



## PURPOSE OF THIS GUIDE

This guide is designed to help applicants prepare a project proposal for funding under the Targeted Labour Market Program of the Department of Family Services, Career Development Division. Specific instructions for completing the application form as well as information about the assessment process are provided.

## INSTRUCTIONS FOR APPLICANTS

1. It is encouraged that interested applicants contact the Department of Family Services representative to discuss or enquire regarding the *Targeted Labour Market Program* funding, its application, guidelines or any other general inquiries before applying, **in writing to:**

E-mail: [CareerDevelopment-TLMP@gov.nu.ca](mailto:CareerDevelopment-TLMP@gov.nu.ca)

2. Applications can be obtained by contacting the above noted Department of Family Services representative and at <https://www.gov.nu.ca/family-services/information/targeted-labour-market-programs>
3. Applications must be received by DFS in hard copy or email on or before **March 10<sup>th</sup>, 2024**.
4. Only complete applications received at the above noted coordinates on or before the Program deadline will be considered.
5. Applications submitted or delivered to any address or email other than the one provided below will not be considered.

**SUBMIT APPLICATION TO:**  
Labour Market Program Specialist  
Career Development  
Grants and Contributions  
Department of Family Services  
Arnakallak Building 224  
P.O Box 1000, Station 1220, Iqaluit, NU, X0A 0H0  
E-mail: [CareerDevelopment-TLMP@gov.nu.ca](mailto:CareerDevelopment-TLMP@gov.nu.ca)

6. Applicants that fail to complete the application in its entirety and provide supporting documentation where required will not be considered for funding.
7. Responses to any communication made by a GN employee other than the contact person identified above should not be relied on and cannot be guaranteed.

8. The Government of Nunavut (GN), Department of Family Services reserves the right to request clarifications and negotiate modifications with any applicant who has submitted an application. Applicants are encouraged to submit enquiries and seek clarifications regarding the application of the *Targeted Labour Market Program* funding prior to the stated closing date and time.
  
9. This document can be made available, upon request, in any of the 4 official languages (Inuktitut, Inuinnaqtun, English, French), of Nunavut.
 

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**IMPORTANT: Please be reminded that the deadline for submission of 2024-2025 Targeted Labor Market Program Proposals is 5 PM on March 10<sup>th</sup>, 2024.**

## **ELIGIBLE APPLICANTS**

Contribution funding is available to training providers, including community non-profit organizations and institutions, municipal corporations, Nunavut based businesses, Inuit organizations and societies that provide or intend to support training and employment programs.

## **ELIGIBLE EXPENSES**

1. Eligible expenses are costs associated with administration and delivery of the proposed project.

These costs may include, but are not limited to:

- A. Project administration (must not exceed 15% of entire project cost);**
- B. Direct project delivery (instructors, equipment, travel, rent, utilities, etc.)**
- C. Participant-related Direct Project Costs (training allowances, adaptive technology, materials and supplies)**
- D. Other Direct Project Costs (guest speakers, Elder advisers, advertising, etc.)**

2. Note that detail must be provided to explain what constitutes “other” expenses in which you are applying for funding.
3. Additional funding sources must be indicated on the proposal.
4. Complete and submit *Appendix B: TLMP Proposed Budget Template* with application.

## **DURATION OF PROJECTS**

Career Development’ Targeted Labour Market Program is structured to provide funding for eligible expenses that are incurred within the fiscal year during which the funding has been awarded – that is, between April 1, 2024, and March 31, 2025. Incurred expenses must have been paid by the recipient before they are invoiced to the Department of Family Services. Exceptionally, the Department may fund projects that extend beyond the end of a fiscal year (that is, March 31, 2025) if the proposal persuasively demonstrates why the project requires more time to be completed and should be funded beyond the typical one-year period.

## **APPLICATION EVALUATION**

1. Applications will be assessed by a Review Committee established within the Department of Family Services.
2. The Government of Nunavut (GN), Department of Family Services Review Committee will review applications with the aim of understanding the generality of the need for funding assistance. The GN reserves the right to ask questions of the submitted applications so that they can fully understand the level of need. The GN reserves the right to distribute funds at its sole discretion. The GN may decide to provide more or less funding as it sees fit.

## The Assessment Process

### ASSESSMENT BASED ON MERIT

Each request for financial support will be reviewed to determine the quality, relevance and timeliness, feasibility and expected outcomes/benefits of the proposed project. Applicant organizations and applications for funding will be reviewed in accordance with the general Program objectives as well as the specific eligibility criteria as outlined in this guide.

