



Department of Education

GRANTS AND CONTRIBUTIONS POLICY

POLICY STATEMENT

The Government of Nunavut, under the authority of the Nunavut Financial Administration Act, will provide financial support for individuals and organizations to develop activities that promote and enhance the mandate, activities and goals of the Department of Education.

The Department of Education is committed to a grants and contributions approval 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:

- The Department of Education is committed to continuing learning and supporting endeavours that encourage the participation of elders, youth and others. Communities, schools, Nunavut Arctic College, Inuit and business organizations, other levels of government and other Government of Nunavut departments.
- Individuals will be supported in the application of this policy to access Department of Education programs.
- Organisations will be supported in the application of this policy to deliver programs under the mandate of the Department of Education.
- The Department of Education is committed to Inuit Qaujimajatuqangit concepts of Pijitsirniq (to serve), Angiqatigiiniq (arriving at a decision through discussion), and Piliriqatigiiniq (working together).
- The goals of Pinasuaqtavut will be supported in the application of this policy.

SCOPE

This policy applies to funding provided to education related initiatives and endeavours that support education goals of Nunavut and encourage the participation of elders, youth, communities, schools, Nunavut Arctic College, Inuit and business organizations, other levels of government and other Government of Nunavut departments.

This policy applies to individuals, societies, organizations and community governments located within Nunavut who are eligible to receive funding through grants and/or contributions from the Department of Education.

DEFINITIONS

Accountability

A concise statement of an operational objective for which a single manager is delegated responsibility.

Audited Financial Statement

A financial statement prepared by an accountant registered under either the *Certified General Accountants Act (Nunavut)*, or the *Institute of Chartered Accountants Act (Nunavut)*.

Budget

A quantitative plan allocating the approved financial resources required providing a specified level of performance within a specific period of time.

Contribution

A conditional transfer payment made to a recipient from whom the government will not receive any goods or services. Contribution payments are conditional on performance or achievement of the recipient's stated goal(s) and are subject to audit or other reporting requirements.

Contribution Agreement

A contractual agreement outlining the terms and conditions for a conditional transfer payment made to a recipient from whom the government will not receive any goods or services.

Financial Reports

A presentation of financial data providing information for financial management.

Funding Proposal

A written application for funding, which includes: background information, goals and objectives of the project or event, work schedule, proposed personnel, and financial data, including a detailed budget for the project.

Grant

An unconditional transfer payment, made to a recipient, for which the government will not receive any goods or services. A grant is a payment without a financial accountability requirement. However, an achievement report will be required.

Responsibility

The obligation of exercising authority given to an individual or group.

Societies

Any society or club incorporated by the *Societies Act (Nunavut)* that has for its objectives the provision of facilities for the social intercourse and recreation of its members.

AUTHORITY AND ACCOUNTABILITY

1. Legislative Assembly

The Legislative Assembly approves the grants and contributions budget of the Department of Education as well as additional expenditures to those appropriated in the Main Estimates required to meet unplanned expenditure requirements.

2. Minister

The Minister of Education is accountable to Cabinet for the implementation of this policy. The Minister of Education will table annually in the Legislative Assembly a summary report for all grants and contributions awarded by the department. The report will include the amount of each contribution and the type of initiative supported by the Department of Education.

3. Deputy Minister

The Deputy Minister of Education is responsible for the overall administration of grants and contributions for the department.

PROVISIONS

1. Eligibility

- a) This policy applies to individuals, societies, organizations and community governments located within Nunavut.

- b) Consideration will be given to individuals, societies, organizations and community governments located outside of Nunavut based on a benefit analysis for the Department of Education.
- c) All applications approved for funding must be project specific, with a clearly defined timeline for completion. Meeting the eligibility requirements of this Policy does not guarantee funding approval.
- d) The grants and contributions program should not be viewed as a source of personal income.

2. Application

- (a) All proposals approved for funding must be project specific, with a clearly defined timeline for completion.
- (b) Each potential recipient must file with the Department of Education a project proposal stating the general purpose, background, goals and objectives, main activities, expected outcomes and indicators, timeframes and proposed budget.
- (c) Recipients will comply with this policy and adhere to accountability and audit requirements provided by the Department of Education
- (d) Recipients shall notify the Department's contact immediately of any potential or actual claim or lawsuit threatened or made by anyone who relates to the contribution and/or grant.

3. Financial Conditions

- (a) All provisions contained in the *Financial Administration Act* and the Government of Nunavut Financial Administration Manual shall apply to the financial administration of all grants and contributions issued by the Department.
- (b) As per the terms and conditions detailed in the Contribution Agreement, the following shall apply:
 - Prior to the release of funds for all contributions, a Contribution Agreement must be signed by the eligible recipient and the appropriate authority for the Department of Education which outlines the work to be undertaken and any terms and conditions established by the Department.
 - All funding recipients must provide information and reports in accordance with the requirements of the Contribution Agreement.

