



## COMMUNITY AND GOVERNMENT SERVICES

### SPORT AND RECREATION GRANTS AND CONTRIBUTIONS POLICY

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#### POLICY STATEMENT

The Department of Community and Government Services is committed to a grants and contributions approval process that is accountable, easy to understand, fair, transparent and reflective of community needs and Inuit societal values.

#### PRINCIPLES

This policy is based on the following principles:

1. Programs support the growth of community capacity and self-reliance;
2. Programs and services support the values, knowledge, beliefs and cultural distinctiveness of 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;

#### APPLICATION

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

Organizations or agencies that do not meet the eligibility requirements are encouraged to consider partnerships with individuals, non-profit organizations 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 report may be required.

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

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

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

Member - an individual or group of individuals, who pay a fee either directly through an affiliated group for the programs or services of the organization.

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.

Physical Activity - engaging in body movements that require exertion and result in an elevated heart rate.

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

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

Sport Organization - an organization that is registered under the *Societies Act (Nunavut)* as a non-profit organization that promotes a particular sport or group of sports within Nunavut that does not meet the criteria of a Territorial Sport Organization (Appendix B).

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

Territorial Recreation Organization (TRO) - a volunteer driven organization that is registered under the *Societies Act (Nunavut)* as being non-profit in nature that promotes recreation, physical activity and healthy lifestyle choices. Territorial Recreation organizations must meet the recognition criteria identified in (Appendix C).

Territorial Sport Organization (TSO) - a volunteer driven organization that is registered under the *Societies Act* (Nunavut) as being non-profit in nature and promotes sport and physical activity. Territorial Sport organizations must meet the recognition criteria identified in (Appendix B).

Working Groups - groups established by the Department to review applications for grants and contributions and to make recommendations to the Director described in the attached schedules.

## **ROLES AND RESPONSIBILITIES**

### Minister

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

### Deputy Minister

The Deputy Minister of CGS:

- (a) is responsible for the administration of all provisions pursuant to this policy;
- (b) may approve grants and contributions subject to the conditions outlined in this policy;
- (c) may, through letter of instruction, delegate authority to approve grants and contributions to the Assistant Deputy Minister or appropriate Directors of CGS; and
- (d) rules on appeals by either requesting that the applications be reconsidered or denying the appeal.

### Assistant Deputy Minister or appropriate Director

The Assistant Deputy Minister or Director

- (a) determine the appropriate annual budget allotment for inclusion into the annual budget planning process;
- (b) determine the specific allotment of the overall budget for each eligible recipient;
- (c) determine reporting requirements for those that receive contributions;
- (d) review financial information to ensure that the grant or contribution is being used for the intended purpose.

### Grant and Contribution Administration Officers

Administration Officers

- (a) provides municipalities and eligible territorial sport and recreation organizations with notice of funding levels for upcoming fiscal year.
- (b) processes funding applications for relevant programs;
- (c) chairs working groups;
- (d) prepares correspondence related to grants and contributions administration;
- (e) ensures payments are made in a timely manner.
- (f) processes accountability and reporting documentation

## PROVISIONS

### Eligibility

- (a) Eligibility for this policy is restricted to individuals, non-profit organizations and municipal corporations, as set out in the attached schedules.
- (b) All proposals that are approved for funding must have clearly defined timelines 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) As a provision of funding, non-profit organizations shall adopt and enforce policies and practices aligned with best practices within the Sport and Recreation sector and required by the Department, including a Code of Conduct/Ethics.

### 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 Contribution Agreement which contains their approved projects, 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 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 60 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 a grant or contribution.
- (l) The Government of Nunavut reserves the right to terminate an agreement and withdraw from a project if the original project objectives are not being met.

## **FINANCIAL RESOURCES**

Financial resources required under this policy are conditional on approval by the Legislative Assembly and on the availability of funds in the appropriate budget.

## **PREROGATIVE OF EXECUTIVE COUNCIL**

Nothing in this policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting grants and contributions outside the provisions of this policy.

## **SUNSET**

This policy shall be in effect from the date of signature until March 31, 2023. .

