



POLICY STATEMENT

The Department of Family Services is committed to a grants and contributions approval process that is accountable, easy to understand, fair, transparent, and reflective of community-based needs and Inuit Societal Values.

PRINCIPLES

This policy is based on the following principles:

1. All roles and responsibilities are clearly defined, and the process is open and transparent to Nunavummiut.
2. Programs and services offered by the department will represent the values, knowledge, beliefs, and cultural distinctiveness of Nunavummiut.
3. The department is committed to Inuit Qaujimagatuqangit concepts of Pijitsirniq (serving and providing for family and/or community), Aajiiqatigiinningq (decision making through discussion and consensus), and Piliriqatigiinniq (working together for a common cause).
4. Programs and services will support Inuuqatigiitsiarniq (respecting others, relationships, and caring for people) by helping individuals, families, and communities to have responsibility in achieving health, well-being and self-reliance.
5. Activities of the department will support individuals and families, promote self-reliance, work to reduce poverty and homelessness, and be based on healthy relationships of mutual support and respect, both in the home and the community.
6. The department will work in close cooperation with Nunavut Tunngavik Incorporated, as described in Article 32 of the *Nunavut Land Claims Agreement*, and in accordance with *Aajiiqatigiinniq*.

APPLICATION

This policy applies to non-profit community-based organizations, community governments, Nunavut Arctic College, District Education Authorities, individuals, and other approved organizations who direct their efforts in support of projects that help improve the lives of children and families, or any other activities in line with the objectives of the Department of Family Services.

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).

Community-Based Application

A funding application originating from a municipality in Nunavut that has community support.



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Community Government

A municipal corporation, or in the absence of a municipal corporation, a community governing authority recognized by the Minister of Community and Government Services.

Contribution

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

Grant

A transfer payment made to a recipient from whom the Government of Nunavut will not receive any goods or services. A grant is a payment without a financial accountability requirement. However, an achievement report or other non-financial accountability requirements may be required.

Inuklut

Refers to Inuinnaqtun in or near Kugluktuk, Cambridge Bay, Bathurst Inlet and Umingmaktuuq, and Inuktitut in or near all other communities

Non-Profit Organization

A regional or territory-wide organization that is recognized by the *Societies Act* (Nunavut) as non-profit in nature, or other non-profit local or territorial associations, groups, or agencies that are recognized by the department.

Official Languages

The Inuit Language, English and French, as per the Official Languages Act (2008), ss. 3(1). In reference to general conditions, an applicant must provide their communications and services to the public in the Inuit language; including, without limitations, public signs, posters, commercial advertising, reception services, and any client or customer services available to the general public, or in accordance with an Inuit Language Plan or a substitution approved by the Languages Commissioner.

Recipient

An individual, non-profit community based organization, community governments, Nunavut Arctic College, District Education Authorities, and any other organization that receives funding under this policy.

Schedule of Revenues and Expenditures

An un-audited financial report of revenues and expenditures pertaining to a project, signed by the funding recipient.

Un-Audited Financial Statement

A financial statement prepared and signed by the recipient of a grant or contribution that has not been audited by an accountant registered under either the *Certified General Accountants Act* (Nunavut), or the *Institute of Chartered Accountants Act* (Nunavut).



AUTHORITY AND ACCOUNTABILITY

Executive Council

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

Legislative Assembly

The Legislative Assembly approves the grants and contributions budget of the Department of Family Services.

ROLES AND RESPONSIBILITIES

Minister

The Minister of Family Services is accountable to the Executive Council for the implementation of this policy. The Minister may delegate authority to approve provisions of this policy to the Deputy Minister.

Deputy Minister

The Deputy Minister of Family Services is accountable to the Minister for the administration of this policy, including final approval on the awarding of all grants and contributions. Where applicable, this will include guidelines that specifically address appeal procedures.

Program Managers

Program Managers provide accountability by ensuring all grant and contribution funding is awarded for the purpose intended. They also ensure recipients submit any required financial statements and program activity reports, support administrative compliance with the *Financial Administration Act* (Nunavut), *Financial Administration Manual* and ensure payments are made in a timely manner.

