



Kivalliq Inuit Association

Guidelines for Applicants

**Prepared by:
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Application for Financial Assistance Guidelines

Introduction

The Contributions to Small Business Program (CSB) is used to help meet the financial needs to individuals and small business in Kivalliq communities by providing grant contributions. The contributions, which do not have to be repaid, are given to individuals and small businesses that are working to build a stronger economy. Projects will be approved for grants that promote community development, business growth, training, increase jobs and income and highlight regional economic opportunities.

The CSB program, formally administered by Kivalliq Partners in Development, will provide grants to individuals as well as small businesses, renewable resource harvesters and artisans in order to offset the costs of tools and equipment to further business endeavours as well as engage in training initiatives.

CSB provides contributions of up to \$5,000.00 per application/individual/business. An accounting of how contribution funding was spent is required from the client.

Eligibility

Eligibility for funding is limited to Inuit registered under the Nunavut Land Claims Agreement living in the Kivalliq region and to Inuit-owned businesses in the Kivalliq region.

The individual or business applying for the grant must contribute 10% of the total purchase cost.

Subject to funding availability, completion of previous projects and submission of accounting for previous projects, clients can apply for additional funding for other projects in future years.

Eligible grant criteria includes:

- Nets
- Fishing equipment
- Sewing Machines, materials and furs
- Carving tools
- Traditional tool making supplies
- Small harvesting equipment

The following items will not be considered for funding:

- Boats
- Outboards
- Snowmobiles
- ATVs
- Generators

- Vehicle maintenance
- Gas/fuel

The Application Process

When the KIA receives an application, a file is opened and the client is contacted to confirm receipt. Following are the next steps in the of application process.

- 1) The Executive Director (ED) reviews the application and documentation submitted. The ED may contact the client at this point for additional information. When the application is deemed complete, it is then passed on to the Application Committee - comprised of three representatives of Kivalliq Inuit Association - for a decision.
- 2) The Application Committee meets monthly to make a decision on applications. The Committee can approve, reject, or defer an application. If an application is approved, the Committee will set the terms and conditions under which funding is provided.
- 3) After a Committee meeting, the ED will notify clients.
 - In the case of rejected applications, a letter is sent to the client advising of the reason for rejection.
 - For deferred applications, the ED consults with the client, advises why the application was deferred, and explains requirements to have the application reviewed again by the Committee.
- 4) For approved applications, the ED prepares a *Letter of Offer* for the client, along with any other documents needing to be signed. These are sent to the client for review and signature.
- 5) When a signed copy of the documents is received, and after all conditions associated with the funding have been met, the ED requests a cheque from the KIA finance department. The cheque is sent to the client or the client's supplier, as specified in the *Letter of Offer*.
- 6) The ED follows up on project accounting with the client prior to the end of the fiscal year, or at the project completion date stated in the *Letter of Offer*.

Timeline for Applications

Several factors affect the time it takes to process an application.

Some of these are:

- The completeness of the submitted application
- The length of time it takes for a client to provide additional information requested by the Executive Director
- The length of time it takes clients to return documents
- The length of time it takes clients to meet conditions in the *Letter of Offer*

Complete applications are dealt with as quickly as possible. Clients with time sensitive projects (i.e. those involving sealift) are advised to apply well in advance of the date that funding will be required.

Questions?

If you have any questions after reading these guidelines, please contact:

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OR/

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