

# EARLY CHILDHOOD EDUCATION INUIT LANGUAGE AND CULTURE FUNDING

*Guidelines for  
District Education  
Authorities and  
Early Childhood  
Programs*

## **Why is there money for Inuit<sup>1</sup> Language and Culture for Early Childhood Education?**

Section 17 of the *Nunavut Education Act* states that the, “*District Education Authority shall provide an early childhood program that promotes fluency in Inuit language and knowledge of Inuit culture.*”

## **Who can take part in the Early Childhood Programs?**

The purpose of the Early Childhood Education programs is to promote fluency in the Inuit Language and knowledge of Inuit Culture in children ages 0 to 6. The early childhood programs are for children who have **not turned 6 years old** by December 31<sup>st</sup> of the schools year and who are **not yet in grade 1**. Children in kindergarten are eligible to attend these programs, but only when they are not required to be in school.

## **How do we run an early childhood program for Language and Culture?**

There are two ways that DEA's can provide an early childhood education program for Language and Culture:

1. A DEA can create and operate its own early childhood education program – this could be a language nest, a lending library, a parent and tot group, etc.; OR
2. A DEA can support an existing early childhood program through funding, staffing or providing resources – this could be a daycare, preschool, language nest, parent and tot group, library program, etc.

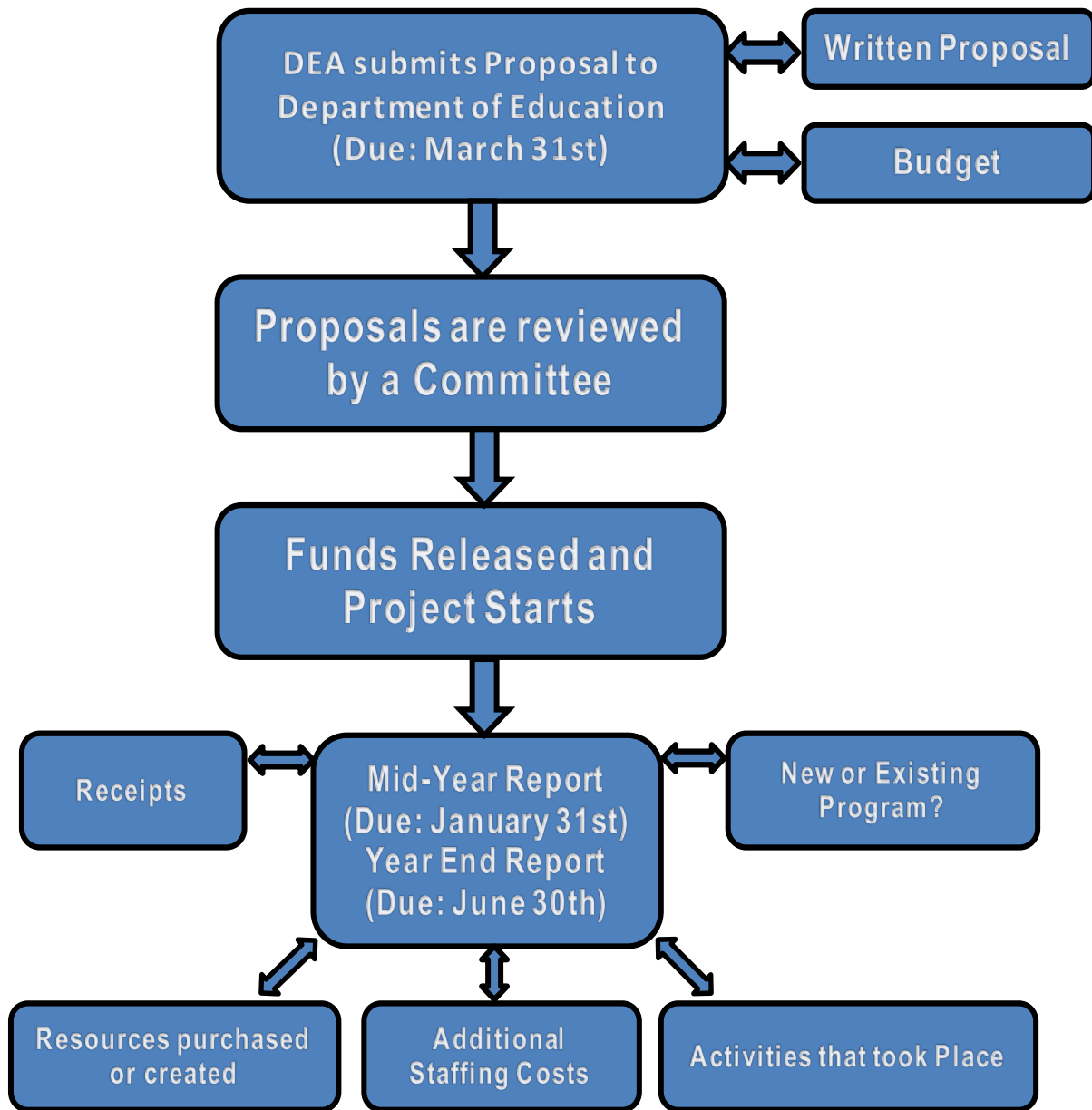
The DEA may choose to do either or both of these; it is up to each DEA to decide what will work best for their community.

