



PROGRAM GUIDELINES

QIKIQTANI WAGE SUBSIDY & TRAINING PROGRAM

Program Objectives

1. The Qikiqtani COVID-19 Wage Subsidy & Training Program (the Program) is designed to provide short-term financial support to Employers that have been significantly negatively impacted by the COVID-19 Pandemic. The focus for the program is to support employers to retain staff or hire new staff.

Eligible Applicants

The Program is open to All Employers in the Qikiqtani Region that need this support to retain Inuit staff or that will hire new Inuit staff support the employer. (Must be for Staff that you would not normally hire)

Eligible Expenses

- 1) Eligible expenses under the Program for each participant
 - i) Staff wages for Inuit employees (Must be for Staff that you would not normally hire);
 - ii) Mandatory Employment Related Costs for the employee;
 - iii) Other expenses for online training for the staff such as Tuition, Books, computer and any other expenses required for the Training (subject to Kakivak approval).

Funding Levels

- 1) The maximum amount of funding for each employee will be a maximum of \$20.00 per hour for each employee to a maximum of \$15,000 dollars per employee.
- 2) Online training funding is available to a maximum of \$1,500.00 for each employee.
- 3) Reporting on the use of funds will be required with payroll records and receipts.

Application Requirements:

- 1) To apply to the Program, all applicants are required to provide the following:
 - i) A completed and signed Qikiqtani COVID-19 Wage & Training Program application form;
 - ii) A copy of a municipal business license;
 - iii) A copy of the Workers' Safety and Compensation Commission (WSCC) coverage
 - iv) A participant registration form for each employee

Note: Applicants must disclose to Kakivak Association if they have applied for or received COVID-19 Wage Subsidy relief funding from other agencies, federal and/or territorial governments, or Inuit Organizations.

Application and Approval Process

- 1) When an inquiry is received the Employment Service Officer will work with the applicant to help ensure a complete application is submitted.
- 2) Complete applications and associated documents will be assessed by the Manager, Training and Employment and Employment Services Officer.
- 3) Completed assessments will be reviewed by the Manager of Training and Employment.
- 4) When satisfied with the assessment, the Manager of Training and Employment will present the file to a review committee comprised of the CEO and Manager of Training and Employment for all applications under a \$100,000.
- 5) All other applications will be reviewed by the Board of Directors for consideration for approval or rejection
- 6) If approved the applicant will be notified and a formal Letter of approval and a contract will be prepared, signed off by all parties and acted upon as required.
- 7) If denied, the applicant will be notified and provided the reason(s) for the decision. The applicant has the right to appeal the decision through Kakivak Association's appeals process.

Contract Terms

- 1) Contract terms will be outlined in the signed Contribution agreement with the Employer, if it is determined that the funds was not used for the approved purpose. In such cases Kakivak Association will make appropriate efforts to recover the funds.
- 2) Disbursements of approved funds will be made directly to the applicant.
- 3) Reporting on the use of funds will be outlined in the Approval letter and Contribution agreement
- 4) Some or all of the following conditions will normally be attached outlined in the approval letter and contribution agreement:
 - i) The term of the agreement;
 - ii) A description of the approved use of funds;
 - iii) The terms for the disbursement of approved funds;
 - iv) Permission to use the details of the project in advertisements for Kakivak Association and the Qikiqtani Inuit Association;
 - v) Monitoring and reporting requirements including financial information and other records;
 - vi) Any additional conditions as required by the specific funding.
 - vii) Acknowledgement/demonstration of commitment to continued operations post COVID-19
- 5) In addition the recipient will agree not to:
 - i) Use the contribution funding for anything else other than the intended purpose;

Disbursement Schedule for Approved Funds

- 1) Disbursement of 90% of funds upon approval and acceptance of the application and a signed Wage and Training agreement and a completed registration form for each staff. A 10% holdback will be reserved by Kakivak Association.
- 2) Disbursement of the final 10% holdback of approved funds on receipt and acceptance of the final completion forms all payroll records and receipts claim for each employee. The applicant file will be considered complete only when a detailed expenditure report from the client has been received and accepted by Kakivak Association, and attached to the file for audit purposes.