



## POLICY STATEMENT

The Department of Community and Government Services (CGS) provides scholarships to students studying in areas that relate to CGS's unique technical and professional role within the Government of Nunavut (GN). The scholarships are awarded to build territorial capacity and achieve a representative workforce within the GN. CGS is committed to a scholarship award process that is fair, transparent, and reflects community needs and Inuit societal values.

### 1. PRINCIPLES

This policy has been developed in the spirit of the Inuit Qaujimajatuqangit principles of:

- Pilimmaksarniq/Pijariuqsarniq - development of skills through observation, mentoring, practice, and effort. Post-secondary education encourages students to learn and develop skill through earning an opportunity-creating credential.
- Pijitsirniq - serving and providing for family and/or community. Post-secondary education and improved employment opportunities help Nunavummiut support their families and the communities they live in.
- Piliriqatigiinniqlikajutigiinniqlik - working together for a common cause. Supporting post-secondary education for Nunavummiut will increase employment opportunities and skills capacity in the territory with a focus on the mutual goal established under Article 23 of the Nunavut Agreement.

### 2. APPLICATION

This policy applies to eligible applicants under this policy.

### 3. DEFINITIONS

#### Accredited Post-Secondary Education Institution

A designated educational institution eligible to receive Canada Student Loans including colleges, universities, vocational and technical schools. Nunavut Arctic College is included within this definition.

#### Eligible Program

A formal program of learning which contributes to the technical professional competence of a graduate in relation to employment in a line of business relevant to the Department of CGS.

#### Full-time Study

At least 60% of a full-time course load in an eligible program that is at least 20 weeks in length at an accredited post-secondary educational Institution.

#### Scholarship

A transfer payment made to a recipient, in the form of a grant, from whom the Government will not receive any goods or services directly in return.



Scholarship Funding Guideline

A guideline created and maintained by the Director of Human Resources at CGS to identify how funds will be distributed among eligible applicants.

Selection Committee

A committee delegated by the DM of CGS to review and score eligible scholarship applications, which consists of at least three CGS staff members.

Review Process

A formal process available to applicants who seek reconsideration.

**4. ROLES AND RESPONSIBILITIES**

4.1 Executive Council

- a) This policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to the policy rests with the Executive Council.

4.2 Minister of Community and Government Services:

- a) is accountable to Cabinet for the implementation of this policy.

4.3 Deputy Minister of Community and Government Services is responsible for:

- a) the administration of this policy.
- b) striking a selection committee of at least three CGS staff members.
- c) providing final decision on requests for reconsideration.

4.4 Director, Human Resources, Community and Government Services is responsible for:

- a) evaluating and proposing updates to the policy as required while ensuring compliance with the Katujjiqatigiinniq Article 32 Policy.
- b) providing recommendations and advice to the Selection Committee as required to ensure the purpose and principles of the policy are met in relation to the administration of specific program schedules.
- c) generating an annual scholarship report.
- d) reviewing and deciding on application deadline extensions.
- e) creating and maintaining tools for use in awarding scholarship under this policy including an evaluation matrix, selection criteria, and specific program schedule funding guidelines.
- f) review applications referred by the selection committee for denial where there may be reasonable evidence of an attempt by the applicant to gain scholarship funding without intention of completing the year of study for which a scholarship, under this policy, was previously granted or if there is reasonable evidence of purposely falsifying application information.

4.5 Selection Committee, Community and Government Services is responsible for:

- a) reviewing applications and awarding scholarships in accordance with the terms and



- conditions of this policy, program specific assessment criteria and evaluation matrix.
- b) communicating and recommending changes to the Director of HR, CGS, regarding scholarship assessment criteria, evaluation matrix and program specific funding guidelines.
  - c) Refer applications to the Director of Human Resources where an applicant's application history doesn't support the purpose of this policy.

#### 4.5 Human Resource Administrator, Community and Government Services

- a) Designated staff within CGS HR are responsible for managing the scholarship email account.

### **5. PROVISIONS**

#### 5.1 Eligibility

- a) Meeting the eligibility requirements of this policy does not guarantee that a scholarship will be awarded to an applicant.
- b) Applicants in multi-year programs must apply each year to be considered as eligible for scholarship consideration.
- c) To be eligible for consideration under this policy an Applicant must:
  - I. Be enrolled in full-time study at an accredited post-secondary education institution.
  - II. Be enrolled in an eligible program according to the program schedule.
  - III. Be a resident of Nunavut and/or provide proof of enrollment under the *Nunavut Agreement*.
- d) To preserve the intent of the *Nunavut Agreement*, three categories of eligibility are established in the following priority order;
  - I. Category One - Applicants who are Nunavut Inuit enrolled under the *Nunavut Agreement* and are normally resident in Nunavut are evaluated first.
  - II. Category Two - Applicants who are Nunavut Inuit enrolled under the *Nunavut Agreement* but who are not residents of Nunavut but intend to return to Nunavut for work are evaluated second.
  - III. Category Three - Applicants who are not Nunavut Inuit enrolled under the *Nunavut Agreement* but who live in and maintain residency within Nunavut are evaluated after Category One and Two applicants.

#### 5.2 General Assessment Criteria

- a) Completeness of application package used to assess eligibility and priority.
- b) Full-time registration confirmation at an accredited post-secondary education institution to assess eligibility.
- c) To access eligibility:
  - o Proof of residence; and
  - o Proof of enrolment under the *Nunavut Agreement* if applicants are to be considered under Category One or Category Two.
- d) Compliance with any additional scholarship requirements set out under a Program Schedule under this policy.



