



CULTURE AND HERITAGE

GRANTS AND CONTRIBUTIONS POLICY

POLICY STATEMENT

The Department of Culture and Heritage is committed to a grants and contributions approval process that is accountable, easy to understand, fair, transparent and reflective of community needs and Inuit societal values.

PRINCIPLES

This policy is based on the following principles:

1. Programs support the growth of community capacity, independence and self-reliance;
2. Programs and services support the values, knowledge, beliefs and cultural distinctiveness of the people of Nunavut;
3. Partnerships will respect the Inuit Qaujimajatuqangit guiding principles of:
 - Pijitsirniq (to serve);
 - Aajiiqatigiinni (arriving at a decision through discussion and consensus);
 - Piliriqatigiinni (working together for a common cause); and,
 - Qanuqtuurniq (being innovative and resourceful).
4. All roles and responsibilities are clearly defined, and the process is open and transparent to the public;
5. Public funds are managed for results and public accountability;
6. All partnerships take into consideration economy, efficiency and effectiveness;
7. Partnerships are administered in a way that is accountable, sustainable, and responsive to the needs of Nunavummiut.

APPLICATION

The policy applies to non-profit community-based organizations, individuals, and municipal corporations who direct their efforts to the promotion, protection,

revitalization, and preservation of Nunavut's culture, heritage and official languages.

Organizations, agencies or individuals that do not meet the eligibility requirements are encouraged to consider partnerships with non-profit community-based organizations, or municipal corporations.

DEFINITIONS

Audited Financial Statement – a financial statement that bears the report of independent auditors attesting to the financial statement's fairness and compliance with generally accepted accounting principles.

Audited Schedule of Revenue and Expenses - a Schedule of Revenue and Expenses that bears the report of independent auditors attesting to the schedule's fairness and compliance with generally accepted accounting principles.

Contribution - a conditional transfer payment made to a recipient from whom the government will not receive any goods or services directly in return, or any form of financial return as would be expected in an investment. Contribution payments are conditional on performance or achievement and are subject to audit or other reporting requirements.

Cultural expression - means those expressions that result from the creativity of individuals, groups and societies, including traditional cultural expressions and that have symbolic meaning, artistic dimension and cultural values that originate from or express cultural identities.

Grant - a transfer payment made to a recipient from whom the Government will not receive any goods or services directly in return. A grant is a discretionary payment without financial accountability requirements; however, an achievement report may be required.

Inuklut - refers to Inuinnaqtun in or near Kugluktuk, Cambridge Bay, Bathurst Inlet and Umingmaktuuq, and Inuktitut in or near all other communities. For the purposes of the *Canada-Nunavut General Agreement on the Promotion of French and Inuit Languages* the term "Inuit Language" replaces Inuklut.

Municipal Corporation - a community governing body incorporated under the *Cities, Towns and Villages Act* (tax based) or the *Hamlets Act* (non-tax based).

Non-Profit Organization (or Society) - a community, regional or territory-wide organization that is registered under the *Societies Act (Nunavut)* as being non-profit in nature. In order to be eligible for funding all non-profit organizations must be in good standing with the Registrar of Societies.

Official Languages - means the Inuit Language, English and French, as per the *Official Languages Act* (2008), ss. 3(1). In reference to general conditions, a

applicant must provide their communications and services to the public in the Inuit language; including, without limitations, public signs, posters, commercial advertising, reception services, and any client or customer services available to the general public, or in accordance with an Inuit Language Plan or a substitution approved by the Languages Commissioner.

Funding Proposal – an application for funding under the Department of Culture and Heritage’s grants and contributions program. Funding proposals must meet the requirements established for each grant and contribution program category.

Schedule of Revenue and Expenses - an un-audited financial report of revenue and expenditures pertaining to a project and signed by the funding recipient.

Working Groups - groups established by the Department to review applications for grants and contributions and to make recommendations to the Directors described in the attached schedules.

AUTHORITY AND ACCOUNTABILITY

Executive Council

The Executive Council shall approve program provisions and any exceptions to this policy.

Financial Management Board

The Financial Management Board approves an annual budget for contributions contained within this policy, as well as expenditures additional to those appropriated in the Main Estimates in the event of unplanned needs.

ROLES AND RESPONSIBILITIES

Minister

The Minister of Culture and Heritage is accountable to the Executive Council for the implementation of this Policy.

Deputy Minister

The Deputy Minister of Culture and Heritage is accountable to the Minister for the administration of this Policy.

The Deputy Minister will establish clear and transparent procedures and criteria for the allocation of funds under this policy. This will include guidelines that specifically address the following areas:

- Application procedures
- Funding Guidelines
- Terms and conditions
- Appeal procedures

Directors

The Director of Corporate Services of Culture and Heritage is responsible for the administration of all grants and contributions programs. Within their mandate, program directors approve or deny all grant or contribution applications.