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Premier, The Honorable Joe Savikataaq



**Department of Community and Government Services**

**-Sport and Recreation Grants and Contributions**

**Schedules**

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**CONTRIBUTIONS**

Municipal Support	Schedule 1
Territorial Organization Support	Schedule 2
a) Operational Support	
b) Tournaments, Camps and Clinics	
c) Capacity Development	
Team Nunavut Athlete Development Support	Schedule 3
Traditional Sport / Inuit Games Support	Schedule 4
Community Events	Schedule 5
a) Intercommunity Events	
b) Leadership Training	

**GRANTS**

Nunavut Sport for Life	Schedule 6
a) Introductory Sport / Physical Literacy Programs	
b) Physical Activity Initiatives	
c) Community Traditional Recreation Programs	
d) Other Sport for Life Activities	

Scholarship Program	Schedule 7
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**APPENDIX A: TERRITORIAL SPORT AND RECREATION ORGANIZATION SUPPORT PROGRAM CRITERIA**

**APPENDIX B: ELIGIBILITY CRITERIA FOR TERRITORIAL SPORT ORGANIZATIONS**

**APPENDIX C: ELIGIBILITY CRITERIA FOR TERRITORIAL RECREATION ORGANIZATIONS**

**APPENDIX D: APPEAL PROCESS**

## Schedule 1-Contributions

### Municipal Support

<b>Purpose</b>	To provide financial support to municipal corporations to enhance access to Sport and Recreation programming and opportunities in communities.
<b>Eligibility</b>	<p>Municipal Corporations are eligible for funding for the following expenses related to the acquisition, construction, and improvement of sport and recreation facilities to enhance programming.</p> <p><b><u>Eligible expenditures include:</u></b></p> <ul style="list-style-type: none"><li>a) Purchase or construction of capital assets, including recreational equipment and supplies;</li><li>b) Renovations or repairs to recreation facilities;</li><li>c) Other projects supporting increased accessibility to recreational programming within Nunavut communities.</li></ul>
<b>Review</b>	<p>The Department will conduct an annual review of eligibility of Municipalities based on achievement reports from the previous fiscal year. Municipalities meeting the eligibility requirements will be advised of available funding levels for the upcoming fiscal year and invited to submit a proposal identifying objectives and outcomes.</p> <p>The Director of Sport and Recreation may approve or reject the proposal, subject to the Municipal Corporation meeting the eligibility criteria and subject to funding being available.</p>
<b>Supporting Data</b>	<p>A completed proposal is submitted to the Department, which includes achievement reports, financial statement from the previous fiscal year, detailed project descriptions, clearly defined objectives, proposed budget, and other information required to assess the feasibility and alignment of the projects with the priorities of the Department.</p> <p>Supporting data shall include motion's confirming intent to pursue the outcomes of the proposal and to accept the related responsibilities.</p>
<b>Accountability</b>	<p>Recipients of a contribution that is \$50,000 or less are required to submit a year-end Schedule of Revenues and Expenses and interim reports within 60 days of the end of the project or the Government of Nunavut's fiscal year. Where the required financial accounting is not submitted, the recipient will not be eligible for further funding until the required financial statements indicating how the contribution was expended are submitted or the 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</p>

Government of Nunavut in any publication arising from their project.

**Amount**

Funding levels for this program will be published in the Department's Main Estimates-Summary of Grants and Contributions, as approved by the Legislative Assembly. Any amount exceeding the amount established in the Main Estimates must be approved by the Financial Management Board. Funding levels depend on available funding, up to a maximum of \$50,000 per year.

The amount of funding is determined by the sum of eligible expenditures and activities identified in the recipient's contribution application.

**Payment**

Prior to the issue of payment, the recipient shall sign a contribution agreement, which contains project goals and objectives, guidelines for allowable expenditures, completion timeline, reporting and accounting requirements and articulates the alignment of project goals with the Municipalities strategic objectives.

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

**Term**

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



## Schedule 2-Contributions

### Territorial Organization Support

**Purpose** To provide financial assistance to Nunavut's Territorial sport and recreation organizations to support programs and services to their membership.

**Eligibility** Territorial sport and recreation organizations meeting the eligibility criteria identified in Appendix A, B or C are eligible for the following activities and expenditures.

**Eligible activities and expenditures include:**

**A. Operational Support**

Initiatives aimed at the development of capacity within territorial sport and recreation organizations including administrative expenses related to the operation and development of the organization. A maximum 10 percent of contribution agreement total may be used towards administrative services such as financial services, audits, insurance, office expenses and contract services.

