



COMMUNITY AND GOVERNMENT SERVICES

SPORT AND RECREATION GRANTS AND CONTRIBUTIONS POLICY

POLICY STATEMENT

The Department of Community and Government Services provides grants and contributions to Nunavut municipal corporations and non-profit organizations to support program delivery and capacity development in sport and recreation and to individuals to support their post-secondary education in sport and recreation.

The Department of Community and Government Services 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 and self-reliance.
2. Programs and services support the values, knowledge, beliefs, and cultural distinctiveness of Nunavummiut.
3. The Department is committed to the Inuit Qaujimajatuqangit guiding principles of:
 - Pijitsirniq (serving and providing for community)
 - Aajiqatigiinni (arriving at a decision through discussion and consensus)
 - Piliriqatigiinni (working together for a common cause)

APPLICATION

This policy applies to municipal corporations, non-profit organizations, and individuals who direct their efforts toward the promotion and development of sport, physical activity, and recreation opportunities.

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

DEFINITIONS

Audited Financial Statement - A financial statement prepared by an accountant registered under the *Chartered Professional Accountants Act*.

Audited Schedule of Revenue and Expenses - A schedule of revenue and expenses prepared by an accountant registered under the *Chartered Professional Accountants Act*.

Contribution - A conditional transfer payment made to a recipient from whom the Government will not receive any goods or services directly in return. Contribution payments are conditional on performance or achievement and are subject to audit or other reporting requirements.

Contribution Agreement - An agreement between the Government of Nunavut and a funding recipient that contains approved projects, guidelines for allowable expenditures, completion timeline, and reporting and accounting requirements.

Department - Department of Community and Government Services.

Fiscal Year - April 1 to March 31.

Government - Government of Nunavut.

Grant - A transfer payment made to a recipient from whom the Government will not receive any goods or services directly in return. Grant payments are subject to reporting requirements.

Inuit Games - Activities that Inuit have historically participated in to teach skills, to test strength, agility, and endurance, or for enjoyment. Some of these games now occur as organized, competitive sporting events, such as Arctic Sports at the Arctic Winter Games.

Major Games - Sporting event that hosts more than one athletic competition simultaneously such as the Arctic Winter Games, Canada Summer Games, Canada Winter Games, and North American Indigenous Games.

Member - An individual or group of individuals who register and/or pay a fee, either directly or through an affiliated group, for insurance coverage and other services or programs provided by an organization.

Municipal Corporation - A corporation established by or continued under the *Cities, Towns and Villages Act* or the *Hamlets Act* as a city, town, village, or hamlet.

Non-Profit Organization - A community, regional, or territory-wide organization that is registered under the *Societies Act* as being non-profit in nature.

Physical Activity - A variety of ways of moving the body that raise an individual's heart rate.

Physical Literacy - Motivation, confidence, physical competence, knowledge, and understanding to value and take responsibility for engagement in physical activity for life.

Recreation - Activities that are just for fun and are personally interesting. Recreational activities often involve physical activity and are commonly enjoyed with others.

Schedule of Revenue and Expenses - An unaudited financial report signed by the funding recipient that details the revenue and expenses for a project.

Sport - An organized contest between at least two people or teams where rules are in place and a winner is determined by fair and ethical means. Some people participate in sport for fun and/or physical activity while others compete at a high performance or elite level.

Team Nunavut - Representatives of the Government of Nunavut participating in the Major Games Program.

Territorial Recreation Organization - An organization that is registered under the *Societies Act* as a non-profit organization and that promotes recreation and physical activity. Territorial Recreation Organizations must meet the criteria identified in Appendix A.

Territorial Sport Organization - An organization that is registered under the *Societies Act* as a non-profit organization and that promotes sport and physical activity. Territorial Sport Organizations must meet the criteria identified in Appendix A.

Traditional Activities - Activities that promote, protect, and preserve Inuit culture and heritage. Traditional activities are part of a healthy lifestyle; many traditional activities are physical and take place out on the land. They can be practiced for survival or for recreation.

Working Group - A group established by the Department to review applications for grants and contributions and to make recommendations to the Director of Sport and Recreation.

AUTHORITY AND ACCOUNTABILITY

Legislative Assembly

The Legislative Assembly approves the grants and contributions budget of the Department as well as any revisions to expenditures previously appropriated in the Main Estimates.