Grant and Contribution Administration Officers

Administration Officers process funding applications, chair working groups, draft acceptance and rejection letters, and ensure payments are made in a timely manner.

PROVISIONS

Eligibility

- (a) Eligibility for this policy is restricted to individuals, non-profit organizations and municipal corporations, as set out in the attached schedules. When requested, the Department will assist applicants with the preparation of applications.
- (b) All funding proposals for grants and contributions must be project specific, with a clearly defined timeline for completion. Meeting the eligibility requirements of this policy does not guarantee funding approval.
- (c) Grant and contribution programs should not be viewed as a source of personal income. Applications that request ongoing salary dollars that have an impact on future years may not be considered, or will be given reduced priority.

Financial Conditions

- (a) All provisions contained in the *Financial Administration Act* and the Government of Nunavut's *Financial Administration Manual* shall apply to the administration of all grants and contributions issued by the Department.
- (b) Prior to the issue of payment, the recipients of a contribution shall sign a conditional contribution agreement which contains their project goals and objectives, guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.
- (c) Contributions will be paid in installments as outlined in the terms of the conditional contribution agreement. A mid-agreement schedule of revenue and expenses must be submitted to the Department before a second payment is issued.
- (d) Recipients of a contribution in excess of \$50,000 are required to submit mid-year financial reports and year-end audited financial statements, which includes a schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.
- (e) Recipients of a contribution that is \$50,000 or less are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

- (f) In an instance where the required financial reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.
- (g) Funding in one fiscal year does not guarantee funding in subsequent years.
- (h) The Government of Nunavut reserves the right to conduct an audit of any project funded through a grant or contribution program.

General Conditions

- (a) Recipients must repay any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required year-end financial reports. These amounts constitute debts due to the Government.
- (b) Recipients cannot carryover surplus funds from one fiscal year to the next fiscal year.
- (c) Under the terms of this Policy the Government's liability is limited to the amount of funding authorized. As a result, the Government will not be responsible for any shortfalls or deficits incurred by the funding recipient.
- (d) All applicants for funding must disclose if they have applied for funding for the same project from other sources, in order to avoid any possibility of double funding.
- (e) Where applicable, projects funded under this Policy must meet the necessary approvals by regulatory, municipal and other authorities. This may include meeting health and safety standards, support from community or regional councils, or any other approvals deemed necessary for the project to proceed.
- (f) The merits of all funding applications will be assessed by working groups, program directors or managers, using established evaluation criteria. The evaluation criteria for each funding category will be posted on the department's website.
- (g) Recipients must acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.
- (h) The Government may terminate, suspend or reduce the scope of the agreement if the recipient fails to comply with the terms of the agreement.
- (i) All information or material supplied to or obtained by the recipient, as a result of the agreement with the Government, must be treated confidentially.
- (j) Recipients must provide communications with and services to the public in Inuktitut, together with any other language used, if any, that are necessary to ensure compliance with section 3 of the Inuit Language Protection Act, S.Nu. 2008, c.17.

APPEALS

- (a) An applicant for a grant or contribution has the right to appeal a denial of funding.
- (b) Appeals will be dealt with in accordance with the Guidelines established in support of this Policy.

FUNDING GUIDELINES

Funding Guidelines listing eligible expenses and proposal rating evaluation criteria can be obtained by accessing the Department of Culture and Heritage website, or by contacting the department directly.

FINANCIAL RESOURCES

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

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 Department of Culture and Heritage's grants and contributions programs outside the provisions of this policy.

SUNSET

This policy shall be in effect from the date of signature until March 31, 2019.

Premier

Date

SCHEDULE A

GRANTS

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SCHEDULE A - 1

INUIT LANGUAGE PROMOTION AND PROTECTION

This program provides grants to individuals, non-profit organizations and municipal corporations that want to undertake activities that foster the use, teaching, development, promotion or preservation of Inuktitut at the community level, and help increased public awareness and appreciation of the history, use, status, importance and diversity of Inuktitut in Nunavut, such as during *Uqausirmut Quviasuutiqarniq*, Nunavut's Celebration of Inuktitut.

This program supports the objectives of the *Inuit Language Protection Act* to enhance and strengthen the use, development and revitalization of Inuktitut in Nunavut.

1. Eligibility

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

2. Review

A working group reviews funding proposals and makes recommendations to the Director of Official Languages. The Manager, Inuktitut Language Promotion and Revitalization, or a designate, chairs the working group, which is comprised of up to four additional Inuktitut-speaking members, assisted by the applicable grant and contribution administrative officer.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Manager, Inuktitut Language Promotion and Revitalization may recommend to the Director of Official Languages to approve or reject the funding proposal subject to the evaluation criteria and available funding.

3. Supporting Data

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

4. Accountability Requirements

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 60 days of the end of the project or the Government of Nunavut's fiscal year.

5. Amount

The maximum amount that can be awarded is \$15,000.

6. Payment Method

One payment will be issued.