3. The Review Committee will utilize the following criteria to evaluate each application to determine the eligibility for funding. Points awarded will be consistent with **Appendix A: Points Rating Legend on the Application Rating Schedule.**

**(a) Organization Identity and Profile**

**(b) Methodology: Approach to Successful Completion of the Project**

**(c) Budget Proposal**

**(d) Project Team Knowledge and Skills**

**(e) Partnerships**

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**(a) Organization Identity and Profile**

**Section A: Applicant Information** located in the application must be completed in its entirety and all required documentation must be provided. This includes the organization's legal name, address, and telephone number; date established and structure; ownership and/or Board of Director details; firm leadership (such as corporate officers or partners); number of employees; number of employees engaged in tasks related to the delivery of the proposed project. If applicable, the applicant's business number and principal place of business should be provided; the *TLMP* application must also be filled out in its entirety and submitted to the contact person noted in the Instruction for Applicants section, #3.

**(b) Methodology: Approach to Successful Completion of the Project**

Projects must include detailed methodology. The proposals that are submitted under the Contributions Program can be qualitative and/or quantitative in nature. In both instances, Career Development seeks to fund proposals that demonstrate sound methodology. For the Division to evaluate a proposal's methodology, the applicant must provide a detailed description of the means by which they seek to achieve their results. Where applicable, applicants should provide a detailed list of stakeholders they have or intend to survey/interview and the survey method and instruments they intend to use.

**Section B: Project Information** located in the application must be completed in its entirety. You must describe in detail your proposed project, how it will support training and employment and how you will measure the success of your project.

**(c) Budget Proposal**

**Section C: Financial Information** located in the application must be completed in its entirety. This includes listing secured and requested financial assistance from all other sources along with a detailed budget for your proposed project. Only eligible projects as outlined in Eligible Costs on page 3 of the Application Guidelines or on Appendix B: Proposed Budget Template

**(d) Team Qualifications, Knowledge and Skills**

**Section D: Employee Profiles** located in the application must be completed in its entirety. You must identify key personnel to be involved in the project, and ensure their roles and responsibilities are clearly defined. Also list any qualifications, skills or knowledge of personnel that you feel will have a positive impact on the quality and delivery of your project.

**(e) Partnerships**

**Section E: Partnerships** located in the application must be completed in its entirety. You must demonstrate community partnerships that will be involved in the successful delivery of your project.

Applicants should take care to comply with any mandatory application requirements set out herein or contained in the application. Mandatory application requirements are preceded by terms such as “proponents must”, “proponents shall” or “proponents will”.

4. The GN will take all reasonable steps to ensure that confidential information is secured.

## **AMENDMENTS**

1. Any amendments made by the GN to this application or funding will be issued in writing and sent out via email or fax to all proponents that have requested the application.
2. The GN reserves the right to issue an addendum after the closing date.

## **CONTRIBUTION AGREEMENT**

1. If an agreement is to be awarded as a result of the application, it shall be offered first to the applicant who is responsive and responsible and whose proposal provides the best potential value to the GN, as determined at the sole discretion of the Review Committee. 'Responsive' means compliant in all material respects. 'Responsible' means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
2. If an agreement is entered into as a result of this application, it will contain the relevant provisions of this application and the accepted application, the terms and conditions of the agreement and any other terms as may be mutually agreed upon, whether arising from the accepted application or as a result of any clarifications or negotiations prior or subsequent thereto; and this ensuing agreement will be forwarded to the successful applicant for signature prior to the GN's authorized representative signing it.
3. The GN and the successful applicant shall not acquire any legal or equitable rights or privileges under any ensuing agreement until it is signed by both parties.
4. In the event of any inconsistency between the application and any ensuing contract or contribution agreement, the contract or contribution agreement shall govern.
5. The GN reserves the right to audit expenditures to ensure that the funding is spent for the intended approved usage.

## **PAST INSTANCES OF NON-COMPLIANCE**

Career Development may choose not to assess or fund projects from applicants who, as past funding recipients of our program, have been in default of their contribution agreements. This includes but is not limited to instances where applicants who were past Program recipients were late in submitting their deliverables, submitted incomplete or unsatisfactory deliverables, or were derelict in their recruitment efforts.

## APPENDIX A: PROPOSAL RATING SCHEDULE

This Proposal Rating Schedule must be completed by each member of the Review Committee.

<b>Applicant Name:</b>
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<b>Name of the Project:</b>
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<b>Committee Member: (Print)</b>
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<b>Date (dd-mm-yy):</b>
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Item	Rating Criteria	Unit Points Awarded (A)	Assigned Weight (B)	Total Points (A) x (B) = (C)
A	Corporate Identity & Profile			
B	Methodology: Approach to Successful Completion Milestones and Deliverables			
C	Budget Proposal			
D	Team Qualifications, Knowledge and Skill			
E	Partnerships			
	<b>RATING TOTAL:</b>			

<b>Member Comments:</b>
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<b>LEGEND:</b>	<b>RATING POINTS:</b>	
A – Evaluation Points Awarded	Poor	0-3 points
B – Weighting Factor	Fair	4-6 points
C – Sub-Total Weighted Score (A x B)	Good	7-8 points
	Excellent	9-10 points

The following is provided as a guide to assigning an appropriate score relative to the quality of the proposal submission:

- 1) If the quality of the response is:
- No information provided
  - Requirement was not mandatory, but proponent did not provide any information or address the issue

