



**CULTURE AND HERITAGE  
GRANTS AND CONTRIBUTIONS POLICY**

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**TABLE OF CONTENTS**

<b>POLICY STATEMENT</b> .....	<b>3</b>
<b>PRINCIPLES</b> .....	<b>3</b>
<b>APPLICATION</b> .....	<b>3</b>
<b>DEFINITIONS</b> .....	<b>3</b>
<b>AUTHORITY AND ACCOUNTABILITY</b> .....	<b>5</b>
<b>ROLES AND RESPONSIBILITIES</b> .....	<b>5</b>
<b>PROVISIONS</b> .....	<b>5</b>
<b>APPEALS</b> .....	<b>9</b>
<b>FINANCIAL RESOURCES</b> .....	<b>10</b>
<b>PREROGATIVE OF EXECUTIVE COUNCIL</b> .....	<b>10</b>
<b>SUNSET</b> .....	<b>10</b>
<b>SCHEDULE A GRANTS</b> .....	<b>11</b>
<b>SCHEDULE A - 1 LANGUAGE IMPLEMENTATION FUND - INUIT LANGUAGE PROMOTION AND PROTECTION</b> .....	<b>11</b>
<b>SCHEDULE A – 2 LANGUAGE IMPLEMENTATION FUND - COMMUNITY RADIO GRANT</b> .....	<b>13</b>
<b>SCHEDULE A - 3 INUKTUT SONGWRITING CONTEST</b> .....	<b>15</b>
<b>SCHEDULE A - 4 YOUTH INITIATIVES</b> .....	<b>17</b>
<b>SCHEDULE A - 5 ELDERS INITIATIVES</b> .....	<b>18</b>
<b>SCHEDULE A – 6 YOUTH AND ELDERS COMMITTEES</b> .....	<b>19</b>
<b>SCHEDULE A - 7 CULTURE AND HERITAGE</b> .....	<b>20</b>
<b>SCHEDULE A – 8 ARCHAEOLOGY AND PALAEOLOGY RESEARCH SUPPORT</b> .....	<b>21</b>
<b>SCHEDULE B – CONTRIBUTIONS</b> .....	<b>23</b>
<b>SCHEDULE B – 1 LANGUAGE IMPLEMENTATION FUND - INUIT LANGUAGE PROMOTION AND PROTECTION</b> .....	<b>23</b>

<b>SCHEDULE B – 2 LANGUAGE IMPLEMENTATION FUND - FRENCH LANGUAGE ARTS AND CULTURE DEVELOPMENT</b> .....	25
<b>SCHEDULE B – 3 LANGUAGE IMPLEMENTATION FUND - FRENCH LANGUAGE SERVICES PROGRAM</b> .....	27
<b>SCHEDULE B - 4 INUIT SOCIETAL VALUES</b> .....	29
<b>SCHEDULE B - 5 ELDERS AND YOUTH FACILITIES</b> .....	31
<b>SCHEDULE B - 6 CULTURE AND HERITAGE</b> .....	33
<b>SCHEDULE B – 7 CULTURAL COMMUNICATIONS PROGRAM</b> .....	35
<b>SCHEDULE B - 8 HERITAGE FACILITIES</b> .....	37
<b>SCHEDULE B - 9 HERITAGE CENTRE CORE FUNDING</b> .....	39
<b>SCHEDULE B - 10 TOPONYMY PROGRAM</b> .....	41
<b>SCHEDULE B - 11 PUBLIC LIBRARY SERVICES</b> .....	42
<b>SCHEDULE B - 12 ARTS</b> .....	44

## **POLICY STATEMENT**

The Department of Culture and Heritage is committed to a grants and contributions approval process that is accountable, easy to understand, fair, transparent and reflective of community needs and Inuit societal values.

The funding available under this grants and contributions policy is intended to provide support for initiatives that promote, protect, and revitalize Inuit language and culture.

## **PRINCIPLES**

This policy is based on the following principles:

1. Programs support the growth of community capacity, independence and self-reliance;
2. Programs and services support the values, knowledge, beliefs and cultural distinctiveness of the people of Nunavut;
3. Partnerships will respect the Inuit Qaujimajatuqangit guiding principles of:
  - Pijitsirniq (to serve and provide for community);
  - Aajiiqatigiinni (arriving at a decision through discussion and consensus);
  - Piliriqatigiinni (working together for a common cause); and,
  - Qanuqtuurniq (being innovative and resourceful).
4. All roles and responsibilities are clearly defined, and the process is open and transparent to the public.

## **APPLICATION**

The policy applies to non-profit community-based organizations, individuals, and municipal corporations who direct their efforts to the promotion, protection, revitalization, and preservation of Nunavut's culture, heritage and official languages. Organizations, agencies or individuals that do not meet the eligibility requirements are encouraged to consider partnerships with non-profit community-based organizations, or municipal corporations.

## **DEFINITIONS**

Audited Financial Statement – a financial statement that bears the report of independent auditors attesting to the financial statement's fairness and compliance with generally accepted accounting principles.

Audited Schedule of Revenues and Expenses - a schedule of revenue and expenses that bears the report of independent auditors attesting to the schedule's fairness and compliance with generally accepted accounting principles.

Contribution - a conditional transfer payment made to a recipient from whom the government will not receive any goods or services directly in return, or any form of financial return as would be expected in an investment. Contribution payments are conditional on performance or achievement and are subject to audit or other reporting requirements.

Cultural Expression - means those expressions that result from the creativity of individuals, groups and societies, including traditional cultural expressions and that have symbolic meaning, artistic dimension and cultural values that originate from or express cultural identities.

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.

