



DEPARTMENT OF FAMILY SERVICES CAREER DEVELOPMENT TRAINING INITIATIVES POLICY

POLICY STATEMENT

The Department of Family Services, under the authority of the *Financial Administration Act* (FAA), may provide financial support and/or assistance to career training initiatives, programs and institutions to carry out the career development and training needs of Nunavummiut.

Career Development and training activities funded under this policy are directly linked to Nunavut Labour Market requirements with the goal being to improve Inuit employment representation in technical and professional positions.

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 Qaujimajatuqangit concepts of Pijitsirniq (serving and providing for family and/or community), Aajiiqatigiinning (decision making through discussion and consensus), and Piliriqatigiinni (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. 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 *Aajiiqatigiinni*.
6. Organizations, agencies, or individuals that do not meet the eligibility requirements will be encouraged to consider partnerships with those deemed eligible under this policy.

APPLICATION

This policy applies to non-profit community-based organizations, Nunavut Arctic College, and other approved training institutions/organizations who direct their efforts in the operation, development and support of training initiatives for Nunavummiut.

DEFINITIONS

Audited Financial Statement

A financial statement prepared by an accountant registered under the *Chartered Professional Accountants Act*.



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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, and other approved training institutions/organizations who direct their efforts in the operation, development and support of training initiatives for Nunavummiut.

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 the *Chartered Professional Accountants Act*.

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.



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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.

Assistant Deputy Minister

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

PROVISIONS

Eligibility

- a) Eligibility for this policy is restricted to non-profit community-based organizations, Nunavut Arctic College, and other approved training institutions/organizations who direct their efforts in the operation, development and support of training initiatives for Nunavummiut.
- 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.
- 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



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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.

Recipients cannot carryover surplus funds from one fiscal year to the next fiscal year. Any agreement that requires payments in a subsequent year must comply with the requirements of S.46 of the FAA and state that such payments are conditional upon having available appropriated funds in the subsequent year.

Where a subsequent year payment is required, as allowed in s.44 (2) of the FAA, third party recipients must provide all the required financial information and other accountability requirements for the prior year before receiving the subsequent year contributions, unless an exemption is approved by the Deputy Head.

- g) 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.



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Contribution agreements will include a monitoring and evaluation component, including an accountability framework to track expenditures.

- h) 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.
- i) 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.
- j) All information or material supplied to or obtained by the recipient, as a result of the agreement with the government, must be treated confidentially.
- k) 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.
- 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.
- g) 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.



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- h) 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 will be prohibited until the required financial statements and schedules are submitted, or the amount unaccounted for is repaid.
- i) 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.
- j) Funding in one fiscal year does not guarantee funding in subsequent years. Funding for subsequent years is provided if sufficient funding is available and financial reporting obligations have been met. Any agreement that requires payments in a subsequent year must comply with the requirements of S.46 of the FAA and state that such payments are conditional upon having available appropriated funds in the subsequent year.

Where a subsequent year payment is required, as allowed in S.44 (2) of the FAA, third party recipients must provide all the required financial information and other accountability requirements for the prior year before receiving the subsequent year contributions, unless an exemption is approved by the Deputy Head.

- k) 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.
- l) 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.
- m) 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.
- n) 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.



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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.

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



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CAREER DEVELOPMENT TRAINING INITIATIVES POLICY

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CONTRIBUTIONS

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**SCHEDULE A - 1
NUNAVUT STUDENT SUPPORT PROGRAM**

1. Purpose

Contribution funding is available for the provision of student support services to Nunavut students attending education institutes outside of Nunavut who are funded by the Department of Family Services.

2. Eligibility

The contribution is restricted to individuals, organizations and businesses that provide support services to Indigenous students.

3. Review

Funding proposals are jointly developed between the applicant and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the support services; 2) the methodology for delivering the services; 3) examples of similar services provided by the applicant; and 4) the proposed budget of expenditures.

5. Accountability

The recipient is required to provide details of expenses and support services provided as set out in the contribution agreement.

6. Amount

The maximum amount that can be awarded per student supported is \$2,500. Funding depends upon the number of students, the nature of the support and available funding.

The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

Contribution payments 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 - 2
TRAINING ASSISTANCE PROGRAM

1. Purpose

Provides wage subsidies to eligible employers to provide on-the-job training and work experience to Nunavummiut.