PROVISIONS

Eligibility

- a) Eligibility for this policy is restricted to non-profit community-based organizations, community governments, Nunavut Arctic College, District Education Authorities, individuals, or other organizations as set out in the attached schedules.
- b) All applications approved for funding must be project specific, with a clearly defined time line for completion, must state the economic or social benefits to the public including benefits to the Government and what other results the program' are expected to achieve. Meeting the eligibility requirements of this policy does not guarantee funding approval.
- c) The grants and contributions program should not be viewed as a source of personal income. Applications that request ongoing salary dollars will be assessed regarding their effectiveness in meeting the overall objectives of each grant or contribution program.
- d) Each potential recipient must file with the Department of Family Services a project proposal stating the general purpose, background, goals and objectives, main activities, expected outcomes and indicators, timeframes, and proposed budget. This may include annual budgets, financial statements, financial analysis and similar information for ongoing agreements that are renewed each year. When requested, the department assists applicants with the preparation of funding proposals.



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- e) The Department will have a procedure in place to review eligibility of all applications. This will include the level within the department at which this review takes place and who is responsible for managing the program with restrictions on use of the asset contributed as indicated in the schedules of this policy.
- f) The Department will have a procedure in place to determine which applications will receive funding and levels of funding. This will include considerations of the past experience with prospective recipients. Factors to consider are: evaluation of project outcomes, promptness of meeting reporting requirements; outstanding amounts due under prior agreements, availability of budget funds and similar matters.

General Conditions

- a) All grant and contribution recipients must sign an agreement or other authorizing documentation accepting the terms of the grant and contribution arrangement before payment is issued. Agreements may only be signed by Department Officials who have been delegated the appropriate level of signing authority.
- b) The Government of Nunavut will use existing templates in drafting funding agreements. If a template is not used, or extensive changes are made to an existing template or a new template is being developed, the department must consult with the Department of Justice.
- c) This policy applies to all anticipated payments under the program and any payments that deviate from the program requirements must be approved by the FMB.
- d) The Deputy Head or delegate of the funding department is responsible to monitor the recipient to ensure compliance with the conditions of the agreement, applicable legislation, and FAM directives. If a recipient ceases to be eligible during the term of the agreement, the recipient shall repay any unexpended funds in accordance with the agreement terms. The department shall invoice the recipient within 30 days from the time it is determined that they are no longer eligible.
- e) The Department will ensure procedures are in place that payments cease when eligibility ceases and that any funds paid in error are recovered promptly.
- f) The Department will provide a quarterly report listing any payments approved only by a Minister or Deputy Minister to the Expenditure Management Division of the Department of Finance.

All grant and contribution payments must be charged against an appropriation in the Department indicating the level of funding and method of payment including lump-sum, installments, holdbacks, expenditure-based payments, etc. The Department will identify and report the total of all grants and contributions made.

- g) Recipients cannot carryover surplus funds from one fiscal year to the next fiscal year, except as identified in financial condition (f) above.
- h) Successful applicants will be expected to provide a final report on the project upon completion and comply with the reporting requirements as outlined in the contribution agreement. Contribution agreements will include a monitoring and evaluation component, including an accountability framework to track expenditures.



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- i) Where applicable, projects funded under this policy must meet the necessary approvals by regulatory, municipal and other authorities. This may include meeting health and safety standards, support from community or regional councils, or any other approvals deemed necessary for the project to proceed.
- j) The government may terminate, suspend, withdraw from project or reduce the scope of the agreement if the recipient fails to comply with the terms of the agreement.
- k) All information or material supplied to or obtained by the recipient, as a result of the agreement with the government, must be treated confidentially.
- l) Recipients must provide communications with and services to the public in Inuktitut, together with any other language used, if any, that are necessary to ensure compliance with section 3 of the *Inuit Language Protection Act*, S.Nu. 2008, c.17.

Financial Conditions

- a) All provisions contained in the Government of Nunavut's *Financial Administration Act* and the Government of Nunavut's Financial Administration Manual shall apply to the financial administration of all grants and contributions issued by the Department.
- c) The Government of Nunavut has the right to recover payments should the recipient be in default of the agreement, the right for cancellation or reduction of transfer payments in the event that Departmental appropriation or funding levels are changed for the fiscal year.
- d) Prior to payment issuance, 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 financial reporting and accounting requirements.
- e) Contributions over \$25,000 must be paid in installments as outlined in the terms of the Conditional Contribution Agreement. When required, audited or un-audited financial statements and schedules of revenues and expenses must be submitted to the department before any additional payments are issued.

Recipients of a contribution in excess of \$50,000 are required to submit a mid-year un-audited financial statement (as scheduled in the conditional contribution agreement), and year-end audited financial statements, including an audited schedule of revenues and expenses, within 90 days (depending on the schedule) after the end of the project or the Government of Nunavut's fiscal year.