Inuktitut – means Inuit Language and, as per the *Inuit Language Protection Act*, refers to Inuinnaqtun in or near Kugluktuk, Cambridge Bay, Bathurst Inlet and Umingmaktuuq, and Inuktitut in or near all other municipalities. In reference to general conditions, grants and contributions recipients must provide their communications and services to the public in Inuktitut; including, without limitations, public signs, posters, commercial advertising, reception services, and any client or customer services available to the general public, or in accordance with an Inuit Language Plan or a substitution approved by the Languages Commissioner.

Municipal Corporation - a community governing body incorporated under the *Cities, Towns and Villages Act* (tax based) or the *Hamlets Act* (non-tax based).

Non-Profit Organization (or Society) - a community, regional or territory-wide organization that is registered under the *Societies Act (Nunavut)* as being non-profit in nature. In order to be eligible for funding all non-profit organizations must be in good standing with the Registrar of Societies.

Official Languages - means the Inuit Language, English and French, as per the *Official Languages Act* (2008), ss. 3(1).

Funding Proposal – an application for funding under the Department of Culture and Heritage's Grants and Contributions Policy. Funding proposals must meet the requirements established for each grant and contribution program category.

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

Working Groups - groups established by the department to review proposals for grants and contributions and to make recommendations to the directors described in the attached schedules. Working Group members will consist of representatives from the Department of Culture and Heritage and may include individuals from outside of the Government of Nunavut. The Department will seek individuals from Nunavut Tunngavik Incorporated to participate in Working Groups. Individuals participating in the Working Groups will be eligible to receive honoraria as per the Government of Nunavut's Financial Administration Manual Honoraria Directive.

## **AUTHORITY AND ACCOUNTABILITY**

### Executive Council

The Executive Council shall approve program provisions and any exceptions to 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 will establish clear and transparent procedures and criteria for the allocation of funds under this policy. This will include guidelines that specifically address the following areas:

- Application procedures
- Funding guidelines
- Terms and conditions
- Appeal procedures

### Directors

The Director of Corporate Services of Culture and Heritage is responsible for the administration of all grants and contributions programs. Within their mandate, program directors approve or deny all grant or contribution funding proposals.

### Grants and Contributions Administration Officer

The Administration Officer processes funding proposals, chairs or co-chairs Working Groups, drafts acceptance and rejection letters, and ensures payments are made in a timely manner.

### Grants and Contributions Financial Analyst

The Financial Analyst ensures the financial and administrative integrity of the grants and contributions program, including coordinating program planning, ensuring adherence to all program policies and the Financial Administration Manual, establishing effective systems and procedures, developing performance measures, and determining and managing risk.

## **PROVISIONS**

### Eligibility

- (a) Eligibility for this policy is restricted to individuals, non-profit organizations and municipal corporations, as set out in the attached schedules. When requested, the department will assist applicants with the preparation of funding proposals. When required, the

department will seek clarification of information in funding proposals.

- (b) The Community Radio Grant, Heritage Centre Core Funding Contribution, and Public Library Services Contribution funding streams may accept funding proposals to provide ongoing financial support to applicant organizations. Funding proposals for all other grants and contributions funding streams must be project specific, with a clearly defined timeline for completion.
- (c) All funding proposals for grants and contributions must be for projects or initiatives that are delivered within the Nunavut Settlement Area, as defined by the Nunavut Agreement.
- (d) Meeting the eligibility requirements of this policy does not guarantee funding approval.
- (e) Grant and contribution programs should not be viewed as a source of personal income for the applicant. Funding proposals that request ongoing salary dollars that have an impact on future years may be given reduced priority.

#### Call-Out Process

- (a) The department will issue a call out for funding proposals by November 30 of each fiscal year to conditionally approve grants and contributions for the upcoming fiscal year. The deadline for funding proposals is on January 31 of each fiscal year.
- (b) The Department may accept late applications. Applications that meet the deadline will receive priority consideration.
- (c) The Department may issue a second call out for funding proposals if funding remains available.

#### Financial Conditions

##### *Identification of Eligible Expenses*

- (a) Applicants must identify all eligible expenses that funding is being requested for in their funding proposals.
  - (i) Funding agreements for successful funding proposals must specify which eligible expenses are being funded.
  - (ii) In cases where only partial project funding is being provided by the Grants & Contributions Policy, a detailed budget must be included with the funding agreement that identifies which eligible project expenses will be covered through program funding.

##### *Contribution Agreements*

- (b) Prior to the issue of payment, the recipients of a contribution shall sign a Conditional Contribution Agreement that contains their project goals and objectives, guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.

##### *Payments*

- (c) For grants and contributions under \$25,000, a single transfer payment will be made to the funding recipient. For contributions \$25,000 or over, two transfer payments will be made to the funding recipient. A mid-year schedule of revenue and expenses must be submitted to the department before a second payment is issued.

### Reporting and Audit Requirements

- (d) Recipients of a contribution in excess of \$100,000 are required to submit mid-year financial reports and year-end audited financial statements, which includes a schedule of revenues and expenses, within 90 days of the end of the project or the Government of Nunavut's fiscal year.
- (e) Recipients of a contribution that is over \$25,000 but less than or equal to \$100,000 are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 90 days of the end of the project or the Government of Nunavut's fiscal year.
- (f) Recipients of a contribution less than \$25,000 are required to submit year- end un-audited schedule of revenues and expenses, within 90 days of the end of the project or the Government of Nunavut's fiscal year.
- (g) If the required financial reporting are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted and any amount unaccounted for is repaid.
- (h) The Government of Nunavut reserves the right to conduct an audit of any project funded through a grant or contribution program.

### General Financial Conditions

- (i) 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 and contributions issued by the department.
- (j) Funding in one fiscal year does not guarantee funding in subsequent years.

### References

- (a) Applicants are required to submit two letters of support with their funding proposals.
- (b) When a funding proposal is approved for a given year, applicants may reuse the same references in subsequent years if they are submitting funding proposals related to the same project that has already received approval.