Executive Council

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

Financial Management Board

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

ROLES AND RESPONSIBILITIES

Minister

The Minister of Community and Government Services is accountable to the Executive Council for the implementation of this policy.

Deputy Minister

The Deputy Minister of Community and Government Services:

- (a) Is responsible for the administration of all provisions pursuant to this policy.
- (b) Rules on reconsideration requests (as outlined in Appendix B).

Assistant Deputy Minister or Director of Sport and Recreation

The Assistant Deputy Minister or Director of Sport and Recreation:

- (a) Determines the appropriate budget allotment for inclusion into the annual budget planning process.
- (b) Determines the specific allotment of the overall grants and contributions budget for each eligible recipient.
- (c) Approves grants and contributions subject to the conditions outlined in this policy.
- (d) Reviews financial reports to ensure that grants or contributions are being used for the intended purposes.

Manager of Sport and Recreation or Sport and Recreation Development Officer

A Manager of Sport and Recreation or Sport and Recreation Development Officer:

- (a) Chairs working groups.
- (b) Reviews applications with working groups and makes recommendations to the Director of Sport and Recreation.

Grants and Contributions Administration Officers

Grants and Contributions Administration Officers:

- (a) Provide municipal corporations and eligible Territorial Sport and Recreation Organizations with notice of funding availability for upcoming fiscal year.
- (b) Process funding applications.

- (c) Prepare paperwork for working groups.
- (d) Prepare correspondence related to grants and contributions administration.
- (e) Prepare and submit appropriate paperwork so that payments can be made in a timely manner.
- (f) Process accountability and reporting documentation.

PROVISIONS

Eligibility

1. Eligibility for this policy is restricted to municipal corporations, non-profit organizations in good standing with Nunavut Legal Registries, and individuals, as set out in the attached schedules.
2. All applications that are approved for funding must have clearly defined timelines for completion.
3. Grants and contributions programs should not be viewed as a source of personal income. Applications that request ongoing salary dollars that have an impact on future years will be given reduced priority.
4. Meeting the eligibility requirements of this policy does not guarantee funding approval.

Financial Conditions

1. 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.
2. Prior to the issue of payment, recipients of a contribution shall sign a Contribution Agreement that contains their approved projects, guidelines for allowable expenditures, completion timeline, and reporting and accounting requirements.
3. Contributions will be paid in installments as outlined in the terms of the Contribution Agreement. A mid-year schedule of revenue and expenses must be submitted to the Department before a second payment is issued.
4. Recipients of a contribution in excess of \$100,000 are required to submit a signed mid-year financial report and a year-end audited financial statement, which includes an audited schedule of revenue and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.
5. Recipients of a grant or contribution that is \$100,000 or less are required to submit a signed mid-year financial report and a signed year-end unaudited schedule of revenue and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.
6. 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 spent are submitted or any amount unaccounted for is repaid.

7. Funding applications for multi-year projects are permitted only where specifically allowed in a program schedule.
8. Funding for multi-year agreements is conditional upon having appropriated funds available in the contributions budget for subsequent years.
9. To receive funding for subsequent years under multi-year agreements, recipients are required to submit the applicable financial reports, as outlined above, and achievement reports, as indicated in the appropriate schedule.
10. If a multi-year Contribution Agreement is in place, recipients may request to carry over surplus funds up to 25% of the contribution total from one fiscal year into the following fiscal year; recipients must provide an explanation for why the planned activities could not be completed in the approved fiscal year and describe how the original project objectives will be met the following fiscal year. The Department may approve or deny such requests at its sole discretion.
11. Recipients will repay any surplus project funds (except when a recipient has obtained Department approval to carry over surplus funds for eligible program schedules), disallowed expenses, overpayments, or unexpected balances to the Government of Nunavut within 60 days of the delivery of the required year-end financial reports. These amounts constitute debts due to the Government.
12. Funding in one fiscal year does not guarantee funding in subsequent years.
13. 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.
14. All applicants must disclose if they have any outstanding amounts owing to the Government, under legislation or agreement.
15. 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.
16. The Government of Nunavut reserves the right to conduct an audit of any project funded through a grant or contribution.

General Conditions

1. Where applicable, projects funded under this policy must meet the necessary approvals required by regulatory, municipal, and other authorities, which may include meeting health and safety standards, receiving approval from community council, or any other approvals deemed necessary for the project to proceed.
2. Recipients must acknowledge the financial support provided by the Government of Nunavut in any publication or media coverage arising from their project or activity.
3. The Government of Nunavut retains the right to use project details for reporting, communications, and marketing purposes.