**B. Tournaments, Camps and Clinics**

Planning and implementation of programs and initiatives intended to support participation in intercommunity events such as regional/territorial tournaments, training camps and development clinics;

**C. Capacity Development**

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

**Review** The Department will conduct an annual review of eligible organizations based on membership profiles and achievement reports from the previous fiscal year. Organizations meeting the eligibility requirements will be advised of available funding levels for the upcoming fiscal year and invited to submit a proposal identifying objectives and outcomes.

The Director of Sport and Recreation may approve or reject the proposal, subject to the organization meeting the eligibility criteria and subject to funding being available.

**Supporting Data** A completed proposal is submitted to the Department, which includes;

- (a) a completed Organizational Profile,
- (b) proof of board liability insurance,
- (c) verification of good standing with Nunavut Legal Registries,
- (d) financial statements from the previous two fiscal years,
- (e) a detailed project plan that includes a proposed budget,
- (f) letters of support as well as other information required to assess the feasibility and alignment of the projects with the priorities of the Department,

- (g) policy and governance information related to the mandate of the organization (e.g. code of ethics, conflict interest policy, dispute resolution policy, participant selection processes);

Supporting data shall include a motion of the board of directors confirming intent to pursue the outcomes of the proposal and to accept the related responsibilities.

**Accountability** Recipients of a contribution that is \$50,000 or less are required to submit a year-end Schedule of Revenues and Expenses and interim reports within 60 days of the end of the project or the Government of Nunavut's fiscal year. Where the required financial accounting is not submitted, the recipient will not be eligible for further funding until the required financial statements indicating how the contribution was expended are submitted or the amount unaccounted for is repaid.

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.

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 Government of Nunavut in any publication arising from their project.

**Amount** Funding levels for this program will be published in the Department's Main Estimates-Summary of Grants and Contribution, as approved by the Legislative Assembly. The Department will determine annual funding levels for eligible organizations based on its review of available financial resources in relation to the size of eligible organizations, the scope of their programming and performance in the previous fiscal year. A maximum of up to \$750,000 may be approved per agreement.

**Payment** Prior to the issue of payment, the recipient shall sign a contribution agreement, which contains project goals and objectives, guidelines for allowable expenditures, completion timeline, reporting and accounting requirements and articulates the alignment of project goals with the Organization's strategic objectives.

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

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

## Schedule 3-Contributions

### Team Nunavut Athlete Development Support

<b>Purpose</b>	To support the planning and implementation of programs and initiatives to prepare athletes and coaches to participate in the Team Nunavut –Major Games Program.
<b>Eligibility</b>	Non-profit organizations that support the development of identified teams, athletes, coaches and/or officials. Costs associated with project planning and delivery including; most economical participant travel via the most practical means and accommodations.
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. 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 for a quick assessment, or the working group has already met, the Director of Sport and Recreation may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	<p>A completed application is required that includes;</p> <ul style="list-style-type: none"><li>(a) A completed <i>Organizational Profile</i>;</li><li>(b) Clearly stated project objectives and outcomes;</li><li>(c) Membership information including the number and distribution of members by age, gender, and community;</li><li>(d) Policy and governance information related to the mandate of the organization (e.g. code of ethics, conflict interest policy, dispute resolution policy, participant selection processes);</li><li>(e) Current copy of the organizations strategic plan, action plan, and long term athlete/participant development plans (e.g. <i>Major Games Pathway</i>);</li><li>(f) Evidence of alignment with the Team Nunavut-Major Games Program;</li><li>(g) Proof of insurance;</li><li>(h) Confirmation of host sites, venues, dates for events identified within the proposal;</li><li>(i) Letters of support from the member clubs, affiliates and other stakeholder groups demonstrating intent to participate, or host the event; and</li><li>(j) Evidence of alignment with the goals of Canada Sport for Life and the Canadian Sport Policy.</li></ul>
<b>Accountability</b>	Recipients of a contribution that is \$50,000 or less are required to submit a

year-end Schedule of Revenues and Expenses and interim reports within 60 days of the end of the project or the Government of Nunavut's fiscal year. Where the required financial accounting is not submitted, the recipient will not be eligible for further funding until the required financial statements indicating how the contribution was expended are submitted or the amount unaccounted for is repaid.

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.

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 Government of Nunavut in any publication arising from their project.