### Multi-Year Agreements

- (a) Funding proposals for multi-year projects are only permitted where specifically allowed in a program schedule.
- (b) Funding for multi-year contribution agreements is conditional upon having appropriated funds available in the Contributions budget for subsequent years.
- (c) In order to receive funding for subsequent years under multi-year agreements, recipients are required to submit the applicable financial reports as per the Reporting and Audit Requirements sections (a) and (b), which includes a schedule of revenues and expenses, within 90 days of the end of the Government of Nunavut's fiscal year, unless an exemption is approved by the Deputy Minister.

### Expenses

- (a) The following expenses related to project implementation are not eligible except where allowed in the program specific schedules:
- Activities of an international scope;
  - Structuring, collaboration, networking or strategic-planning projects;
  - Capital projects;
  - Recurring operating expenses such as salaries of permanent employees;
  - Needs analyses and assessments;
  - Purchase of equipment and furnishings.

### General Conditions

- (a) Recipients must repay any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required year-end financial reports. These amounts constitute debts due to the government.
- (b) Recipients cannot carryover surplus funds from one fiscal year to the next fiscal year.
- (c) Under the terms of this policy the government's liability is limited to the amount of funding authorized. As a result, the government will not be responsible for any shortfalls or deficits incurred by the funding recipient.
- (d) 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.
- (e) Where applicable, projects funded under this policy must meet the necessary approvals by regulatory, municipal and other authorities. This may include meeting health and safety standards, support from community or regional councils, or any other approvals deemed necessary for the project to proceed.
- (f) 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.
- (g) The government may terminate, suspend or reduce the scope of the agreement if the recipient fails to comply with the terms of the agreement.
- (h) All information or material supplied to or obtained by the recipient, as a result of the agreement with the government, must be treated confidentially.
- (i) Recipients must provide communications with and services to the public in Inuktitut, together with any other language used, if any, that are necessary to ensure compliance with section 3 of the *Inuit Language Protection Act*, S.Nu. 2008, c.17.

### Approval Process

- (a) The merits of all funding proposals will be assessed by Working Groups, program directors or managers.
- (b) All Working Group members must be able to demonstrate experience with projects concerning the promotion, protection, revitalization, or preservation of Nunavut's culture, heritage, or official languages. Each of the following criteria must be met by a minimum



of two (2) members of assembled Working Groups:

- i. Fluency in Inuktitut
  - ii. Fluency in French, where applicable
  - iii. Relevant experience administering programming on behalf of a Nunavut society
  - iv. Relevant experience administering grants and contributions on behalf of the Government of Nunavut
- (c) Funding proposals will be evaluated and scored against the following three criteria:
- i. *Strength of Proposal*: Refers to the clarity and scope of project objectives, strength of the project methodology, and relevant experience of the applicant to ensure project success.
  - ii. *Scope of Proposal*: Refers to degree to which project confers potential benefits for Nunavummiut in line with the objectives of the specific program stream being applied for.
  - iii. *Budget*: Refers to the appropriateness of the budget, value for money, and the inclusion of other financial partners where possible.
- (d) There is no cutoff score for accepting or rejecting a funding proposal. Scores are used to help guide the decision of the Working Groups.
- (e) All eligible funding proposals will be reviewed against available funding in the Grants & Contributions budget before funding decisions are made.
- (f) All Working Group members will adhere to the conflict of interest provisions outlined in the Government of Nunavut's Code of Ethics and Values.

## APPEALS

- (a) An applicant for a grant or contribution has the right to appeal a denial of funding, under the following circumstances.

The applicant believes that funding has been denied due to a misinterpretation of:

- i. the proposed project or its relevance to the identified schedule.
  - ii. the proposed project costs or their importance to the execution of the project.
- (b) Applicants cannot appeal the approval of an amount that was less than the amount proposed in their funding proposal.
- (c) Appeals will be dealt with in accordance with the guidelines established in support of this policy.
- i. Applicants must fax or email their appeal to the Director of Corporate Services within five (5) business days after the date of receiving a notice of denial.
  - ii. The Director of Corporate Services will review the applicant's appeal for completeness and to establish that it meets the appropriate grounds for appeal (as defined in (a) of this section).
  - iii. Following this review, the Director of Corporate Services will forward appeals deemed to be complete and to meet the appropriate grounds for appeal to the Deputy Minister for review and decision.
  - iv. Once a decision is made the Director of Corporate Services, will advise the applicant of the decision within (5) business days after receiving the appeal.

The decision of the Deputy Minister is binding and there are no further levels of appeal.

**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's 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, 2026.

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Premier

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Date

## **SCHEDULE A GRANTS**

### **SCHEDULE A - 1**

#### **LANGUAGE IMPLEMENTATION FUND - INUIT LANGUAGE PROMOTION AND PROTECTION**

##### **Purpose**

This program provides grants to individuals, non-profit organizations and municipal corporations that want to undertake activities that foster the use, teaching, development, promotion or preservation of Inuktitut at the community level, and help increased public awareness and appreciation of the history, use, status, importance and diversity of Inuktitut in Nunavut, such as during *Uqausirmut Quviasuutiqarniq*, Nunavut's Celebration of Inuktitut.

This program supports the objectives of the *Inuit Language Protection Act* to enhance and strengthen the use, development and revitalization of Inuktitut in Nunavut.

##### **Eligibility**

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

##### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Official Languages. The Manager, Inuktitut Language Promotion and Revitalization, or a designate, chairs the Working Group, which is comprised of up to four additional Inuktitut-speaking members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Manager, Inuktitut Language Promotion and Revitalization may recommend to the Director of Official Languages to approve or reject the funding proposal subject to the evaluation criteria and available funding.