4. The Government of Nunavut reserves the right to terminate an agreement and withdraw from a project if the original project objectives are not being met.

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 grants and contributions outside the provisions of this policy.

SUNSET

This policy shall be in effect from the date of signature until September 30, 2026.



DEPARTMENT OF COMMUNITY AND GOVERNMENT SERVICES

SPORT AND RECREATION GRANTS AND CONTRIBUTIONS POLICY

SCHEDULES

CONTRIBUTIONS

- Schedule 1** Municipal Support
- Schedule 2** Territorial Organization Support
 - A. Tournaments, Camps, and Clinics
 - B. Capacity Development
 - C. Operational Support
- Schedule 3** Team Nunavut Development
- Schedule 4** Traditional Sport/Inuit Games Support
- Schedule 5** Intercommunity Events and Leadership Training
 - A. Intercommunity Events
 - B. Leadership Training

GRANTS

- Schedule 6** Nunavut Sport for Life
 - A. Introductory Sport/Physical Literacy Programs
 - B. Physical Activity Initiatives
 - C. Traditional Activities
 - D. Other Sport for Life Activities
- Schedule 7** Scholarship Program

APPENDICES

Appendix A Territorial Sport and Recreation Organization Criteria

Appendix B Reconsideration Request Process

SCHEDULE 1

Municipal Support

Purpose	To provide financial support to municipal corporations to enhance access to sport and recreation opportunities in communities.
Eligibility	<p>Municipal corporations are eligible for expenses related to improving sport and recreation facilities to enhance programming.</p> <p><u>Eligible expenditures include:</u></p> <ul style="list-style-type: none">(a) Purchase or construction of capital assets, including recreational equipment and supplies.(b) Renovations or repairs to recreation facilities.(c) Other projects supporting increased accessibility to recreational programming in Nunavut communities.
Review	<p>The Department will conduct an annual review of eligibility of municipal corporations based on achievement reports and financial statements from the previous fiscal year. Municipal corporations meeting the eligibility requirements will be advised of available funding levels for the upcoming fiscal year and will be invited to submit an application.</p> <p>A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. A Manager of Sport and Recreation or a Sport and Recreation Development Officer chairs the working group, which is comprised of up to four additional members.</p>
Supporting Data	<p>A completed application must be submitted to the Department, including:</p> <ul style="list-style-type: none">(a) Detailed project description.(b) Proposed budget and estimates from vendors.(c) Other information to assess the feasibility of the project and its alignment with the goals of <i>Nunaliit Aulajut: Nunavut's Sport, Physical Activity, and Recreation Framework</i> and the priorities of the Department.(d) A motion of the community council confirming intent to pursue the activities described in the application and to accept the related responsibilities.

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

Where the required financial reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements indicating how the contribution was spent are submitted or the amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the outcomes achieved compared to the expectations indicated in the application.

Amount A maximum of up to \$50,000 per year may be approved per agreement.

Payment Prior to the issue of payment, the recipient shall sign a Contribution Agreement.

Contributions will be paid in two installments as outlined in the terms of the Contribution Agreement.

Term Contributions are once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE 2

Territorial Organization Support

Purpose To provide financial assistance to Nunavut's Territorial Sport and Recreation Organizations to support programs and services for their membership.

Eligibility Territorial Sport and Recreation Organizations that meet the eligibility criteria identified in Appendix A are eligible for the activities and expenditures described below.

Eligible activities and expenditures include:

A. Tournaments, Camps, and Clinics

Planning and implementation of programs and initiatives that support athlete development including tournaments, training camps, and clinics.

B. Capacity Development

Development and implementation of leadership programs and initiatives, including training for coaches, officials, and recreation leaders.

C. Operational Support

Development of capacity within Territorial Sport and Recreation Organizations, including administrative expenses related to the operation of the organization. A maximum of 15 percent of the Contribution Agreement total for Schedule 2 funding may be used toward administrative expenses such as financial services, audits, insurance, office expenses, and contract services.

Review The Department will conduct an annual review of eligible organizations based on organizational profiles and achievement reports from the previous fiscal year. Organizations meeting the eligibility requirements will be advised of available funding levels for the upcoming fiscal year and will be invited to submit an application; some organizations may be invited to submit a multi-year proposal based on prior year achievement reports.

