



## CULTURE AND HERITAGE

### GRANTS AND CONTRIBUTIONS POLICY

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#### **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 and self-reliance;
2. Programs and services support the values, knowledge, beliefs and cultural distinctiveness of the people of Nunavut;
3. The Department is committed to the Inuit Qaujimajatuqangit guiding principles of Pijitsirniq - to serve, Angiqatigiiniq - arriving at a decision through discussion and consensus, and Piliriqatigiiniq - 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.

#### **APPLICATION**

This policy applies to non-profit community-based organizations, individuals, and municipal corporations who direct their efforts to the promotion, protection and preservation of Nunavut's culture and heritage, official languages.

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

## DEFINITIONS

Audited Financial Statement - a financial statement prepared by an accountant registered under either the *Certified General Accountants Act* (Nunavut), or the *Institute of Chartered Accountants Act* (Nunavut).

Audited Schedule of Revenue and Expenses - a Schedule of Revenue and Expenses prepared by an accountant registered under either the *Certified General Accountants Act* "Nunavut", or the *Institute of Chartered Accountants Act* "Nunavut" and attached to the audited financial statement.

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.

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 payment without financial accountability requirements; however, an achievement may be required.

Inuit Language - refers to Inuinnaqtun in or near Kugluktuk, Cambridge Bay, Bathurst Inlet and Umingmaktuuq, and Inuktitut in or near other communities.

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 - 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).

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.

## **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, including the resolution of appeals.

### Directors

The Director of Corporate Services is responsible for the administration of all grant and contribution 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 applications that are approved for funding 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 will not be considered, or will be given reduced priority.
- (d) Territorial Sport Organizations and Nunavut Sport Clubs shall adopt and enforce the Sport and Recreation Code of Conduct, or adopt a code that reflects similar principles.

### 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 midyear 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 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.
  - (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) Recipients will 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.
  - (h) Funding in one fiscal year does not guarantee funding in subsequent years.
  - (i) 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.
  - (j) 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.
  - (k) The Government of Nunavut reserves the right to conduct an audit of any project funded through grant or contribution.

## **APPEALS**

- (a) An applicant for 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.

## **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 Culture and Heritage grants and contributions outside the provisions of this policy.

## **SUNSET**

This policy shall be in effect from the date of signature until December 31, 2014.

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Premier

## **SCHEDULE A**

### **GRANTS**

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## SCHEDULE A-1

### GRANTS

#### INUIT LANGUAGE PROMOTION AND PROTECTION

<b>Purpose</b>	Provides grants to individuals and non-profit organizations that want to undertake activities that foster the use, teaching, development, promotion or preservation of the Inuit Language, including its revitalization. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Official Languages. The applicable grant and contribution administrative 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 Official Languages may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>Recipients are required to submit an achievement report 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.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum grant that can be awarded is \$15,000. 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.
<b>Payment</b>	One payment will be issued.
<b>Term</b>	Grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE A-2

### GRANTS

#### CULTURE AND HERITAGE

<b>Purpose</b>	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. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>Recipients are required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the application. Eligibility for future grants is contingent upon the receipt of this report within 60 days of the end of the project or the Government of Nunavut's fiscal year.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum grant that can be awarded is \$15,000. 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.
<b>Payment</b>	One payment will be issued.
<b>Term</b>	Grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.



## SCHEDULE A-3

### GRANTS

#### COMMUNITY RADIO

<b>Purpose</b>	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. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Community broadcasting organizations providing local radio.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	A completed application 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.
<b>Accountability</b>	<p>Recipients are required to submit an achievement report 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.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	The maximum grant that can be awarded is \$15,000. 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.
<b>Payment</b>	One payment will be issued.
<b>Term</b>	Grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE A-4

### GRANTS

#### ARCHAEOLOGY AND PALAEOLOGY RESEARCH SUPPORT

<b>Purpose</b>	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. This program supports the overall mandate of the Department.
<b>Eligibility</b>	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 hold only one award per grant cycle, and may receive a maximum of three awards under this program.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	A completed application is submitted to the Department outlining the research activity for which funds are being requested, a budget and timeline for completion, and a letter of support from their institution.
<b>Accountability</b>	<p>Recipients are required to submit an achievement report within 60 days of the end of the fiscal year in which the grant was awarded. The report must summarize the work completed and the benefits achieved compared to the expectations identified in the proposal. Eligibility for future grants is contingent upon receipt of this report.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	The amount awarded will depend on the nature of the project and the number of applicants; however, the maximum amount awarded is \$5,000. 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.