- All contributions must be accounted for within 90 days of the end of the project or the Government of Nunavut fiscal year, whichever comes first.
- (c) Grants will be issued in one or more payments on approval of the application. A statement will be required indicating funds were used for identified purpose.
- (d) In the instance where full financial accounting is not provided, the recipient will not be considered for further funding until statements indicating that the contribution was expended are submitted or the amount unaccounted for is repaid in a timely manner.

4. Audit requirements

- (a) For contributions agreements of \$50,000 or less, recipients will be required to submit to the Department of Education;
- an unaudited preliminary financial report for the period ending March 31 of each year signed by two authorized members from the recipients within 30 days of the completion of the project or the GN fiscal year, whichever comes first.
- (b) For contributions agreements in excess of \$50,000, recipients will be required to submit;
- an unaudited preliminary financial report within 45 days of the end of the recipient's fiscal year;
 - an Audit of the Financial Report for the period ending March 31 to be conducted by an independent professional auditor in public practice. This audited report must be submitted within 90 days of the end of the recipient's fiscal year.

Recipients are required repay any surplus project funds or unaccounted project expenditures to the GN within 30 days of the completion of the project or the term of the contribution unless otherwise provided for in the attached schedules.

PREROGATIVE OF CABINET

Nothing in this Policy shall in any way be construed to limit the prerogative of Cabinet to make decisions or take action respecting Education grants and contributions outside the provisions of this policy.

SCHEDULE A

GRANTS

OPERATIONS AND MAINTENANCE

Student Financial Assistance	A – 1
Early Childhood Programs – Healthy Children	A – 2
Early Childhood Programs – Daycare	A – 3
Other Grants	A - 4

Schedule A- 1

Student Financial Assistance

Purpose	Provide grants to individuals attending post-secondary educational institutions.
Eligibility	Eligibility is set out in sections 6 – 12 of the <i>Student Financial Assistance Regulations</i> .
Review	Each applicant must complete an application form for assistance, which is reviewed against standard eligibility criteria based on need.
Supporting Data	A complete application is submitted to the Department. Assistance is available for tuition, books, travel, accommodation and other eligible living expenses based on the program being taken, location of the program, applicant's financial resources and other student financial assistance criteria.
Accountability	The recipient will be required to demonstrate attendance (student enrolment form and transcripts) in the program as well as progress in their program of study. Approval of future grants will be contingent upon receipt of this report.
Amount	Funding levels depend on the nature of the needs of the individual applicant; however, maximum grant levels are set for different situations.
Payment	The payments are normally made by installment at the beginning of each semester of study.
Term	The grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

Purpose This is a joint activity between the Departments of Education and Health and Social Services, with two programs funded through this initiative. The first is a community initiative which funds family centered early intervention services and programs for young children (0-6 years) and their families. The second program focuses on supportive services which funds out of school programs and services for children (0-6) requiring extra supports to reach their full potential.

Eligibility Organizations and individuals across Nunavut for community initiatives.

Review Funding is administered through a yearly Nunavut-wide proposal call. Proposals are submitted from community early childhood organizations, District Education Authorities (DEAs) or Hamlet offices and administered by regional committees.

Supporting Data

A complete application or proposal is submitted to the regional review committee and reviewed against eligibility standards.

Accountability

The recipients will be required to submit an achievement report outlining the benefits achieved compared to the expectations indicated in the proposal. Approval of future grants will be contingent upon receipt of this report.

Amount Funding levels depend on the nature of the proposal, and historical grant information.

Payment Payments over \$50,000 will be paid by installment. Payments for \$50,000 or less will be made in a lump sum, or by installment, depending on the project scope and funding needs of the recipient.

Term The grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

Schedule A-3

Early Childhood Programs – Daycare

Purpose Provides funds to community day care centers.

Eligibility Community daycare centers licensed by the Department of Education

Review Community daycare centers are licensed by the Department of Education under the Child Day Care Act and are administered from the Regional Field Offices. Regional field offices are responsible for issuing start up grants to new daycares, completing annual inspections, providing licensing, and ensuring daycares deliver culturally and linguistically appropriate education programs.

Supporting Data

A complete application or proposal is submitted to the Regional Field Office and reviewed against eligibility standards.

Accountability

The recipients will be required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Approval of future grants will be contingent upon receipt of this report.

Amount Funding levels depend on the nature of the proposal, and historical grant information.

Payment Payments over \$50,000 will be paid by installment. Payments for \$50,000 or less will be made in a lump sum or by installment, depending on the project scope and funding needs of the recipient.

Term The grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

Purpose Other grants of a one-time nature may be made for purposes that further the mandate of the Department.

Eligibility Eligibility will vary depending on the purpose of the grant, but eligibility criteria appropriate for the purposes must be established in advance of determining grant recipients.