7. Term

Grants are one-time only, with a reporting period from April 01 to March 31 of each fiscal year.

SCHEDULE A - 2

CULTURE AND HERITAGE

1. Purpose

This program provides grants to individuals and non-profit organizations that want to undertake activities that foster the promotion or enhancement of culture and heritage in Nunavut.

2. Eligibility

Eligibility is restricted to individuals and non-profit organizations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Heritage. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Heritage may approve or reject the funding proposal subject to the evaluation criteria and available funding.

4. Supporting Data

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

5. Accountability

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 60 days of the end of the project or the Government of Nunavut's fiscal year.

6. Amount

The maximum amount that can be awarded is \$15,000.

7. Payment

One payment will be issued.

8. Term

Grants are one-time only, with a reporting period from April 01 to March 31 of each fiscal year.

SCHEDULE A - 3

COMMUNITY RADIO

1. Purpose

This program provides grants to community broadcasting organizations to cover their operating costs, in accordance with the objectives of the Department, and to improve community broadcast communication systems throughout Nunavut.

2. Eligibility

Eligibility is limited to non-profit organizations that support community radio stations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Heritage. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Heritage may approve or reject the funding proposal subject to the evaluation criteria and available funding.

4. Supporting Data

A completed funding proposal is submitted to the Department, which includes a broadcast plan for the coming year, showing the approximate number of programming hours and the type of programming provided.

5. Accountability

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 60 days of the end of the project or the Government of Nunavut's fiscal year.

6. Amount

The maximum amount that can be awarded is \$15,000.

7. Payment

One payment will be issued.

8. Term

Grants are one-time only, with a reporting period from April 01 to March 31 of each fiscal year.

SCHEDULE A - 4

ARCHAEOLOGY AND PALAEOLOGY RESEARCH SUPPORT

1. Purpose

This program provides grants to student researchers conducting archaeological or palaeontological research in Nunavut. Grants are provided to assist students with the hiring of local field assistants, dissemination of research results to Nunavut communities, collections conservation, and collections analysis.

2. Eligibility

Students enrolled in post-secondary studies in archaeology or palaeontology, and who are conducting independent field research, or undertaking new analysis of existing collections leading to a graduate degree. Individuals may be awarded only one award per grant cycle, with a maximum of three awards under this program.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Heritage. The applicable grant and contribution administrative officer chairs the working group which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly or the working group has already met, the Director of Heritage may approve or reject the funding proposal.

4. Supporting Data

A completed funding proposal is submitted to the Department outlining the research activity for which funds are being requested, along with a timeline for completion and a letter of support from their institution.

5. Accountability

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 60 days of the end of the project or the Government of Nunavut's fiscal year.

6. Amount

The maximum amount that can be awarded is \$5,000.

7. Payment

One payment will be issued.

8. Term

Grants are one-time only, with a reporting period from April 01 to March 31 of each fiscal year.

SCHEDULE A - 5

YOUTH INITIATIVES

1. Purpose

This program provides grants to individuals, non-profit organizations and municipal corporations that promote Youth activities in Nunavut.

2. Eligibility

Eligibility is restricted to Individuals, non-profit organizations and municipal corporations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Elders and Youth. The applicable grant and contribution administrative officer chairs the working group which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Elders and Youth may approve or reject the funding proposal.

4. Supporting Data

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

5. Accountability

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 60 days of the end of the project or the Government of Nunavut's fiscal year.

6. Amount

The maximum amount that can be awarded is \$15,000.

7. Payment

One payment will be issued.

8. Term

Grants are one-time only, with a reporting period from April 01 to March 31 of each fiscal year.

SCHEDULE A - 6

ELDERS INITIATIVES

1. Purpose

This program provides grants to individuals, non-profit organizations and municipal corporations that promote Elders activities in Nunavut.

2. Eligibility

Eligibility is restricted to Individuals, non-profit organizations and municipal corporations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Elders and Youth. The applicable grant and contribution administrative officer chairs the working group which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Elders and Youth may approve or reject the funding proposal.

4. Supporting Data

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

5. Accountability

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 60 days of the end of the project or the Government of Nunavut's fiscal year.

6. Amount

The maximum amount that can be awarded is \$15,000.

7. Payment

One payment will be issued.

8. Term

Grants are one-time only, with a reporting period from April 01 to March 31 of each fiscal year.

SCHEDULE A - 7
YOUTH AND ELDERS COMMITTEES

1. Purpose

This program provides grants to support Youth and Elders Committees in Nunavut.

2. Eligibility

Eligibility is restricted to community-based non-profit Youth and Elders Committees, including Municipal Corporations acting on their behalf.

3. Review

The Director of Elders and Youth approves grants to established Youth and Elders Committees in Nunavut.

4. Supporting Data

A funding proposal is submitted to the Department, which includes a description of how the grant was used by the committee in the previous fiscal year.

