



DEPARTMENT OF CULTURE AND HERITAGE

INUKTUURIAQARNIQ NAMMINIQAQTINUT: Private Sector Inuktitut Support Program

POLICY STATEMENT

As required by the *Inuit Language Protection Act*, all organizations in Nunavut must take the necessary steps to ensure their public communications and services generally available to the public include the Inuktitut language. The Department of Culture and Heritage is committed to a grant approval process that is accountable, easy to understand, fair, and transparent to help Nunavut's private sector organizations adhere to their language obligations.

PRINCIPLES

This policy is based on the following principles:

1. The protection, promotion and enhancement of the Inuktitut language is one of the top priorities for the Government of Nunavut, and Nunavummiut can expect to receive more public and private services in their first and preferred language;
2. Positive support is needed to increase the ability of Nunavummiut to enjoy the quality and prevalent use of the Inuktitut language in the long-term, and as promised under the *Inuit Language Protection Act*;
3. Nunavut private sector organizations may require supports to improve their compliance with the requirements of the *Inuit Language Protection Act*;
4. Inuktitut language initiatives support the values, knowledge, beliefs and cultural distinctiveness of Nunavummiut;
5. All roles and responsibilities are clearly defined, and the process is open and transparent to the public; and
6. Public funds are managed for results and public accountability.

APPLICATION

The policy applies to Nunavut private sector organizations, that meet the eligibility requirements outlined in Schedule A-1 of this policy, that are seeking to improve their compliance with the requirements of the *Inuit Language Protection Act*.

DEFINITIONS

Grant - a transfer payment made to a recipient from whom the Government will not receive any goods or services directly in return. A grant is a discretionary payment without financial accountability requirements; however, an achievement report may be required as well as copies of receipts for expenses incurred.

Budget – a quantitative financial plan allocating approved financial resources. Budgets are intended to outline an estimate of income and expenditures over a defined period of time.

Funding Proposal – a formal application for funding under the Department of Culture and Heritage’s grants program. Funding proposals must meet the requirements established in the grants program.

Inuktut – except as directed by the Inuit Uqausinginnik Taiguusiliuqtiit, or prescribed by regulations, Inuktut (or Inuit Language) refers to Inuinnaqtun in or near Kugluktuk, Cambridge Bay, Bathurst Inlet and Umingmaktuuq, and Inuktitut in or near all other communities within Nunavut.

Schedule of Revenue and Expenses - an un-audited financial report of revenue and expenditures pertaining to a project and signed by the funding recipient.

Financial Report – an un-audited presentation of financial data, including revenues and expenditures over a given period of time.

Nunavut private sector organization - means, except as otherwise stated in or prescribed in accordance with the *Inuit Language Protection Act*, a corporation, partnership, sole-proprietorship, society, association, cooperative, union or other non-government entity operating in Nunavut.

AUTHORITY AND ACCOUNTABILITY

Legislative Assembly

The Legislative Assembly approves the grants budget of the Department of Culture and Heritage as well as any revisions to expenditures previously appropriated in the Main Estimates.

Executive Council

The Executive Council approves program provisions and any exceptions to this policy.

Financial Management Board

The Financial Management Board approves an annual budget for grants contained within this policy.

ROLES AND RESPONSIBILITIES

Minister

The Minister of Culture and Heritage is accountable to the Executive Council for the implementation of this policy.

Deputy Minister

The Deputy Minister of Culture and Heritage is accountable to the Minister for the administration of this policy. The Deputy Minister, or their designated lead senior official, will establish clear and transparent procedures and criteria for the allocation of funds under this policy, including appeal procedures.

Directors

The Director of Corporate Services is responsible for the financial administration of all grant and contribution programs. Within his or her mandate, the Director of Official Languages approves or denies all applications.

Grant and Contribution Administration Officers and other staff

Administrative Officers process and review funding applications, with the Manager of Inuktitut Language Promotion and Revitalization, or a designate, draft acceptance and rejection letters, and ensure payments are issued in a timely manner.

PROVISIONS

Eligibility

- (a) Eligibility under this policy is restricted to Nunavut private sector organizations that meet the eligibility requirements outlined in Schedule A-1. When requested, the Department will offer assistance to applicants with the preparation of funding proposals.
- (b) All funding proposals for grants must be project specific, with a clearly defined timeline for completion. Meeting the eligibility requirements of this policy does not guarantee funding approval and is subject to available funding allocated in the Main Estimates approved by the Legislative Assembly.
- (c) Grants should not be viewed as a source of personal income. Eligible applications must strictly support the private sector organization's ability to meet their legal obligations under the *Inuit Language Protection Act*.

Financial Conditions

- (a) All provisions contained in the *Financial Administration Act* and the Government of Nunavut's Financial Administration Manual shall apply to the administration of all grants issued by the Department.
- (b) Prior to the issue of payment, the recipients of a grant shall submit a funding proposal which contains their project goals and objectives, guidelines for allowable expenditures, completion timeline, reporting and accounting requirements, and any other information requested in the attached grant schedule.
- (c) Grants are transfer payments made to a recipient from whom the Government of Nunavut will not receive any goods or services directly in return. A grant is a discretionary payment without financial accountability requirements; however, an

- achievement report may be required. In instances where the required reporting is not submitted, recipients will not be eligible for further funding until the required financial statements indicating that the grant was expended are submitted.
- (d) Funding in one fiscal year does not guarantee funding in subsequent years, and may be further be restricted per nay financial reporting or repayment obligations as set out in the general conditions below.
 - (e) The Government of Nunavut reserves the right to conduct an audit of any project funded through a grant or contribution program.

