



Kivalliq Inuit Association
Department of Inuit
Programs & Services

Business Development Fund Policy

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PURPOSE & SCOPE

This policy outlines the guidelines and processes for administering the Business Development Fund (BDF) provided by the Kivalliq Inuit Association (KIA) to support Inuit entrepreneurs and Inuit-owned businesses. The BDF aims to foster economic growth and sustainability within the Kivalliq region by offering financial assistance in key business development areas.

The policy applies to all applicants seeking funding under the BDF program, as well as those involved in the review, approval, and administration of the fund.

POLICY STATEMENT

KIA is committed to promoting economic development and self-sufficiency among Inuit entrepreneurs and businesses by providing financial support through the Business Development Fund. This policy ensures transparency, equitable access, and effective allocation of resources to maximize the impact of available funding.

The BDF is structured to support business growth by providing financial assistance across five key categories:

1. Planning & Development
2. Business Creation & Expansion
3. Marketing
4. Inuit Training and Employment
5. Business Relief

BUSINESS DEVELOPMENT FUND STRUCTURE

The BDF provides funding to eligible Inuit businesses based on demonstrated need. Each category has specific funding limits and contribution requirements, as outlined below:

Category	Maximum Contribution	Funding Details
Business planning and development	\$25,000 (10% client equity required)	90% of eligible costs
Market development/trade show participation	\$25,000	75% of eligible costs covered.
Training and/or aftercare services	\$25,000	90% of eligible costs covered.



Category	Maximum Contribution	Funding Details
Business Relief	\$25,000	100% of eligible costs covered.
Acquisition of Capital Assets (building, land, etc.)	\$50,000	50% of eligible costs covered
Working Capital for start-up of expansion	\$50,000	50% of eligible costs covered.

Eligible Activities

To be eligible for funding under the BDF program, applicants must:

- Be an Inuit entrepreneur or an Inuit-owned business based in the Kivalliq region.
- Demonstrate financial need and provide supporting documentation.
- A plan outlining the intended use of funds.
- Meet any category-specific requirements as outlined in the funding structure.

When traveling for marketing, tradeshow and related activities, KIA will provide return travel assistance from any community in Nunavut to the nearest southern city destination (Winnipeg, Edmonton, Ottawa) for one participant. KIA will only provide accommodation, food, and assistance for one night before, during tradeshow/related activities, and one night after completion. All other fees, registration, and living expenses are the responsibility of the attendee.

Applicants can only apply for a maximum of \$50,000 from all BDF funds in any given year.

KIA will only pay a maximum of 50% of a single motorized vehicle (truck, car, ATV, snow machine, outboard motor) of the total cost. The vehicle must be strictly business-related.

Exclusions

The following expenses are not eligible for funding through the BDF:

- Inventory purchases.
- Building-related expenses (overhead) or vehicle-related costs, except for insurance, legal fees, or necessary repairs beyond the first six months of asset ownership.
- Utility bills, including power, water, fuel, telephone, internet, or garbage disposal (exemption applies to Business Relief funding).
- Insurance costs for consecutive years.



- Administrative costs proportional to resources used are not to exceed 15% of total expenditures that are applied for.

POLICY PROVISIONS

The BDF Policy is implemented according to the following provisions. These provisions describe the general sequence by which the BDF program is delivered on an annual basis.

BDF Budget

- Each year, in accordance with any Contribution Agreement between KIA and funding agencies, the Chief Financial Officer or a delegate within the Finance Department will confirm the annual budget to the Director of Inuit Programs and Services and the Manager.

Annual BDF Plan

- Each year the Manager, with support from the Business Development Officer(s), will develop an Annual BDF Plan, which will outline the planned activities for the upcoming year, including:
 - Communications
 - Community Engagement
 - Regional, territorial and national coordination efforts
 - Staff training
 - policy administration
- The BDF Annual Plan shall include a budget for each of the program components, as well as estimated administration costs.
- The budget will be submitted to the Director of Inuit Programs & Services for review, approval and inclusion in KIA's annual budget process.

Application Process

1. **Call for Applications** – KIA will announce funding availability annually through its website, social media, and community outreach efforts.
2. **Application Submission** – Applicants must complete and submit the official BDF application form, along with required supporting documents.
3. **Application Review** – A review committee will evaluate applications based on merit, financial need, and alignment with funding objectives.
4. **Decision & Notification** – Applicants will be notified of funding decisions, and successful applicants will be required to enter into a funding agreement.
5. **Disbursement of Funds** – Approved funds will be disbursed based on the agreed terms and conditions outlined in the Contribution Agreement.



6. **Compliance & Reporting** – Recipients must submit progress reports and financial documentation as required in the Contribution Agreement.

