



## DEPARTMENT OF EXECUTIVE AND INTERGOVERNMENTAL AFFAIRS

### WOMEN'S INITIATIVES GRANTS AND CONTRIBUTIONS POLICY

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#### **POLICY STATEMENT**

The Women's Initiatives Grants and Contributions Policy under the Department of Executive and Intergovernmental Affairs supports initiatives that are designed to promote and protect women's empowerment in Nunavut, through 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 and services support the values, knowledge, beliefs and cultural distinctiveness of the people of Nunavut;
2. The Department will support initiatives designed to protect and promote women's empowerment in Nunavut;
3. The focus of the grants and contributions program will be on supporting leadership skills, employability, economic self-sufficiency, wellness, self-reliance and traditional knowledge among women in Nunavut;
4. The Department is committed to all Inuit Qaujimajatuqangit guiding principles, with specific reference for the purpose of this Policy to Pijitsirniq - to serve, Angiqatigiiniq - arriving at a decision through discussion and consensus, and Piliriqatigiiniq - working together for a common cause;
5. All roles and responsibilities are clearly defined, and the process is open and transparent to the public;
6. 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 of women's empowerment in Nunavut.

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 and signed 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 and signed 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.

Individual – a member of a community in Nunavut.

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.

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

## **ROLES AND RESPONSIBILITIES**

### Minister

The Minister Responsible for the Status of Women is accountable to the Executive Council for the implementation of this Policy.

### Deputy Minister

The Deputy Minister supporting the Minister Responsible for the Status of Women through the Department of Executive and Intergovernmental Affairs is accountable to the Minister for the administration of this Policy, including the resolution of appeals,

and has final approval on the awarding of all grants and contributions issued by the Department under this Policy.

### Manager, Women's Secretariat

The Manager, Women's Secretariat is accountable to the Deputy Minister, and is responsible for the administration of the Women's Initiatives Grants and Contributions Program for the Department.

## **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.
- (c) Meeting the eligibility requirements of this policy does not guarantee funding approval.
- (d) 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.

### 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 year-end audited financial statement, which includes an audited schedule of revenues and expenses and summary report of expenditures is required within 90 days of the end of the project or the Government of Nunavut's fiscal year.
- (d) Recipients of a grant that is \$50,000 or less are required to submit a summary report of expenditures within 90 days of the end of the project or the Government of Nunavut's fiscal year.
- (e) 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 grant or contribution was expended are submitted, or any amount unaccounted for is repaid.

- (f) 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.
- (g) Funding in one fiscal year does not guarantee funding in subsequent years.
- (h) 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.
- (i) 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.
- (j) 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 the Department of Executive and Intergovernmental Affairs grants and contributions outside the provisions of this policy.

## **SUNSET**

This policy shall be in effect from the date of signature until March 31, 2015.

## SCHEDULE A

### GRANTS

#### Women's Initiatives Grants

<b>Purpose</b>	Provides grants to individuals, community non-profit organizations and municipal corporations that direct their efforts to promoting women's empowerment in Nunavut. The focus of the grants program will be on providing funding for projects that promote women's leadership skills, employability, economic self-sufficiency, wellness, self-reliance and traditional knowledge.
<b>Eligibility</b>	Individuals, community non-profit organizations and municipal corporations.
<b>Review</b>	The Manager, Women's Secretariat evaluates proposals and makes recommendations to the Deputy Minister supporting the Minister Responsible for the Status of Women through the Department of Executive and Intergovernmental Affairs.
<b>Supporting Data</b>	A completed application or proposal is submitted to the Department, which includes a description of the project, an outline of the proposal objectives, the proposed budget (including revenues and expenditures) and a timeline for completion of the project.
<b>Accountability</b>	The recipient will be required to submit a report outlining the benefits achieved, compared to the expectations indicated in the proposal, within 90 days of the end of the project or the Government of Nunavut's fiscal year. Approval of future grants will be contingent upon receipt of this report.
<b>Amount</b>	The total budget of the Women's Initiatives Grants Program is \$50,000. Funding levels of specific projects depend on the nature of the project and funding available from other sources; however, the maximum grant that can be awarded is \$50,000.
<b>Payment</b>	The payment will be made in a lump sum, or by installment, depending on the project scope and funding needs of the recipient.
<b>Term</b>	The grants are one-time only, with a reporting period from April 1 to March 31 of each fiscal year.

**SCHEDULE B**  
**CONTRIBUTIONS**

**Qullit Nunavut Status of Women Council Contribution**

<b>Purpose</b>	This contribution provides core funding to the Qullit Nunavut Status of Women Council in order to meet the requirements of the <i>Status of Women Council Act</i> . The purpose of the Council is to advance the goal of equal participation of women in society and promote changes in social, legal and economic structures to that end.
<b>Eligibility</b>	The contribution is restricted to the Qullit Nunavut Status of Women Council.
<b>Review</b>	The Qullit Nunavut Status of Women Council submits their proposed budget to the Department on an annual basis. The budget is reviewed by departmental officials who make recommendations to the Deputy Minister supporting the Minister Responsible for the Status of Women through the Department of Executive and Intergovernmental Affairs.
<b>Supporting Data</b>	A completed budget application is submitted to the Department, which includes a breakdown of revenues and expenses and an outline of the Council's goals and objectives. The Council is also required to submit an annual report outlining its activities. The Qullit Status of Women Council will provide the following:
<b>Accountability</b>	The Qullit Nunavut Status of Women Council is required to submit an annual report and a year-end audited financial statement which includes an audited schedule of revenue and expenses within 90 days of the end of the fiscal year, as stipulated by the Status of Women Act.
<b>Amount</b>	The funding level is based on a maximum of \$250,000. However the budget appropriation is published in the Main Estimates on a fiscal year basis, or adjusted through Supplementary Appropriations.
<b>Payment</b>	Contributions will be paid in quarterly installments as outlined in the terms of the contribution agreement.
<b>Term</b>	The contribution provides core funding to the Council on an annual basis.