5. Accountability

Recipients are required to submit a final achievement report when the project is completed, outlining the benefits achieved compared to the expectations indicated in the proposal. Eligibility for future grants is contingent upon receipt of this report within 60 days of the end of the project or the Government of Nunavut's fiscal year.

6. Amount

The maximum amount that can be awarded is \$5,000.

7. Payment

One payment will be issued.

8. Term

Grants are one-time only, with a reporting period from April 01 to March 31 of each fiscal year.

SCHEDULE A - 8

INUKTUT SONGWRITING CONTEST

1. Purpose

This program provides an opportunity to Nunavut songwriters to participate in an annual songwriting contest intended to promote the increased production and use of Inuktitut in music. This program supports the objectives of the *Inuit Language Protection Act* to enhance and strengthen the use, development and revitalization of Inuktitut in Nunavut.

2. Eligibility

Eligibility is restricted to Nunavut residents. Entrants can be of any age. However, entrants under the age of 18 years must be accompanied by a parent or guardian if travel is required and/or when accepting cash prizes.

3. Review

The Manager Inuktitut Language Promotion and Revitalization, or a designate, will review the eligibility of each entry. A panel, which is comprised of up to four Inuktitut-speaking judges, will review all eligible entries and select the top ten best songs, including first, second and third places.

4. Supporting Data

Entrants must submit an audio version of an original song, either by tape, CD, or digital recording, along with a lyric sheet typed in Inuktitut (either syllabics or roman orthography). The entrants' names, address, email address and phone number must accompany the submission. If there is more than one writer per submission, all co-writers must sign a letter of agreement for the song to be submitted, and must abide by all criteria to enter.

5. Accountability

As the grants are awarded as prizes, the entrants are not required to meet any additional accountability requirements.

6. Amount

The first grand prize consists of \$5,000. The second and third runners up will receive \$2,500 and \$1,500 respectively, while the remaining selected songs (up to seven) will receive a consolation prize of \$500 each. If there are co-writers on the winning entrant, the prize package must be divided between co-writers at their mutual discretion.

7. Payment

One payment will be issued.

8. Terms

Grants are one-time only, with a reporting period from April 01 to March 31 of each fiscal.

9. Contest Guidelines

Contest Guidelines listing eligibility, entry guidelines, contest procedures and rating evaluation criteria can be obtained by accessing the Department of Culture and Heritage website, or by contacting the department directly.

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CONTRIBUTIONS

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SCHEDULE B - 1

INUIT LANGUAGE PROMOTION AND PROTECTION

1. Purpose

This program provides contributions to non-profit organizations, individuals and municipal corporations that want to undertake activities that foster the use, teaching, development, promotion or preservation of Inuktitut at the community level. Applications will be considered with respect to the following categories:

- **Language revitalization** – Increasing Inuktitut literacy and proficiency through learning programs and tools, including language revitalization initiatives targeting age groups and communities in which there are concerns of language loss.
- **Language resources** – Supporting the production, distribution or access to cultural expression in Inuktitut, using all kinds of media, including print, digital audio or video, interactive or other media.
- **Language planning** – Building capacity for the assessment of local needs, planning and management of language promotion activities
- **Language development** – Fostering the use, preservation and development of Inuktitut

This program supports the objectives of the *Inuit Language Protection Act* to enhance and strengthen the use, development and revitalization of Inuktitut in Nunavut.

2. Eligibility

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Official Languages. The Manager of Inuktitut Language Promotion and Revitalization, or a designate, chairs the working group, which is comprised of up to four additional Inuktitut-speaking members, assisted by the grant and contribution administrative officer.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly or the working group has already met, the Manager of Inuktitut Language Promotion and Revitalization may recommend to the Director of Official Language to approve or reject the funding proposal.

4. Supporting Data

A completed funding proposal is submitted to the department, which includes a description of the project, an outline of the project objectives, the proposed budget (including revenues and expenditures) and a timeline for completion of the project.

5. Accountability

Recipients of a contribution in excess of \$50,000 are required to submit a mid-year financial report and a year-end audited financial statement, which include a schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution that is \$50,000 or less are required to submit a mid-year financial report and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum contribution that can be awarded is \$100,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits. The working group may make a recommendation to the Director of Official Languages for an exception to the above maximum on a case-by-case basis where it is satisfied that a project is likely to provide exceptional strategic benefits.

Funds available under this schedule are provided by the Nunavut Department of Culture and Heritage. Complementary funding for the preservation, use and promotion of Inuktitut is further provided through the *Canada-Nunavut General Agreement on the Promotion of French and Inuit Languages*.

7. Payment

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

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

SCHEDULE B - 2

ARTS

1. Purpose

This program provides contributions to individuals and non-profit organizations to support the development and enhancement of the Arts in Nunavut.

2. Eligibility

Eligibility is restricted to individuals or non-profit organizations that are involved in the promotion, creation, presentation, appreciation and/or study of the arts in Nunavut.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Heritage. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Heritage may approve or reject the funding proposals.