## **What is the process to start or support an Early Childhood Education Language and Culture Program?**

In order to meet the section 17 requirement from the *Nunavut Education Act*, the Department of Education has money available for DEAs in order to either run their own programs or to provide support to existing programs. The process of obtaining this money, running programs and reporting back to the Department is very simple:

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<sup>1</sup> For programs falling under the Commission scolaire francophone du Nunavut (CSFN), this reference is modified to refer to promotion of French language and francophone culture.



Please Note: If your DEA is choosing to support an existing Early Childhood Education Program through funding, staffing or providing resources, then a budget from the program must first be **approved by your DEA before submission to the Department**. Additionally, reporting on supporting an existing Early Childhood Education program remains the DEA’s responsibility.

## **How can DEAs support an Existing Program?**

Many existing early childhood programs are already taking steps to promote fluency in Inuit language and/or knowledge of Inuit culture. If a DEA chooses to support an existing program, it is important to work closely with the program to determine how the DEA can best support that program. This support can be provided through funding, staffing (Elders or cultural experts), or resources.

Supporting an existing program is a good way to carry out responsibilities under Section 17 of the *Nunavut Education Act*, as many existing programs already comply with the *Child Day Care Act* and its regulations.

## **What CAN DEAs spend this funding on?**

Some expenses that can be covered by this funding are:

- Elder and/or cultural expert honoraria to assist instruction of an Inuit language or culture
- Purchase and/or materials to produce culturally relevant items to facilitate instruction (i.e. traditional tools, instruments, toys, etc.)
- Purchase and/or materials to produce Inuit language relevant items to facilitate instruction (i.e. books, toys, CDs, writing supplies, glue, scissors, paint, skins, furs, fabric, etc.)
- Equipment to facilitate language development for the children in the early childhood program (i.e. developmentally appropriate, child sized, and where possibly culturally appropriate cushions, shelves, carpets, couches, chairs, etc.)
- Nutritious food including country food as per the Nunavut Food Guide recommendations

## **What CAN'T DEAs spend this funding on?**

Some expenses that cannot be covered by this funding are:

- Major capital expenses (vehicles, construction or renovations)
- External Consultations or Consultants
- Culture Experts from outside the Community
- Travel Expenses (Airfare, per diems and accommodation)
- Prizes, Incentives or Cash Rewards
- Academic Research
- Programs or Resources for anyone older than 6 years of age

## **Some Important Things to Remember:**

- Deadline for Proposals for Early Childhood Education Programs is **March 31<sup>st</sup>** each year
- Deadline for Mid-Year Report on Early Childhood Education Programs is **January 31<sup>st</sup>** each year
- Deadline for Final Report on Early Childhood Education Programs is **June 30<sup>th</sup>** each year
- Only children **ages 0-6 are eligible** to participate in or benefit from these programs
- Receipts for expenses **must** be included in the final report

## **Is this Everything?**

The Review Committee is always interested in hearing new and creative ideas; however, this is not a guarantee that they will receive funding. The Department of Education is the final authority on whether or not proposals are approved.