- f) Recipients of a contribution that is \$50,000 or less are required to submit a year-end un-audited schedule of revenues and expenses within 30 days of the end of the project or the Government of Nunavut's fiscal year, whichever comes first.
- g) In instances where the required un-audited or audited financial statements and schedules of revenues and expenses are not submitted, or the recipient has identified surplus project funds – except contributions funded by the Government of Canada through third party transfers which may carry unused funds to the next fiscal year within the terms of the agreement – the amounts outstanding will be deducted from any future payments and/or future contribution agreements



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will be prohibited until the required financial statements and schedules are submitted, or the amount unaccounted for is repaid.

- h) Recipients are required to repay advances, overpayments, interest on overdue amounts, unexpended balances and disallowed expenses, any surplus project funds or unaccounted project expenditures and a declaration that such amounts constitute debts due to the Government of Nunavut within 90 days of the completion of the project or the term of the contribution. Agreement must require recipient to report any amounts owing to the government and recognition that amounts due to the recipient may be set-off against amounts owing to the government.
- i) Funding in one fiscal year does not guarantee funding in subsequent years.
- j) Under the terms of this policy, the Government of Nunavut's liability is limited to the amount of funding authorized. As a result, the Government of Nunavut will not be responsible for any shortfalls or deficits incurred by the funding recipient. The government is not liable in the case where the recipient is entering into a loan, a capital lease or other long-term obligation in relation to the project for which the transfer payment is provided.
- k) 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. Failure to disclose may result in reduced or withheld funding.
- l) The Government of Nunavut reserves the right to conduct an audit of any project funded through a grant or contribution. Recipients must permit the government access to the project site or premises, to inspect all financial records related to the project and to obtain any other information necessary for evaluating the success of a project.
- m) In instances where the required financial accounting and reporting requirements are not met the recipient is not eligible for further funding until the required information is provided, or the amount unaccounted for is repaid.

APPEALS

- a) When applicable, an applicant for a grant or contribution has the right to appeal a denial of funding.
- b) Appeals for grants or contributions, where a statutory appeal process is not already in place, will be dealt with in accordance with the Guidelines established in support of this policy. The appeal authority within the Department will be at the Deputy Head.

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. Contributions funded by the Government of Canada through third-party transfers are subject to available funding and the terms and conditions imposed on the transfer of funds.



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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 grants and contributions of the Department of Family Services outside the provisions of this policy.

SUNSET

This policy shall be in effect from the date of approval until March 31, 2025.

Premier



**SCHEDULE A
CONTRIBUTIONS**

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**SCHEDULE A – 1
TUNNGASUGVIK**

1. Purpose

This program provides contribution funding to community governments and non-profit organizations that provide emergency homeless shelter services or transitional housing to address homelessness in Nunavut.

2. Eligibility

Eligibility is restricted to community governments and non-profit organizations that provide emergency homeless shelter services and second stage housing services.

3. Review

Non-profit organizations and municipal corporations can submit proposals for emergency homeless shelters or transitional housing based upon a recognized need in their community. Feedback will be provided to the proponents and the proposal may need to be re-submitted after modification. Departmental staff will review the proposal and make a recommendation to the Deputy Minister.

4. Supporting Data

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 (revenues and expenditures, including all sources of funds) and a timeline for the project. The proposal must also demonstrate community support and partnerships.

5. Accountability

An accountability framework must be used to track expenditures, client usage of facilities and services and programming supports provided to clients. Successful applicants will be expected to provide a final report on the project upon completion. Recipients of funding for emergency homeless shelters or transitional housing shall comply with the reporting requirements as outlined in the contribution agreement. Contribution agreements will also include a monitoring and evaluation component.

6. Amount

The amount that can be awarded in any fiscal year is set out in the conditional contribution agreement between the recipient and the Government of Nunavut. Funding levels of specific projects depend on the nature of the project, eligible expenses and funding available from other sources; however total combined contributions cannot exceed the appropriation approved by the Legislative Assembly.

7. Payment

Contributions will be paid in installments as outlined in the terms of the contribution agreement.

8. Term

A contribution agreement provides operational funding and is subject to a reporting and accountability period from April 1 to March 31 of each fiscal year.



**SCHEDULE A - 2
HOMELESSNESS INITIATIVES**

1. Purpose

Contribution funding is available to community non-profit organizations, societies and municipal organizations to undertake small scale projects that will facilitate the provisions of outreach services to support individuals experiencing homelessness.

2. Eligibility

Eligibility is restricted to community non-profit organizations and community governments that provide or intend to provide homeless supportive services or programs.