4. Supporting Data

A completed funding proposal is submitted to the department, which includes a description of the project, an outline of the project objectives, the proposed budget (including revenues and expenditures) and a timeline for completion of the project.

5. Accountability

Recipients are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum contribution that can be awarded is \$25,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

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

SCHEDULE B - 3

CULTURE AND HERITAGE

1. Purpose

This program provides contributions to individuals and non-profit organizations that undertake activities that foster the promotion and enhancement of culture and heritage in Nunavut.

2. Eligibility

Eligibility is restricted to individuals and non-profit organizations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Heritage. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Heritage may approve or reject the funding proposal.

4. Supporting Data

A completed funding proposal is submitted to the department, which includes a description of the project, an outline of the project objectives, the proposed budget (including revenues and expenditures) and a timeline for completion of the project.

5. Accountability

Recipients of a contribution in excess of \$50,000 are required to submit mid-year financial reports and a year-end audited financial statement, which includes a schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution that is \$50,000 or less are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum contribution that can be awarded is \$75,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

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

SCHEDULE B - 4

YOUTH INITIATIVES

1. Purpose

This program provides contributions to individuals and non-profit organizations that promote Youth activities in Nunavut.

2. Eligibility

Eligibility is restricted to individuals and non-profit organizations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Elders and Youth. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Elders and Youth may approve or reject the funding proposal.

4. Supporting Data

A completed funding proposal is submitted to the department, which includes a description of the project, an outline of the project objectives, the proposed budget (including revenues and expenditures) and a timeline for completion of the project.

5. Accountability

Recipients are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum contribution that can be awarded is \$25,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

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

SCHEDULE B - 5

ELDERS INITIATIVES

1. Purpose

This program provides contributions to individuals and non-profit organizations that promote Elder activities in Nunavut.

2. Eligibility

Eligibility is restricted to individuals and non-profit organizations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Elders and Youth. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Elders and Youth may approve or reject the funding proposal.

4. Supporting Data

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

5. Accountability

Recipients are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum contribution that can be awarded is \$25,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

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

SCHEDULE B - 6
CULTURAL COMMUNICATIONS PROGRAM

1. Purpose

This program provides contributions to individuals and non-profit organizations that are actively involved in the preservation, portrayal and promotion of culture through communications initiatives in Nunavut.

2. Eligibility

Eligibility is restricted to individuals and non-profit organizations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Heritage. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Heritage may approve or reject the funding proposal.

4. Supporting Data

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

5. Accountability

Recipients are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum contribution that can be awarded is \$50,000, subject to available funding. The Government's liability is limited to the amount of funding awarded. In addition, the Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

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

SCHEDULE B - 7

TOPONYMY PROGRAM

1. Purpose

This program provides contributions to individuals and non-profit organizations that are actively involved in Toponymy initiatives in Nunavut.

2. Eligibility

Eligibility is restricted to individuals and non-profit organizations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Heritage. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Heritage may approve or reject the funding proposal.

4. Supporting Data

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

5. Accountability

Recipients are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum contribution that can be awarded is \$25,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

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

SCHEDULE B - 8

HERITAGE CENTRE CORE FUNDING

1. Purpose

This program provides contributions to non-profit organizations and municipalities for the operation of community heritage centres in Nunavut.

2. Eligibility

Eligibility is restricted to organizations such as community-based museums, archives and heritage facilities.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Heritage. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Heritage may approve or reject the funding proposal.

4. Supporting Data

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

5. Accountability

Recipients of a contribution in excess of \$50,000 are required to submit mid-year financial reports and a year-end audited financial statement, which includes a schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution that is \$50,000 or less are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum contribution that can be awarded is \$100,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

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

9. Specific Criteria

The following list of specific criteria for heritage facilities must be met within the funding proposal before it can be considered:

- Heritage Centres must be operated by a local government, not-for-profit corporation or a registered society in good standing under *The Societies Act* (Nunavut);
- The facility must be dedicated to portraying the cultural or natural heritage of Nunavut through the acquisition, preservation, documentation, study and exhibition of museum or archival collections significant to the heritage of Nunavut;
- The facility must have legal custody of a collection or group of collections held in the public interest in accordance with an approved collections management policy;
- The operating entity must own or lease a permanent structure which houses the heritage facility and provides a safe and secure environment for its collections;
- The facility must operate for a minimum of 300 hours each calendar year and be open to the general public without appointment;
- If the facility is operated by a registered society, membership must be open to the general public;
- The facility must have affirmed that, through charter, constitution, by-law or resolution, that upon dissolution of the governing body, the collections owned by the governing body shall continue to be managed in the public interest.

Funding proposals should include:

- A estimate of all utility, staff, maintenance and facility insurance costs;
- An estimate of any required accounting costs;
- A schedule of posted public access operating hours;
- A summary of operations, including a detailed annual operating budget and a schedule of proposed programs and events.