## **Who can we talk to for more information?**

There are several people in the department you can talk to for more information on the Early Childhood Education Language and Culture Program:

- Early Childhood Language Program Coordinators
- The Education Act Implementation Coordinator
- Education Act Specialists
- Regional Early Childhood Officers

## **Attached to this Document:**

- 1. Appendix A: Definition of Terms**
- 2. Appendix B: Examples of ECE Language and Culture Programs**
- 3. Appendix C: Proposal Form Templates**
- 4. Appendix D: Proposal Form Example**
- 5. Appendix E: Contract between DEA and ECE Program Template**
- 6. Appendix F: Eligible and Ineligible Items Checklist**

## Appendix A

### Definitions

**Child Day Care Act** – The legislation or law that describes how children should be cared for in facilities outside of their homes in Nunavut.

**Contract/Agreement** – A signed legal agreement entered into by the District Education Authority (DEA) and Early Childhood Education program (known as ECE program)

**Cultural Expert** – A person who exhibits knowledge and expertise in the area of culture, heritage, and language

**Daycare center** – Care, instruction and supervision of a child in a facility which is not the child's home – i.e., in a Centre or family day home

**District Education Authority** – District Education Authority (known as DEA) is a cooperation responsible for providing public education, including early childhood education in its district

**Department** – the Department of Education and Early Childhood Development, its employees and agents

**Early Childhood Program** – What children actually experience, learn and do while at the child care facility

**Education Act** – Relevant legislation laid out in Nunavut *Education Act* 2009, regarding early childhood education (Section 17)

**Elder** – A person recognized by their community as such who exhibits knowledge and expertise in the area of culture, heritage, and language

**Expenses** – Money spent to deliver and to accomplish the goals of a program

**Facility “child day care facility”** – A Child day care facility where day care is provided, other than a private residence (home)

**Family Event** – An occasional event hosted by child day care facility or DEA to promote development of Inuit language and/or acquisition of knowledge in Inuit culture through activities and programs for children under the age of six years

**Financial report** – A statement that details how money (funds) was spent

**Funds** – the dollar amount of money provided

**Inuit Language Protection Act (ILPA)** – An Act that requires the education system to support Inuit language learning.

**Inuit language program** – A program that promotes fluency in an Inuit language to children

**Inuit Cultural program** – A program that provides knowledge of Inuit culture to children

**Preschool Day Care** – Part time day care provided for children less than the ages of six years for a period of four consecutive hours per day or less

**Proposal** – A written request for money to implement a program or project

**Record keeping** – Records of invoices, receipts, paystubs, and charges for services received

## Appendix B

### Examples of programs, resources, and materials

#### #1: Enhancing activities and instruction with Elders and/or Cultural Experts

Funds used for Elders and/or cultural experts honoraria to assist with instruction of Inuit language and culture activities.

#### *Examples of types of activities:*

- Enhancing vocabulary and terminology through naming and identifying
- Teaching / demonstrating about life on the land:
  - i. Gain Knowledge about Animals
  - ii. Survival Skills
  - iii. Hunting
  - iv. Skin Preparation and Sewing
  - v. Knowledge about the land
  - vi. Transportation
- Traditional games and celebrations
- Storytelling and oral traditions
- Seasonal activities
- Sewing activities
- Arts and crafts especially traditional ones
- Traditional food and healthy living habits
- Throat singing and traditional songs
- Drum dancing
- Invite local well-known community figures to visit your program
- Activities for children 0-6 years old using the exceptional cultural experts in your community



### *Important notes:*

- Any person employed to assist with instruction in the early childhood education must have a criminal record check completed and reviewed by the director(s) of the program.
- Elders and/or experts from outside the community may not be hired.
- If Elders are being employed by the DEA for this purpose, the same requirements and procedures should be followed for Elders employed in the schools (see the *Innait Inuksiutilirijiit (Elders) Handbook* and relevant legislation).
- Experts from the community who are not Elders should be paid at a rate determined by the DEA in consultation with the program director(s).
- Remember to plan for, and include in your proposal, any funding required to provide materials needed to carry out activities with the Elders and/or cultural experts.

### #2: Enhancing activities and instruction through resource development

Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.