3. Review

Eligible applicants can submit proposals for homeless supportive services or programs based upon a recognized need in their community. Departmental staff will review the proposal and make a recommendation to the Director, Poverty Reduction.

4. Supporting Data

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 (revenues and expenditures, including all sources of funds) and a timeline for the project. The proposal must demonstrate community support and partnerships.

5. Accountability

An accountability framework must be used to track expenditures and client usage of facilities and services and programming supports provided to clients. Successful applicants will be expected to provide a final report on the project upon completion. Recipients of funding shall comply with the reporting requirements as outlined in the contribution agreement.

Contribution agreements will also include a monitoring and evaluation component.

6. Amount

The maximum amount that can be awarded in any fiscal year is \$500,000. Funding levels of specific projects will depend on the nature of the project, eligible expenses and funding available from other sources; however, the total amount of all contributions cannot exceed the appropriation approved by the Legislative Assembly.

7. Payment

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

8. Term

Contributions have a reporting period from April 1 to March 31 of each fiscal year.



**SCHEDULE A - 3
POVERTY REDUCTION INITIATIVES**

1. Purpose

Contribution funding may be provided to support community-driven initiatives engaged in poverty reduction that accord with the *Collaboration for Poverty Reduction Act*, *The Makimaniq Plan* and the Five-Year Poverty Reduction Action Plan.

2. Eligibility

Eligibility is restricted to community organizations, municipal corporations and businesses that undertake initiatives to reduce poverty in Nunavut; or promote collaboration for the implementation of *The Makimaniq Plan* and the Five-Year Poverty Reduction Action Plan prepared by the Nunavut Roundtable for Poverty Reduction.

3. Review

Applications will be reviewed by the Nunavut Roundtable for Poverty Reduction Review Committee who will make a recommendation to the Director, Poverty Reduction or Deputy Minister, according to the necessary level of signing authority.

4. Supporting Data

A completed application or proposal will include a description of the project, an outline of the project objectives and expected results, the proposed budget (revenues and expenditures, including all sources of funds) and a timeline for the project. The proposal should also demonstrate community support.

5. Accountability

An accountability framework must be used to track expenditures and client usage of facilities and services and programming supports provided to clients. Successful applicants will be expected to provide a final report on the project upon completion. Recipients of funding shall comply with the reporting requirements as outlined in the contribution agreement. Contribution agreements will also include a monitoring and evaluation component.

6. Amount

The amount that can be awarded in any fiscal year is set out in the conditional contribution agreement between the recipient and the Government of Nunavut in compliance to the provisions required in Eligibility (f), General (c, f) and Financial Conditions of this policy. Funding levels of specific projects will depend on the nature of the project, eligible expenses and funding available from other sources; however, the total amount of all contributions cannot exceed the appropriation approved by the Legislative Assembly. Apart from budget approved by the Legislative Assembly Vote 4 funding is received from the Northern Wellness Agreement.

7. Payment

Contributions will be paid in installments as outlined in the terms of the contribution agreement.

8. Term

Contributions have a reporting period from April 1 to March 31 of each fiscal year. Multi-year projects are subject to an appropriate budget being approved by the Poverty Reduction Round table.



**SCHEDULE A - 4
FAMILY VIOLENCE SHELTER PROGRAM**

1. Purpose

Provides contribution funding to community governments and non-profit organizations that provide and maintain family violence shelter facilities that accommodate and protect adults and children from physical, sexual and psychological harm.

2. Eligibility

Eligibility is restricted to non-profit organizations and community governments across Nunavut that provide and maintain shelters for victims of family violence. Family violence shelters include: transition houses or shelters, community crisis shelters and safe homes.

3. Review

Community governments and non-profit organizations submit proposals for family violence shelters based upon a recognized need in their community. The department then conducts a cost benefit analysis to determine if the shelter is viable. Applications are reviewed by the Family Wellness Division. The Regional Director, Family Wellness will make a recommendation to the Deputy Minister.

4. Supporting Data

All proposals must meet the minimum standards and eligibility standards and requirements set out in the Saillivik Policy for the operation of shelter facilities within Nunavut. Facilities must also meet the necessary approvals by regulatory, municipal and other authorities. This may include meeting health and safety standards, support from community or regional councils, or any other approvals deemed necessary for the project to proceed.

5. Accountability

Recipients of contributions are required to submit monthly occupancy reports and quarterly financial statements prepared in accordance with the budget categories set out in schedules attached to the agreement, showing the actual expenditures and revenues for the programs and services. In addition, the recipient must submit year-end audited financial statements within 90 days of the end of the project or the Government of Nunavut's fiscal year. 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. If the required financial accounting is not submitted the recipient may not be eligible for further funding until the required financial statements indicating that the contribution was expended are submitted or the amount unaccounted for is repaid.