SCHEDULE B - 9

PUBLIC LIBRARY SERVICES

1. Purpose

This program provides contributions to community libraries across Nunavut.

2. Eligibility

Eligibility for funding is restricted to community libraries operating within Nunavut.

3. Review

The Manager of Public Library Services reviews funding proposals and makes funding recommendations to the Director of Heritage, based on the information provided in the respective funding proposals. Maximum funding levels are established for each community-based public library; however the overall amounts awarded cannot exceed the total budget for Public Library Services.

4. Supporting Data

A completed funding proposal is submitted to the Department, which includes an annual description of the library operations, and a proposed budget (including revenues and expenditures).

5. Accountability

Recipients of a contribution in excess of \$50,000 are required to submit mid-year financial reports and a year-end audited financial statement, which includes a schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution that is \$50,000 or less are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

Maximum funding for each public library is established within the parameters of the overall Public Library Services budget. The Government's liability is limited to the amount of funding authorized. As a result, the Government will not be responsible for any shortfalls or deficits.

7. Payment

Payments to public libraries will be issued in two annual installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

Contributions are one-time only, with an annual reporting period from April 1 to March 31 of each fiscal year.

9. Specific Criteria

The following list of specific funding criteria for public libraries must be included in the funding proposal:

- Contribution funding can be used for salaries, operating costs (i.e. utilities, leasing costs, insurance, etc.), library programming, minor renovations, and the purchase of library shelving and furniture;
- All staff and volunteers must submit completed criminal record and vulnerable sector checks to the contribution administrator prior to working in the public library.

Funding proposals should include:

- An annual operating budget, including a breakdown of revenues and planning expenditures for each budget component;
- An estimate of all utility, maintenance, leasing and facility insurance costs, including a detailed breakdown for each cost;
- An estimate of any associated accounting costs;
- An estimate of any library shelving or minor renovation costs;
- A schedule of posted public access operating hours and administrative staff working hours;
- A summary of operations, including a schedule of proposed programs and events that promote the critical and creative use of information in Nunavut's Official Languages;
- Funding from other sources should also be identified, however this information will not impact the budget allocation; public libraries are encouraged to enhance their operations by seeking funding from other sources.

The required achievement report for the prior year should be submitted to the Manager of Public Library Services for review.

SCHEDULE B - 10

INUIT SOCIETAL VALUES

1. Purpose

This program provides contribution funding to individuals and non-profit organizations for projects that encourage and promote Inuit Societal Values.

2. Eligibility

Eligibility is restricted to Individuals and non-profit organizations.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Inuit Qaujimajatuqangit. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Inuit Qaujimajatuqangit may approve or reject the funding proposal.

4. Supporting Data

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

5. Accountability

Recipients of a contribution in excess of \$50,000 are required to submit mid-year financial reports and a year-end audited financial statement, which includes a schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution that is \$50,000 or less are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum amount that can be awarded is \$100,000. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

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

SCHEDULE B - 11

ELDERS AND YOUTH FACILITIES

1. Purpose

This program provides contributions to non-profit community-based organizations, and municipal corporations for the development and/or renovation of Elders and Youth facilities, or relevant associated equipment.

2. Eligibility

Eligibility is restricted to non-profit community-based organizations and municipal corporations who direct their efforts to support the development and/or renovation of Elders or Youth facilities in Nunavut.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Elders and Youth. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Elders and Youth may approve or reject the funding proposal.

4. Supporting Data

A completed application is submitted to the Department, which includes a description of the project, an outline of the project objectives, the proposed budget (revenues, expenditures, and a cost breakdown for each project component), a timeline for completion of the project or acquisition of the assets, written verification of community support, plans for the long term management of the project, municipal or territorial permits and all relevant plans.

5. Accountability

Recipients of a contribution in excess of \$50,000 are required to submit mid-year financial reports and a year-end audited financial statement, which includes a schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution that is \$50,000 or less are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum amount of a contribution is \$200,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

Contributions are one-time only, with an annual reporting period from April 1 to March 31 of each fiscal year.

10. Specific Criteria

The following list of specific funding criteria for Elders and Youth facilities must be included in the funding proposal:

- Contribution funding can be used for planning, materials, construction, design and/or the purchase of equipment for Elders and Youth Centres.

Funding proposals should include:

- The submission of a project outline and proposed objectives;
- The submission of a project budget, including an estimate of renovation and/or planning and development costs, construction costs, a timeline for completion and an estimate of the cost of materials that are required to complete the project;
- Written verification of community support;
- Plans for project management, including municipal or territorial permits and relevant building plans;
- An estimate of any associated administrative costs;
- A plan for the use of Inuktut for all signage or display materials;
- An estimate of the cost of purchasing any equipment, including a detailed breakdown of the items to be purchased and an estimated delivery timeline;
- The project budget should also include an estimate of any funding obtained from other sources;

SCHEDULE B - 12

HERITAGE FACILITIES

1. Purpose

This program provides contribution funding to non-profit community-based organizations and municipal corporations for the development and/or renovation of heritage facilities or relevant associated equipment.