**Payment**

One payment will be issued.

**Term**

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

## SCHEDULE A-5

### GRANTS

#### YOUTH INITIATIVES

<b>Purpose</b>	Provides grants to individuals, non-profit organizations and municipal corporations that promote Youth activities in Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals, non-profit organizations and municipal corporations.
<b>Review</b>	<p>A working group reviews the applications 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.</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 Elders and Youth may approve or reject the application subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>Recipients are required to submit an achievement report 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.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum grant that can be awarded is \$15,000. 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.
<b>Payment</b>	One payment will be issued.
<b>Term</b>	Grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE A-6

### GRANTS

#### ELDER INITIATIVES

<b>Purpose</b>	Provides grants to individuals, non-profit organizations and Municipal Corporations that promote Elders activities in Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals, non-profit organizations and Municipal Corporations.
<b>Review</b>	<p>A working group reviews the applications 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.</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 Elders and Youth may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>Recipients are required to submit an achievement report 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.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum grant that can be awarded is \$15,000. 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.
<b>Payment</b>	One payment will be issued.
<b>Term</b>	Grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE A-7

### GRANTS

#### YOUTH AND ELDER COMMITTEES

<b>Purpose</b>	Provides grants to support Youth and Elder Committees in Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Community-based non-profit Youth and Elder committees, including Municipal Corporations acting on their behalf.
<b>Review</b>	The Director of Elders and Youth approves grants to established Youth and Elders Committees in Nunavut.
<b>Supporting Data</b>	A funding request is submitted to the Department, which includes a description of how the grant was used by the committee in the previous fiscal year.
<b>Accountability</b>	<p>Recipients are required to submit an achievement report 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.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Upon receipt of a completed grant application each Youth Committee and Elders Committee will be given a grant to a maximum of \$5,000. 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.
<b>Payment</b>	One payment will be issued.
<b>Term</b>	Grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

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**CONTRIBUTIONS**

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## SCHEDULE B-1

### CONTRIBUTIONS

#### INUIT LANGUAGE PROMOTION AND PROTECTION

<b>Purpose</b>	Provides grants to individuals and non-profit organizations that want to undertake activities that foster the use, teaching, development, promotion or preservation of the Inuit Language, including its revitalization. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Official Languages. The applicable grant and Contribution administrative 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 Official Languages may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>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.</p> <p>Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum contribution that can be awarded is \$50,000. 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.

**Payment**

Payment will be paid in two installments, as outlined in the terms of the Conditional Contribution Agreement.

**Term**

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

**SCHEDULE B-2**  
**CONTRIBUTIONS**  
**ARTS**

<b>Purpose</b>	Provides contributions to individuals and non-profit organizations to support the development and enhancement of the arts in Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals or non-profit organizations that are involved in the promotion, creation, presentation, appreciation or the study of the arts in Nunavut.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>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.</p> <p>Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal. Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum contribution that can be awarded is \$25,000. 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.

**Payment**

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

**Term**

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

## SCHEDULE B-3

### CONTRIBUTIONS

#### CULTURE AND HERITAGE

<b>Purpose</b>	Provides contributions to individuals and non-profit organizations that undertake activities that foster the promotion and enhancement of culture and heritage in Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	<p>Individuals and non-profit organizations.</p> <p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>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.</p> <p>Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application. Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum contribution that can be awarded is \$75,000. 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.

