



Culture, Language, Elders and Youth

CAPITAL CONTRIBUTIONS POLICY

POLICY STATEMENT

The Department of Culture, Language, Elders and Youth is committed to a capital contribution process that is accountable, easy to understand, fair, transparent and reflects community-based needs and Inuit Qaujimajatuqangit values.

PRINCIPLES

This policy is based on the following principles:

1. The Department is committed to Inuit Qaujimajatuqangit concepts of Pijitsirniq (to serve), Aajiiqatigiingni (arriving at a decision through discussion), and Piliriqatigiiniq (working together).
2. The heritage of Nunavummiut should be preserved, protected and promoted for the benefit of all Nunavummiut.
3. The Department is committed to supporting initiatives and endeavors that encourage the participation of Elders and youth in the development of the social structures that support Nunavut.
4. The Department is committed to supporting the development of local community recreation facilities.

APPLICATION

This policy applies to non-profit community-based organizations and municipal corporations who direct their efforts to heritage, youth, Elders, and recreation facilities.

DEFINITIONS

Audited Financial Statement

An audited Financial Statement prepared in accordance with Canadian Generally Accepted Accounting Principles (GAAP) consistently applied by an accountant registered under either the *Certified General Accountants Act "Nunavut"*, or the *Institute of Chartered Accountants Act "Nunavut"*, as applicable, or under comparable legislation in the jurisdiction in which the funds were expended.

Audited Schedule of Revenue and Expenses

An audited Schedule of Revenue and Expenses prepared in accordance with GAAP by an accountant registered under either the *Certified General Accountants Act "Nunavut"*, or the *Institute of Chartered Accountants Act "Nunavut"*, as applicable, and attached to the audited Financial Statement.

Capital Contribution

A conditional transfer payment to a recipient for a capital project or asset, for which the Government will not receive any goods or services. Capital contribution payments are conditional on performance, achievement, or the receipt of capital goods, and are subject to audit or other reporting requirements.

Capital Project/Asset

The construction or renovation of a building, where costs exceed \$5,000, or the acquisition of an item with a value of \$5,000 or more. A capital project/asset possesses physical substance, is not consumable and does not include salaries, patents or goodwill.

Community-Based Proposal

A proposal that originates from an organization or municipal corporation respecting the needs of a particular community in Nunavut and which has community support.

Community Recreation Plan and Studies

A plan that details the short and long-range recreation needs of a community, or facility-specific studies related to renovation and retrofit projects.

Department

The Department of Culture, Language, Elders and Youth.

Organization

A regional or territory-wide organization that is recognized by the *Societies Act (Nunavut)* as non-profit in nature, or other non-profit local or territorial associations, local governments, groups or agencies recognized by the Department.

Recreation Facilities

Basic arena, basic community hall, basic community recreation planning (community recreation plan and studies), basic above ground pool enclosure and package, basic community gym, basic community open play space, and additional recreational facilities (including curling rinks).

Schedule of Revenue and Expenses

An un-audited financial report of revenue and expenditures pertaining to a project and signed by the funding recipient.

Third-Party Funding

Funding that is acquired which does not originate from the Government of Nunavut.

Working Groups

Groups established by the Department to review proposals or applications for capital contributions and make recommendations to the Directors in the Department, as applicable and as described in the attached schedule.

AUTHORITY AND ACCOUNTABILITY

- I. This policy is issued under the authority of the Executive Council with the authority to make exceptions and approve revisions to the policy.
- II. All provisions contained in the *Financial Administration Act (Nunavut)* and all regulations promulgated thereunder (including the *Government Contract Regulations*) and the *Government of Nunavut Financial Administration manual* shall apply to the financial administration of all capital contributions issued by the Department.
- III. The Legislative assembly approves the capital contributions budget of the Department on a fiscal year basis.

ROLES AND RESPONSIBILITIES

Minister

The Minister will table annually in the Legislative Assembly a summary of all capital contributions awarded by the Department. The report will include the amount of each capital contribution, type of initiative being supported, and the name of the community and recipient being funded.

Deputy Minister

The Deputy Minister is responsible for the administration of capital contribution programs, and may approve one-time payments for capital contributions based on the recommendations made by the Working Group, subject to the conditions outlined in the attached schedules.

Directors

Directors are accountable to the Deputy Minister and will oversee the administration of the grants and contributions programs and processes.

Administrative Officers

Administrative Officers measure the achievements of the applications, compared to the expectations indicated by the recipients.