2. Eligibility

The contribution is available to all Nunavut-based employers with less than 50 employees. Funded trainees must be employed for at least 20 hours per week and must be unemployed or apprentices at the time of hiring.

3. Review

Applications are reviewed by the Career Development Officer for the applicant's community. The Career Development Manager for the region has final approval.

4. Supporting Data

A completed application is submitted to the local Career Development Officer.

5. Accountability

Recipient employers must provide documentation of the actual wages paid to the employee for which wage subsidy was approved.

6. Amount

The maximum amount that can be awarded per applicant is \$31,200. The maximum funding available is 50% of the actual wages paid or \$15.00 per hours, whichever is lesser, to a maximum of 40 hours per week. For apprentices, the maximum subsidy is \$15.00 per hour for Level 1 apprentices, \$12.50 per hour for Level 2 apprentices and \$10.00 per hour for Level 3 apprentices.

Funding depends upon the nature of the training and available funding. Submission of an application does not guarantee funding of the training. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

Recipient employers will receive payments once they report the actual wages paid and submit corresponding documents. This can be done bi-weekly, monthly, quarterly or after the training has been completed.

8. Term

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



SCHEDULE A – 3
MINE TRAINING PARTNERSHIPS

1. Purpose

Contribution funding is available for the delivery of training programs and employment services that support the training and employment needs of Nunavummiut seeking employment in the mining sector as identified by the Department of Family Services.

2. Eligibility

The Contribution is restricted to mining companies operating in Nunavut and Nunavut-based businesses and organizations supplying goods and services to these mining companies, and the NWT & Nunavut Chamber of Mines.

3. Review

Funding proposals are jointly developed between the applicant and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted. The recipient is required to return any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.

6. Amount

The maximum amount that can be awarded per proposal is \$250,000. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

Payments will be made in accordance with the expenditure schedule outlined in the contribution agreement.



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8. Term

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



**SCHEDULE A – 4
NUNAVUT ARCTIC COLLEGE**

1. Purpose

Contribution funding is available for the development and/or delivery of training programs that support the training and employment needs of Nunavummiut as identified by the Department of Family Services.

2. Eligibility

The Contribution is restricted to Nunavut Arctic College.

3. Review

Funding proposals are jointly developed between Nunavut Arctic College and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted.

The recipient is required to return any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.

6. Amount

The maximum amount that can be awarded per fiscal year is \$2.5 million. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

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



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8. Term

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



**SCHEDULE A – 5
NUNAVUT FISHERIES AND MARINE TRAINING CONSORTIUM**

1. Purpose

Contribution funding is available for the delivery of training programs and employment services that support the training and employment needs of Nunavummiut as identified by the Department of Family Services.

2. Eligibility

The Contribution is restricted to Nunavut Fisheries and Marine Training Consortium.

3. Review

Funding proposals are jointly developed between the Nunavut Fisheries and Marine Training Consortium and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted.

The recipient is required to return any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.

6. Amount

The maximum amount that can be awarded per fiscal year is \$750,000. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The Government of Nunavut's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

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



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8. Term

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



**SCHEDULE A – 6
NUNAVUT INUIT ORGANIZATIONS**

1. Purpose

Contribution funding is available for the delivery of training programs and employment services that support the training and employment needs of Nunavummiut as identified by the Department of Family Services.

2. Eligibility

The Contribution is restricted to Nunavut Tunngavik Inc., Qikiqtani Inuit Association, Kivalliq Inuit Association and Kitikmeot Inuit Association. This includes Nunavut-based businesses wholly-owned by the Nunavut Inuit organizations listed and other organizations substantially controlled by those Nunavut Inuit organizations.

3. Review

Funding proposals are jointly developed between the Inuit organization and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted.

The recipient is required to return any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.

6. Amount

The maximum amount that can be awarded per proposal is \$250,000. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.



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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 – 7
NUNAVUT BUSINESS DEVELOPMENT CORPORATIONS**

1. Purpose

Contribution funding is available for the delivery of training programs and employment services that support the training and employment needs of Nunavummiut as identified by the Department of Family Services.

2. Eligibility

The Contribution is restricted to the Baffin Business Development Corporation, the Kivalliq Business Development Centre and Kitikmeot Community Futures Inc.

3. Review

Funding proposals are jointly developed between the business development corporation and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted.

