

Nunavut Tunngavik Foundation

CULTURAL AND HEALING PROGRAM POLICY

*Approved by the Board of Directors on October 23, 2017
Incorporating all amendments to January 2021*

1. PURPOSE

The purpose of this Policy is to provide guidelines for the delivery of a cultural and healing program in accordance with the by-laws of Nunavut Tunngavik Foundation (the “Foundation”).

2. ADMINISTRATION

The Cultural and Healing Program (the “Program”) will be administered by the Foundation in collaboration with Nunavut Tunngavik Incorporated’s (NTI) Department of Inuit Programs and Services (the “Division”). The Director of Inuit Programs and Services (the “Director”) working under the Department will be the program manager.

3. PROGRAM CRITERIA

3.1 Eligible Applicants

The following individuals, groups and organizations are eligible to apply for funding from the Program, to deliver an eligible cultural or healing project under this Policy:

- Inuit enrolled under the Nunavut Agreement;
- Educational institutions (Elementary/Secondary Schools and Post-Secondary Institutions);
- Registered Not-for-profit corporations or societies (including early childhood centres or friendship/urban centres); and
- Unregistered groups of which the majority of its members or clientele are Nunavut Inuit.

Individuals, groups or organizations based outside of Nunavut may apply, but priority preference may be awarded to Nunavut-based applicants.

Recipients that receive funding in one fiscal year are eligible to apply for funding in the following fiscal year. However, receiving funding in one fiscal year does not guarantee approval in the following year.

Recipients that misuse funds, make misrepresentations to the Foundation, owe funds to the Foundation or affiliated organizations, or fail to provide requested information for monitoring purposes will not be considered eligible for the following year(s).

3.2 Eligible Programs and Amounts

The Program may approve funding to recipients up to a maximum of \$25,000 each, and award a number of multiple programs so long as the annual maximum budget approved by the board has not been exceeded.

Applicants may submit applications during the application period, for the following categories:

- a) Healing programs that address the harms and intergeneration effects of Residential Schools;
- b) Teaching of Inuit history, culture, languages and traditions; or
- c) Traditional or on-the-land programs.

To be eligible, targeted clientele of the proposed project must comprise of at least 75% of Nunavut Inuit. This requirement applies to all projects (within or outside of Nunavut).

3.3 Ineligible Programs

Ineligible programs are;

- a) Programs where applicants normally receive funding from governments regularly,
- b) Programs where applicants solely apply for wage subsidies for their employees.

Where an applicant is rejected for missing an application deadline, or the maximum allocation of the annual budget is exhausted, an applicant may be encouraged to apply for other NTI or Regional Inuit Association funding programs, and/or apply for the Cultural and Healing Program the next fiscal year.

3.4 Eligible Expenses

The funding can be applied towards the following expenses:

- a) Honouraria for Elders;
- b) Honouraria for guides;
- c) Equipment rental;
- d) Supplies (e.g., food);
- e) Travel expenses;
- f) Fuel; and
- g) Incidental costs.

Funding cannot be used to purchase large equipment (e.g., snowmobile or computer), organizational operating expenses, hospitality expenses or for-profit purposes, and funding may be recovered if it is found a recipient has received funding for duplicate expenses.

4. APPLICATION PROCESS

4.1 Application Timeline

The opening and closing periods for the application process will be determined by the Chief Executive Officer of NTI, working with the Director, of each fiscal year. The CEO, upon the recommendation of the Director, may extend the application period in justified circumstances.

4.2 Application Documents

Applications must include the following information:

- a) The name of the individual, group or organization;
- b) The address and contact information of the individual, group or organization;
- c) Description of cultural or healing project to be delivered;
- d) Expected percentage of targeted Nunavut Inuit;
- e) A summary of all expected revenues and expenses; and
- f) Any other relevant or additional information the Officer may request from time to time.

Applications can be submitted via website, fax, email or hand delivery through NTI offices or Community Liaison Offices.

5. SELECTION AND APPEAL

5.1 Application Reviews

The Program Officer will acknowledge and pre-screen each application and provide all completed applications to the Program Committee for review and processing.

After the Program Committee reviews and approves an application, the Officer will provide letters to the applicants confirming approval (subject to terms and conditions of any intermediary agreement that the Foundation may require).

The Officer will also provide letters of rejections to applicants, including reasons for rejections.

5.2 Program Committee

A Program Committee will be established consisting of staff appointed by the Chief Executive Officer of NTI from time to time, including the Director of Inuit Programs and Services. The Committee will meet regularly to review and approve applicants based on this Policy. The Program Committee may request additional information from an applicant.

The Program Committee will review each application based on its merits, including the following:

- Program design;
- Eligible expenses and eligible activities;
- Percentage of Nunavut Inuit clientele; and Regional fairness.

5.3 Appeals

An Appeals Committee will be established consisting of staff appointed by the Regional Inuit Associations from time to time. The Committee may meet to review appeals as and when an appeal is requested by an applicant. . All decisions of the Appeals Committee are final.

6. FUNDING AGREEMENT AND MONITORING

A successful applicant may be required to enter into a funding or intermediary agreement with the Foundation before any funding is transferred to the recipient. The agreement may provide payments in one or more installments depending on the amount, and may require a recipient to provide financial and activity reports, among other terms and conditions.

Recipients may also be required to provide additional information to account for the received funds. A recipient who fails to fulfill a funding or intermediary agreement, or provide requested information may result in full or partial recovery of funding at the discretion of the Director.

7. GENERAL

7.1 Communication Plan

To ensure fair and reasonable access to all Nunavut Inuit living in and outside of Nunavut, the Foundation will publicize the Program and application periods in all reasonable means in communities and urban centres in which Nunavut Inuit reside in. The above may include NTI magazines or newsletters, brochures, website, social media and radio ads.

7.2 Publicity

The names of individuals, groups or organizations that receive funding under the Program may be posted on NTI's or the Foundation's Website and other publications. But all personal information (e.g., addresses or contact information of an individual) will be kept confidential and will not be disclosed to the public. A record of all recipients that have received funds from the Program will also be kept for future reference.

7.3 Periodic Reviews

The Program will be reviewed every two (2) years at the discretion of the Board of Directors.