A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. A Manager of Sport and Recreation or a Sport and Recreation

Development Officer chairs the working group, which is comprised of up to four additional members.

Supporting Data

A completed application must be submitted to the Department, including:

- (a) A completed Organizational Profile.
- (b) A detailed project plan that includes a proposed budget.
- (c) Letters of support from member clubs, affiliates, and other stakeholder groups demonstrating intent to host, support, and/or participate in proposed events.
- (d) Other information to assess the feasibility of the projects and their alignment with the goals of *Nunaliit Aulajut: Nunavut's Sport, Physical Activity, and Recreation Framework* and the priorities of the Department.
- (e) A motion of the board of directors confirming intent to pursue the activities outlined in the application and to accept the related responsibilities.

Organizations must also ensure that all documentation that supports their eligibility for Schedule 2 funding (as outlined in Appendix A) is up to date and on file with the Department.

Accountability

Recipients of a contribution that is \$100,000 or less are required to submit a signed mid-year financial report and a signed year-end unaudited schedule of revenue and expenses within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a contribution in excess of \$100,000 are required to submit a signed mid-year financial report and a year-end audited financial statement, which includes an audited schedule of revenue and expenses, within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Recipients of a multi-year agreement must provide all the required financial information and other accountability requirements for the prior year before receiving the subsequent year contributions, unless an exemption is approved by the Deputy Head.

Where the required financial reporting is not submitted, the recipient will not be eligible for further funding until the required financial

statements indicating how the contribution was spent are submitted or the amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the outcomes achieved compared to the expectations indicated in the application.

Amount

The Department will determine annual funding levels for eligible organizations based on available financial resources and its review of the size of eligible organizations, the scope of their programming, and their performance in the previous fiscal year.

A maximum of up to \$750,000 may be approved per agreement.

Payment

Prior to the issue of payment, the recipient shall sign a Contribution Agreement.

Contributions will be paid in two installments as outlined in the terms of the Contribution Agreement.

Term

Contributions are once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

The Department may conditionally approve multi-year projects, subject to availability of funds in subsequent years.

If a multi-year Contribution Agreement is in place, recipients may carry over surplus funds up to 25% of the contribution total from one fiscal year to the next with written approval from the Department.

SCHEDULE 3

Team Nunavut Development

- Purpose** To provide financial support for planning and implementing programs and initiatives that prepare athletes and coaches to participate in the Team Nunavut Major Games Program.
- Eligibility** Non-profit organizations that participate in the Team Nunavut Major Games Program are eligible for expenditures related to preparing teams, athletes, and/or coaches to represent Team Nunavut at major games.
- Eligible expenditures include:**
- (a) Training and preparation events (e.g., facility rentals, participant meals, ground transportation).
 - (b) Participant travel via the most economical means.
 - (c) Accommodations.
- Review** A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. A Manager of Sport and Recreation or a Sport and Recreation Development Officer chairs the working group, which is comprised of up to four additional members.
- The working group meets once per year to review applications. In cases where timelines require a proposed project to be assessed quickly or the working group has already met, the Director of Sport and Recreation may approve or reject the application, subject to the evaluation criteria and available funding.
- Supporting Data** A completed application must be submitted to the Department, including:
- (a) A completed Team Nunavut Expression of Interest Form.
 - (b) A completed Organizational Profile.
 - (c) Clearly stated project activities and anticipated outcomes.
 - (d) Proposed budget.
 - (e) Confirmation of host sites, venues, and dates for event(s) identified in the application.

- (f) Letters of support from member clubs, affiliates, and other stakeholder groups demonstrating intent to host, support, and/or participate in proposed event(s).

Organizations must also ensure that all required major games documents are up to date and on file with the Department.

Accountability Recipients of a contribution that is \$100,000 or less are required to submit a signed mid-year financial report and a signed year-end unaudited schedule of revenue and expenses within 60 days of the end of the project or the Government of Nunavut's fiscal year.

Where the required financial reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements indicating how the contribution was spent are submitted or the amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the outcomes achieved compared to the expectations indicated in the application.

Amount A maximum of up to \$100,000 may be approved per agreement.

Payment Prior to the issue of payment, the recipient shall sign a Contribution Agreement.

Contributions will be paid in two installments as outlined in the terms of the Contribution Agreement.

