



PROGRAM DEVELOPMENT FUND: INFORMATION AND GUIDELINES

Program Development Fund Objectives

The Program Development Fund was created to provide program funding opportunities in Nunavut for departments of the Government of Nunavut (GN) and public agencies. The program funding is intended to:

1. Develop technical and job-specific competencies
2. Address unique learning needs of GN departments and public agencies

The program funding provided will contribute to the following outcomes:

- Implementation of program/service delivery
- Increased technical/professional knowledge and expertise
- Opportunity to achieve required certification in Nunavut

Who Can Apply for Funding under the Program Development Fund?

- ✓ All GN departments
- ✓ Interdepartmental proposals are encouraged
- ✓ Territorial corporations, such as Qulliq Energy Corporation (QEC), Nunavut Arctic College (NAC) and Nunavut Housing Corporation (NHC)
- ✓ Statutory bodies can apply through their associated departments

What Types of Program Development Qualify under this Fund?

- ✓ Development of technical, job-specific competencies that address the training needs of GN employees in similar occupational groups across various departments and agencies
- ✓ Pilot delivery of a new program/training

Each fiscal year, program development funding will focus on approximately three or four specific programs, such as (but not limited to):

- ✓ Management/Administration/HR
- ✓ Policy/Communications
- ✓ Court Services
- ✓ Health and Education
- ✓ Finance/Accounting
- ✓ Environmental Initiatives

What Types of Program Development Do Not Qualify under this Fund?

- X Ongoing/existing training programs offered by the Department of Human Resources, other GN departments or institutions such as Nunavut Arctic College.

What Types of Programming Costs are Eligible For Funding?

| <u>Eligible For Funding</u> | <u>Not Eligible For Funding</u> |
|--|---|
| <ul style="list-style-type: none">✓ Instructor and consultant fees✓ Curriculum/program development✓ Instructor travel, accommodation and per diems✓ GN Participant Travel costs (airfare, ground transportation, accommodations & per diems to a combined maximum of \$50,000) within Nunavut only✓ Training materials, resources and licensing fees (i.e., software)✓ Facility and/or equipment rentals✓ Interpretation/Translation | <ul style="list-style-type: none">X Salaries, overtime and staff replacement costs (i.e., casual wages)X Travel outside of Nunavut for participantsX Catering |

Application Considerations

- Proposals will be **scored according to their adherence and response to the proposal questions**. An interdepartmental review committee will evaluate all proposals. Additional information may be requested from departments prior to proposal approval.
- Departments are responsible for proposal development, as well as the design, coordination, and administration of all training.
- All training activities must be completed by the end of each fiscal year.
- Multi-year proposals are accepted, subject to funding availability and ongoing reporting. Proposals that do not spend a majority of funding will not be renewed.
- Departments must submit a final training report along with journal voucher and financial backup to the Department of Human Resources for reimbursement of approved costs.

What is the Deadline for Submitting a Program Development Fund Proposal?

Please click on the GN Training Fund link on the next page in order to download the current guidelines and proposal templates. A completed proposal must be submitted to training@gov.nu.ca by the deadline stipulated in the GN-wide email bulletin to be considered for funding. An interdepartmental review committee will evaluate all proposals based on standardized criteria.

Please Note: any division/department that submitted a training proposal but has not yet fulfilled the reporting requirements (journal voucher, training report) from training activities completed in the previous fiscal year will not be eligible for new funding support until such reports are received by the Department of Human Resources.

Who Can I Contact for More Information?

Email: training@gov.nu.ca

Department of Human Resource's Training Fund website:

<https://www.gov.nu.ca/human-resources/information/training-fund>