**Award the Following Points:            0 (Zero)**

- 2) If the quality of the response is:
- Falls short of meeting basic expectations
  - Has a low probability of success

**Award the following points:            1 – 3 (Poor)**

- 3) If the quality of the response is:
- Acceptable at a minimum level; meets our basic requirements; has a reasonable probability of success
  - Some objectives may be met

**Award the following points:            4 - 6 (Fair)**

- 4) If the quality of the response is:
- A sound response; fully meets most of our requirements; very good probability of success;
  - Achieves all objectives in a reasonable fashion

**Award the following points:            7 - 8 (Good)**

- 5) If the quality of the response is:
- Meets all of our requirements; exceeds expectations
  - Excellent probability of success in achieving all objectives;
  - Very innovative.

**Award the following points:            9 - 10 (Excellent)**

## APPENDIX B: TLMP BUDGET TEMPLATE

Project Title:				
	Allowable Expenditures	Revenues (Organization carrying out the project or other sources)	Department of Family Services	Total Project Funding
<b>PERSONNEL</b>	<p><b>Compensation &amp; Benefits</b> Please include the hourly rate associated with each of the team members, and a breakdown of how funds will be apportioned to each individual.</p>			
<b>OPERATIONS</b>	<p><b>Participants' Travel &amp; Accommodations expenses</b> Please include the proposed location of travel, and the purpose of the travel, the estimated costs of each trip, and a breakdown of how funds will be apportioned (plane ticket, meals, accommodations, etc.)</p>			
	<p><b>Instructor' Travel &amp; Accommodations expenses</b> Please include the proposed location of travel, and the purpose of the travel, the estimated costs of each trip, and a breakdown of how funds will be apportioned (plane ticket, meals, accommodations, etc.)</p>			
	<p><b>Rentals (Training Facility and equipment)</b> Please include a list of items that will be rented and the purpose of the rental.</p>			
	<p><b>Training Program (Training Materials and supplies, curriculum development, Training Incentives, Certifications, Meals)</b> Please include a breakdown for each expense under this category</p>			
<b>ADMIN</b>	<p><b>Indirect Project Administrative expenditures</b> up to a maximum of 15% of the total direct Project expenditures</p>			
	<b>Total</b>	<b>Total Amount In-kind</b>	<b>Total Amount Requested</b>	<b>Total Project Amount</b>

## INSTRUCTIONS FOR COMPLETING THE TLMP PROPOSED BUDGET TEMPLATE

		<b>Reporting Category</b>	<b>Description of Reporting Category</b>	<b>Examples of Detail Items</b>
<b>REVENUES</b>	<b>REVENUES</b>	<b>From the GN</b>	Revenues from the Government of Nunavut	<i>Contribution agreements and grants from a GN department.</i>
		<b>From other sources</b>	Revenues from sources other than the Government of Nunavut	<i>Donations, grants, contributions, rental income, sales, or other income from organizations other than the GN.</i>
<b>OPERATING EXPENSES</b> <i>Consistent with Canadian Accounting and Tax Language</i>	<b>PERSONNEL</b>	<b>Compensation and Benefits</b>	Expenses related to compensating employees	<i>Salaries, wages, living allowance, vacation pay, overtime, severance pay, casual labour, bonuses, CPP, EI, WSCC, other benefits.</i>
	<b>OPERATIONS</b>	<b>Participants' Travel &amp; Accommodations</b>	Expenses related to participants' Travel & Accommodations	<i>Vehicle rental, gas, taxis, hotels, eligible allowance.</i>
		<b>Instructors' Travel &amp; Accommodations</b>	Expenses related to Instructors' Travel & Accommodations	<i>Vehicle rental, gas, taxis, hotels, per diems.</i>
		<b>Training Program</b>	Expenses related to delivering services to clients	<i>Course fees, instructor fees, training wage subsidy, project management, evaluation and reporting, professional development, graduation/program wrap up.</i>
		<b>Facility</b>	Expenses related to building use	<i>Rent, maintenance, repairs, furniture and fixtures, cleaning supplies and services, phone and internet.</i>
	<b>ADMIN</b>	<b>Administration</b>	Expenses related to supporting activities and general management	<i>Accounting/bookkeeping, audit, , bank charges, office supplies, translation.</i>

<b>EXPENSE TYPE</b>	Broad groupings within operating expenses. These will be set out in each DFS contribution agreement. DFS approval required to shift DFS contribution funding between expense types (e.g. from Operations to Administration).
<b>REPORTING CATEGORY</b>	Standardized categories for GN reporting purposes. DFS will require all recipients to report within these categories, creating consistency and comparability across organizations and over time. The GN will not impose limits on these categories, therefore recipients may shift budgets among categories as they need to meet operational requirements.
<b>DETAIL ITEMS</b>	Detailed line items used entirely at the discretion of the recipient. Each recipient is different and is allowed the flexibility to arrange their affairs in a way that works for them.