6. Amount

The amount that can be awarded in any fiscal year is set out in the conditional contribution agreement between the recipient and the Government of Nunavut in compliance to the provisions required in Eligibility (f), General (c, f) and Financial Conditions of this policy. Funding levels depend on the number of clients, the size and cost of operating the facility and funding available from other sources; however total combined contributions cannot exceed the appropriation approved by the Legislative Assembly.



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7. Payment

Contributions will be paid in installments as outlined in the terms of the conditional contribution agreement.

8. Term

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



SCHEDULE A - 5
QULLIIT NUNAVUT STATUS OF WOMEN COUNCIL

1. Purpose

Provides core contribution funding to the Qullit Nunavut Status of Women Council in order to meet the requirements of the *Qullit Nunavut Status of Women Council Act*.

2. Eligibility

Eligibility is restricted to the Qullit Nunavut Status of Women Council.

3. Review

The Council submits their proposed budget to the department on an annual basis. Applications are reviewed by the Family Wellness Division. The Regional Director, Family Wellness will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

A completed proposal for core funding is submitted to the department, which includes a description of the Council's goals and objectives, the proposed budget (including revenues and expenditures) and an expenditure timeline.

5. Accountability

The Council is required to submit an annual report and a year-end audited financial statement including an audited schedule of revenue and expenses within 90 days of the end of the fiscal year, as stipulated by the *Qullit Nunavut Status of Women Council Act*.

The format, content and deadlines for reports will be detailed in the contribution agreement. Contribution agreements will also include measurement of deliverables in order to evaluate effectiveness.

6. Amount

The amount that can be awarded in any fiscal year is set out in the conditional contribution agreement between the recipient and the Government of Nunavut in compliance to the provisions required in Eligibility (f), General (c, f) and Financial Conditions of this policy. The funding level is based on the proposal's proposed activities and objectives. The total cannot exceed the budget appropriation that is published in the Main Estimates on a fiscal year basis.

Funding of a multi-year project in the second or subsequent years may be provided if the conditions agreed to have been met.

7. Payment

Contribution payments will be paid in quarterly installments as outlined in the terms of the contribution agreement.

8. Term

Contributions provide core funding, subject to a reporting and accountability period from April 1 to March 31 of each fiscal year.



SCHEDULE A - 6
RICK HANSEN INSTITUTE

1. Purpose

Provides contribution funding to the Rick Hansen Institute to support Nunavummiut with spinal cord injuries and other disabilities.

2. Eligibility

Eligibility is restricted to the Rick Hansen Institute.

3. Review

The Institute submits their proposed annual budget to the department, based on recommendations from a "Solutions Team". The Team is chaired by the Workplace Adversity Office of the Government of Nunavut, which is comprised of members who are volunteer experts from the spinal cord injury and other mobility impairments community. Applications are reviewed by the Family Wellness Division and make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

A multi-year Conditional Contribution Agreement has been signed with the Rick Hansen Institute.

5. Accountability

The Rick Hansen Institute provides the department with a program activity report at the end of the Government of Nunavut's fiscal year. The activity report describes the individual projects that were funded during the year. In addition, a financial statement is required within 90 days of the end of the project or the Government of Nunavut's fiscal year.

The Government of Nunavut is not responsible for any expenses incurred in excess of the amounts set out in the original or amended schedules.

In instances where the required financial accounting is not submitted, the recipient may not be eligible for further funding until the required financial statements indicating that the contribution was appropriately expended are submitted, or any amount unaccounted for is repaid.

6. Amount

The maximum amount that can be awarded in any fiscal year is \$20,000. The Government of Nunavut'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 recipient.

7. Payment

The contribution payment will be made in a lump sum.

8. Term

The contribution has a reporting and accountability period from April 1 to March 31 of each fiscal year.



**SCHEDULE A-7
INCOME ASSISTANCE PAYMENTS**

1. Purpose

The Income Assistance Program is a program of last resort intended to help Nunavut families and individuals meet their basic needs when, for various reasons, they are unable to provide for themselves.

2. Eligibility

The ability to issue Income Assistance on behalf of the GN is found within the *Financial Administration Act* (FAA) and the *Income Assistance Act* (IAA).

Eligibility is delegated in sections 13(1) of the *Financial Accountabilities Act*, Section 2 of the *Income Assistance Act*, and sections 1.1 through 6 and section 13 of the *Income Assistance Regulations*.