Examples of types of resource development activities:

- Purchase skins for example; seal, caribou, muskox, etc.
- Purchase books reflecting Inuit language and/or culture to use within the program
- Purchase traditional toys for example; dolls, bone games, seal or caribou skin balls, etc. or hire Elders/ cultural experts to make them
- Purchase other toys that reflect Inuit language and/or culture
- Purchase small kamotiqs, boats, 4-wheelers, cooking or hunting tools, snow machines, etc. or hire Elders/cultural experts to make them
- Purchase child sized kamotiqs, tents, skin scraping board, ulu, scrapper, sharpener, tasiqut, inniqvik, needles, thimbles, ropes, knives, hooks, kakivak, seal floater, harpoon, qauliu, bird catcher, qulliq, sling, seal skin buckets, bone/tool for clam digging, dog harness, whip, bow and arrow, tool bag for men/women, etc. or hire Elders/cultural experts to make them

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- Purchase amautis/silapas/parkas/kamiks/mitts/traditional jewellery, etc. or hire Elders/cultural experts to make them for the program
- Purchase instruments or hire Elder/cultural experts to make them for the program
- Purchase music that promotes Inuit language and/or culture
- Purchase or rent from community organizations audio or video recording equipment. These can be used to record visits from Elders/cultural experts, traditional music, throat singing and etc. Create videos, CDs or collections of pictures that can be used as resources.
- Develop a resource library for parents to borrow and use in their home. These could include parenting resources, traditional resources for children, books. Hire translators to translate resources or other materials into Inuktitut/ Inuinnaqtun/ French. Parents can use these resources to learn more about activities that help young children gain strong language skills.
- Develop Kits with learning materials that reflect Inuit language and/or culture for the resource library. The kits should include activities that help develop skills in literacy, math, social, physical and etc.

### #3: Enhancing Inuit language and culture through Family Events

Funds used to purchase nutritious and/or country food, Elders' and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture and demonstrated activities parents can do with young children at home to enhance Inuit language and/or culture.

*Note: These events must focus on children aged 0 – 6.*

Examples of events or activities for a Family Events:

- Sewing
- Skin preparation
- Traditional Games
- Traditional Food Feast
- Music, Sing and Dance
- Literacy such as book making, bingo, puzzles, matching games, card games, etc.
- Toy Making

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- Story telling
- Picnic outside with elder/cultural experts making bannock
- Inuit language and/or culture community scavenger hunt
- Berry picking, snow sliding, etc. day trips with families and children 0-6 years old
- Activities for the 0-6 years age group at a return of the sun festival

The above list of events or activities can be held individually or combined into one larger family event.

Example of how to plan a Family Event:

- Work with community members and secure a space to hold your family event. For example: school gym, community centre, arena etc.
- Partner with other community groups, cultural experts and elders to collaborate in the planning process.
- Survey families to find out what kinds of events or activities they would like to participate in with their children ages 0-6 years old during the year
- Design stations/activities that encourage Inuit language and/or culture development in children 0-6 years of age. (refer to list for ideas)
- Design the stations/activities that are developmentally appropriate for the 0-6 year old age group that use materials or approaches that can be accessible and replicated in the homes of young families
- Purchase nutritious food especially country food and materials needed for activities planned
- Invite all families with young children in the community (especially those who are not attending the early childhood education programs)
- Set up activities to provide the opportunity for older children to play with younger children and act as role models
- Set up several activities around the space
- Collect feedback from families about the event

Note: Ensure that all activities, resources and materials are developmentally appropriate for the participating children and that there is appropriate supervision at all time.

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Note: The *Child Daycare Act* requires programs to be licensed if the parents are not required to stay with their child(ren) for the duration of the program.

## Appendix C-

### Early Childhood Education Inuit Language and Culture Funding Proposal Form Template

There are two options to select from for use of the funding:

#### Option A: Steps to Supporting Existing Early Childhood Education Programs

1. DEA provides all ECE programs in your community with a copy of the proposal template.
  - Let programs know the deadline for submitting the proposal to the DEA so that your DEA may review the applications at a meeting
2. DEA reviews completed proposal(s) at a DEA meeting.
  - Invite representative(s) from the Early Childhood program(s) who submitted proposal(s) to attend the meeting.
3. DEA approves completed proposal(s) to be submitted or suggest(s) changes to be made
  - If approved, the DEA chair/designate signs the proposal
  - If the DEA suggests changes, allow the Early Childhood program time to revise their proposal for the next DEA meeting.
4. DEA submit(s) completed proposal(s) to the address below by March 31<sup>st</sup>.

*Note:* If there is more than one early childhood education program in the community, DEAs will consider how to allocate funding fairly and appropriately between the programs. The DEA may submit more than one funding proposal.