**Amount**

Funding levels for this program will be published in the Department's Main Estimates-Summary of Grants and Contributions, as approved by the Legislative Assembly. Any amount exceeding the amount established in the Main Estimates must be approved by the Financial Management Board. Funding levels depend on available funding and the nature of the project. A maximum of up to \$100,000 may be approved per agreement. Funding levels are dependent on proposal content and alignment with the overall programming priorities of the department. As a result, the Government will not be responsible for any shortfalls or deficits.

**Payment**

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

**Term**

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

## Schedule 4-Contributions

### Traditional Sport / Inuit Games Support

<b>Purpose</b>	To provide support toward the planning and implementation of Traditional Sport/Inuit Games programs.
<b>Eligibility</b>	<p>Municipal Corporations and non-profit organizations are eligible for funding for the following expenses related to the planning and hosting of inter-community traditional sport/Inuit Games events:</p> <ul style="list-style-type: none"><li>• Participant air travel via the most economical means</li><li>• Event hosting (e.g. participant meals, security, ground transportation, janitorial services, field of play officials and awards)</li></ul>
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. 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 for a quick assessment, or the working group has already met, the Director of Sport and Recreation may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	<p>A completed application is submitted to the Department, which includes;</p> <ul style="list-style-type: none"><li>(a) Program outline with objectives aligned with the priorities of the department, and anticipated program outcomes;</li><li>(b) Participant information (e.g. age, gender, context of participation);</li><li>(c) Program/Session location, dates;</li><li>(d) Budget including projected revenues and expenditures; and</li><li>(e) Letters of support from partner groups or community stakeholders</li><li>(f) A motion of the community council or board of directors confirming the intent to host an inter-community Traditional Sport/Inuit Games Event and to accept the related responsibilities.</li></ul> <p>Prior to the issue of payment, the recipient shall sign a contribution agreement, which contains project goals and objectives, guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.</p>
<b>Accountability</b>	<p>Recipients of a contribution that is \$50,000 or less are required to submit a year-end Schedule of Revenues and Expenses and interim reports within 60 days of the end of the project or the Government of Nunavut's fiscal year. Where the required financial accounting 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 the amount unaccounted for is repaid.</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.

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 Government of Nunavut in any publication arising from their project.

<b>Amount</b>	Funding levels for this program will be published in the Department's Main Estimates-Summary of Grants and Contributions, as approved by the Legislative Assembly. Any amount exceeding the amount established in the Main Estimates must be approved by the Financial Management Board. Funding levels depend on available funding and the nature of the project. A maximum of up to \$100,000 may be approved per agreement. Funding levels are dependent on proposal content and alignment with the overall programming priorities of the department. As a result, the Government will not be responsible for any shortfalls or deficits.
<b>Payment</b>	Contributions will be paid in two installments as outlined in the terms of the Contribution Agreement.
<b>Term</b>	Contributions are one-time per fiscal year, with a reporting period from April 1 to March 31 of each fiscal year.

## Schedule 5-Contributions

### Community Events

<b>Purpose</b>	To support the planning and implementation of intercommunity events and leadership training initiatives.
<b>Eligibility</b>	<p>Municipal Corporations and non-profit organizations are eligible for funding for the following activities and expenses related to the planning and hosting of community events:</p> <p><b>a) Intercommunity Events</b> Eligible expenses can include participant air travel via the most economical means, event hosting (e.g. participant meals, security, ground transportation, janitorial services, field of play officials and awards)</p> <p><b>b) Leadership Training</b></p> <p><b>I. National Coaching Certification Program (NCCP)</b> Training courses or officials certification courses endorsed by the appropriate National Sport Organization where one exists. Eligible expenses include cost directly related to training courses including participant and learning facilitator travel and accommodations, and course delivery fees.</p> <p><b>II. Recreation Leaders Training</b> Training and development opportunities for community recreation leaders including volunteers and youth to support the municipality or non-profit organize and implement sport, physical activity and recreation programs in Nunavut;</p>
<b>Review</b>	<p>A working group reviews the applications and makes recommendations to the Director of Sport and Recreation. 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 for a quick assessment, or the working group has already met, the Director of Sport and Recreation may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	<p>A completed application is submitted to the Department, which includes;</p> <ul style="list-style-type: none"><li>(a) Program outline with objectives aligned with the priorities of the department, and anticipated program outcomes;</li><li>(b) Participant information (e.g. age, gender, context of participation);</li><li>(c) Program/Session location, dates;</li><li>(d) Budget including projected revenues and expenditures; and</li><li>(e) Letters of support from partner groups or community stakeholders</li><li>(f) A motion of the community council or board of directors confirming the intent to host community event and to accept the related</li></ul>

responsibilities.