Citizens are assessed on a monthly basis by an Income Assistance Worker in their home community to determine eligibility. The assessment is conducted under the *Income Assistance Regulations* as are the benefits a citizen is eligible for.

3. Review

Each applicant must complete an application form for assistance and an in-person interview with an Income Assistance Worker. The applications are reviewed against standard eligibility criteria based on income and need. All clients have the right of Appeal as per the terms set out in the *Income Assistance Act*.

4. Supporting Data

A complete application including a Personal Data Record, Statement of Authorization and Intent, and Assessment form is submitted to the department. Funding is available according to the Basic Allowance Table, room and board, accommodations, and fuel and utilities allowances.

Extended benefits such as incidental allowance, expenses incidental to education and training, household furnishings and equipment, damage deposits and emergency assistance are subject to various levels of approval and reviewed against eligibility standards.

5. Accountability

Recipients are assessed every month in person by an Income Assistance Officer. They are required to demonstrate their participation in a Productive Choice Program and confirm any changes in income and family structure. Approval of future entitlements is contingent upon this assessment of need.

6. Amount

The amount that can be awarded in any fiscal year is set out in the conditional contribution agreement between the recipient and the Government of Nunavut in compliance to the provisions required in Eligibility (f), General(c, f) and Financial Conditions of this policy. The level of assistance depends on the needs of the individual applicant. However, maximum eligibility levels are set for different situations. These amounts are established in regulations.



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7. **Payment**

Payments may be made bi-weekly or on a monthly basis. Timing of payments may be adjusted due to client situations. Any emergency payment requests over specified limits established through policy are subject to approval by the Director of Income Assistance.

8. **Term**

The budget has a reporting and accountability period from April 1 to March 31 of each fiscal year. Assistance payments are made monthly, with a corresponding monthly reporting period and full client update at the beginning of each calendar year.



SCHEDULE A-8
SENIOR CITIZEN SUPPLEMENTARY BENEFIT

1. Purpose

Provides financial support to low income seniors to assist them with the high cost of living in Nunavut.

2. Eligibility

Eligibility is set out in sections 3 and 4 of the *Senior Citizens' Benefits Act* and is contingent on eligibility for the Guaranteed Income Supplement or Allowance from the Government of Canada.

Seniors are eligible for the benefit if they are:

- Residents of Nunavut; and either,
- 65 years of age or over, and receive the Guaranteed Income Supplement from the Government of Canada; or
- 60-84 years of age and receive the Allowance from the Government of Canada and their spouse receives the Guaranteed Income Supplement.
- The filing of yearly income tax returns is integral in the eligibility process for this entitlement.

3. Review

The Income Assistance Division review applications based on the eligibility criteria set out by the Government of Canada.

4. Supporting Data

The Government of Canada provides the department with data on a monthly basis that is matched against the department's files. Supporting data includes the client's Social Insurance Number, age and benefit information.

5. Accountability

Financial records are maintained by the department for the *Senior Citizen Supplementary Benefit* and accounted for as per the *Financial Administration Act* and Financial Administration Manual requirements.

6. Amount

Funding levels are set out in *Amount of Benefit Regulation* R.R. N.W.T. (Nu.) 1990 c S-7.

7. Payment

The delivery of the benefit is done via a merged payment process established between the Government of Nunavut, Human Resources and Skills Development Canada and Public Works and Government Services Canada. Recipients receive payments monthly in a cheque that includes the Senior Citizens' Benefit, Old Age Security and the Guaranteed Income Supplement. Dates for payment are established by the Government of Canada.

8. Term

The established benefit amount is ongoing and paid monthly as long as the individual is eligible for the federal Guaranteed Income Supplement Allowance from the Government of Canada



**SCHEDULE A-9
SENIORS FUEL SUBSIDY**

1. Purpose

This program supports seniors in Nunavut by providing a subsidy to help offset the high cost of heating fuel. The program reimburses eligible homeowners for fuel costs up to a specified maximum number of liters.

2. Eligibility

Eligibility is restricted to seniors who meet the following requirements: they must be 60 years of age or older and reside in Nunavut; they must own the home in which they live; they must not be on income support; and they must meet the allowable maximum net homeowner(s) income test for the community in which they live.

3. Review

The Income Assistance Division will review applications for the subsidy to ensure they meet the eligibility criteria.

4. Supporting Data

An applicant is assessed on the homeowner(s) net income and benefits are determined based on the community in which the applicant lives.

5. Accountability

Recipients are required to submit receipts to the Department to be eligible to receive the subsidy.