##### **Supporting Data**

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

##### **Accountability Requirements**

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 90 days of the end of the project or the Government of Nunavut's fiscal year.

**Amount**

The maximum amount that can be awarded is \$15,000.

**Payment Method**

One lump-sum payment will be issued.

**Term**

Grants are awarded once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

**SCHEDULE A – 2**  
**LANGUAGE IMPLEMENTATION FUND - COMMUNITY RADIO GRANT**

**Purpose**

This program provides grants to community broadcasting organizations to cover their operating costs, in accordance with the objectives of the department, and to improve community broadcast communication systems throughout Nunavut.

**Eligibility**

Eligibility is limited to non-profit organizations and municipal corporations that support community radio stations, and non-profit organizations and municipal corporations proposing to start operating community radio stations.

**Eligible Expenses**

In addition to those expenses allowed in the policy, approved applicants to this program may claim:

- expenses related to recurring operating expenses such as salaries of permanent employees; and
- expenses related to the purchase of equipment and furnishings.

**Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Official Languages. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Official Languages may approve or reject the funding proposal subject to the evaluation criteria and available funding.

**Supporting Data**

A completed funding proposal is submitted to the Department, which includes a broadcast plan for the coming year, showing the approximate number of programming hours and the type of programming provided.

**Accountability**

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 90 days of the end of the project or the Government of Nunavut's fiscal year.

**Amount**

The maximum amount that can be awarded is \$15,000.

**Payment**

One lump-sum payment will be issued.

**Term**

Grants are awarded once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE A - 3 INUKTUT SONGWRITING CONTEST

### **Purpose**

This program provides an opportunity to Nunavut songwriters to participate in an annual songwriting contest intended to promote the increased production and use of Inuktitut in music. This program supports the objectives of the *Inuit Language Protection Act* to enhance and strengthen the use, development and revitalization of Inuktitut in Nunavut.

### **Eligibility**

Eligibility is restricted to Nunavut residents. Entrants can be of any age. However, entrants under the age of 18 years must be accompanied by a parent or guardian if travel is required and/or when accepting cash prizes.

### **Review**

The Manager, Inuktitut Language Promotion and Revitalization, or a designate, will review the eligibility of each entry. A panel, which is comprised of up to four Inuktitut-speaking judges, will review all eligible entries and select the top ten best songs, including first, second and third places.

### **Supporting Data**

Entrants must submit an audio version of an original song, either by tape, CD, or digital recording, along with a lyric sheet typed in Inuktitut (either syllabics or roman orthography). The entrants' names, address, email address and phone number must accompany the submission. If there is more than one writer per submission, all co-writers must sign a letter of agreement for the song to be submitted, and must abide by all criteria to enter.

### **Accountability**

As the grants are awarded as prizes, the entrants are not required to meet any additional accountability requirements.

### **Amount**

The first grand prize consists of \$5,000. The second and third runners up will receive \$2,500 and \$1,500 respectively, while the remaining selected songs (up to seven) will receive a consolation prize of \$500 each. If there are co-writers on the winning entrant, the prize package must be divided between co-writers at their mutual discretion.

### **Payment**

One lump-sum payment will be issued.

### **Term**

Grants are awarded once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal.

## **Contest Guidelines**

Contest Guidelines listing eligibility, entry guidelines, contest procedures and rating evaluation criteria can be obtained by accessing the Department of Culture and Heritage website, or by contacting the department directly.



## **SCHEDULE A - 4 YOUTH INITIATIVES**

### **Purpose**

This program provides grants to individuals, non-profit organizations and municipal corporations that promote youth activities in Nunavut. It provides youth the opportunity to contribute to cultural and language initiatives in Nunavut. Examples of the types of activities that are supported include, but are not limited to, support for youth committees, on-the-land programs, mentorship programs, afterschool/day/summer/seasonal camp programs, youth gatherings, traditional Inuit skill development such as harvesting, sealskin skinning, toolmaking and net fishing.

### **Eligibility**

Eligibility is restricted to Individuals, non-profit organizations and municipal corporations.

### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Elders and Youth. The Manager, Youth Programs, or a designate, co-chairs the Working Group which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Manager, Youth programs, may recommend to the Director of Elders and Youth to approve or reject the funding proposal.

### **Supporting Data**

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

### **Accountability**

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 90 days of the end of the project or the Government of Nunavut's fiscal year.

### **Amount**

The maximum amount that can be awarded is \$50,000.

### **Payment**

One lump-sum payment will be issued.

### **Term**

Grants are awarded once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

## **SCHEDULE A - 5 ELDERS INITIATIVES**

### **Purpose**

This program provides grants to individuals, non-profit organizations and municipal corporations that address the needs of Elders and promote Elders' activities in Nunavut. Examples of the types of activities that are supported include, but are not limited to, support for Elders' committees, on-the-land programs, Elder's gatherings, teaching traditional knowledge programs such as harvesting, sewing and tool-making workshops.

### **Eligibility**

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

### **Review**

A Working Group reviews funding proposals and makes recommendations to the Director of Elders and Youth. The Manager, Elders Programs, or a designate, co- chairs the Working Group which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Manager, Elders programs, may recommend to the Director of Elders and Youth to approve or reject the funding proposal.

### **Supporting Data**

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

### **Accountability**

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 90 days of the end of the project or the Government of Nunavut's fiscal year.

### **Amount**

The maximum amount that can be awarded is \$50,000.

### **Payment**

One lump-sum payment will be issued.

### **Term**

Grants are awarded once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

## **SCHEDULE A – 6**

### **YOUTH AND ELDERS COMMITTEES**

#### **Purpose**

This program provides grants to support Youth and Elders Committees in Nunavut. This program supports committees and cultural activities that encourage interaction and relationship-building between Elders and youth. Examples of the types of activities that are supported include, but are not limited to, youth and Elders' committees, country food feasts, storytelling programs, hunting, traditional toolmaking and sewing activities.