#### Option B: Steps to Delivering a DEA sponsored Early Childhood Education program (licensed or un-licensed)

1. Consult
  - DEA consults with community members who are knowledgeable about early childhood and Inuit language and/or culture<sup>2</sup> to determine what type of program is most suitable to the community.
  - Consult with your Regional Early Childhood Officer for additional information regarding requirements for ECE programs.
2. Complete the proposal.
3. Review the application at a DEA meeting
4. Approve the proposal to be submitted or make any suggested changes
5. Submit completed proposal to the address below March 31<sup>st</sup>.

*Note:* An ECE program must be licensed if parents do NOT remain with their child(ren) during the program. If licensing is required, please start this process immediately. Contact the Regional Early Childhood Officer for assistance.

Send your proposal to:



Early Childhood Language Program Coordinator,  
Department of Education,  
P.O. Box 204,  
Pangnirtung, Nunavut, X0A 0R0

☎ (867) 473-2681 📠 (867) 473-2695

[ECLPC@gov.nu.ca](mailto:ECLPC@gov.nu.ca)

<sup>2</sup> For programs falling under the Commission scolaire francophone du Nunavut (CSFN), this reference is modified to refer to promotion of French language and francophone culture.

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DEA – Community -----

Contact person ----- Phone number -----

Early childhood program -----

Contact Person----- Phone number-----

Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts

Funds used for Elders and/or cultural experts honoraria to assist with instruction of Inuit language and culture activities.

Please describe the activities and instruction that the Elders and/or cultural experts will be doing with the children:

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 -----  
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Elders' and/or cultural experts' budget plan

List Elders/cultural experts	Number of hours per week	Number of weeks	Total number of hours	Honoraria per hour	Total honoraria

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Strategy #2: Enhancing activities and instruction through resource development

Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.

Please provide a list of items to purchase and/or develop in the chart below.

Resources/Materials to be Developed/Purchased	Number	Total cost	How will they be used?

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Strategy #3: Enhancing Inuit language and culture through Family Events

Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance development of Inuit language and/or culture.

Please provide a list of events that you would like to host and a brief description.

Event 1:-----

Event 2:-----

Event 3:-----

Event 4:-----

Honoraria budget plan for events

List Elders/cultural experts	Activity	Number of hours per event (A)	Rate of honoraria per hour (B)	Total honoraria (G) (AxB)
Event 1				
Event 2				
Event 3				
Event 4				

➤ **Total Honoraria Budget for all events (G)**\_\_\_\_\_



Food/Material/Rental Budget Plan

Event Number	Activities planned	Budget for Food (C)	Budget for Materials (D)	Rental Fees (E)	Total (C+D+E)
Event 1					
Event 2					
Event 3					
Event 4					

- Total Food/Material/Rental Budget for all events (F) \_\_\_\_\_
- Total Honoraria Budget for all events (from previous page)(G) \_\_\_\_\_
- Total Budget for events (F+G) \_\_\_\_\_

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<b>Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts</b> Funds used for Elders or cultural experts honoraria to assist with instruction of Inuit language and/or culture activities.	
TOTAL COST FOR STRATEGY #1	\$
<b>Strategy #2: Enhancing activities and instruction through resource development</b> Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.	
TOTAL COST FOR STRATEGY #2	\$
<b>Strategy #3: Enhancing Inuit language and culture through Family Events</b> Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance Inuit language and/or culture.	
TOTAL COST FOR STRATEGY #3	\$
TOTAL COST FOR ALL STRATEGIES	
	\$

ECE Program signature: _____	
Print name: _____	Date: _____
DEA Chair (or designate) signature: _____	
Print name: _____	Date: _____

**Appendix D-**

**Early Childhood Education Inuit Language and Culture Funding Proposal Form Example**

DEA – Community -----Apex – Iqaluit-----

Contact person –Jane Doe----- Phone number --(867) 555-1234-----

Early childhood program ---Our Children Child Care Centre-----

Contact Person—John Smith----- Phone number—(867)555-5678-----

Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts

Funds used for Elders and/or cultural experts honoraria to assist with instruction of Inuit language and culture activities.

