



Department of Justice

Grants & Contributions Policy

PREAMBLE

The Nunavut Department of Justice will assist individuals, community-based organizations, and educational institutions that direct their efforts to the enhancement of the administration of justice, provision of justice services, and an improved understanding of the justice system in Nunavut.

PRINCIPLES

This Policy is based on the following principles:

1. The Department is committed to Inuit Qaujimajatuqangit concepts of Pijitsirniq (to serve), Angiqatigiiniq (arriving at a decision through discussion), and Piliriqatigiiniq (working together).
2. Enhanced public awareness and understanding of the administration of justice results in better access to justice within the jurisdiction of the Government of Nunavut.
3. Enhanced participation by individuals and non-profit community-based organizations in the administration of justice improves the effectiveness of the justice system.
4. The Department will work in close cooperation with the Nunavut Social Development Council as described in Article 32 of the Nunavut Land Claims Agreement.
5. The Department is committed to the training, development and retention of qualified Nunavummiut who aspire to be professionally employed in the justice system.

APPLICATION

This Policy applies to individuals, non-profit community-based organizations, and educational institutions that direct their efforts to enhancing administration of justice services, and improving public understanding of the justice system in Nunavut.

DEFINITIONS

Non-Profit Organizations

Regional or territory-wide organizations that are registered under the Societies Act (Nunavut) as non-profit in nature, or other non-profit local or territorial associations recognized by the Department.

Grant

A transfer payment made to a recipient, for which the Government will not receive any goods or services. A grant is a payment without a financial accountability requirement.

Contribution

A conditional transfer payment made to a recipient for whom the Government will not receive any goods or services. Contribution payments are conditional upon performance or achievement and are subject to audit or other reporting requirements.

Audited Financial Statement

A financial statement prepared by a Certified Professional Accountant.

Interim Financial Statement

A financial statement that is required to be submitted by the recipient of a contribution at the mid-point of the fiscal year.

PROVISIONS

Authority and accountability

1. All provisions contained in the *Financial Administration Act* and the Government of Nunavut's Financial Administration Manual shall apply to the financial administration of all grants and contributions issued by the Department.
2. The Legislative Assembly approves the grants and contributions budget of the Department of Justice on a fiscal year basis.
3. This Policy is issued under the authority of the Executive Council with the authority to make exceptions and approve revisions to the Policy.
4. The Minister of the Department Justice is accountable to the Executive Council for the implementation of this Policy.
5. The Deputy Minister of the Department is accountable to the Minister for the implementation of this Policy.

Eligibility

Eligibility is restricted to individuals, regional or territory-wide organizations that are registered under the Societies Act (Nunavut), educational institutions or other non-profit local or territorial associations recognized by the Department.

FINANCIAL CONDITIONS

1. Prior to issuing payment, the recipients of a contribution shall sign a Conditional Contribution Agreement, which contains the maximum amount that will be contributed, goals and objectives for the proposal, guidelines for allowable expenditures, and reporting and accounting requirements.
2. Contributions exceeding \$25,000 annually, or any lower amount determined by the Department and described in Schedule A, must be paid in installments, based on the working capital requirements of the recipients proposal, and the terms of the Conditional Contribution Agreement.
3. The recipients of a contribution must provide an accounting of expenditures within 60 days of the completion of the contract, or the end of the GN's fiscal year. In addition, an interim (mid-year) financial statement may also be required.
4. The recipients of a contribution in excess of \$25,000 will be required to submit an Audited Financial Statement within 60 days of the end of the GN's fiscal year, or by any date indicated in Schedule A.
5. Where full financial accounting or reporting requirements are not submitted, the recipient will not be considered for further funding until the required financial statement indicating the contribution was expended according to their proposal is received, or the amount unaccounted for is repaid.

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 provisions of this Policy.

Sunset

This policy shall be in effect from the date of approval until March 31, 2016.

SCHEDULE A

CONTRIBUTIONS

OPERATIONS AND MAINTENCE

Community Justice Initiatives	A -1
Legal Aid Clinics	A – 2
Akitsiraq Law School Program	A - 3
Open Custody – On-the-Land Camps/ Alternative Homes	A – 4

Schedule A – 1 Community Justice Initiatives

Purpose

Contributions are provided for community justice projects that promote and encourage the participation of communities in the justice system and the development and implementation of community-based alternatives to the formal justice system. Proposed projects must have goals and objectives related to the development and implementation of culturally relevant community-based justice initiatives, and projects should contribute to the improvement or reform of the justice system.

Eligibility

The contribution funding is available to individuals, non-profit organizations, and community-based or regional organizations based in Nunavut, or to national organizations undertaking projects in and for Nunavut.

Review

The Director and other Senior Managers of Corrections and Community Justice review all proposals.

Supporting Data

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

Accountability

The recipient will be required to submit interim and final reports, including financial statements. An Audited Financial Statement will not be required, provided the department is satisfied with the content of the interim and year-end reports and financial statements.