**Payment**

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

**Term**

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

**SCHEDULE B-4**  
**CONTRIBUTIONS**  
**YOUTH INITIATIVES**

<b>Purpose</b>	Provides contributions to individuals and non-profit organizations that promote Youth activities in Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications 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.</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 Elders and Youth may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application. Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum contribution that can be awarded is \$25,000. 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.
<b>Payment</b>	Payment will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.
<b>Term</b>	Contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

**SCHEDULE B-5**  
**CONTRIBUTIONS**  
**ELDER INITIATIVES**

<b>Purpose</b>	Provides contributions to individuals and non-profit organizations that promote Elder activities in Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Elders and Youth. The appropriate grant and contribution administrative 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 Elders and Youth may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application. Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum contribution that can be awarded is \$25,000. 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.
<b>Payment</b>	Payment will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.
<b>Term</b>	Contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE B-6

### CONTRIBUTIONS

#### CULTURAL COMMUNICATIONS PROGRAM

<b>Purpose</b>	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. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application. Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum contribution that can be awarded is \$50,000. 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.
<b>Payment</b>	Payment will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.
<b>Term</b>	Contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.



**SCHEDULE B-7**  
**CONTRIBUTIONS**  
**TOPONYMY PROGRAM**

<b>Purpose</b>	Provides contributions to individuals and non-profit organizations undertaking geographical names research leading to the retention, through official designation, of traditional names for geographic features and surrounding areas in Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	A completed application is submitted to the Department, which includes a detailed description of the project, the proposed budget (including revenues and expenditures), the anticipated project results, and a timeline for completion of the project.
<b>Accountability</b>	<p>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.</p> <p>Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application. Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on the nature of the project and funding available from other sources; however, the maximum contribution that can be awarded is \$20,000. 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.
<b>Payment</b>	Payment will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.
<b>Term</b>	Contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE B-8

### CONTRIBUTIONS

#### HERITAGE CENTRES CORE FUNDING

<b>Purpose</b>	Provides contributions to organizations for the operation of community heritage centres in Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Organizations such as community-based museums, archives and heritage facilities are eligible to apply for operational assistance.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	A completed application is submitted to the Department.
<b>Accountability</b>	<p>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.</p> <p>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.</p> <p>Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application. Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	The maximum amount that can be awarded under this program is \$100,000. 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.
<b>Payment</b>	Payment will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.
<b>Term</b>	Contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE B-9

### CONTRIBUTIONS

#### PUBLIC LIBRARY SERVICES

<b>Purpose</b>	Provides contributions to community libraries across Nunavut. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Community libraries in Nunavut.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	A completed application is submitted to the Department, which includes a description of the library operations and a proposed budget (including revenues and expenditures).
<b>Accountability</b>	<p>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.</p> <p>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. Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	Funding levels depend on a funding formula which includes; Hours of Operation X Hourly Rate + 7% operating + 10% Administrative Fee. 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. 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.

**Payment**

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

**Term**

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

## SCHEDULE B-10

### CONTRIBUTIONS

#### INUIT SOCIETAL VALUES

<b>Purpose</b>	Provides contributions to individuals and non-profit organizations for projects that encourage and promote Inuit Societal Values. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Assistant Deputy Minister. The Director of Inuit Qaujimajatuqangit 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 Assistant Deputy Minister may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>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. Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application.</p> <p>Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application. Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	The maximum amount that can be awarded is \$100,000. 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.

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

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

## SCHEDULE B-11

### CONTRIBUTIONS

#### ELDERS AND YOUTH FACILITIES

<b>Purpose</b>	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. This program supports the overall mandate of the Department.
<b>Eligibility</b>	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.
<b>Review</b>	<p>A working group reviews the applications 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.</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 Elders and Youth may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>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. Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application.</p>

Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.

- Amount** Funding levels depend on the nature of the project and the amount of funding available from other sources; however the maximum contribution that can be awarded is \$200,000. 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.
- Payment** Payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.
- Term** Contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.



## SCHEDULE B-12

### CONTRIBUTIONS

#### HERITAGE FACILITIES

<b>Purpose</b>	Provides contributions to non-profit community-based organizations, and municipal corporations for the development and/or renovation of heritage facilities or relevant associated equipment. This program supports the overall mandate of the Department.
<b>Eligibility</b>	Non-profit community-based organizations and municipal corporations who direct their efforts to support the development and/or renovation of heritage facilities in Nunavut.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Culture and Heritage. The applicable grant and contribution administrative 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 Culture and Heritage may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>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. Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application.</p>

Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage in any publication or media coverage arising from their project or activity.

