



## **Kivalliq Inuit Association**

Kivalliq Community Cultural Initiative Program Funding

(KCCIP)

Policy, Guidelines and Application Form



Prepared by:

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# KCCIP Policy & Guidelines

## Introduction

The Kivalliq Inuit Association has funding available for grants and contributions to support community based initiatives that foster and enhance Inuit traditional skills and activities as well as promoting and/or maintaining the Inuit language. Through this program, Kivalliq beneficiaries can run community based programs organized and operated by its community members. It is the responsibility of KIA and KCCIP recipients to work together to successfully coordinate and run their programs.

## Eligibility

Eligibility for funding is open but limited to Inuit registered under the Nunavut Agreement living in the Kivalliq region.

Funding is prioritized to individuals to run community based projects. Groups, committees, councils and staff from non-for-profit organizations will be considered last priority depending on funding availability.

## Budget

It is extremely important for approved recipients to stay within their allocated budgets.

KIA **will not, under any circumstances** cover overspending by the recipient. It is the responsibility of the recipient to stay within their budgets. If the recipient over spends in one area of their budget they will have to make cuts in another area of their budget.

### Budget guidelines include:

- Maximum **\$5000** per proposal request
- Administrative fees (book keeper/secretary) must **NOT** exceed more than 10% (\$500) of total budget
- Rental fees must **NOT** exceed 20% (\$1000) of total budget
- Instructor fees must **NOT** exceed 40% (\$2000) of total budget
- Funding must be spent before fiscal year end- **March 31**
- Payments will be sent through mail only
- Approved applicants must purchase snacks that fall under the Nunavut Health guide (Cannot purchase junk food, pop, chips etc.)

The following items will not be considered for funding:

- Capital Assets such as ATV's, boats, sewing machines, video cameras etc. cannot be purchased **ONLY** rented
- Budget items that exceed budget guidelines
- Programs that do **NOT** foster, enhance and promote traditional skills and/or language will automatically be declined.
- Approved applicants cannot purchase tobacco products

Guidelines of proposal must include:

- 2 reference letters from non-family member
- For approved applicants- Public announcements must be made to the community through social media, radio etc. for all approved applicants who will deliver the program
- For approved applicants- Selection of participants for programs must be chosen fairly by the instructor, elder and administrator
- Please provide quotes if you are purchasing materials and supplies for your project.

## Reports

Completion of program must be written and sent to KIA Program Officer or KIA's Community Liaison Officer. You may request for a report template from KIA Social Development Department or write a report in your own format with the requested information written below.

### Report must include:

- Pictures of project- minimum 2 photos- Photo consent release form included in report
- Number and names of participants
- What they have learnt during the program
- Challenges faced during program delivery
- Success stories
- For media such as news (ex. CBC), facebook etc. Individuals must recognize KIA financial contribution towards project
- If Purchase Orders are used- Please send **receipt** after purchase
- A **cheque request** form must be requested from CLO or Program Officer and sent to KIA head office for payments such as Instructor fees, rental fees etc..

## KCCIP Schedule

### Annual intake of KCCIP applications

Seasons	Open for intake	Closing dates
<b>Spring Activities</b>	April 1 <sup>st</sup>	May 15 <sup>th</sup>
<b>Summer Activities</b>	May 16 <sup>th</sup>	June 30 <sup>th</sup>
<b>Fall activities</b>	July 1 <sup>st</sup>	August 31 <sup>st</sup>
<b>Early winter activities</b>	September 1 <sup>st</sup>	November 15 <sup>th</sup>
<b>Winter</b>	November 16 <sup>th</sup>	January 30 <sup>th</sup>

Please send completed application forms to [dpanika@kivalliqinuit.ca](mailto:dpanika@kivalliqinuit.ca) or your KIA CLO within your community based on the schedule above.

## Application Process

Following are the next steps in the application process:

- 1.) The Social Development Program Officer reviews the application and documentation submitted. The Program Officer may contact the recipient for additional information.
- 2.) The selection committee will review your application shortly after the closing dates.
- 3.) After a committee meeting, the Program Officer will notify the applicant. If an applicant is approved, the committee will send an approval letter which outlines the terms and conditions along with any other documents needing to be signed.
  - In the case of rejected applications, a letter is sent to the client advising the reasons of rejection.
  - For deferred applications, the Program Officer consults with the applicant, advises why the application was deferred, and explains requirements to have the application reviewed again by the Committee.
- 4.) When a signed copy of the documents are received, and after all conditions associated with the funding, applicants may request for a Purchase Order (PO) from KIA to purchase approved budget items.
- 5.) Approved applicants may request for a **Cheque requisition** form to fill out and submit for Instructor fees, administrative fees, Honoria, rental fees and other related expenses.

## Questions?

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

Program Officer, Daisy Panika  
Email: [dpanika@kivalliqinuit.ca](mailto:dpanika@kivalliqinuit.ca)  
Phone: 867-645-5726

OR/

KIA Receptionist, Lizzie Tanuyak  
Email: [reception@kivalliqinuit.ca](mailto:reception@kivalliqinuit.ca)  
Phone: 867-645-5725  
Toll-free: 1-800-220-6581

Kivalliq Inuit Association  
Po Box 340  
Rankin Inlet, NU X0G-0G0  
Fax: 867-645-2348  
[www.kivalliqinuit.ca](http://www.kivalliqinuit.ca)





### Project Schedule

Please state your expected start and finish dates. Also provide a schedule for completing each steps in your project.

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### Assistance from other sources

Please list any other **assistance** secured for your project

Name of source	Contact Name	Dollar Value

Please list any other assistance **requested** for your project

Name of source	Contact Name	Dollar Value (\$)

**Total From other sources: \$** \_\_\_\_\_

### References

You must enclose at least two letters of support with your application from Non-family members.

Please list below the persons who provided these letters. These letters will contribute to the success of your application process.

Name	Organization	Telephone Number

## Project Budget

You must provide a detailed budget breakdown of cost by category. Ex.) Rental fees, instructor fees, supplies etc. **Maximum \$5000**, Rental fees do **NOT** exceed 20% (\$1000), Instructor fees do **NOT** exceed 40% (\$2000) and administrative fees do **NOT** exceed 10% (\$500) of the total budget.

Description	Dollar Value

<b>Total Budget</b>	\$
<b>Total requested from KIA</b>	\$

## Applicant's statement

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and ability, and that I do not have any outstanding debts to the Kivalliq Inuit Association.

**I agree to release my ATV, boat, outboard motor, snowmobile, cabin and all other camping and hunting equipment for the purpose of this proposed program.**

**I, further agree that KIA is not responsible for damages that may occur before, during and after the completion of this program. Furthermore, KIA is not responsible for any liability before, during or after the completion of the proposed project. All proponents and participants involved are solely responsible on the own accord.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

*FOR OFFICE USE ONLY*

<i>Date Received:</i>	<i>Meeting date:</i>
<i>Motion:</i>	