listed on the Inuit Firm (NTI) or Inuit Business (NNI) registries;
- Total estimated value of goods and services;
- Total value of Inuit Content (labour + goods and services); and
- Total Inuit Content as a percentage of total funding requested.

#### 4.5 Evaluation Plan

All applicants **must** complete the Evaluation Plan, which can be found in the Ilagiiktunut Fund Application Package. The Evaluation Plan requires applicants to clearly indicate how the proposed program or initiative will be evaluated, including targets, outputs, outcomes and indicators, and the types of reports that will be generated. The information required varies according to the Project Level, and will be used by QIA to form part of the Contribution Agreement.

## 5.0 Proposal Evaluation Process

### 5.1 Criteria for Evaluating Proposals

The Ilagiiktunut Fund Committee evaluates all proposals which are complete and submitted on-time, and assesses their merit based on the extent to which they meet a number of criteria, as detailed in **Table 3**.

**Table 3: Ilagiiktunut Fund Proposal Evaluation Criteria**

Criteria	Score
Eligibility of applicant	Pass/Fail
Completeness of application package/submitted on time	Pass/Fail
Alignment	<b>25</b>
Alignment with Ilagiiktunut Fund objectives	15
Alignment with areas of focus	10
Merit of proposal	<b>55</b>
Purpose and objectives, rationale	15
Work plan, deliverables	10
Inuit content	20



Communications, evaluation and reporting	10
Value (budget)	<b>15</b>
Applicant expertise	<b>5</b>
<b>Total Points</b>	<b>100</b>

## 6.0 Administration and Reporting

### 6.1 Notification

All applicants will be informed in writing of the Ilagiiktunut Fund Committee’s decision within approximately four to six weeks after the application period ends (see Section 1.0 for the current notification date).

Based on its evaluation of a proposal, the Ilagiiktunut Fund Committee may decide to award an amount that is less than the total amount requested of the Ilagiiktunut Fund. In such instances, the Ilagiiktunut Fund Administrator will work with the successful applicant to make any necessary amendments to the project design, work plan, evaluation strategy and deliverables.

### 6.2 Contribution Agreement

Funding arrangements with successful applicants will be administered through a Contribution Agreement between QIA and the recipient. The Contribution Agreement is a legal document that sets out the terms and conditions under which the Ilagiiktunut Fund allocation will be spent, and the measures that will be taken to ensure that these conditions are met. It formally establishes the project parameters, work plan and schedule, and sets out the specific evaluation and reporting requirements.

After both QIA and the Ilagiiktunut Fund recipient have signed the Contribution Agreement, QIA may disburse up to **80%** of the approved funding amount, depending on the type of applicant (organizations or individuals). The remaining **20%** may be delivered after the terms and conditions of the Contribution Agreement have been met. Any unused funds must be returned to QIA. Excess funds cannot be retained by a recipient organization without an approved Project Change Request, which is available as part of the Contribution Agreement.

The terms of the Contribution Agreement will be strictly enforced. Violating these terms and/or misuse of funds awarded through the Ilagiiktunut Fund will be investigated. Those found in violation may immediately disqualify a recipient organization and individual project team members from future funding from this and any other program offered by QIA, and may be grounds for legal action.





### 6.3 Project Change Management

If a program or initiative that has received support from the Ilagiiktunut Fund encounters circumstances that lead to a change in how it is carried out, the funding recipient will be required to issue a Project Change Request as detailed in the Contribution Agreement.

Project Change Requests are required where a project:

- Requires additional funding to complete the project as described;
- Anticipates spending significantly less than was granted;
- Makes substantial changes to a project Work Plan; and/or
- Changes the project design, anticipated outcomes, or evaluation strategy.

Where a funding recipient anticipates a change to the project as identified above, they must contact the Ilagiiktunut Fund Administrator to initiate the Project Change Request Process. The Ilagiiktunut Fund Administrator will provide a Project Change Request Form, and will work with the recipient to ensure that it is complete and accurate.

Upon receiving a Project Change Request, QIA will review the request and will either:

1. Approve the request as submitted;
2. Approve the request with conditions (such as additional budget information or reporting requirements);
3. Deny the request and provide reasons and options to the recipient, or
4. Deny the request and terminate the Contribution Agreement, and require all unspent Ilagiiktunut Fund money be returned to QIA immediately.

### 6.4 Reporting Requirements

Ilagiiktunut Fund recipients will be required to meet the following reporting requirements according to the terms of the Contribution Agreement:

1. Periodic progress reports;
2. Final project report;
3. Plain language summary of results;
4. Accounting of how funds were spent (may include audited financial statements); and
5. Copy of all raw data, and any reports, presentations or communications material that uses the results of the project.

QIA will retain the right to publish and use the results from any program or initiative that receives Ilagiiktunut Fund support as deemed appropriate. Further, results will be shared with BIMC pursuant to the IIBA. Finally, results may be used by either QIA or BIMC for internal or external communications.