#### **Eligibility**

Eligibility is restricted to community-based non-profit youth and Elders committees, including municipal corporations acting on their behalf.

#### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Elders and Youth. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Working Group may recommend to the Director of Elders and Youth to approve or reject the funding proposal.

#### **Supporting Data**

A funding proposal is submitted to the department, which includes a description of how the grant was used by the committee in the previous fiscal year.

#### **Accountability**

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 90 days of the end of the project or the Government of Nunavut's fiscal year.

#### **Amount**

The maximum amount that can be awarded is \$15,000.

#### **Payment**

One lump-sum payment will be issued.

#### **Term**

Grants are awarded once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

## **SCHEDULE A - 7**

### **CULTURE AND HERITAGE**

#### **Purpose**

This program provides grants to individuals, non-profit organizations and municipal corporations that want to undertake activities that foster the promotion or enhancement of culture and heritage in Nunavut. This program supports a wide variety of activities related to increasing awareness and appreciation of Nunavut culture and heritage. Examples of the types of activities that are supported include, but are not limited to, culture and heritage site visits, teaching traditional techniques and technologies, and preservation and transfer of traditional knowledge.

#### **Eligibility**

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

#### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Heritage. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Heritage may approve or reject the funding proposal subject to the evaluation criteria and available funding.

#### **Supporting Data**

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

#### **Accountability**

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 90 days of the end of the project or the Government of Nunavut's fiscal year.

#### **Amount**

The maximum amount that can be awarded is \$15,000.

#### **Payment**

One lump-sum payment will be issued.

#### **Term**

Grants are awarded once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE A – 8

### ARCHAEOLOGY AND PALAEOLOGY RESEARCH SUPPORT

#### **Purpose**

This program provides grants to non-profit organizations and student researchers conducting archaeological or paleontological research in Nunavut. Grants are provided to assist students with the hiring of local field assistants, dissemination of research results to Nunavut communities, collections conservation, and collections analysis.

#### **Eligibility**

Eligibility is restricted to non-profit organizations and student researchers.

Students must be enrolled in post-secondary studies in archaeology or palaeontology, and who are conducting independent field research, or undertaking new analysis of existing collections leading to a graduate degree. Individuals may be awarded only one award per grant cycle, with a maximum of three awards under this program.

#### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Heritage. The Grants and Contributions Administrative Officer chairs the Working Group which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Heritage may approve or reject the funding proposal.

#### **Supporting Data**

A completed funding proposal is submitted to the department outlining the research activity for which funds are being requested, along with a timeline for completion and a letter of support from their institution.

#### **Accountability**

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 90 days of the end of the project or the Government of Nunavut's fiscal year.

#### **Amount**

The maximum amount that can be awarded is \$5,000.

#### **Payment**

One lump-sum payment will be issued.

**Term**

Grants are awarded once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE B – CONTRIBUTIONS

### SCHEDULE B – 1

#### LANGUAGE IMPLEMENTATION FUND - INUIT LANGUAGE PROMOTION AND PROTECTION

##### Purpose

This program provides contributions to non-profit organizations, individuals and municipal corporations that want to undertake activities that promote the use, teaching, development, or preservation of Inuktitut at the community level and all sectors of Nunavut society. Funding proposals will be considered with respect to the following categories:

- **Language training** – Programs and tools that support the increased learning, proficiency and linguistic vitality of Inuktitut
- **Language revitalization** -Language revitalization initiatives targeting age groups and communities in which there are concerns of language loss.
- **Language resources and media** – Initiatives that support the increased production, distribution or access to cultural expression, resources and tools in Inuktitut, using all kinds of media, including print, digital audio or video, interactive or other media.
- **Language planning** – Initiatives that support building community capacity for the assessment of local needs, planning and management of language promotion and collaboration activities
- **Language awareness** – Initiatives that promote public awareness and appreciation of the history, use, status, importance and diversity of Inuktitut in Nunavut.

##### Eligibility

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

##### Review

A Working Group reviews the funding proposals and makes recommendations to the Director of Official Languages. The Manager, Inuktitut Language Promotion and Revitalization, or a designate, chairs the Working Group, which is comprised of up to four additional Inuktitut-speaking members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Manager, Inuktitut Language Promotion and Revitalization may recommend to the Director of Official Languages to approve or reject the funding proposal subject to the evaluation criteria and available funding.

##### Supporting Data

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

## **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

## **Amount**

The maximum contribution that can be awarded is \$100,000, subject to available funding. The government's liability is limited to the amount of funding authorized. In addition, the government will not be responsible for any budget shortfalls or deficits. The Working Group may make a recommendation to the Director of Official Languages for an exception to the above maximum on a case-by-case basis, subject to necessary approvals, where it is satisfied that a project is likely to provide exceptional strategic benefits.

Funds available under this schedule are provided by the Government of Nunavut Department of Culture and Heritage. Additional funds may further be available through intergovernmental agreements that promote and protect the vitality of Inuktitut in Nunavut, in a manner consistent with the obligations of Nunavut and of Canada, and with their policies as mutually agreed.

## **Payment**

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

## **Term**

Contributions are once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year. The department may conditionally approve multi-year projects, subject to availability of funds in subsequent years.



**SCHEDULE B – 2**  
**LANGUAGE IMPLEMENTATION FUND - FRENCH LANGUAGE ARTS AND CULTURE**  
**DEVELOPMENT**

**Purpose**

This program provides contributions to individuals, non-profit organizations and municipal corporations to support and strengthen the cultural, artistic and heritage actions of Nunavut's French language community. Such actions are intended to promote and protect the French language and the vitality of the Francophone community in Nunavut, consistent with the obligations of Nunavut and of Canada, and as mutually agreed under the *Canada-Nunavut Agreement on the Development of Arts and Culture in the Francophone Community*.