Prior to the issue of payment, the recipient shall sign a contribution agreement, which contains project goals and objectives, guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.

**Accountability** Recipients of a contribution that is \$50,000 or less are required to submit a year-end Schedule of Revenues and Expenses and interim reports within 60 days of the end of the project or the Government of Nunavut's fiscal year. Where the required financial accounting 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 the amount unaccounted for is repaid.

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.

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 Government of Nunavut in any publication arising from their project.

**Amount** Funding levels for this program will be published in the Department's Main Estimates-Summary of Grants and Contributions, as approved by the Legislative Assembly. Any amount exceeding the amount established in the Main Estimates must be approved by the Financial Management Board. Funding levels depend on available funding and the nature of the project. A maximum of up to \$100,000 may be approved per agreement. Funding levels are dependent on proposal content and alignment with the overall programming priorities of the department. As a result, the Government will not be responsible for any shortfalls or deficits.

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

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

## Schedule 6- Grants



## Nunavut Sport for Life

<b>Purpose</b>	To provide financial support for nonprofit organizations and municipal corporations in developing and implementing programs directed at encouraging Nunavummiut to be <i>Active for Life</i> .
<b>Eligibility</b>	<p>Municipal corporations and nonprofit organizations are eligible for funding support toward the following programs, activities and initiatives;</p> <p><b><u>Eligible activities include:</u></b></p> <ul style="list-style-type: none"><li><b>a) Introductory Sport/Physical Literacy Programs</b> Eligible expenditures include costs related to the delivery of community level programs and initiatives directed at introducing Nunavummiut to new sport activities, or increasing physical literacy levels in youth.</li><li><b>b) Physical Activity Initiatives</b> Eligible expenditures include costs directly related to the planning and delivery of community level programs and initiatives directed at supporting ongoing or increased physical activity levels among Nunavummiut.</li><li><b>c) Community Traditional Recreation Programs</b> Community based traditional events with a physical activity component are eligible for funding toward the administration, promotion and delivery of the community event.</li><li><b>d) Other Sport for Life Activities</b> Planning and implementation of programs or initiatives aligned with the priorities of the department.</li></ul> <p><b><u>Eligible expenses include:</u></b></p> <ul style="list-style-type: none"><li>(a) Facilitator travel and accommodation and fees;</li><li>(b) Facility rental fees; and</li><li>(c) Resources or equipment directly related to the delivery of the program.</li></ul>
<b>Review</b>	<p>A Working Group reviews the applications and makes recommendations to the Director of Sport and Recreation. The Grants and Contribution Administrative Officer coordinates 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 for a quick assessment, or the Working Group has already met, the Director of Sport and Recreation may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	<p>A completed application is submitted to the Department, which includes;</p> <ul style="list-style-type: none"><li>(a) Program outline with objectives aligned with the priorities of the department, and anticipated program outcomes;</li><li>(b) Participant information (e.g. age, gender, context of participation);</li><li>(c) Program/Session location, dates;</li><li>(d) Budget including projected revenues and expenditures; and</li><li>(e) Letters of support from partner groups or community stakeholders</li></ul>

**Accountability** Recipients of a grant that is \$50,000 or less are required to submit a year-end Schedule of Revenues and Expenses and interim reports within 60 days of the end of the project or the Government of Nunavut's fiscal year. Where the required financial accounting is not submitted, the recipient will not be eligible for further funding until the required financial statements, indicating that the grant was expended, are submitted or the amount unaccounted for is repaid.

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 Government of Nunavut in any publication arising from their project.

**Amount** Funding levels for this program will be published in the Department's Main Estimates-Summary of Grants and Contributions, as approved by the Legislative Assembly. Any amount exceeding the amount established in the Main Estimates must be approved by the Financial Management Board. Funding levels depend on available funding and the nature of the project. A maximum of up to \$50,000 may be approved per agreement. Funding levels are dependent on proposal content and alignment with the overall programming priorities of the department. As a result, the Government will not be responsible for any shortfalls or deficits.

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

Grant payment will be made in one installment.