Application Assessment

- BDF Applications are reviewed by a minimum of three staff.
- Assessment of BDF Applications typically takes a minimum of 15 business days.
- The Application Review Committee evaluates each BDF Application to assess:
 - Completeness of application and supporting material
 - Alignment with the objectives of BDF
 - Eligibility for requested funding
 - The degree to which applicants have contributed funds or have accessed third party funding, such as partnerships with other organizations, or government funding
 - The available funds within each Fiscal Year
- Where a BDF Application is incomplete, the Application Review Committee has the discretion to contact the applicant to provide them with an opportunity to provide missing information if time and capacity permit.
- The Application Review Committee provides recommendations for each BDF Application reviewed, either for full or partial funding approval, or rejection. These are forwarded to the Director of Inuit Programs & Services for final determination.
- There are no lifetime limits on the amount that an applicant can receive through the BDF, though when reviewing applications, KIA will give preference to those who have not received prior funding.

Final Decision

- The Director of Inuit Programs and Services reviews the recommendations of the Application Review Committee and makes the final decision about the applications that will be approved for full or partial funding or rejected.
- The Manager or Business Development Officer will issue formal notifications to all applicants informing them of the decision made with respect to their application, and any next steps associated with signing a Contribution Agreement with KIA.

Appeals

- Applicants who are dissatisfied with a decision made by KIA in respect of their BDF application may appeal the decisions. Appeals must be made within thirty (30) days of the notification date to the Director of Inuit Programs and Services, who will review with Executive Management for a final review and decision.



Contribution Agreement

- Prior to any funds being distributed to a successful applicant, they must enter a Contribution Agreement with KIA, signed by the applicant and the Business Development Officer.
- The BDF Contribution Agreement sets out the terms and conditions of the financial support provided by KIA. The BDF Contribution Agreement contains the following key components:
 - Identification of the sources of funding
 - Identification of the Recipient
 - Spending Plan
 - Category-specific requirements
 - 90% Payment date
 - Banking details
 - Reporting requirements
 - Withdrawal, termination and repayment

Monitoring & Reporting

- The Chief Financial Officer or a designate will maintain an accounting file for each project financed through a BDF Contribution Agreement.
- The Manager or Business Development Officer keep updated files of each funding recipient.
- The Manager or Business Development Officers will work with recipients to ensure that files are kept up to date, and to support them as and when circumstances change over the course of the funding period.
- Information on BDF will be compiled and aggregated by the Manager for the purposes of reporting to the KIA Chief Operating Officer, KIA Board of Directors, Director of Inuit Programs and Services, Kivalliq Inuit and/or funders. KIA will not include any personal identifying information in any external report and will otherwise not use recipient information for any purposes other than those listed in the signed BDF Contribution Agreement.

CONFLICT OF INTEREST

- KIA Board has adopted a Conflict-of-Interest Policy that applies to this and all other KIA activities. The policy is designed to prevent conflicts of interest on the part of members of the Board and employees of KIA in the delivery of this and other KIA programs and to ensure that all Kivalliq Inuit receive fair and equal treatment. All decisions taken will ensure consistency with the policy.



- A conflict of interest exists when a decision on an application or proposal may be influenced by any direct or indirect personal relationship, financial or business interest, or any other interest or position which might affect the objectivity of the decision.
- Where a conflict of interest is identified regarding an BDF, the Employee is required to:
 - disclose the interest and its general nature,
 - refer the proposal or application to the Manager, Inuit Employment and Training and the Director of Inuit Programs and Services.
- Employees are directed to the **KIA Conflict of Interest Policy** for additional details and information about identifying, declaring and mitigating conflicts of interest.

AUTHORITY AND ACCOUNTABILITY¹

KIA Director of Inuit Programs & Services

- The KIA Director of Inuit Programs & Services is accountable to the KIA Board for the implementation of this Policy.
- The Director of Inuit Programs and Services is responsible for:
 - Reviewing and approving annual plans related to BDF implementation
 - Issuing final decisions on BDF Applications
 - Reviewing the provisions of this Policy and associated funds from time to time and make revisions as appropriate

Manager

- Manager is responsible for:
 - Participating in the application review committee
 - Reviewing any work plans or reports prepared by the Business Development Officer
 - Serving as the main point of contact between KIA, funders, and donors on all matters pertaining to BDF
 - Monitoring the programs and services offered under the BDF
 - Ensuring annual audit, annual report and any other required documentation is submitted the appropriate funding agency, per the Terms and Conditions.

¹This Policy attaches responsibilities to several staff positions within KIA. In the event that one or more of these positions is vacant or undergoes a change in title or job description, the associated responsibilities will be reassigned by the Director of Inuit Programs and Services without requiring an immediate policy amendment.



Business Development Officer

- The Business Development Officers are responsible for:
 - Coordinating delivery of BDF
 - Community outreach and engagement focusing on the benefits of growing the Inuit Economy through Small, Medium Inuit Businesses
 - Client assistance and advisory services
 - Compiling program applications prior to submitting applications to the Application Review Committee
 - Providing advice to senior staff, Director of Inuit Programs & Services, Manager on Kivalliq Inuit Business needs and barriers as it relates to BDF
 - Preparing reports for the Manager as required
 - Integration with other regional, territorial and national strategies to enhance or improve the state of Inuit Firms for Kivalliq Inuit, as requested

REVIEW

This policy will be subject to periodic review to ensure its effectiveness, relevance, and compliance with legal and regulatory requirements. The policy review will be completed by the Director of Inuit Programs and Services, CFO, COO, and KIA Legal as necessary and appropriate.