6. Amount

Homeowner(s) with a total net income up to and including \$75,000 may be eligible for a 100% fuel subsidy. Homeowner(s) with a total net income between \$75,001 and \$100,000 (inclusive) may be eligible for a 50% fuel subsidy. Homeowner(s) with a total net income greater than \$100,000 are not eligible for the fuel subsidy.

Eligible seniors are reimbursed full costs up to the maximum number of litres allowed under the program.

7. Payment

The delivery of the Senior's Fuel Benefit payment is receipt based. Eligible Seniors purchase their fuel and are reimbursed through the benefit by the Regional Income Assistance Office.

8. Term

The established benefit amount is paid during the year when seniors submit receipts, as long as the individual is eligible for the Senior Fuel Subsidy.



SCHEDULE A- 10
DAYCARE USER SUBSIDIES

1. Purpose

This program provides a daycare subsidy to assist low income families to make day care more affordable. The subsidy helps pay for some or all of the applicant's daycare costs.

2. Eligibility

Eligibility is restricted to applicants who reside in Nunavut and who meet the following requirements: they must be enrolled in high school, an adult education program or be employed; they must complete a financial means test; and provide actual costs for day care in their community.

3. Review

Income Assistance staff review an applicant's income test and proof of enrollment in high school, adult education program or employment. The income test includes all household income including the spouse's income and their basic needs.

4. Supporting Data

Applicants complete an income test and provide proof of enrollment in high school, an adult education program or employment.

5. Accountability

Applicants are required to show proof of their monthly school or work attendance each month, as well as confirmation of their child's attendance at daycare. Applicants must report any changes that might affect their eligibility.

6. Amount

The amount provided to the recipient is based on eligibility as per the Day Care User Subsidy guidelines and/or actual daycare costs: capped at \$2,500/month/child.

7. Payment

Payments are made on a monthly basis.

8. Term

The established daycare user subsidy amount is paid on a monthly basis as long as the recipient meets the eligibility requirements. The budget is established annually.



SCHEDULE A - 11
COMMUNITY CAPACITY BUILDING

1. Purpose

This program provides contribution funding to the “Local Authority” for the sole purpose of providing assistance and support programs to Nunavummiut in need, as defined in the *Income Assistance Act* and the *Income Assistance Regulations*.

2. Eligibility

Eligibility is granted to Local Authorities by sections 1.1 to section 6 and section 13 of the *Income Assistance Regulations*.

3. Review

The Local Authority must deliver the Income Assistance Programs as established by the *Income Assistance Act* and the *Income Assistance Regulations*. Applications are reviewed by the Income Assistance Division. The Regional Director, Income Assistance will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

Local Authority will ensure that accurate and proper records are maintained on all case work and financial transactions, in accordance with the *Income Assistance Act*, *Income Assistance Regulations* and the *Financial Administration Act*, and as the GN directs so as to enable proper program review and financial audits.

5. Accountability

Financial records are maintained by the department for the Community Capacity Building Benefit and accounted for as per the *Financial Administration Act* and the Financial Administration Manual requirements.

6. Amount

Funding levels are set out in *Amount of Benefit Regulation* R.R. N.W.T. (Nu.) 1990 c S-7.

7. Payment

The Local Authority shall deliver the Income Assistance Programs and Services in accordance with the *Income Assistance Act*, the *Income Assistance Regulations*, the *Financial Administration Act*, Directives of the GN and the GN's Manuals. The Local Authority shall provide financial assistance to persons in need, in appropriate amounts for specified need as defined in the *Income Assistance Act* and the *Income Assistance Regulations*.

8. Term

The budget has a reporting and accountability period from April 1, to March 31 of each fiscal year. Assistance payments are made monthly, with a corresponding monthly reporting period and full client update at the beginning of each calendar year.



**DEPARTMENT OF FAMILY SERVICES
GRANTS AND CONTRIBUTIONS POLICY**

**SCHEDULE B
GRANTS**

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**SCHEDULE B - 1
WOMEN'S INITIATIVES GRANTS**

1. Purpose

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.

2. Eligibility

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

3. Review

Applications are reviewed by the Family Wellness Division. The Regional Director, Family Wellness will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

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

5. Accountability

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.

6. Amount

Funding levels of specific projects depend on the nature of the project and funding available from other sources; however, the total amount of all grants cannot exceed the appropriation approved by the Legislative Assembly.

7. Payment

The payment will be made in a lump sum, or by installment, depending on the project scope and funding needs of the recipient.