**Eligibility**

Eligibility is restricted to individuals, non-profit organizations and municipal corporations that are carrying out projects that help to increase capacity and ensure the long-term retention, preservation and promotion of the French Language in Nunavut.

**Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Official Languages. The Manager of French Services, or a designate, chairs the Working Group, which is comprised of up to four additional French-speaking members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Manager of French Services may recommend to the Director of Official Languages to approve or reject the funding proposal subject to the evaluation criteria and available funding.

**Supporting Data**

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

**Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

**Amount**

The maximum amount of a contribution is \$50,000, subject to available funding. The government's liability is limited to the amount of funding authorized. In addition, the government will not be responsible for any budget shortfalls or deficits. The Working Group may make a recommendation to the Director of Official

Languages for an exception to the above maximum on a case-by-case basis, subject to necessary approvals, where it is satisfied that a project is likely to provide exceptional strategic benefits.

**Payment**

Payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.

**Term**

Contributions are once per fiscal year only, with an annual reporting period from April 1 to March 31 of each fiscal year. The department may conditionally approve multi-year projects, subject to availability of funds in subsequent years.

## SCHEDULE B – 3

### LANGUAGE IMPLEMENTATION FUND - FRENCH LANGUAGE SERVICES PROGRAM

#### **Purpose**

This program provides contributions to individuals, non-profit organizations and municipal corporations to support structuring initiatives that provide a direct service or benefit to the French language community of Nunavut. Such structuring initiatives are intended to promote and protect the French language and the vitality of the Francophone community in Nunavut, consistent with the obligations of Nunavut and of Canada, and as mutually agreed under the *Canada-Nunavut Agreement on French Language Services and the Inuktitut Language*.

#### **Eligibility**

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

#### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Official Languages. The Manager of Francophone Affairs, or a designate, chairs the Working Group, which is comprised of up to four additional French-speaking members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Manager of French Services may recommend to the Director of Official Language to approve or reject the funding proposal subject to the evaluation criteria and available funding.

#### **Supporting Data**

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

#### **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

#### **Amount**

The maximum amount of a contribution is \$50,000, subject to available funding. The government's liability is limited to the amount of funding authorized. In addition, the government will not be responsible for any budget shortfalls or deficits. The Working Group may make a recommendation to the Director of Official Languages for an exception to the above maximum on a case-by-case basis, subject to necessary approvals, where it is satisfied that a project is likely to provide exceptional strategic benefits.

#### **Payment**

Payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.

**Term**

Contributions are once per fiscal year only, with an annual reporting period from April 1 to March 31 of each fiscal year.

**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.

## **SCHEDULE B - 4 INUIT SOCIETAL VALUES**

### **Purpose**

This funding supports individuals, non-profit organizations and municipal corporations committed to strengthening the role of Elders in the planning and delivery of projects that promote community healing and wellness through Inuit Inuusilirijjusingit. Projects will promote Inuit Societal Values, and can include, but are not limited to, counseling using traditional knowledge, traditional healing practices, teaching traditional practices such as tool or boat making, and activities that foster social connectedness.

### **Eligibility**

Eligibility is restricted to Individuals, non-profit organizations. and municipal corporations.

### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Inuit Qaujimajatuqangit. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Inuit Qaujimajatuqangit may approve or reject the funding proposal.

### **Supporting Data**

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

### **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

### **Amount**

The maximum amount that can be awarded is \$100,000. The government's liability is limited to the amount of funding authorized. In addition, the government will not be responsible for any budget shortfalls or deficits.

### **Payment**

Payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.

### **Term**

Contributions are once per fiscal year, with a reporting period from April 1 to March

31 of each fiscal year. The department may conditionally approve multi-year projects, subject to availability of funds in subsequent years.

## **SCHEDULE B - 5**

### **ELDERS AND YOUTH FACILITIES**

#### **Purpose**

This program provides contributions to non-profit community-based organizations, and municipal corporations for the development and/or renovation of Elders' and youth facilities, or relevant associated equipment. This program helps to ensure that communities across Nunavut have access to well-maintained facilities that enable Elders and youth to participate in social and cultural activities. Supported facilities include, but are not limited to, Elders' gathering facilities, youth centres, and wellness centres.

#### **Eligibility**

Eligibility is restricted to non-profit community-based organizations and municipal corporations who direct their efforts to support the development and/or renovation of Elders or youth facilities in Nunavut.

#### **Eligible Expenses**

In addition to those expenses allowed in the policy, approved applicants to this program may claim:

- expenses related to capital projects; and
- expenses related to the purchase of equipment and furnishings.

#### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Elders and Youth. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Elders and Youth may approve or reject the funding proposal.

#### **Supporting Data**

A completed funding proposal is submitted to the department, which includes a description of the 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 assets, written verification of community support, plans for the long term management of the project, municipal or territorial permits and all relevant plans.

#### **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

#### **Amount**

The maximum amount of a contribution is \$200,000, subject to available funding. The

government's liability is limited to the amount of funding authorized. In addition, the government will not be responsible for any budget shortfalls or deficits.

### **Payment**

Payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.

### **Term**

Contributions are once per fiscal year, with an annual reporting period from April 1 to March 31 of each fiscal year. The department may conditionally approve multi- year projects, subject to availability of funds in subsequent years.

