



Government of Nunavut

Aviation Scholarship Program Policy

Economic Development and Transportation

POLICY STATEMENT

The Department of Economic Development and Transportation (the department) is committed to achieving the objectives of the Nunavut Transportation Strategy, *Ingirrasiliqta*; this includes developing the transportation workforce in Nunavut by promoting careers in transportation. The Aviation Scholarship Program supports this objective by providing grants to Nunavut students pursuing careers in aviation.

This program also supports the department's Inuit Employment Plan by increasing the number of Nunavut Inuit aviation specialists available to serve in the department's Transportation branch.

SCOPE

This policy establishes the framework for awarding grants under the Aviation Scholarship Program.

PRINCIPLES

This policy follows the principles of *Pilimmaksarniq*, development of skills through practice, effort, and action; and *Pijitsirniq*, serving the community.

DEFINITIONS

Full-Time Post-Secondary Program

As defined by the applicant's institution, but not less than 15 hours per week.

Grant

A transfer payment made to a recipient from whom the Government of Nunavut will not receive any goods or services. A grant is a payment without a financial accountability requirement.

Intake Officer

Designated by the Director of Nunavut Airports, the Intake Officer is tasked with receiving and acknowledging applications, as well as preparing applications for review by the Selection Committee.

Nunavut Inuit

Inuit enrolled under Article 35 of the Nunavut Agreement.

Program Partners (and Partnerships)

The department may enter into agreements with businesses or organizations (“Program Partners”) offering comparable scholarships to co-operate on the promotion and/or administration of aviation scholarships. (see page 4)

Selection Committee

Chaired by the Director of Nunavut Airports, this committee shall include at least two other departmental employees designated by the Assistant Deputy Minister of Transportation. The committee is responsible for awarding Aviation Scholarships under this program.

ROLES AND RESPONSIBILITIES

Minister of Economic Development and Transportation

The Minister is accountable for the overall program funding, and will annually make available to the public the names of scholarship recipients.

Deputy Minister

The Deputy Minister establishes clear and transparent procedures and criteria for awarding scholarships under this policy through program guidelines that address the application and evaluation processes.

Assistant Deputy Minister of Transportation

The Assistant Deputy Minister will decide appeals made by applicants following the process set out in this Policy.

Intake Officer

The Intake Officer is responsible for receiving, reviewing, and acknowledging applications as outlined in the guidelines.

Selection Committee

This committee is responsible for reviewing applications and awarding Aviation Scholarships under this program.

PROVISIONS

1. General Conditions

- a) Eligibility for funding under this policy does not guarantee approval of financial assistance of any kind.
- b) Financial assistance will be provided only to the payment limit and availability of funding allocated to this scholarship.
- c) The department may terminate the agreement and withdraw its support for the applicant at any time prior to the disbursement of funds if there is reason to believe that the original objectives are not being met.
- d) The department’s liability is limited to the amount of funding authorized.

2. Eligibility and Supporting Data

The Intake Officer performs an initial review of eligibility, but only the Selection Committee may deem an application to be ineligible.

Eligibility is limited to Nunavut Inuit and Nunavut residents who have enrolled in a Full-Time Post-Secondary Program in the aviation field.

Applicants must submit the following supporting data:

- a) Acceptable proof of either:
 - Nunavut Inuit status (Nunavut Tunngavik card), or;
 - Nunavut residency for a minimum of two years.
- b) An indication that the applicant intends to return to Nunavut after completing the Program;
- c) Proof of enrollment in an eligible Full-Time Post-Secondary Program;
- d) A completed application package, in the manner described on the application form, including the following:
 - Completed and signed application form;
 - Essay;
 - Academic transcripts; and
 - Two letters of reference.

and

- e) Any additional information requested by the department that is required to assess applicant eligibility and award points to an application; the onus is on the applicant to make the requested information available in a prompt and complete manner.

3. Assessment Criteria

- a) Eligible application packages will be scored by the Selection Committee on a ten-point system, with the highest-scoring candidates receiving funding.
- b) Points are awarded for:
 - i. Nunavut Inuit enrolled in aviation-related programs that could lead to employment within the department related to air transportation;
 - ii. Academic achievement;
 - iii. Quality of essay;
 - iv. Program length;
 - v. Strategic value of program of study, including the extent to which Nunavut residents are under-represented in the applicant's chosen field.
- c) Notwithstanding the point system used by the Selection Committee, the Committee may co-ordinate its review of applications with one or more Program Partners so as to maximize the number and value of scholarships awarded to Nunavut Inuit or residents of Nunavut.

4. Timeline

The department will:

- a) Accept applications on or after June 1;
- b) Set deadlines for the submission of applications;
- c) Respond to successful scholarship candidates as soon as reasonably practicable, no later than September 30; and
- d) Make payments to successful scholarship candidates as soon as reasonably practicable, no later than October 31.

5. Amount and Payment

- a) The minimum amount payable to each recipient is \$5,000; the maximum amount payable to each candidate is \$7,500.
- b) Payments will be made to eligible applicants selected by the Selection Committee in one lump sum from the budget appropriated for the Aviation Scholarship Program.
- c) Normally four scholarships of \$7,500 are awarded; the department may elect to award five scholarships of \$6,000 or six scholarships of \$5,000 if five or six high-scoring eligible applications are received.

6. Appeal

- a) Applicants who are denied an Aviation Scholarship may appeal the denial to the Assistant Deputy Minister of Transportation, who may award a scholarship to the applicant if a review indicates that this policy was incorrectly applied with respect to the applicant's file.
- b) An applicant must clearly state reason(s) why the appeal is being sought when submitting an appeal.

7. Financial Resources

Financial resources required under this policy are conditional on approval by the Legislative Assembly and on the availability of funds in the program budget.

8. Accountability Requirements

- a) Aviation Scholarships are grants; except as stated herein recipients are under no requirement to account for the use of funds provided under this program.
- b) The department retains the right to conduct an audit on the use of funds provided under this program, even though an audit may not always be undertaken.
- c) The department may deny scholarships to past Aviation Scholarship recipients who are unable to prove that they completed courses or programs associated with Aviation Scholarships received in prior years.

9. Program Partnerships

The department may enter into memoranda of understanding to effect Program Partnerships, as defined in this policy.

Partnerships will have the following features:

- a) Program Partnerships shall be consistent with this policy's purpose and principles.
- b) The scope of Program Partnerships shall be to jointly publicize and/or administer the intake and/or review of aviation scholarship applications.
- c) Program Partners may select recipients outside of the assessment criteria set out in this policy.
- d) Program Partners make scholarship payments to their recipients directly.
- e) Memoranda of understanding for Program Partnerships will require that Program Partners observe the requirements of the *Access to Information and Protection of Privacy Act* with respect to the collection, use and disclosure of the personal information of applicants. Consent will be obtained from applicants to share personal information with Program Partners.

PREROGATIVE OF CABINET

Nothing in this policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take actions respecting the promotion of careers in aviation and related fields outside the provisions of this policy.

SUNSET CLAUSE

This policy shall be in effect from the date of approval until November 1, 2020.