Review Eligibility must be reviewed by the appropriate program division, with approval by the Deputy Minister.

**Supporting
Data**

A complete application or proposal is submitted to the Department, which includes a description of the project, an outline of the proposal objectives, the proposed budget (including revenues and expenditures) and a timeline for completion of the project. Financial statements or previous budgets may be required. Details of required data during and after the term of the agreement may be set out in the written agreement under which the grant will be issued.

Accountability

The recipients will be required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Approval of any future grants will be contingent upon receipt of this report.

Amount Funding levels will depend on specific funding amounts or factors relevant to the purpose, such as numbers of clients, etc.

Payment Payment over \$50,000 will be paid by installment. Payments for \$50,000 or less may be made in a lump sum or by installment depending on the project scope and funding needs of the recipient. An audited statement may be required before payment can be made.

Term The grant is one-time only, with a reporting period from April 1 to March 31 of fiscal year.

SCHEDULE B
CONTRIBUTIONS
OPERATIONS AND MAINTENANCE

College Contribution Strategy	B – 1
Teacher Education Strategy	B – 2
Teachers' Professional Development	B – 3
DEA Contributions	B – 4
Literacy Programs	B – 5
Community Capacity Building	B – 6
Homelessness	B – 7
Other Contributions	B – 8

Schedule B – 1**College Contributions**

Purpose Provides a contribution to Nunavut Arctic College

Eligibility Nunavut Arctic College

Review The department reviews the annual report from the college as well as ongoing enrolment, program and operational data in preparation for each budget.

**Supporting
Data**

The College must provide data on a wide variety of activities including program, enrolment, and operational and capital needs. The department reviews this data in determining the grant amount.

Accountability

In addition to financial accountability, the College is required to submit an annual report to the Minister outlining the activities and achievements.

Amount The department provides base funding to the college. The amount is based on previous year's funding, proposed new programs and activities, and growth.

Payment The payment will be made by installment.

Term The contribution is ongoing, with a reporting period from July 1 to June 30 of each college year.

Schedule B – 2

Teacher Education Strategy

Purpose Provides support for Inuit education leadership and teacher education program delivery primarily at the community level and is linked with the Inuit Employment Plan.

Eligibility The support is provided through a contribution agreement with Nunavut Arctic College.

Review A working group evaluates each proposal from the communities.

**Supporting
Data**

A complete application or proposal is submitted to the Department.

Accountability

In addition to financial accountability, the recipient will be required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Approval of future contributions will be contingent upon receipt of this report.

Amount The contribution grant is determined by the Department of Education and the College, who administers the delivery of the program, through the Main Estimate process.

Payment The payment will be made by installment to the College

Term The contribution is ongoing with a reporting period from July 1 to June 30 of each college year.

Schedule B – 3**Teachers' Professional Development**

Purpose	Provide funds to allow teachers to access full-time and short-term professional development opportunities as per current collective agreement.
Eligibility	Members of the Nunavut Teachers Association
Review	Financial contribution through a contractual agreement with the Nunavut Teachers Association and is administered by the Nunavut Professional Improvement Committee made up of Association and GN Department of Education management.
Supporting Data	A completed application or proposal is submitted to the Working Group and reviewed against eligibility standards.
Accountability	In addition to financial accountability, the recipients will be required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Approval of future contributions will be contingent upon receipt of this report.
Amount	Funding levels depend on amounts determined through the collective bargaining process.
Payment	Payments over \$50,000 will be paid by installment. Payments for \$50,000 or less will be made in a lump sum or by installment, depending on the project scope and funding needs of the recipient.
Term	The contribution is ongoing with a reporting period from July 1 to June 30 of each fiscal year.

Schedule B – 4**DEA Contributions**

Purpose Provides funds to District Education Authorities to provide school programs for kindergarten and grades 1-12.

Eligibility District Education Authorities across Nunavut

Review Reviewed on an annual basis by the department.

Supporting Data

The DEA's must provide data on a wide variety of activities including program, enrolment, and operational and capital needs. The department reviews this data in determining the contribution amounts.

Accountability

In addition to financial accountability, the recipients will be required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Approval of future contributions will be contingent upon receipt of this report.

Amount Funding is dependent upon the enrollment level of the previous September 30th.

Payment Payments over \$50,000 will be paid by installment. Payments for \$50,000 or less will be made in a lump sum or by installment, depending on the project scope and funding needs of the recipient.

Term The contributions are ongoing, with a reporting period from July 1 to June 30 of each Authority's year. A DEA may be approved to retain surplus contributions provided for student-related programming as an outright gift, within a fund specifically identified as such. Clearly stated priorities and objectives must be provided to the Department of Education for evaluation prior to approval. Expenditures made by the DEA from gifted funds must be clearly identified and relate directly back to the student-related program goals and objectives.