Please describe the activities and instruction that the Elders and/or cultural experts will be doing with the children:

-We will hire a Cultural Expert (1) who is proficient in Inuktitut to run language programs in all classrooms. We will hire one more Cultural Expert (2) who will teach children sewing and Inuit games, tell stories, and teach about country food. Also, we will hire an Elder who will teach children hunting, on the land, navigation skills. -----

Elders' and/or cultural experts' budget plan

List Elders/cultural experts	Number of hours per week	Number of weeks	Total number of hours	Honoraria per hour	Total honoraria
Elder	4	30	120	\$30.00	\$3,600.00
Cultural Expert (1)	15	40	600	\$20.00	\$12,000.00
Cultural Expert (2)	4	20	80	\$25.00	\$2,000.00

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Strategy #2: Enhancing activities and instruction through resource development

Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.

Please provide a list of items to purchase and/or develop in the chart below.

Resources/Materials to be Developed/Purchased	Number	Total cost	How will they be used?
Seal	2	\$200.00	Country food will be served to the children for snack during the year.
Fish	20	\$400.00	
Caribou	1	\$500.00	
Muktaak	2	\$200.00	
Books	N/A	\$1,000.00	The books and reading materials will be used for the classroom language program.
Seal bones	Bundle	\$100.00	To make traditional bone games
Arctic animal skins	N/A	\$5,000.00	For demonstration and making culturally relevant crafts. These skins will stay in the classrooms.
Canvas tent	1	\$500.00	To use outside for play and hosting picnics, cultural activities, and storytelling.
Dolls and clothing Fabric Thread and needles Fake fur Kamik material	5 5 meters - 3 meters 3 meters	\$355.00	Elders/ cultural experts will make 5 dolls with clothing in the program for the children to use for play. These dolls will remain in the program.

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Strategy #3: Enhancing Inuit language and culture through Family Events

Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance development of Inuit language and/or culture.

Please provide a list of events that you would like to host and a brief description.

Event 1:---Cod Fishing-----

Event 2:---Day on the land-----

Event 3:---Sliding day-----

Event 4:--Literacy evening-----

Honoraria budget plan for events

List Elders/cultural experts	Activity	Number of hours per event (A)	Rate of honoraria per hour (B)	Total honoraria (G) (AxB)
Event 1- Cod Fishing				
Hunter 1	Take the children out cod fishing at the lake	3 hrs	\$30.00	\$90
Hunter 2		3 hrs	\$30.00	\$90
Elder 1		3 hrs	\$30.00	\$90
Elder 2		3 hrs	\$30.00	\$90
Event 2- On the land				
Cultural expert 1	Set up tent and make Bannock Storytelling, reading, Inuit games	3 hours	\$25.00	\$75.00
Cultural expert 2		3 hours	\$25.00	\$75.00
Event 3-Sliding Day				
Cultural expert 1	Lead walk on the land, collection and naming of natural material Facilitate sliding on skins and storytelling	2 hours	\$25.00	\$50.00
Cultural expert 2		2 hours	\$25.00	\$50.00
Event 4- Literacy evening				
Cultural expert 1	Book making station	4 hours	\$25.00	\$100.00
Cultural expert 2	Word games station	4 hours	\$25.00	\$100.00
Cultural expert 3	Reading station	4 hours	\$25.00	\$100.00
Elder	Lighting Qulliq and storytelling	2 hours	\$30.00	\$90.00

➤ Total Honoraria Budget for all events (G) \$900.00

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Food/Material/Rental Budget Plan

Event Number	Activities planned	Budget for Food (C)	Budget for Materials (D)	Rental Fees (E)	Total (C+D+E)
Event 1- Cod Fishing	Fishing Making lures Making soup	\$200.00	\$100 (Line & hooks)	\$450.00	\$750.00
Event 2 On the land	Set up a tent, bring skins in tent, play games, eat country food and share stories	\$400.00	\$100.00	N/A	\$500.00
Event 3- Sliding Day	Walk to the mountain near the facility, slide down the mountain, explore the area and collect material to bring back to program.	\$100.00	\$1,000.00 (10 seal skins)	N/A	\$1,100.00
Event 4- Literacy	Invite parents and children to celebrate literacy and language development by reading, writing, storytelling and playing games	\$500.00	\$400.00	\$700.00	\$1,600.00

- Total Food/Material/Rental Budget for all events (F) \$3,900.00
- Total Honoraria Budget for all events (from previous page)(G) \$900.00
- Total Budget for events (F+G) \$4,800.00