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

## Schedule 7- Grants

### Scholarship Program

<b>Purpose</b>	To provide financial support to Nunavut students who have been accepted or are currently enrolled at a post-secondary institution in the field of sport and recreation.
<b>Eligibility</b>	Individuals who are Nunavut residents and have been accepted or are currently enrolled to study Sport Administration, Physical Education, Kinesiology, Recreation or Sport Sciences or other related field.
<b>Review</b>	<p>A Working Group reviews the applications and makes recommendations to the Director of Sport and Recreation. The Grants and Contribution Administrative Officer coordinates 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 for a quick assessment, or the Working Group has already met, the Director of Sport and Recreation may approve or reject the application, subject to the evaluation criteria and available funding.</p>
<b>Supporting Data</b>	A completed application is submitted to the Department. Applicants must submit proof of acceptance and enrollment.
<b>Accountability</b>	<p>Recipients of a grant that is \$50,000 or less are required to submit a year-end Schedule of Revenues and Expenses and interim reports within 60 days of the end of the project or the Government of Nunavut's fiscal year. Where the required financial accounting is not submitted, the recipient will not be eligible for further funding until the required financial statements, indicating that the grant was expended, are submitted or the 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 Government of Nunavut in any publication arising from their project.</p>
<b>Amount</b>	Funding levels for this program will be published in the Department's Main Estimates-Summary of Grants and Contributions, as approved by the Legislative Assembly. Any amount exceeding the amount established in the Main Estimates must be approved by the Financial Management Board. Funding levels depend on available funding and the nature of the project. A maximum of up to \$5,000 may be approved per agreement. Funding levels are dependent on application content and alignment with the overall programming priorities of the department. As a result, the Government will not be responsible for any shortfalls or deficits.

**Payment**

Grant payment will be made in one installment

**APPENDIX A**  
**TERRITORIAL SPORT AND RECREATION ORGANIZATION SUPPORT PROGRAM**  
**CRITERIA**

For funding purposes, the Department will recognize only one Organization for a particular sport. In order for Territorial Organizations to be considered for funding through the Department of Community and Government Services-Sport and Recreation Organization Support Program, the following minimum criteria must be met:

1. The Association must be incorporated under Nunavut Legislation for a minimum of two (2) years prior to receiving support through the Sport and Recreation Organization Support Program. This will be demonstrated through submission of financial records, bylaws, a membership profile, program information and the appropriate documentation records from Nunavut Legal Registries.
2. The Organization must declare within its bylaws, and demonstrate through its activities, programs and services, that its mandate is territorial in nature and scope without duplication of existing mandated services supported through the Program.
3. The Association's planning and operations must contribute to the goals and priorities of the Department.
4. The Association's governance must abide by its bylaws and the structure must be led by volunteers who are elected in a democratic manner.
5. The Organization must declare to the Department that it endorses the policies and procedures required by the Department including;
  - a. Code of Conduct and Ethics
  - b. Discipline and Complaints
  - c. Appeals
6. The Association must have a minimum of 200 individual members or have a minimum of 2 member-clubs with a minimum total membership of 100 individuals within those clubs. Membership is established by the payment of a fee paid to the Organization, either directly or through an affiliated organization or club. Membership information must be verifiable from the Organization's records and database.
  - a. Where an association does not meet the membership criteria, organizations meeting all other criteria may still be considered at the discretion of the Director – Sport and Recreation Division.
7. Annually the Organization must submit to the department (for review purposes only):
  - a. A 3 – 5 year Strategic Plan setting out the Organization ongoing planning and evaluation process, and including annual key performance indicators.
  - b. A summary/evaluation of the Organization's activities including measurement of key performance indicators.
8. The Organization ensures gender equity within its programs.
9. The Association complies with applicable national leadership standards such as those exemplified in the National Coaching Certification Program.

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

## **APPENDIX B**

### **ELIGIBILITY CRITERIA FOR TERRITORIAL SPORT ORGANIZATIONS**

In order to be eligible for support, a Territorial Sport Organization must meet the mandate and membership criteria identified by the Department and the activities of the organization must be recognized as a sport by the Department. The following definition will be used to assess recognition as a sport.

#### ***Definition of a Sport***

A sport is considered to be any activity that requires a significant level of aerobic or anaerobic involvement, and in which participants engage in either a structured or unstructured environment for the purpose of declaring a winner or simply for relaxation, personal enjoyment, satisfaction, physical health, and emotional growth and development. These activities may also involve, as a lead-up or recreational pursuit, non-competitive exercise of the basic skills.