2. Eligibility

Eligibility is restricted to non-profit community-based organizations and municipal corporations who direct their efforts to support the development and/or renovation of heritage facilities in Nunavut.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Heritage. The applicable grant and contribution administrative officer chairs the working group, which is comprised of up to four additional members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Director of Heritage may approve or reject the funding proposal.

4. Supporting Data

A completed funding proposal is submitted to the Department, which includes a description of the project, an outline of the project objectives, the proposed budget (revenues, expenditures, and a cost breakdown for each project component), a timeline for completion of the project or acquisition of the assets, written verification of community support, plans for the long term management of the project, municipal or territorial permits and all relevant plans.

5. Accountability

Recipients of a contribution in excess of \$50,000 are required to submit mid-year financial reports and a year-end audited financial statement, which includes a schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution that is \$50,000 or less are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum amount of a contribution is up to \$500,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any shortfalls or deficits.

7. Payment

Fiscal year payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

Contributions are one-time only, with an annual reporting period from April 1 to March 31 of each fiscal year.

9. Specific Criteria

The following list of specific funding criteria for Heritage Facilities must be included in the funding proposal:

- Contribution funding can be used for planning, materials, construction, design and/or the purchase of equipment for Heritage Facilities.

Funding proposals should include:

- The submission of a project outline and proposed objectives;
- The submission of a project budget, including an estimate of renovation and/or planning and development costs, construction costs, a timeline for completion and an estimate of the cost of materials that are required to complete the project;
- Written verification of community support;
- Plans for project management, including municipal or territorial permits and relevant building plans;
- An estimate of any associated administrative costs;
- A plan for the use of Inuktitut for all signage or display materials;
- An estimate of the cost of purchasing any equipment, including a detailed breakdown of the items to be purchased and an estimated delivery timeline;
- The project budget should also include an estimate of any funding obtained from other sources.

SCHEDULE B - 13
NUNAVUT HERITAGE CENTRE SOCIETY

1. Purpose

This program provides core contribution funding for the Nunavut Heritage Centre Society. The Society is working to develop a realistic and achievable funding strategy for the construction of a Nunavut Heritage Centre in Nunavut. The strategy will include a complete review of private fund raising options, phased-in construction timelines, and/or a renewed commitment to seek additional capital funding from the Federal Government.

2. Eligibility

Eligibility is restricted to the Nunavut Heritage Centre Society.

3. Review

Officials in the Department will review the annual funding proposal that is submitted by the Nunavut Heritage Centre Society. Funding levels will depend on an evaluation of the goals and objectives outlined in the funding proposal, previous achievements and compliance with past financial reporting requirements.

4. Supporting Data

A completed funding proposal is submitted to the Department, which includes a breakdown of anticipated revenues and expenditures and an outline of the society's goals and objectives for the coming fiscal year. The Nunavut Heritage Centre Society is also required to submit an annual report outlining their achievements during the previous year.

5. Accountability

Recipients of a contribution in excess of \$50,000 are required to submit mid-year financial reports and year-end audited financial statements, which include a schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution that is \$50,000 or less are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial audited financial statements are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum contribution that can be awarded annually is \$200,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits.

7. Payment

Annual payments will be issued in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

The term of the contribution program will be four (4) years (2014-15 to 2017-18), and in compliance with the terms of this contribution policy.

SCHEDULE B - 14

FRENCH LANGUAGE ARTS AND CULTURE DEVELOPMENT

1. Purpose

This program provides contributions to individuals, non-profit organizations and municipal corporations to support and strengthen the cultural, artistic and heritage actions of Nunavut's French language community. Such actions are intended to promote and protect the French language and the vitality of the Francophone community in Nunavut, consistent with the obligations of Nunavut and of Canada, and as mutually agreed under the *Canada-Nunavut Agreement on the Development of Arts and Culture in the Francophone Community 2014–2015 to 2017–2018*.

2. Eligibility

Eligibility is restricted to individuals, non-profit organizations and municipal corporations.

Eligible Expenditures

- Costs to carry out projects that help to increase capacity and ensure the long-term retention, preservation and promotion of the French Language in Nunavut.

Ineligible Expenditures

- Capital expenditures;
- An organizations operating expenditures;
- Regular coordination, networking and strategic planning;
- Needs analysis and research;
- Professional training;
- Activities with an international dimension.

3. Review

A working group reviews funding proposals and makes recommendations to the Director of Official Languages. The Manager of French Services, or a designate, chairs the working group, which is comprised of up to four additional French-speaking members.

The working group meets once per year to review funding proposals. In cases where timelines require a proposed project to be assessed quickly, or the working group has already met, the Manager of French Services may recommend to the Director of Official Languages to approve or reject the funding proposal subject to the evaluation criteria and available funding.