### 5.3 Financial Conditions

- a) All provisions contained in the Government of Nunavut's *Financial Administration Act* and Financial Administration Manual shall apply to the administration of all scholarships awarded under this policy.
- b) The financial resources under this policy are conditional upon annual budget approval by the Legislative Assembly and on the availability of funds in the program budget.

### 5.4 Timelines

- a) Call for applications are issued by September 1 with a submission deadline of September 30.
- b) Applicants are notified of the Selection Committee's decision by November 30.
- c) Applicants may request reconsideration within 10 days of the Selection Committee's decision and clearly stating the reason(s) for requesting the review.
- d) Requests for reconsideration will be reviewed and a decision rendered by December 15 of the application year. Applicants will be notified of the results of the review by email.
- e) Scholarship funds are disbursed by January 31 of the callout school year.
- f) Application deadlines may be extended where the extension is consistent with the intention of the policy.
- g) Additional callouts with a different timeline may be held at the discretion of the Director, Human Resources.

### 5.5 Transparency

- a) Application callouts shall clearly include scholarship funding guideline information, assessment criteria and timelines.
- b) CGS will ensure that the Nunavut Agreement, Article 32 process is implemented for changes to the policy.
- c) Where permitted under the *Access to Information and Protection of Privacy Act, the Government of Nunavut may publish information relating to scholarship recipients, including recipient name, eligible program, accredited post-secondary educational institution, year of study, and scholarship amount awarded.*

### 5.6 Monitoring and Evaluation

- a) CGS will monitor and evaluate the program annually for its effectiveness.
- b) Analysis will be included in the annual scholarship report.
- c) Program specific funding guidelines should be updated based on the results of the yearly monitoring and evaluation to ensure funding is distributed in line with the intention of the policy.
- d) A five-year program review will be conducted to review work pursued post education by recipients to help evaluate program objectives.



**6. 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.

**7. PREROGATIVE OF EXECUTIVE COUNCIL**

Nothing in this policy shall in any way be construed to limit the prerogative of the Executive Council to make a decision or take action(s) respecting CGS' grants outside the provisions of this policy.

**8. SUNSET CLAUSE**

This policy will be in effective from the date approved and will sunset on August 15, 2028.



**PROGRAM SCHEDULE 1**  
**Technical Professional & Trades Scholarship**

<b>Purpose:</b>	The Department of Community and Government Services (CGS) depends on a workforce with a strong technical professional skillset. This scholarship has been established to reduce barriers for Nunavummiut to gain access to education and contribute technical expertise to the growing economy.
<b>Eligibility:</b>	<p>Eligible programs relate to CGS business including but not limited to:</p> <p>Engineering Civil/Mechanical/Electrical, Architecture, Climate Sciences, Red Seal Trades, Firefighting, Emergency Planning and Management, Business Analysis, Cyber Security, Enterprise or Solution Architecture, Information Management, Information Technology, Project and Change Management, Business Management, Land Administration, Industrial Relations, Municipal Governance.</p> <p>Additional programs may be considered eligible at the discretion of CGS' Director of Human Resources if the program relates to departmental objectives.</p>
<b>Review:</b>	CGS Selection Committee will review eligible applicants, scoring and ranking them according to a predefined evaluation process. Scholarships will be awarded based on application category and ranking.
<b>Supporting Data:</b>	<p>Applications are considered complete when they include:</p> <ul style="list-style-type: none"><li>• A complete application form as attached to the yearly callout.</li><li>• Confirmation of registration from the Office of the Registrar of the accredited post-secondary institution including program and year of study.</li><li>• A 250-to-500-word submission detailing the reason the applicant chose their program of study, and the contribution they expect to make within their community after completing the program, including when they expect to complete the program.</li></ul>
<b>Accountability:</b>	There are no financial requirements for the recipients of this Scholarship. Recipients may be required to demonstrate academic progress. This requirement can be met by providing a transcript or letter from the office of the registrar.
<b>Amount</b>	Up to a maximum of \$5,000 dollars per student per calendar year. This scholarship can stack with other scholarships under this policy.
<b>Payment:</b>	The award will be paid in a lump sum in accordance with the policy timelines.
<b>Term</b>	This program is based upon the fiscal year (April 1st to March 31st). If approval is granted, it is a contribution only for that specific fiscal year.



**PROGRAM SCHEDULE 2**

**Information Management and Information Technology Scholarship**

- Purpose:** The Department of Community and Government Services (CGS) depends on a workforce with education, qualification and skills in the area of Information and Technology Management. This scholarship has been established to reduce barriers for Nunavummiut to gain access to Information and Technology specific education.
- Eligibility:** Eligible programs relate to Information and Technology Management including but not limited to:  
Cyber Security, Enterprise or Solution Architecture, Records & Information Management, Information Technology, Network administration, Computer Science, Telecommunications.
- Review:** CGS Selection Committee will review eligible applicants score and rank them according to a predefined evaluation process. Scholarships will be awarded based on application ranking.
- Supporting Data:** Applications are considered complete when they include:
- A complete application form as attached to the yearly callout.
  - Confirmation of registration from the Office of the Registrar of the accredited post-secondary institution including program and year of study.
  - A 250-to-500-word submission detailing the reason the applicant chose their program of study, and the contribution they expect to make within their community after completing the program, including when they expect to complete the program.
- Accountability:** There are no financial requirements for the recipients of this Scholarship. Recipients may be required to demonstrate academic progress. This requirement can be met by providing a transcript or letter from the office of the registrar.
- Amount** Up to a maximum of \$5,000 dollars per student per calendar year. This scholarship can stack with other scholarships under this policy.
- Payment:** The award will be paid in a lump sum in accordance with the policy timelines.
- Term** This program is based upon the fiscal year (April 1st to March 31st). If approval is granted, it is a contribution only for that specific fiscal year.