### **Specific Criteria**

In addition, to the supporting data required above, funding proposals that include capital costs or purchase of equipment should include:

- The submission of a project outline and proposed objectives;
- The submission of a project budget, including an estimate of renovation and/or planning and development costs, construction costs, a timeline for completion and an estimate of the cost of materials that are required to complete the project;
- Written verification of community support;
- Plans for project management, including municipal or territorial permits and relevant building plans;
- An estimate of any associated administrative costs;
- A plan for the use of Inuktitut for all signage or display materials;
- An estimate of the cost of purchasing any equipment, including a detailed breakdown of the items to be purchased and an estimated delivery timeline; and
- An estimate of any funding obtained from other sources;



## **SCHEDULE B - 6**

### **CULTURE AND HERITAGE**

#### **Purpose**

This program provides contributions to individuals, non-profit organizations and municipal corporations that undertake activities that foster the promotion and enhancement of culture and heritage in Nunavut. This program supports a wide variety of activities related to increasing awareness and appreciation of Nunavut's culture and heritage. Examples of the types of activities that are supported include, but are not limited to, archaeology excavations, cultural skills enrichment, cultural conferences, and archiving of Inuit art.

#### **Eligibility**

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

#### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Heritage. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Heritage may approve or reject the funding proposal.

#### **Supporting Data**

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

#### **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

#### **Amount**

The maximum contribution that can be awarded is \$75,000, subject to available funding. The government's liability is limited to the amount of funding authorized. In addition, the government will not be responsible for any budget shortfalls or deficits.

#### **Payment**

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

**Term**

Contributions are once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year. The department may conditionally approve multi-year projects, subject to availability of funds in subsequent years.

## **SCHEDULE B – 7**

### **CULTURAL COMMUNICATIONS PROGRAM**

#### **Purpose**

This program provides contributions to individuals, non-profit organizations and municipal corporations that are actively involved in the preservation, portrayal and promotion of culture through communications initiatives in Nunavut. This program supports a wide variety of individuals and organizations engaged in cultural communications in many different mediums. Examples of the types of programming that are supported include, but are not limited to, radio shows, web series, youth mentoring and on-the-land programs, and information and consultation initiatives.

#### **Eligibility**

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

#### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Heritage. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Heritage may approve or reject the funding proposal.

#### **Supporting Data**

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

#### **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

#### **Amount**

The maximum contribution that can be awarded is \$50,000, subject to available funding. The government's liability is limited to the amount of funding awarded. In addition, the government will not be responsible for any budget shortfalls or deficits.

#### **Payment**

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

#### **Term**

Contributions are once per fiscal year only, with a reporting period from April 1 to March 31 of each fiscal year.

## **SCHEDULE B - 8**

### **HERITAGE FACILITIES**

#### **Purpose**

This program provides contribution funding to non-profit community-based organizations and municipal corporations for the development and/or renovation of heritage facilities or relevant associated equipment. This program helps to ensure that communities across Nunavut have access to well-maintained facilities that enable Nunavummiut to engage with their culture and heritage. Supported facilities include, but are not limited to, museums, art centres, and performance spaces.

#### **Eligibility**

Eligibility is restricted to non-profit community-based organizations and municipal corporations who direct their efforts to support the development and/or renovation of heritage facilities in Nunavut.

#### **Eligible Expenses**

In addition to those expenses allowed in the policy, approved applicants to this program may claim:

- expenses related to Capital projects; and
- expenses related to the purchase of equipment and furnishings.

#### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Heritage. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Heritage may approve or reject the funding proposal.

#### **Supporting Data**

A completed funding proposal is submitted to the department, which includes a description of the 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 assets, written verification of community support, plans for the long term management of the project, municipal or territorial permits and all relevant plans.

#### **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

#### **Amount**

The maximum amount of a contribution is up to \$500,000, subject to available funding. The government's liability is limited to the amount of funding authorized. In addition, the

government will not be responsible for any shortfalls or deficits.

### **Payment**

Fiscal year payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.

### **Term**

Contributions are once per fiscal year, with an annual reporting period from April 1 to March 31 of each fiscal year. The department may conditionally approve multi- year projects, subject to availability of funds in subsequent years.

### **Specific Criteria**

In addition to the supporting data required above, funding proposals for capital projects or equipment should include:

- The submission of a project outline and proposed objectives;
- The submission of a project budget, including an estimate of renovation and/or planning and development costs, construction costs, a timeline for completion and an estimate of the cost of materials that are required to complete the project;
- Written verification of community support;
- Plans for project management, including municipal or territorial permits and relevant building plans;
- An estimate of any associated administrative costs;
- A plan for the use of Inuktitut for all signage or display materials;
- An estimate of the cost of purchasing any equipment, including a detailed breakdown of the items to be purchased and an estimated delivery timeline; and
- An estimate of any funding obtained from other sources.

## SCHEDULE B - 9 HERITAGE CENTRE CORE FUNDING

### **Purpose**

This program provides contributions to non-profit organizations and municipalities for the operation of community heritage centres in Nunavut. Supported organizations include, museums, societies, and municipalities.

### **Eligibility**

Eligibility is restricted to organizations such as community-based museums, archives and heritage facilities.

The following list of specific criteria for heritage facilities must be met within the funding proposal before it can be considered:

- Heritage Centres must be operated by a local government, not-for-profit corporation or a registered society in good standing under *The Societies Act* (Nunavut);
- The facility must be dedicated to portraying the cultural or natural heritage of Nunavut through the acquisition, preservation, documentation, study and exhibition of museum or archival collections significant to the heritage of Nunavut;
- The facility must have legal custody of a collection or group of collections held in the public interest in accordance with an approved collections management policy;
- The operating entity must own or lease a permanent structure which houses the heritage facility and provides a safe and secure environment for its collections;
- The facility must operate for a minimum of 300 hours each calendar year and be open to the general public without appointment;
- If the facility is operated by a registered society, membership must be open to the general public;
- The facility must have affirmed that, through charter, constitution, by-law or resolution, that upon dissolution of the governing body, the collections owned by the governing body shall continue to be managed in the public interest.