Schedule B - 5**Literacy Programs**

Purpose Provides funds for Literacy Programs.

Eligibility Organisations who can deliver literacy programming across Nunavut.

Review The department reviews previous annual reports from potential recipients as well as ongoing enrolment, programs and operational data.

**Supporting
Data**

A complete application or proposal is submitted to the Department, which includes a description of the project, an outline of the proposal objectives, the proposed budget (including revenues and expenditures) and a timeline for completion of the project.

Accountability

In addition to financial accountability, the recipients will be required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Approval of future contributions will be contingent upon receipt of this report.

Amount Funding level depends on the nature of any new proposed costs and historical contribution information.

Payment Payment over \$50,000 will be paid by installment. Payments for \$50,000 or less will be made in a lump sum or by installment, depending on the project scope and funding needs of the recipient.

Term The contribution is determined on a year-by-year basis, with a reporting period from April 1 to March 31 of each fiscal year.

Purpose	Provides funding to the “Local Authority” for the sole purpose of providing assistance and support programs to Nunavummiut in need, as defined in the Social Assistance Act. The Local Authority must receive and maintain delegation authority under section 5.1 (1) Social Assistance Act.
Eligibility	Section 1 of the Social Assistance Act defines a “local authority” as: a) the council of a municipal corporation; b) a body that the Minister recognizes as a representative body of a community or region for the purposes of the Act.
Review	Reviewed on an annual basis by the Regional Directors of Career and Early Childhood.
Supporting Data	The contribution agreement outlines the expectations of the GN for the delivery of services to citizens. The agreement includes: General Terms and Conditions, Financial Requirements, Funding & Payment, Liability and Indemnification, Consent for Criminal Records Check, Income Support Worker Professional Ethics and Obligations, Program Training, Oath of Office, Program Incident Report, Inventory Requirements, Collections Records, and Request for Approval.
Accountability:	The local authority shall maintain financial records and prepare financial statements in accordance with requirements set out in the agreement, and shall be delivered to the GN within ninety (90) calendar days of the Local Authority’s fiscal year end. A summary of activities and accomplishments in support of the objectives of the Income Support Program is also to be submitted.
Amount	Funding levels are determined by caseloads in the community.
Payment	Payments are made quarterly beginning in April. A 10% holdback is put in place until all reporting requirements have been fulfilled.
Term	The contribution agreements are on-going as long as the Local Authority is willing to deliver services on behalf of the GN. The arrangements are in effect from April 1 to March 31 of each fiscal year. The local authority may retain any surplus contributions provided for income support services within a fund specifically identified as the income support program surplus fund. Expenditures made by the local authority from surplus funds must be clearly identified and relate directly back to the income support program.

Schedule B - 7**Homelessness Shelter and Initiative**

- Purpose** Provides funds for initiatives that address homelessness in Nunavut
- Eligibility** Homelessness shelters maybe eligible for Shelter Initiative funding and organizations may apply and be funded under the Homelessness Secretariat Initiative.
- Review** Applicants are reviewed under the Homelessness Secretariat Program Guidelines by the Department of Education.

Supporting Data

A complete application or proposal is submitted to the Department, which includes a description of the project, an outline of the proposal objectives, the proposed budget (including revenues and expenditures) and a timeline for completion of the project.

Accountability

In addition to financial accountability, the recipients will be required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Approval of future contributions will be contingent upon receipt of this report.

- Amount** The funding level depends on the nature of the proposal and historical contribution information.
- Payment** Payments will depend on the project scope and funding needs of the recipient.
- Term** The contribution is determined on a year-by-year basis with a reporting period from April 1 to March 31 of each fiscal year.

Schedule B - 8

Other Contributions

Purpose Other contributions of a one-time nature may be made for purposes that further the mandate of the Department.

Eligibility Eligibility will vary depending on the purpose of the contribution, but eligibility criteria appropriate for the purposes must be established in advance of determining contribution recipients.

Review Eligibility must be reviewed by the appropriate program division, with approval by the Deputy Minister.

Supporting Data

A complete application or proposal is submitted to the Department, which includes a description of the project, an outline of the proposal objectives, the proposed budget (including revenues and expenditures) and a timeline for completion of the project. Financial statements or previous budgets may be required. Details of required data during and after the term of the agreement may be set out in the written agreement under which the contribution will be issued.

Accountability

The recipients will be required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Approval of any future contributions will be contingent upon receipt of this report.

Amount Funding levels will depend on specific funding amounts or factors relevant to the purpose, such as numbers of clients, etc.

Payment Payment over \$50,000 will be paid by installment. Payments for \$50,000 or less may be made in a lump sum or by installment depending on the project scope and funding needs of the recipient. An audited statement may be required before payment can be made.

Term The contribution is one-time only, with a reporting period from April 1 to March 31 of fiscal year.