Term Contributions are once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE 4

Traditional Sport/Inuit Games Support

Purpose	To provide financial support for planning and implementing traditional sport/Inuit games events.
Eligibility	<p>Municipal corporations and non-profit organizations are eligible for funding for expenses related to planning and hosting traditional sport/Inuit games events.</p> <p><u>Eligible expenditures include:</u></p> <ul style="list-style-type: none">(a) Event hosting (e.g., facility rentals, participant meals, ground transportation, security, janitorial services, field of play officials, awards).(b) Participant air travel via the most economical means.
Review	<p>A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. A Manager of Sport and Recreation or a Sport and Recreation Development Officer chairs the working group, which is comprised of up to four additional members.</p> <p>The working group meets once per year to review applications. In cases where timelines require a proposed project to be assessed quickly or the working group has already met, the Director of Sport and Recreation may approve or reject the application, subject to the evaluation criteria and available funding.</p>
Supporting Data	<p>A completed application must be submitted to the Department, including:</p> <ul style="list-style-type: none">(a) Project outline that has objectives that align with the goals of <i>Nunaliit Aulajut: Nunavut's Sport, Physical Activity, and Recreation Framework</i> and the priorities of the Department and describes anticipated outcomes.(b) Event location and dates.(c) Information about target participants (e.g., age, gender, projected participation numbers).(d) Budget including projected revenue and expenditures.

- (e) Letters of support from partner groups or community stakeholders demonstrating intent to host, support, and/or participate in proposed event(s).
- (f) A motion of the community council or board of directors confirming the intent to pursue the activities described in the application and to accept the related responsibilities.

Accountability Recipients of a contribution that is \$100,000 or less are required to submit a signed mid-year financial report and a signed year-end unaudited schedule of revenue and expenses within 60 days of the end of the project or the Government of Nunavut’s fiscal year.

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 spent are submitted or the amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the outcomes achieved compared to the expectations indicated in the application.

Amount A maximum of up to \$100,000 may be approved per agreement.

Payment Prior to the issue of payment, the recipient shall sign a Contribution Agreement.

Contributions will be paid in two installments as outlined in the terms of the Contribution Agreement.

Term Contributions are once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE 5

Intercommunity Events and Leadership Training

- Purpose** To provide financial support for planning and implementing intercommunity events and leadership training initiatives.
- Eligibility** Municipal corporations and non-profit organizations are eligible for funding for activities and expenses related to planning and hosting intercommunity events and leadership training.

Eligible activities and expenditures include:

A. Intercommunity Events

Intercommunity sport and recreation events such as hockey or softball tournaments. Eligible expenses include participant air travel via the most economical means and costs related to event hosting (e.g., facility rentals, participant meals, ground transportation, security, janitorial services, field of play officials, awards).

B. Leadership Training

I. Coach and Official Training

Training or certification courses for coaches or officials offered through the National Coaching Certification Program or endorsed by the appropriate National Sport Organization where one exists. Eligible expenses include costs directly related to training courses including course delivery fees and participant and learning facilitator travel and accommodations.

II. Recreation Leader Training

Training and development opportunities for community recreation leaders, including volunteers and youth, to support municipal corporations or non-profit organizations organize and implement sport, physical activity, and recreation programs in Nunavut. Eligible expenses include costs directly related to training courses including course delivery fees and participant and learning facilitator travel and accommodations.

- Review** A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. A Manager of Sport and Recreation or a Sport and Recreation

Development Officer chairs the working group, which is comprised of up to four additional members.

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

Supporting Data

A completed application must be submitted to the Department, including:

- (a) Project outline that has objectives that align with the goals of *Nunaliit Aulajut: Nunavut's Sport, Physical Activity, and Recreation Framework* and the priorities of the Department and describes anticipated outcomes.
- (b) Event location and dates.
- (c) Information about target participants (e.g., age, gender, projected participation numbers).
- (d) Budget including projected revenue and expenditures.
- (e) Letters of support from partner groups or community stakeholders demonstrating intent to host, support, and/or participate in proposed events.
- (f) A motion of the community council or board of directors confirming the intent to pursue the activities described in the application and to accept the related responsibilities.

Accountability

Recipients of a contribution that is \$100,000 or less are required to submit a signed mid-year financial report and a signed year-end unaudited schedule of revenue and expenses within 60 days of the end of the project or the Government of Nunavut's fiscal year.

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 spent are submitted or the amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the outcomes achieved compared to the expectations indicated in the application.

Amount

A maximum of up to \$100,000 may be approved per agreement.