PROVISIONS

Eligibility

- I. Eligibility for accessing funding under this policy is restricted to qualifying non-profit community-based organizations and municipal corporations as set out in the attached schedules. When requested, the Department will assist applicants with the preparation of applications.
- II. All applications approved for funding must be project specific, with a clearly defined timeline for completion within the fiscal year for which the contribution is requested. Applications that request ongoing operating and maintenance or salary dollars or proposals that have a financial impact on future fiscal years will not be considered.
- III. Priority will be given to applications that demonstrate a significant level of third party funding; respect lifecycle management principles of affordability and sustainability; and, provide other economic benefits to the community, the region and the territory, such as local employment.

Financial Conditions

- I. All provisions contained in the *Financial Administration Act*, *Government Contract Regulations* and the Government of Nunavut's *Financial Administration Manual* shall apply to the financial administration of all capital contributions issued by the Department.
- II. Prior to the issue of payment, the recipient of a capital contribution shall sign a Conditional Contribution Agreement, which contains their project goals and objectives, guidelines for allowable expenditures, project completion or purchase timelines and any other reporting and accounting requirements indicated on the attached schedule.
- III. Capital contributions will be paid on approval of funding according to the terms of the Conditional Contribution Agreement. If a project is being funded in installments, a mid year Schedule of Revenue and Expenses must be submitted to the Department before a second payment is issued.
- IV. Recipients of a capital contribution in excess of \$50,000 are required to submit an audited Financial Statement along with an audited Schedule of Revenue and Expenses pertaining to the contribution agreement. This financial information must be submitted to the Department within 60 days of the end of the completion of the project, or the end of the Government of Nunavut's fiscal year.
- V. Recipients of a capital contribution that is less than \$50,000 are required to submit a year-end Schedule of Revenue and Expenses for the contribution along with invoices that prove the capital assets were received or the work was completed. This financial information must be

-
- submitted to the Department within 60 days of the completion of the project, or the end of the Government of Nunavut's fiscal year.
- VI. Recipients will repay any surplus project funds or unaccounted project expenditures to the Government of Nunavut within 30 days of the delivery of the required year-end financial reports.
 - VII. Where full financial accounting or reporting requirements are not submitted, recipients will not be eligible for further funding until the required financial statement indicating that the contribution was expended according to their application is received.
 - VIII. Funding in one fiscal year does not guarantee funding in subsequent years.

FINANCIAL RESOURCES

Financial resources required under this policy are conditional on approval by the Legislative Assembly, and the availability of funds in the appropriate budget.

PREROGATIVE OF EXECUTIVE COUNCIL

Nothing in this policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting the provisions of this policy.

SUNSET

This policy shall be in effect from the date of signature until March 31, 2010.

SCHEDULE A

CAPITAL CONTRIBUTIONS

Heritage Facilities	A-1
Youth and Elders Facilities	A-2
Recreation Facilities	A-3

SCHEDULE A-1

CAPITAL CONTRIBUTIONS

HERITAGE FACILITIES

Purpose	Provides capital contributions to non-profit community-based organizations, and municipal corporations for the protection, preservation and/or renovation of heritage facilities.
Eligibility	Non-profit community-based organizations and municipal corporations who direct their efforts to the protection, acquisition, renovation and/or presentation of capital items that are significant to the heritage of Nunavut.
Review	<p>A Working Group reviews the applications and makes recommendations to the Director of Culture and Heritage. The Director of Culture and Heritage or the Director's designate chairs the Working Group, which is comprised of maximum up to four additional members from other Government of Nunavut Departments.</p> <p>The Working Group meets once per year to review applications. In cases where a proposed project would occur before the scheduled meeting of the Working Group, the chair of the Working Group will review the application and approve or reject the application.</p>
Supporting Data	A completed application is submitted to the Department, which includes a description of the capital project, an outline of the project objectives, the proposed budget (revenues, expenditures, and a cost breakdown for each project component), a timeline for completion of the project or acquisition of the capital assets, written verification of community support, plans for the long term management of the project, municipal or territorial permits and all relevant plans.
Accountability	<p>Recipients of a capital contribution in excess of \$50,000 are required to submit an audited Financial Statement along with an audited Schedule of Revenue and Expenses pertaining to the contribution agreement. This financial information must be submitted to the Department within 60 days of the end of the completion of the project, or the end of the Government of Nunavut's fiscal year.</p> <p>Recipients of a capital contribution that is less than \$50,000 are required to submit a year-end Schedule of Revenue and Expenses for the contribution along with invoices that prove the capital assets were received or the work was completed. This financial information must be submitted to the Department</p>

	within 60 days of the completion of the project, or the end of the Government of Nunavut's fiscal year.
Amount	Funding levels depend on the nature of the project and the amount of funding available from other sources; however the maximum capital contribution that can be awarded is \$200,000.
Payment	Capital contributions will be paid in two or more installments as outlined in the terms of the Conditional Contribution Agreement.
Term	Capital contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE A-2