### **Eligible Expenses**

In addition to those expenses allowed in the policy, approved applicants to this program may claim:

- expenses related to recurring operating expenses such as salaries of permanent employees; and
- expenses related to the purchase of equipment and furnishings are eligible under this schedule.

### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Heritage. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Heritage may approve or reject the funding proposal.

## **Supporting Data**

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

Funding proposals should include:

- An estimate of all utility, staff, maintenance and facility insurance costs;
- An estimate of any required accounting costs;
- A schedule of posted public access operating hours;

A summary of operations, including a detailed annual operating budget and a schedule of proposed programs and events

## **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

## **Amount**

The maximum contribution that can be awarded is \$100,000, subject to available funding. The government's liability is limited to the amount of funding authorized. In addition, the government will not be responsible for any budget shortfalls or deficits.

## **Payment**

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

## **Term**

Contributions are once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year. The department may conditionally approve multi-year projects, subject to availability of funds in subsequent years.



## **SCHEDULE B - 10 TOPONYMY PROGRAM**

### **Purpose**

This program provides contributions to individuals and non-profit organizations that are actively involved in toponymy initiatives in Nunavut. Examples of the types of programming that are supported include, but are not limited to, developing maps, creating place name databases, and conducting research on regional toponymy.

### **Eligibility**

Eligibility is restricted to individuals and non-profit organizations.

### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Heritage. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Heritage may approve or reject the funding proposal.

### **Supporting Data**

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

### **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

### **Amount**

The maximum contribution that can be awarded is \$50,000, subject to available funding. The government's liability is limited to the amount of funding authorized. In addition, government will not be responsible for any budget shortfalls or deficits.

### **Payment**

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

### **Term**

Contributions are once per fiscal year only, with a reporting period from April 1 to March 31 of each fiscal year.

## **SCHEDULE B - 11**

### **PUBLIC LIBRARY SERVICES**

#### **Purpose**

This program provides contributions to community libraries across Nunavut.

#### **Eligibility**

Eligibility for funding is restricted to community libraries operating within Nunavut, and non-profit organizations and municipal corporations proposing to start operating community libraries.

#### **Eligible Expenses**

In addition to those expenses allowed in the policy, approved applicants to this program may claim:

- Expenses related to Capital projects;
- Recurring operating expenses such as salaries of permanent employees;
- Needs analyses and assessments; and
- The purchase of equipment and furnishings.

#### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Heritage. The Manager of Public Library Services, or designate, co- chairs the Working Group which is comprised of up to four additional members

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Manager of Public Library Services, may recommend to the Director of Heritage to approve or reject the funding proposal.

Maximum funding levels are established for each community-based public library; however, the overall amounts awarded cannot exceed the total budget for Public Library Services.

#### **Supporting Data**

A completed funding proposal is submitted to the department, which includes an annual description of the library operations, and a proposed budget (including revenues and expenditures).

The following list of specific funding criteria for public libraries must be included in the funding proposal:

- Contribution funding can be used for salaries, operating costs (i.e. utilities, leasing costs, insurance, etc.), library programming, minor renovations, and the purchase of library shelving and furniture;
- All staff and volunteers must submit completed criminal record and vulnerable sector checks to the contribution administrator prior to working in the public library.

Funding proposals should include:

- An annual operating budget, including a breakdown of revenues and planning expenditures for each budget component;
- An estimate of all utility, maintenance, leasing and facility insurance costs, including a detailed breakdown for each cost;
- An estimate of any associated accounting costs;
- An estimate of any library shelving or minor renovation costs;
- A schedule of posted public access operating hours and administrative staff working hours;
- A summary of operations, including a schedule of proposed programs and events that promote the critical and creative use of information in Nunavut's Official Languages;
- Funding from other sources should also be identified, however this information will not impact the budget allocation; public libraries are encouraged to enhance their operations by seeking funding from other sources.

The required achievement report for the prior year should be submitted to the Manager of Public Library Services for review.

**Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

**Amount**

The maximum contribution that can be awarded is \$500,000, subject to available funding. The government's liability is limited to the amount of funding authorized. As a result, the government will not be responsible for any shortfalls or deficits.

**Payment**

Payments to public libraries will be issued in two annual installments, as outlined in the terms of the Conditional Contribution Agreement.

**Term**

Contributions are once per fiscal year, with an annual reporting period from April 1 to March 31 of each fiscal year. The department may conditionally approve multi- year projects, subject to availability of funds in subsequent years.

## SCHEDULE B – 12 ARTS

### **Purpose**

This program provides contributions to individuals, non-profit organizations and municipal corporations to support the development and enhancement of the arts in Nunavut. This program supports a wide variety of art projects in many different mediums. Examples of the types of projects that are supported include, but are not limited to, art and music camps and classes, art shows and festivals, community theatre productions, and art workshops.

### **Eligibility**

Eligibility is restricted to individuals, non-profit organizations and municipal corporations that are involved in the promotion, creation, presentation, appreciation and/or study of the arts in Nunavut.

### **Review**

A Working Group reviews the funding proposals and makes recommendations to the Director of Heritage. The Grants and Contributions Administrative Officer chairs the Working Group, which is comprised of up to four additional members.

The Working Group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly and the Working Group has already met, the Director of Heritage may approve or reject the funding proposals.

### **Supporting Data**

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

### **Accountability**

In addition to the reporting and audit requirements outlined in the policy, recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

### **Amount**

The maximum contribution that can be awarded is \$50,000, subject to available funding. The government's liability is limited to the amount of funding authorized. In addition, the government will not be responsible for any budget shortfalls or deficits.

### **Payment**

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

### **Term**

Contributions are once per fiscal year only, with a reporting period from April 1 to March 31 of each fiscal year.