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<p><b>Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts</b></p> <p>Funds used for Elders or cultural experts honoraria to assist with instruction of Inuit language and/or culture activities.</p>	
TOTAL COST FOR STRATEGY #1	\$17,600.00
<p><b>Strategy #2: Enhancing activities and instruction through resource development</b></p> <p>Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.</p>	
TOTAL COST FOR STRATEGY #2	\$8,255.00
<p><b>Strategy #3: Enhancing Inuit language and culture through Family Events</b></p> <p>Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance Inuit language and/or culture.</p>	
TOTAL COST FOR STRATEGY #3	\$4,800.00
TOTAL COST FOR ALL STRATEGIES	\$30,655.00

ECE Program signature: <u>  Jane Doe  </u>	
Print name: <u>  Jane Doe  </u>	Date: <u>  March 1, 2015  </u>
DEA Chair (or designate) signature: <u>  John Smith  </u>	
Print name: <u>  John Smith  </u>	Date: <u>  March 15, 2015  </u>

Appendix E

Contract between District Education Authority and Early Childhood Education Program  
Template

Contract/Agreement between

{NAME} District Education Authority (known as 'DEA') and

{NAME} Early Childhood Education Programs (known as ECE program)

Early Childhood Education Program Financial Responsibilities:

- We ask that you carefully review your submitted application, as well as the letter sent to the DEAs regarding the funding for your program (also sent to each ECE program receiving funding).
- Keeping receipts, invoices, purchase orders, or other proof of payment for resources developed, materials purchased, etc.
- Keeping a copy of paychecks/paystubs or other proof of payment for Elders/community experts,
- Keeping an itemized account of how funding was spent, and
- Completing a report on how the funding was spent and what (if any) funding was not spent. A template for this report will be sent to your program.
- Spending the funds as indicated in your application and adhering to the changes as stated in the letter sent to the DEA
- Any money not spent by June 30<sup>th</sup>, 20XX MUST be returned to the District Education Authority

NOTE: The DEA/ECE program may not spend the funding on activities that were not approved without written approval from the Department of Education's Early Childhood Education Inuit Language and Culture Funding Review Committee.

NOTE: If you do not meet your financial obligations as stated above, your program will be responsible for any financial costs that the DEA incurs due to inaccurate accounting or failure to comply with the financial obligations as stated above.

All of the above must be submitted to the DEA for review, by DATE, 20XX.  
Please ensure you keep a copy of everything for your records.

DEA's Financial Responsibilities:

- Transfer funds to the ECE program within 20 days of receipt, and
- Reviewing of report and financial documentation,



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- Keep original copies of all materials submitted by the ECE program

NOTE: The DEA may not charge the ECE program an administration fee out of this contribution agreement. The DEA Administration Budget covers the costs of administering the funding.

We, the above mentioned parties, \_\_\_\_\_ and \_\_\_\_\_, have read and understand the above terms. By signing below we agree to the above mentioned terms.

\_\_\_\_\_  
ECE Program (Print)

\_\_\_\_\_  
Witness (Print)

\_\_\_\_\_  
ECE Program (Sign)

\_\_\_\_\_  
Witness (Sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, DEA (Print)

\_\_\_\_\_  
Witness (Print)

\_\_\_\_\_  
Chairperson, DEA (Sign)

\_\_\_\_\_  
Witness (Sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Appendix F

Eligible and Ineligible Items Checklist

The following are Eligible items:

- Elder and/or cultural expert honoraria to assist instruction of Inuit<sup>3</sup> language and/or culture
- Purchase and/or materials to produce culturally relevant items to facilitate instruction (i.e. traditional tools, instruments, toys)
- Purchase and/or material to produce Inuit language relevant items to facilitate instruction (i.e. books, toys, CDs, writing supplies, glue, scissors, paint, skins, furs, fabric)
- Equipment to facilitate language development for the children in the early childhood program (i.e. developmentally appropriate, child sized, and where possible culturally appropriate cushions, shelves, carpets, couches, chairs)
- Nutritious food including country food as per the Nunavut Food Guide recommendations

The following are Ineligible items:

- Major capital (i.e. vehicles, construction and/or renovation of buildings)
- External consultants
- Travel expenses (including airfare, per diem and accommodation)
- Prizes and/or incentives
- Academic research
- Programs and resources for adults and children that are more than six years of age

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<sup>3</sup> For programs falling under the Commission scolaire francophone du Nunavut (CSFN), this reference is modified to refer to promotion of French language and francophone culture.