Payment

Prior to the issue of payment, the recipient shall sign a Contribution Agreement.

Contributions will be paid in two installments as outlined in the terms of the Contribution Agreement.

Term

Contributions are once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE 6

Nunavut Sport for Life

- Purpose** To provide financial support for developing and implementing programs that encourage Nunavummiut to be active for life.
- Eligibility** Municipal corporations and non-profit organizations are eligible for funding support for the programs, activities, and initiatives described below.

Eligible activities include:

A. Introductory Sport/Physical Literacy Programs

Planning and delivery of community-level programs and initiatives directed at introducing Nunavummiut to new sport activities or increasing physical literacy levels in youth.

B. Physical Activity Initiatives

Planning and delivery of community-level programs and initiatives directed at supporting ongoing or increased physical activity levels among Nunavummiut.

C. Traditional Activities

Planning and delivery of community-based traditional activities that have a physical activity component.

D. Other Sport for Life Activities

Planning and delivery of programs or initiatives aligned with the goals of *Nunaliit Aulajut: Nunavut's Sport, Physical Activity, and Recreation Framework* and the priorities of the Department.

Eligible expenses include:

- (a) Facilitator travel, accommodations, and fees.
- (b) Facility rentals.
- (c) Resources or equipment directly related to the delivery of the program.
- (d) Administration costs (maximum 10 percent of the grant total).

- Review** A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. A Manager of Sport and Recreation or a Sport and Recreation

Development Officer chairs the working group, which is comprised of up to four additional members.

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

Supporting Data

A completed application must be submitted to the Department, including:

- (a) Project outline that has objectives that align with the goals of *Nunaliit Aulajut: Nunavut's Sport, Physical Activity, and Recreation Framework* and the priorities of the Department and describes anticipated outcomes.
- (b) Program/Event location and dates.
- (c) Information about target participants (e.g., age, gender, projected participation numbers).
- (d) Budget including projected revenue and expenditures.
- (e) Letters of support from partner groups or community stakeholders demonstrating intent to host, support, and/or participate in proposed events.

Accountability

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

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 grant was spent are submitted or the amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the outcomes achieved compared to the expectations indicated in the application.

Amount

A maximum of up to \$50,000 may be approved per agreement.

Payment

Upon approval, a letter will be forwarded to the applicant outlining the approved amount and the payment and accountability procedures.

Grants will be paid in one installment.

Term

Grants are awarded once per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE 7

Scholarship Program

Purpose	To provide financial support to Nunavut students pursuing post-secondary education in the field of sport and recreation.
Eligibility	Individuals who are Nunavut residents and have been accepted or are currently enrolled to study Sport Administration, Physical Education, Kinesiology, Recreation, Sport Sciences, or other related field.
Review	<p>A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. A Manager of Sport and Recreation or a Sport and Recreation Development Officer chairs the working group, which is comprised of up to four additional members.</p> <p>The working group meets once per year to review applications. In cases where timelines require an application to be assessed quickly or the working group has already met, the Director of Sport and Recreation may approve or reject the application, subject to the evaluation criteria and available funding.</p>
Supporting Data	<p>A completed application must be submitted to the Department, including:</p> <ul style="list-style-type: none">(a) A completed application form.(b) Proof of Nunavut residency.(c) Proof of enrollment in post-secondary program.(d) Transcript from previous year of education.(e) Minimum one letter of reference.
Accountability	Each recipient must provide satisfactory proof of enrollment in a post-secondary program related to sport and recreation.
Amount	A maximum of up to \$5,000 may be approved per agreement.
Payment	Grants will be paid in one installment.

APPENDIX A

Territorial Sport and Recreation Organization Criteria

For a territorial organization to be eligible for funding through the Territorial Organization Support Program (see Schedule 2), the following minimum criteria must be met:

