



**Nunavut Tunngavik Inc.**

## **CONTRIBUTION POLICY**

*Approved by the Board of Directors in January 1997  
Last Amended in August 2017*

### **I. PURPOSE**

NTI recognizes the importance of promoting the development of the economic, social and cultural well-being of the Inuit of Nunavut, and is committed to providing financial support and assistance to organizations and Inuit engaged in such activities. The purpose of this policy is to provide the necessary criteria as well as approval authority and process for such contributions.

### **II. APPLICATION**

This policy applies to all requests for financial contributions from organizations and Inuit engaged in the promotion and development of the economic, social and cultural well-being of the Inuit of Nunavut, including all requests for sponsorship for economic, social and cultural events such as symposiums, conferences, festivals and expeditions. This policy does not apply to (1) funding proposals that are recommended by the Executive Committee based on Section V below and approved by the Board of Directors; and (2) core-funding and other contributions to related Inuit organizations that are included in NTI's budget.

### **III. ANNUAL FUNDING LEVEL**

The annual allocation of funds consists of:

- (1) NTI Contribution Fund with an annual budget established through the budgetary process and approved by the Board of Directors, and with a maximum contribution, per request, of \$25,000; and
- (2) President's Contribution Fund of \$10,000 with a maximum contribution, per request, of \$1,000.

### **IV. ELIGIBILITY**

Eligible applicants are any organizations or Inuit that engage in the following types of activities for the benefit of Nunavut Inuit.

- Cultural Development including, without limitations, cultural festivals, exhibits, traditional Inuit games, elder and youth camps, curriculum development and educational programs emphasizing Inuit history and culture, etc.
- Social Development, including, without limitations, life skills workshops, leadership training seminars, community development activities, business and employment skills development, and entrepreneurial training seminars, etc.
- Sports Development, including, without limitations, support for sports activities to promote social and team building skills, physical fitness, character development, training skills and personal development.

## **V. APPROVAL AUTHORITY FOR NTI CONTRIBUTION FUND**

The approval of the Contribution Committee is required for contribution requests of \$10,000 or less. The Contribution Committee consisting of the President, Vice-President, Chief Executive Officer, Chief Operating Officer and the Director of Finance. The Director of Finance will serve as the secretary of the Contribution Committee. The functions of the secretary include, without limitations, organizing meetings of the Committee and keeping records of decisions.

The approval of the Executive Committee is required for contribution requests exceeding \$10,000, with recommendation of the Contribution Committee.

The Contribution Committee may, on an annual basis, establish maximum limits or standards on certain types of requests (e.g., dog race, sport event or student overseas trip).

In exceptional circumstances, the Executive Committee may refer a request to the Board of Directors for approval, if the Executive Committee believes, based on recommendation of the Contribution Committee, that the request, although exceeding the \$25,000 limit or outside the eligibility criteria set out in Section IV, meets the overall purpose of this Policy and has exceptional merits.

## **VI. PROCESSING PROCEDURE FOR NTI CONTRIBUTION FUND**

All requests for contributions shall be made in writing and forwarded to the attention of Chief Operating Officer or the Director of Finance.

The Chief Operating Officer and the Director of Finance shall conduct preliminary review of all requests and may decline a request if the request does not fit within the criteria of NTI's Contribution Policy.

The following information should be included in the contribution request as it will then form the basis for evaluation of the request and the allocation of funding:

- Name, address and contact information of the organization or individual requesting the funding;
- the amount of financial support being requested;

- a brief explanation of how the project or activity for which funding is being requested supports the development of economic, social or cultural well-being of Inuit of Nunavut;
- a brief description of how the funds will be used including the amount(s) of funding the applicant is expecting to receive from other sources, if any; and
- letter(s) of support and other supporting document(s), if any.

The Contribution Committee or the Director of Finance may request additional information if necessary, and may request that a recipient enter into contribution agreement with NTI with additional terms and conditions.

## **VII. REPORTING**

A report on requests approved by the Contribution Committee and requests that are rejected by the Chief Operating Officer and Director of Finance as outside the parameters of the Contribution Policy shall be provided to the Executive Committee at its quarterly meetings.

The Chief Executive Officer may, on an annual basis, compile and publish a list of all organizations and individuals that have received contributions from NTI pursuant to this Policy during the preceding fiscal year.