Amount

Funding levels depend on the nature of the project and the funding available from other sources. The maximum amount that can be awarded is \$50,000.

Payment

Payments will be made by installment and are contingent upon receipt of an interim financial report.

Term

The contributions are ongoing, with a reporting period from April 1st to March 31st of each fiscal year.

Schedule A – 2 Legal Aid Clinics

Purpose

The Department of Justice issues contributions to assist with operating expenditures associated with the following Access to Justice services provided by Nunavut Legal Aid Clinics: Public Legal Education, Legal and Courtworker Services.

The program promotes equality before the law for people who need assistance to understand the nature and implication of legal matters, court procedures, legal terminology, or their rights under the law. A full range of services is provided, including representation of persons appearing before the criminal courts and assistance with civil law matters. The program falls under the auspices of the Legal Services Board.

Eligibility

The contribution funding is available to organizations approved by the Legal Services Board, such as Societies registered in Nunavut who provide legal services programs to persons resident in Nunavut.

Review

An annual budget is submitted by the Society to the Legal Services Board for review. Once the Legal Services Board, and the Nunavut Department of Justice approve the budgets, changes are submitted to the Financial Management Board for consideration and approval, prior to incorporation into the Main Estimates.

Supporting Data

The Nunavut Department of Justice will review the proposed budgets and the Audited Financial Statements submitted by the Societies for the previous fiscal year.

Accountability

The recipient submits quarterly financial reports, including a year-end financial that must be submitted by April 30th. In addition, an Audited Financial Statement must be submitted by June 30th of each fiscal year.

Amount

Funding levels are negotiated on an annual basis, based on the budget submitted to the Legal Services Board, and the Audited Financial Statement from the previous fiscal year.

Payment

Monthly advances are provided, based on the budget and cash flow requirements of the Society.

Term

The contributions are ongoing, with a reporting period from April 1st to March 31st of each fiscal year.

Schedule A – 3**Akitsiraq Law School Program****Purpose**

Provides contributions to Nunavut Arctic College, or other non-profit organizations or educational institutions that support the legal studies program developed and coordinated by the Akitsiraq Law School Society.

Eligibility

Nunavut Arctic College or other non-profit organizations or educational institutions.

Review

The annual contribution budget is based on the funding proposal developed by the Akitsiraq Law School Society, in cooperation with Nunavut Arctic College, the Nunavut Department's of Justice, Education, Human Resources, and other funding contributors such as; Justice Canada and various Inuit organizations.

Supporting Data

The Nunavut Department of Justice will review the budget proposal submitted by the Akitsiraq Law School Society and determine a course of action based on the expenditure and revenue projections outlined in the proposal, and the support provided by other Government of Nunavut Departments and contributors.

Accountability

The recipient will be required to submit interim and final reports, including Audited Financial Statements.

Amount

The amount of the contribution will be based on the budget proposal submitted by the Akitsiraq Law School Society and other revenues provided by Government of Nunavut Departments and funding contributors.

Payment

Payments will be made in a lump sum, or periodic, depending on the project scope and funding needs of the recipient. Payments are also contingent upon receipt of interim financial reports.

Term

The legal studies program is expected to take four (4) years to complete on a full time basis. The funding will be required over five (5) fiscal years, ending in the 2005-06 fiscal year. The reporting period is from April 1st to March 31st of each fiscal year.

Schedule A – 4 Open Custody – On-the-Land Camps/Alternative Homes

Purpose

Contribution funding is available to assist Open Custody contractors who provide a residential program for offenders through on-the-land camps or alternative homes. The offenders who participate have received a disposition of open custody, and would benefit from the on-the-land camp or alternative home program. The contribution funding will allow the contractors to purchase equipment necessary for program delivery.

Eligibility

In general, no application will be approved for funding unless it clearly meets the following criteria:

- The contractor's program or proposal is supported by the Director of Corrections, or designate, in the Department of Justice.
- The contractor will obtain all licenses, permits and insurance necessary for the conduct of the program, and comply with all applicable Acts and Regulations of the Government of Nunavut.

Review

The Director of Corrections for the Nunavut Department of Justice will review all proposals for contribution funding, and approve or deny the proposals based on program requirements and their individual merit.

Supporting Data

Supporting data must include a program plan, which includes goals and objectives, and a detailed budget describing the equipment required, including all associated purchase and delivery costs.

Audit Requirement

The contractor must submit a detailed report of expenditures within 30 days of receipt of the goods purchased. An Audited Financial Statement is not required.

Amount

The funding level depends on the size of the on-the-land-camp operation, the level of contribution funding available, and funding available from other sources.

Payment

Payment will be an accountable lump sum advance, based on quotes provided by suppliers. Any surplus over actual expenditures will be returned to the Department.

Term

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

Premier