1. The activities of the organization must be recognized as a sport or as recreation by the Department. The following definitions will be used to assess recognition as a sport or as recreation.
 - a. A sport is an organized contest between at least two people or teams where rules are in place and a winner is determined by fair and ethical means. Sport is an activity that requires aerobic or anaerobic functioning. Sport occurs on a continuum from a fun, recreational physical activity to competition at a high-performance or elite level. No activity in which the performance of a motorized vehicle (e.g., snowmobile, automobile, boat) is the primary determinant of the outcome of the competition is eligible.
 - b. Recreation is about choosing to do things that are just for fun and are personally interesting. Recreational activities often involve physical activity and are commonly enjoyed with others. Recreation contributes to well-being and makes our communities a better place to live.
2. The organization must be incorporated under the *Societies Act* and be in good standing with Nunavut Legal Registries.
3. The organization must declare within its bylaws and demonstrate through its activities that its mandate is territorial in nature and scope, or the organization must represent the territory through participation in the Team Nunavut Major Games Program.
4. The organization must not duplicate mandated activities provided by another organization already supported through the Territorial Organization Support Program (i.e., the Department will recognize only one territorial organization for a particular sport).
5. The organization's planning and operations must align with the goals of *Nunaliit Aulajut: Nunavut's Sport, Physical Activity, and Recreation Framework* and contribute to the priorities of the Department.
6. The organization must have a leadership structure led by volunteers elected in a democratic manner, as outlined in its bylaws.
7. The organization must collect registration information and/or membership fees from members and must provide insurance coverage to members.
8. The organization must submit to the Department:
 - a. A minimum of two (2) years of financial statements.
 - b. Proof of good standing with Nunavut Legal Registries.

- c. Bylaws.
- d. Proof of board liability insurance.
- e. Organizational Profile, which includes a membership summary and program overview, including how programs are inclusive and accessible (e.g., gender equitable).
- f. A strategic plan that identifies planned activities for a 3- to 5-year period.
- g. All policies required by the Department, including:
 - i. Code of Conduct and Ethics.
 - ii. Discipline and Complaints Policy.
 - iii. Reconsideration Request Policy.
 - iv. Athlete or Participant Protection Policy (as applicable).
 - v. Screening Policy, which must include Criminal Record Check and/or Vulnerable Sector Check for individuals who meet the applicable risk threshold identified in the policy.
 - vi. Additional policies, as identified in the Organizational Profile.
- 9. The organization's policies must be publicly available.
- 10. The organization must support the Department's implementation of the Nunavut Safe Sport Framework.
- 11. The organization must be affiliated with the appropriate National Sport Organization or National Recreation Organization, where one exists.
- 12. The organization must comply with applicable national leadership standards such as the National Coaching Certification Program.

Note: Meeting all the criteria above does not guarantee funding. Organizations unable to meet specific criteria may submit an action plan to the Department identifying steps that will be taken to address the issue.

APPENDIX B

Reconsideration Request Process

Introduction

Under the Department of Community and Government Services Sport and Recreation Grants and Contributions Policy, eligible applicants for grant or contribution funding have the right to request a reconsideration for the denial of funding. There is only one level of reconsideration available, and all requests for reconsideration must be submitted in writing by the applicant on the approved form within the timeframe set out in these guidelines.

Eligibility

A request for reconsideration may be submitted by any eligible municipal corporation, non-profit organization, or individual denied funding through the Department's Sport and Recreation Grants and Contributions process.

The reconsideration request process applies only to decisions that deny funding to an applicant. Applicants cannot request a reconsideration for an approval of an amount less than the amount requested in their application.

Process

Reconsideration Request Forms will accompany all funding rejection letters sent to applicants. Alternatively, forms can be obtained by contacting the Sport and Recreation Office by phone (1-888-765-5506 toll free) or email (SportandRecreationGrants@gov.nu.ca).

Applicant Responsibility

Applicants requesting reconsideration for the denial of funding must ensure the Reconsideration Request Form is completed fully and accurately, and includes the following information:

- Name and contact information of the applicant.
- Application number (SRPN#) assigned to the application.
- Basis of the reconsideration request.

The completed Reconsideration Request Form must be sent to the attention of the Sport and Recreation Grants and Contributions Officer by email (SportandRecreationGrants@gov.nu.ca) **within five (5) business days of receipt of the notice of funding decision.**

Review

The Sport and Recreation Division Grants and Contributions Officer will review the request for reconsideration for completeness and forward the file to the Deputy Minister, who will decide to either request that the application be reconsidered or deny the reconsideration request. Once a decision is made, the Grants and Contributions Officer will advise the applicant of the decision.

The Department will respond within five (5) business days of receiving the reconsideration request. This decision is binding and there are no further levels of reconsideration.

For additional information about the reconsideration request process, eligible applicants can contact the Sport and Recreation Division at:

Grants and Contributions Officer
Sport and Recreation Division
1-888-765-5506 (toll free)
SportandRecreationGrants@gov.nu.ca