The recipient is required to return any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.

6. Amount

The maximum amount that can be awarded per proposal is \$250,000. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

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



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8. Term

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



SCHEDULE A – 8
NUNAVUMMI DISABILITIES MAKINNASUAQTIIT SOCIETY

1. Purpose

Contribution funding is available for the delivery of training programs and employment services that support the training and employment needs of Nunavummiut with disabilities as identified by the Department of Family Services.

2. Eligibility

The Contribution is restricted to the Nunavummi Disabilities Makinnasuaqtiit Society (NDMS).

3. Review

Funding proposals are jointly developed between the NDMS and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted.

The recipient is required to return any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.

6. Amount

The maximum amount that can be awarded in any fiscal year is \$1 million. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

Payments will be made in accordance with the expenditure schedule outlined in the contribution agreement.



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8. Term

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



SCHEDULE A – 9
ILITAQSINIQ - NUNAVUT LITERACY COUNCIL

1. Purpose

Contribution funding is available for the delivery of training programs and employment services that support the training and employment needs of Nunavummiut as identified by the Department of Family Services.

2. Eligibility

The Contribution is restricted to the Ilitaqsiniq - Nunavut Literacy Council (NLC).

3. Review

Funding proposals are jointly developed between the NLC and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted.

The recipient is required to return any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.

6. Amount

The maximum amount that can be awarded per fiscal year is \$1.5 million. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

Payments will be made in accordance with the expenditure schedule outlined in the contribution agreement.



**DEPARTMENT OF FAMILY SERVICES
CAREER DEVELOPMENT TRAINING INITIATIVES POLICY**

8. Term

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



SCHEDULE A – 10
NUNAVUT TRAINING CAPACITY DEVELOPMENT PROGRAM

1. Purpose

Contribution funding is available for the development and/or delivery of pilot training programs that support the training and employment needs of Nunavummiut as identified by the Department of Family Services.

2. Eligibility

The Contribution is available to training institutions, organizations, businesses, employers, individuals and municipal governments not otherwise provided for in this Grants & Contributions Policy, other than the Government of Nunavut and the Government of Canada.

To be eligible for pilot program funding, the proponent must: a) not have received funding for employment training programs from the Department of Family Services in the past five years; and b) in the case of a applicant based outside of Nunavut, be an established provider of training programs that is planning to adapt or expand its programming to better meet the needs of Nunavummiut.

3. Review

Funding proposals are submitted by eligible applicants and reviewed by the Career Development Division. Proposals selected for possible funding will be further developed between the applicant and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

A schedule for regular project reporting and financials will be outlined in the contribution agreement. These documents will be reviewed by the Department of Family Services before any funding installments are released.

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted.

The recipient is required to return any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.



DEPARTMENT OF FAMILY SERVICES CAREER DEVELOPMENT TRAINING INITIATIVES POLICY

6. Amount

The maximum amount that can be awarded per proposal is \$250,000. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

Payments will be paid in installments as outlined in the terms of the 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-11
HEAVY EQUIPMENT OPERATOR TRAINING PROGRAMS**

1. Purpose

Contribution funding is available for the delivery of heavy equipment operator training programs to Nunavummiut.

2. Eligibility

The Contribution is available to any heavy equipment operator training program designated by a provincial or territorial authority as fulfilling the training requirements for the heavy equipment operator trade or occupation. Such programs must have a record of success in meeting the needs of Indigenous learners. Preference will be given to not-for-profit organizations and Nunavut-based trainers.

3. Review

Funding proposals are submitted by eligible applicants and reviewed by the Career Development Division. Proposals selected for possible funding will be further developed between the applicant and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted. The recipient is required to return any surplus project funds, disallowed expenses, overpayments, or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.

6. Amount

The maximum amount that can be awarded per student cohort is \$300,000. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.



DEPARTMENT OF FAMILY SERVICES CAREER DEVELOPMENT TRAINING INITIATIVES POLICY

7. Payment

Payments will be made in accordance with the expenditure schedule outlined in the 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- 12
ACADEMIC SKILLS DEVELOPMENT PROGRAMS

1. Purpose

Contribution funding is available for the delivery of training and tutoring programs to develop the literacy, numeracy and science skills and knowledge of Nunavummiut in preparation for further training or employment.