CAPITAL CONTRIBUTIONS

YOUTH AND ELDERS FACILITIES

Purpose	Provides capital contributions to non-profit community-based organizations, and municipal corporations for the development and/or renovation of youth and Elders facilities or equipment.
Eligibility	Non-profit community-based organizations and municipal corporations who direct their efforts to support the development and/or renovation of youth and Elders facilities of Nunavut.
Review	<p>A Working Group reviews the applications and makes recommendations to the Director of Community Programs. The Director of Community Programs or the Director's designate chairs the Working Group, which is comprised of maximum up to four additional members from other Government of Nunavut Departments.</p> <p>The Working Group meets once per year to review applications. In cases where a proposed project would occur before the scheduled meeting of the Working Group, the chair of the Working Group will review the application and approve or reject the application.</p>
Supporting Data	A completed application is submitted to the Department, which includes a description of the capital project, an outline of the project objectives, the proposed budget (revenues, expenditures, and a cost breakdown for each project component), a timeline for completion of the project or acquisition of the capital assets, written verification of community support, plans for the long term management of the project, municipal or territorial permits and all relevant plans.
Accountability	<p>Recipients of a capital contribution in excess of \$50,000 are required to submit an audited Financial Statement along with an audited Schedule of Revenue and Expenses pertaining to the contribution agreement. This financial information must be submitted to the Department within 60 days of the end of the completion of the project, or the end of the Government of Nunavut's fiscal year.</p> <p>Recipients of a capital contribution that is less than \$50,000 are required to submit a year-end Schedule of Revenue and Expenses for the contribution along with invoices that prove the capital assets were received or the work was completed. This financial information must be submitted to the Department within 60 days of the completion of the project, or the end of</p>

	the Government of Nunavut's fiscal year.
Amount	Funding levels depend on the nature of the project and the amount of funding available from other sources; however the maximum capital contribution that can be awarded is \$200,000.
Payment	Capital contributions will be paid in two or more installments as outlined in the terms of the Conditional Contribution Agreement.
Term	Capital contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE A-3

CAPITAL CONTRIBUTIONS

RECREATION FACILITIES

Purpose	Provides capital contribution to municipal corporations for the acquisition, construction, and improvement of community recreational facilities; or activities that increase the value or life expectancy of existing recreational facilities; or the development of community recreation plans.
Eligibility	Municipal corporations who direct their efforts to support the acquisition, construction, and improvement of community recreational facilities; or activities that increase the value or life expectancy of existing recreational facilities; or the development of community recreation plans.
Review	<p>A Working Group reviews the applications and makes recommendations to the Director of Community Programs. The Director of Community Programs or the Director's designate chairs the Working Group, which is comprised of maximum up to four additional members from other Government of Nunavut Departments.</p> <p>The Working Group meets once per year to review applications. In cases where a proposed project would occur before the scheduled meeting of the Working Group, the chair of the Working Group will review the application and approve or reject the application.</p>
Supporting Data	A completed application is submitted to the Department, which includes a description of the capital project, an outline of the project objectives, the proposed budget (revenues, expenditures, and a cost breakdown for each project component), a timeline for completion of the project or acquisition of the capital assets, written verification of community support, plans for the long term management of the project, municipal or territorial permits and all relevant plans.
Accountability	<p>Recipients of a capital contribution in excess of \$50,000 are required to submit an audited Financial Statement along with an audited Schedule of Revenue and Expenses pertaining to the contribution agreement. This financial information must be submitted to the Department within 60 days of the end of the completion of the project, or the end of the Government of Nunavut's fiscal year.</p> <p>Recipients of a capital contribution that is less than \$50,000 are required to submit a year-end Schedule of Revenue and</p>

	<p>Expenses for the contribution along with invoices that prove the capital assets were received or the work was completed. This financial information must be submitted to the Department within 60 days of the completion of the project, or the end of the Government of Nunavut's fiscal year.</p>
Amount	<p>Funding levels depend on the nature of the project and the amount of funding available from other sources; however the maximum capital contribution that can be awarded is \$200,000. The contribution to any one project cannot exceed 75% of the total project cost for non-tax based municipal corporations and 33% for tax-based municipal corporations.</p>
Payment	<p>Capital contributions will be paid in two or more installments as outlined in the terms of the Conditional Contribution Agreement.</p>
Term	<p>Capital contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.</p>