A sport also has the following characteristics:

1. It involves, where repetition of standardized or required movements or forms are included in competition, a high degree of difficulty, risk or effort in such reproduction.
2. It involves two or more participants, in its competitive mode, engaging for the purpose of competitively evaluating their personal performance.
3. It involves formal rules and procedures.
4. It requires tactics or strategies.
5. It requires specialized neuromuscular skills that can be taught or learned.
6. It requires, in either training or performance, significant involvement of large muscle groups.
7. It requires the development of coaching personnel trained in both general subjects such as bio-mechanics, sport psychology, nutrition, group dynamics, physiology, etc., and in the specific skills of the activity.
8. It is, or has been, traditionally regarded as a sport in its competitive mode.
9. Its recreational mode involves one or more participants.
10. Its primary activity involve interaction between the participant and the environment (air, water, ground, floor or special apparatus). No activity in which the performance of a motorized vehicle is the primary determinant of the outcome of the competition is eligible in this program (i.e. racing automobiles, powerboats, aircraft, snow machines, etc.).
11. The activity must meet all or many of the requirements of the definition of a sport as outlined previously.
12. The organization must have appropriate National Sport Organization affiliation where one exists.

## **APPENDIX C**

### **ELIGIBILITY CRITERIA FOR TERRITORIAL RECREATION ORGANIZATIONS**

In order to be eligible for support, a Territorial Recreation Organization must meet the mandate and membership criteria identified by the Department and the activities of the organization must fall within the Department's recreation mandate.

The Department recognizes that sport is viable form of recreation and physical activity in Nunavut communities, and supports the use of sport as mechanism to support recreation development where sport development and competition are not the primary objectives.

The following definition will be used to assess recognition and criteria will be used to define the eligibility of Recreation Organizations.

**Definition:** Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

The mandate and activities of a Territorial Recreation Organization will support the following goals;

1. Active Living- Foster active living among and within Nunavut communities through programs and services that support increased physical activity levels among Nunavummiut
2. Inclusion and Access-Enhance inclusion and access to recreational activities for Nunavummiut.
3. Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring, resilient communities.
4. Enhance Capacity and ensure continued growth and sustainability of the recreation field in Nunavut
5. The Organization must be in good standing with the Nunavut Societies Registrar.
6. The Organization will be affiliated with Canada's national recreation Organization where one exists

## **APPENDIX D APPEALS PROCESS**

### **Introduction**

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

### **Eligibility**

Appeals may be submitted by any eligible non-profit organization, municipal corporation, or individual denied funding through the Department's Grants and Contributions process.

The appeal process applies only to decisions affecting the denial of an application for funding. Applicants cannot appeal an approval of an amount less than the amount requested in their proposal.

### **Process**

Appeal Forms will accompany all funding rejection letters sent to applicants. Alternatively, forms can be obtained from the Sport and Recreation Office (1-888-765-5506 toll free) or by email [SportandRecreationGrants@gov.nu.ca](mailto:SportandRecreationGrants@gov.nu.ca).

### **Applicant Responsibility**

Applicants appealing the denial of funding must ensure the Appeal Form is completed fully and accurately, and includes the following information:

- The name and contact information of the applicant
- The proposal number (SRPN#) assigned to the proposal
- The basis of the appeal

The completed Appeal Form should be forwarded to the Sport and Recreation Office for processing. Completed forms can be sent to the attention of the Sport and Recreation-Grants and Contributions Officer (Fax 1-867-793-3321) or email ([SportandRecreationGrants@gov.nu.ca](mailto:SportandRecreationGrants@gov.nu.ca)).

**IMPORTANT-Completed appeal forms must be received by the Sport and Recreation Division-Grants and Contributions Officer within five (5) business days of receipt of the notice of funding decision.**

### **Review**

The Sport and Recreation Division-Grants and Contributions Officer will review the applicants appeal for completeness and forward the file to Assistant Deputy Minister for review and decision. Once a decision on the appeal is made the Grants and Contributions Officer will advise the appellant of the decision.



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

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

**Grants and Contributions Officer**  
**Sport and Recreation Division**  
**Community Government Services**  
**Box 440, Baker Lake**  
**Nunavut X0C 0A0**  
**1-888-765-5506 (toll free)**  
**1-867-793-3321 (fax)**  
[SportandRecreationGrants@gov.nu.ca](mailto:SportandRecreationGrants@gov.nu.ca)