General Conditions

- (a) Under the terms of this Policy, the Government of Nunavut's liability is limited to the amount of funding authorized. As a result, the Government of Nunavut will not be responsible for any shortfalls or deficits incurred by the funding recipient.
- (b) All applicants for funding must disclose if they have applied for funding for the same project from other sources, in order to avoid any possibility of double funding.
- (c) All applicants for funding must advise the Department if they have any outstanding amounts owing to the Government of Nunavut, under legislation or an agreement.
- (d) Recipients must acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.
- (e) The Government of Nunavut may terminate, suspend or reduce the scope of the agreement if the recipient fails to comply with the terms of the agreement.
- (f) All information or material supplied to or obtained by the recipient, as a result of the agreement with the Government of Nunavut, must be treated confidentially.
- (g) Recipients must take steps to ensure ensure compliance with section 3 of the *Inuit Language Protection Act*, S.Nu. 2008, c.17, and regulations, if any.
- (h) In its application to Inuinnaqtun, recipients must interpret and implement this policy in a manner that is consistent with the need to give priority to the revitalization of Inuinnaqtun and improved access to communications and services in Inuinnaqtun in the communities where it is indigenous.
- (i) All applicants for funding must disclose any monies, services or payment in kind owing to the government by way of legislation or stemming from an agreement, and any such amounts due to the recipient may be set-off against amounts owing to the government.
- (j) In an instance where any required financial reporting of previous agreements with the recipient are not submitted, the recipient will not be eligible for further funding until the required financial statements or previous agreements have been submitted and it is demonstrated that the contribution was expended and/or any amount unaccounted for has repaid.

APPEALS

- (a) An applicant for a grant has the right to appeal a denial of funding.
- (b) Applicants must fax or email their appeal to the Director of Corporate Services within seven (7) business days after receipt of a notice of denial.
- (c) The Director of Corporate Services will research the applicant's appeal for completeness and forward the file to the Deputy Minister for review and decision. Once a decision is made the Director of Corporate Services will advise the applicant of the decision with (5) business days after receiving the appeal. The decision of the Deputy Minister is binding and there are no further levels of appeal.
- (d) All appeals are dealt with in accordance with the Guidelines established in support of this Policy.

FUNDING GUIDELINES

Funding Guidelines listing eligible expenses and proposal rating evaluation criteria can be obtained by accessing the Department of Culture and Heritage website, or by contacting the department directly.

FINANCIAL RESOURCES

Financial resources required under this policy are conditional on approval by the Legislative Assembly and on 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 Department of Culture and Heritage grants and contributions programs outside the provisions of this policy.

SUNSET

This policy shall be in effect from the date of signature until March 31, 2022.

Premier

SCHEDULE A
GRANTS

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Private Sector Inuktit Support Program

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SCHEDULE A - 1
INUKTUURIAQARNIQ NAMMINIQAQTINUT:
PRIVATE SECTOR INUKTUT SUPPORT PROGRAM

1. Purpose

This program provides grants to eligible private sector organizations operating in Nunavut that are seeking to improve their compliance with the requirements of the *Inuit Languages Protection Act*.

2. Eligibility

Eligibility is restricted to private sector organizations operating in Nunavut as defined in this policy, in accordance with the *Inuit Language Protection Act*.

In addition, private sector organizations operating in Nunavut must also:

- Maintain a registered office in Nunavut on an annual basis for the primary purpose of operating the private sector organization;
- Ensure that a Manager of the private sector organization is a permanent resident of Nunavut; and
- Undertake the majority of its day-to-day operations within Nunavut.

3. Review

The department's Official Languages Grants and Contribution Administration Officer will review applications with the Manager of Inuktut Language Promotion and Revitalization, or a designate, and provide a preliminary response to the applicant within 15 working days of receipts.

4. Supporting Data

A completed funding proposal must be submitted to the Department, which must include:

- A description of the language activities;
- An outline of the project objectives;
- A description showing how the activities will help the organization meet its legal obligations under the *Inuit Language Protection Act*;
- The proposed budget or quote; and
- A timeline for completion of the activities.

Eligible activities may include:

- Replacement or purchase of public signs, including emergency and exit signs, to include Inuktut, together with any other language used, if any; or
- Updating or purchasing of posters or commercial advertising, in print, radio, television or other media, that include Inuktut;
- Activities that will support the applicant's ability to provide, in Inuktut, reception services, customer or client services available to the general public, such as employee participation in Inuktut language training courses, implementing telephone directory options or referral systems in Inuktut;
- Producing, translating and proofreading printed or online materials that support communications with the general public in Inuktut, including notices, warnings or instructions directed to users or consumers of the service in Inuktut;

- Updating invoicing or billing systems to include Inuktitut;
- The development and publication of an Inuktitut language plan, in collaboration with the Office of the Languages Commissioner.

At any time, the department may request applicants submit additional information appropriate to the nature and amount of the requested assistance.

5. Accountability

Applicants are required to submit a proposed budget along with a quote and a project proposal describing how the activities will support their ability to meet their legal requirements under the *Inuit Language Protection Act*. Approved recipients will be required to submit a final achievement report after the activities are completed as well as copies of receipts for expenses incurred.

6. Amount

The maximum grant that can be awarded is \$5,000. Only one grant can be awarded to any individual organization during a fiscal year. In no situation can this exceed the grant budget amount published in the Main Estimates under the Department of Culture and Heritage.

7. Payment

One payment will be issued.

8. Term

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