2. Eligibility

The Contribution is available to providers of academic skills development programs for adults with a record of success in meeting the needs of Indigenous learners. Preference will be given to not-for-profit organizations and Nunavut-based providers.

3. Review

Funding proposals are submitted by eligible applicants and reviewed by the Career Development Division. Proposals selected for possible funding will be further developed between the applicant and the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

All funding requests must be supported by a written proposal that includes: 1) a description of the project; 2) the project's objectives; 3) the methodology for achieving the objectives; 4) the method of evaluating whether the project has met its objectives; 5) examples of similar projects completed by the applicant; 6) the proposed budget of revenues and expenditures, including contributions from other project funders; and 7) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit an audited financial statement and project report within 90 days of the completion of the project. Funded projects of less than \$50,000 are not required to have their financial statement audited.

If the required financial and project reporting is not submitted, the recipient will not be eligible for further funding until the required financial statements and project report are submitted.

The recipient is required to return any surplus project funds, disallowed expenses, overpayments or unexpected balances to the Government of Nunavut within 30 days of the delivery of the required end-of-project reports. These amounts constitute debts due to the Government of Nunavut.

6. Amount

The maximum amount that can be awarded is \$250,000 per community. Funding depends upon the nature of the project and available funding. Submission of a proposal does not guarantee funding of the proposal. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

Payments will be made in accordance with the expenditure schedule outlined in the contribution agreement.



**DEPARTMENT OF FAMILY SERVICES
CAREER DEVELOPMENT TRAINING INITIATIVES POLICY**

8. Term

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



**DEPARTMENT OF FAMILY SERVICES
CAREER DEVELOPMENT TRAINING INITIATIVES POLICY**

SCHEDULE B

GRANTS

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**SCHEDULE B - 1
JOB FAIR GRANTS**

1. Purpose

Provides grants to eligible recipients for the purpose of hosting events to connect employers with Nunavut job seekers and/or inform Nunavummiut about employment and training opportunities.

2. Eligibility

Eligibility is restricted to Nunavut-based non-profit organizations, municipal governments, business development corporations and Inuit organizations.

3. Review

Applications are reviewed by the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

A completed application is submitted to the Career Development Division, which includes: 1) a description of the project; 2) the project's objectives; 3) the proposed budget of revenues and expenditures, including contributions from other project funders; and 4) and the timeline for completion of the project.

5. Accountability

The recipient is required to submit a report outlining the benefits achieved, compared to the objectives for the project, and a statement of revenues and expenditures within 90 days of the end of the project. Approval of future grants will be contingent upon receipt of this report.

6. Amount

The maximum amount that can be awarded per region (Kitikmeot, Kivalliq, Qikiqtani South, Qikiqtani North) is \$100,000. Funding depends upon the nature of the project and available funding. Submission of an application does not guarantee funding of the project. The government's liability is limited to the amount of funding authorized in the grant agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

Payments will be made in accordance with the expenditure schedule outlined in the terms of the conditional grant agreement.

8. Term

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



**SCHEDULE B - 2
NUNAVUT GRANT FOR EMPLOYERS**

1. Purpose

Provides funding to eligible employers to support their employees in training that will improve career opportunities leading to promotion and/or increased salary for the trainees. It is intended to assist Nunavummiut in advancing in and retaining higher-level jobs.

2. Eligibility

The contribution is available to all Nunavut-based employers other than the Government of Nunavut and the Government of Canada.

3. Review

Applications are reviewed by the Career Development Division. The Director of the Career Development Division will make a recommendation to the Deputy Minister for final approval.

4. Supporting Data

A completed application is submitted to the Career Development Division.

5. Accountability

Recipient employers must provide documentation of the allowable expenses incurred for the approved training and the required information about training participants, such as, whether a participant successfully completed the training.

6. Amount

The amount of funding provided will not exceed two-thirds of the total allowable expenses for the training, to a maximum of \$10,000 per application. Funding depends upon the nature of the training and available funding. Submission of an application does not guarantee funding of the training. The government's liability is limited to the amount of funding authorized in the contribution agreement. As a result, the government will not be responsible for any shortfalls or deficits incurred by the recipient.

7. Payment

The grant is a one-time payment which is made via direct deposit. Recipient employers will receive payments once they report on the outcomes of the training and demonstrate that they have contributed one-third of the funding necessary for the employee to undertake training.

8. Term

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