4. Supporting Data

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

5. Accountability

Recipients of a contribution in excess of \$50,000 are required to submit a mid-year financial report and a year-end audited financial statement, which include a schedule of

revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution that is \$50,000 or less are required to submit a mid-year financial report and a year-end un-audited schedule of revenues and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

If the required financial reports are not submitted, the recipient will not be eligible for further funding until the financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

6. Amount

The maximum amount of a contribution is \$50,000, subject to available funding. The Government's liability is limited to the amount of funding authorized. In addition, the Government will not be responsible for any budget shortfalls or deficits. The working group may make a recommendation to the Director of Official Languages for an exception to the above maximum on a case-by-case basis where it is satisfied that a project is likely to provide exceptional strategic benefits.

7. Payment

Payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.

8. Term

Contributions are one-time only, with an annual reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE B - 15

INUIT UQAUSINGINNIK TAIGUUSILIUQTIIT

1. Policy Statement

The Inuit Uqausinginnik Taiguusiliuqtiit Contribution Policy under the Department of Culture and Heritage provides core funding to Inuit Uqausinginnik Taiguusiliuqtiit in order to expand the knowledge and expertise generally available with respect to the Inuit Language, consider and make decisions about Inuit Language use, development and standardization, and to disseminate its information and decisions in the form of published reports, recommendations, or usage directives with which the Government of Nunavut and its public agencies must comply.

2. Principles

This policy is based on the following principles:

1. Programs and services support the values, knowledge, beliefs and cultural distinctiveness of the people of Nunavut;
2. Inuit Qaujimajatuqangit provides the context for the government to develop an open, responsive and accountable Public Service;
3. The Department is committed to all Inuit Qaujimajatuqangit guiding principles, with specific reference for the purpose of this Policy to Angiqatigiiniq - decision making through discussion and consensus, and Piliriqatigiinni - working together for a common cause.
4. All roles and responsibilities are clearly defined, and the process is open and transparent to the public;
5. The Department operates in a way that is accountable, sustainable and responsive to the needs of Nunavummiut.

3. Application

This Policy is restricted to the provision of contribution funding for the annual operation of Inuit Uqausinginnik Taiguusiliuqtiit.

4. Definitions

Inuit Uqausinginnik Taiguusiliuqtiit

Inuit Uqausinginnik Taiguusiliuqtiit is an official body established under the Inuit Language Protection Act for the purpose of expanding the knowledge and expertise generally available with respect to the Inuit Language, to consider and make decisions about Inuit Language use, development and standardization, and to disseminate its information and decisions in the form of published reports, recommendations, or usage directives with which the Government of Nunavut and its public agencies must comply.

5. Roles and Responsibilities

Minister

The Minister of Languages responsible for Inuit Uqausinginnik Taiguusiliuqtiit is accountable to the Executive Council for the implementation of this Policy.

Deputy Minister

The Deputy Minister of Culture and Heritage supporting the Minister responsible for Inuit Uqausinginnik Taiguusiliuqtiit is accountable to the Minister for the administration of this Policy.

Board Chair Person - Inuit Uqausinginnik Taiguusiliuqtiit

The Board Chair Person supporting the Minister responsible for Inuit Uqausinginnik Taiguusiliuqtiit is accountable to the Minister for the administration of Inuit Uqausinginnik Taiguusiliuqtiit.

6. Provisions

Eligibility

Eligibility for the Policy is restricted to the Inuit Uqausinginnik Taiguusiliuqtiit.

Financial Conditions

- a) All provisions in the Financial Administration Act and the Government of Nunavut's Financial Administration Manual shall apply to the administration of all grants and contributions issued by the Department.
- b) Prior to the issue of payment the recipient of a contribution shall sign a Conditional Contribution Agreement which contains their project goals and objectives, guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.
- c) Contributions will be paid through the Government of Nunavut financial system as outlined in the terms of the Conditional Contribution Agreement. A year-end audited financial statement, which includes an audited schedule of revenues and expenses and summary report of expenditures is required within 90 days of the end of the Government of Nunavut's fiscal year.
- d) In an instance where the required financial reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.
- e) The recipient will repay and surplus project funds, disallowed expenses, overpayments or unexpended balances to the Government of Nunavut within 30 days of the delivery of the required year-end financial reports. These amounts constitute debts due to the Government.
- f) The Department and Inuit Uqausinginnik Taiguusiliuqtiit may enter into multi-year agreements, subject to annual approval of the budget by the Legislative Assembly.

- g) Under the terms of this Policy the Government's liability is limited to the amount of funding authorized. As a result, the Government will not be responsible for any shortfalls or deficits incurred by the funding recipient without prior authorization by the Minister.
- h) The Government of Nunavut reserves the right to conduct an audit of any project funded through a grant or contribution.

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 appropriate budget.

8. Prerogative of the 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.