8. Term

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



SCHEDULE B - 2
MEN AND BOYS INITIATIVES GRANTS

1. Purpose

Provides grants to individuals, community non-profit organizations and municipal corporations that direct their efforts to providing ongoing services for men and boys of all ages or develop new initiatives to target the specific needs of boys and young men between the ages of 15-24.

2. Eligibility

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

3. Review

Applications are reviewed by the Family Wellness Division. The Regional Director, Family Wellness will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

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

5. Accountability

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.

6. Amount

Funding levels of specific projects depend on the nature of the project and funding available from other sources; however, the total amount of all grants cannot exceed the appropriation approved by the Legislative Assembly.

7. Payment

The payment will be made in a lump sum, or by installment, depending on the project scope and funding needs of the recipient.

8. Term

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



**SCHEDULE B - 3
HOMELESSNESS INITIATIVES GRANT**

1. Purpose

Grants are available to community non-profit organizations, societies and municipal organizations to undertake small scale projects that will facilitate the provisions of out reach services to support individuals experiencing homelessness.

2. Eligibility

Eligibility is restricted to community non-profit organizations and community governments that provide or intend to provide homeless supportive services or programs.

3. Review

Applications are reviewed by the Poverty Reduction Division. The Regional Director, Poverty Reduction will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

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 (revenues and expenditures, including all sources of funds) and a timeline for the project. The proposal must demonstrate community support and partnerships.

5. Accountability

An accountability framework must be used to track expenditures and client usage of facilities and services. Successful applicants will be expected to provide a final report on the project upon completion. Recipients of funding shall comply with the reporting requirements as outlines in the grant.

6. Amount

Funding levels of specific projects will depend on the nature of the project, eligible expenses and funding available from other sources; however, the total amount of all grants cannot exceed the appropriation approved by the Legislative Assembly.

7. Payment

Payments will be issued in installments, as outlined in the terms of the conditional contribution agreement.

8. Term

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



SCHEDULE B - 4
POVERTY REDUCTION INITIATIVES GRANT

1. Purpose

Grants may be provided to promote collaboration for the *Collaboration for Poverty Reduction Act*, implementation of *The Makimaniq Plan* and the *Five Year Poverty Reduction Action Plan* prepared by the Nunavut Roundtable for Poverty Reduction; and to support community-driven initiatives and initiatives of local networks of community organizations engaged in poverty reduction.

2. Eligibility

Eligibility is restricted to community organizations, municipal corporations and businesses that undertake initiatives to reduce poverty in Nunavut; or promote collaboration for the implementation of *The Makimaniq Plan* and the *Five Year Poverty Reduction Action Plan* prepared by the Nunavut Roundtable for Poverty Reduction.

3. Review

Applications will be reviewed by the Nunavut Roundtable for Poverty Reduction Review Committee who will make a recommendation to the Minister.

4. Supporting Data

A completed application or proposal will include a description of the project, an outline of the project objectives and expected results, the proposed budget (revenues and expenditures, including all sources of funds) and a timeline for the project. The proposal should also demonstrate community support.

5. Accountability

For grants greater than \$50,000, recipients must submit a year-end audited schedule of revenues and expenses within 90 days of the end of the Government of Nunavut's fiscal year-end.

A Recipient of a grant that is \$50,000 or less must submit a year-end schedule of revenues and expenses within 90 days of the end of the Government of Nunavut's fiscal year.

The Government of Nunavut may require a recipient to submit a mid-year financial report and/or a year-end financial statement or audited financial statement.

The Government of Nunavut may conduct an audit of any project funded under this policy. Recipients must permit the government access to the project site or premises, to inspect all financial records related to the project and to obtain any other information necessary for evaluating the success of the project.

In instances where the required financial accounting and reporting requirements are not met the recipient is not eligible for further funding from the Poverty Reduction Fund until the required information is provided, or the amount unaccounted for is repaid.

6. Amount

The amount that can be awarded in any fiscal year is set out in the conditional contribution agreement between the recipient and the Government of Nunavut in compliance to the provisions required in Eligibility (f), General (c, f) and Financial Conditions of this policy. Funding levels of specific projects will depend on the nature of the project, eligible expenses and funding available from other sources; however, the total amount of all contributions cannot exceed the appropriation approved by the Legislative Assembly. Apart from budget



DEPARTMENT OF FAMILY SERVICES GRANTS AND CONTRIBUTIONS POLICY

approved by the Legislative Assembly Vote 4 funding is received from the Northern Wellness Agreement.

7. Payment

Payments will be issued in installments, as outlined in the terms of the grant.

8. Term

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