- Amount** Funding levels depend on the nature of the project and the amount of funding available from other sources; however the maximum contribution that can be awarded is \$150,000. 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.
- Payment** Payments will be made in two installments, as outlined in the terms of the Conditional Contribution Agreement.
- Term** Contributions are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

## SCHEDULE B-17

### CONTRIBUTIONS

#### INUIT LANGUAGE PRESERVATION AND PROMOTION

<b>Purpose</b>	Through the Canada-Nunavut General Agreement on the Promotion of French and Inuit Languages, provides contributions to individuals and non-profit organizations for the development, retention, preservation and promotion of the Inuit language. This program supports the overall mandate of the Department and the mandate of the Federal Department of Canadian Heritage.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Official Languages. The applicable grant and contribution administrative 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 after the working group has met, the Director of Official Languages may approve or reject the application, subject to available funding.</p>
<b>Supporting Data</b>	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.
<b>Accountability</b>	<p>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.</p> <p>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. Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage, and the Government of Canada in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	The maximum amount will be determined each year, once the budget is established. 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.

**Payment**

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

**Term**

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

## SCHEDULE B-18

### CONTRIBUTIONS

#### FRENCH DEVELOPMENT

<b>Purpose</b>	Through the Canada-Nunavut General Agreement on the Promotion of French and Inuit Languages, provides contributions to individuals and non-profit organizations for the development, retention, preservation and promotion of the French language. This program supports the overall mandate of the Department and the mandate of the Federal Department of Canadian Heritage.
<b>Eligibility</b>	Individuals and non-profit organizations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Official Languages. The applicable grant and contribution administrative 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 after the working group has met, the Director of Official Languages may approve or reject the application, subject to available funding.</p>
<b>Supporting Data</b>	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
<b>Accountability</b>	<p>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.</p> <p>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. Recipients are also required to submit an achievement report outlining the benefits achieved compared to expectations outlined in the application.</p> <p>Recipients must also acknowledge the financial support provided by The Department of Culture and Heritage, and the Government of Canada in any publication or media coverage arising from their project or activity.</p>
<b>Amount</b>	The maximum amount will be determined each year, once the budget is established. 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.

**Payment**

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

**Term**

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

## APPENDIX A

### HERITAGE FACILITIES

Governed by an organization which:

- (a) is a local government, a not-for-profit corporation, or a registered society in good standing under *The Societies Act* (Nunavut);
- (b) is 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;
- (c) has legal custody to a collection or group of collections held in the public interest in accordance with an approved collections management policy;
- (d) owns or leases a permanent structure which houses the heritage facility and provides a safe and secure environment for its collections;
- (e) provides for a minimum of 300 hours each calendar year in which the facility is open to the general public without appointment;
- (f) has membership to the general public if a registered society;
- (g) if a society or not-for-profit corporation, must have received, by motion of council, the local government's endorsement of its mandate and programming;
- (h) provides members of the general public with opportunities to become actively involved in the facility's management and programming; and
- (i) has provided, 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.

When the proposal is assessed, eligible costs are ranked in accordance with the following priorities:

- (a) operational costs necessary for the security and preservation of the collection;
- (b) facility insurance costs;
- (c) contribution accounting costs;
- (d) salary costs; and
- (e) other eligible operational costs not addressed above.

Applications should include:

- (a) an estimate of all utility and maintenance costs and facility insurance costs, with a detailed cost breakdown for each;
- (b) an estimate of contribution accounting costs;
- (c) a schedule of proposed public access hours; and

- (d) a summary of operations including a schedule of proposed programs and events.

The amount of the contribution recommended by the Working Group will reflect the following:

- (a) the amount of funding is based on the demonstrated need of the organization and the number of organizations applying for funds;
- (b) the budget allocation as approved by the Legislative Assembly;
- (c) eligible costs must not exceed funding limits set in accordance with the priorities identified above.