



UJJIQSUQTA COMMUNITY INITIATIVES

- GRANTS AND CONTRIBUTION POLICY -

The Nunavut Liquor and Cannabis Commission (NULC) is responsible for distributing and selling liquor products across the territory. The NULC also partners with agents to sell cannabis products online. We take our role as Nunavut's public retailer of liquor and cannabis seriously. As part of our work, and to help reduce the harms these products may cause, the NULC actively supports and promotes messaging related to the responsible consumption of liquor and cannabis by adults.

POLICY STATEMENT

As Nunavut's public retailer and distributor of liquor and cannabis, the Nunavut Liquor and Cannabis Commission supports the creation and sharing of messaging and information that encourage healthier choices and responsible approaches related to the consumption of liquor and cannabis by adults.

The NULC delivers this messaging through its wider *Ujjiqsuqta / Let's Be Aware* campaign. A key part of this campaign, the *Ujjiqsuqta Community Initiatives* grants and contributions program engages and supports organizations that deliver messaging, activities, and programs in our communities that educate Nunavummiut about the responsible use of alcohol and cannabis, including options related to sobriety.

PURPOSE

The NULC's *Ujjiqsuqta / Let's Be Aware* campaign encourages Nunavummiut to be mindful of the impacts of liquor and cannabis, including how their own consumption may impact friends, families, and communities. NULC recognizes that community organizations play an important role in influencing healthy behaviours, and can support the *Ujjiqsuqta / Let's Be Aware* campaign by effectively delivering responsible use messaging in impactful, innovative and locally-relevant ways.

This policy sets out the main elements of the NULC's *Ujjiqsuqta Community Initiatives* grants and contributions program. Through the *Community Initiatives* program, the NULC provides financial support to eligible organizations to help them design, deliver, and promote messaging, activities, and information consistent with the *Ujjiqsuqta / Let's Be Aware* campaign and the NULC's wider role as Nunavut's public retailer.

PRINCIPLES

The NULC is committed to Inuit Qaujimajatuqangit concepts of:

Pijitsirniq: serving and providing for community

The NULC, as the GN's public retailer and distributor of liquor and cannabis products, is committed to helping reduce the harms that alcohol and cannabis can cause to Nunavummiut and our communities by promoting informed choices and responsible use.

Inuuqatigiitsirniq: respecting others, relationships and caring for people



The NULC respects the important role that community organizations and leaders have on influencing behaviours, and that community-based organizations in Nunavut can help effectively deliver *Ujjiqsuqta / Let's Be Aware* messaging and programs through their own specific relationships with Nunavummiut.

Qanuqtuurniq: being innovative and resourceful

Organizations across Nunavut can help deliver *Ujjiqsuqta / Let's Be Aware* messaging in different and locally-relevant ways, beyond what the NULC can do on its own. Organizations are important and effective resources within communities.

Pilirijiqatiginniq: Working together for a common cause

Through the *Ujjiqsuqta* program the NULC works with and supports its partners in other departments and organizations toward the broader goal of reducing the harms associated with alcohol and cannabis consumption.

Organizations or agencies 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 any individual, municipal government, Designated Inuit Organization, non-profit organization, local business, community health and wellness committee, Alcohol Education Committee (AEC), Nunavut Arctic College (NAC), District Education Authority (DEA) whose objective is to promote and encourage the responsible use of liquor and cannabis and reduce harms caused by substance use.

DEFINITIONS

The NULC uses the following terms throughout this policy and related materials. The NULC may add or clarify additional terms.

Activity Report - Funding recipients must submit activity reports to the NULC to summarize how they used the funding received under the *Ujjiqsuqta Community Initiatives* program. The activity report should also set out the results and impacts of their funded activities. The Director of the NULC may establish the specific format, metrics, timelines, and other elements of activity reports and will communicate this to the applicant prior to the start of their planned activity.

Contribution – A conditional transfer payment made to a recipient from whom the GN 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.

Contribution Agreement – A document that outlines the responsibilities an organization agrees to accept as a condition of receiving public funds made available through the *Ujjiqsuqta Community Initiatives* grants and contributions funding stream.

Grant - A transfer payment made to a recipient from whom the GN will not receive any goods or services. A grant is a discretionary payment without financial accountability requirements. The NULC may still require an activity report or other non-financial accountability requirements.

Eligibility- An organization that meets the specific eligibility criteria for a funding stream established under this policy.

Funding Streams – The individual grant and contribution programs offered under the *Ujjiqsuqta*



Community Initiatives “umbrella,” as authorized by this policy.

Funding streams may target different organizations, use different eligibility criteria, and use different funding mechanisms (e.g. grant vs. contribution) and funding amounts. All funding streams share the same overall objective of supporting messaging and activities that are consistent with the wider *Ujjiqsuqta / Let's Be Aware* campaign.

Program Budget - The total amount the NULC has allocated towards the *Ujjiqsuqta Community Initiatives* grants and contributions program in respect of a fiscal year, as approved annually by the Financial Management Board.

The NULC may also establish specific budgets for each funding stream from within this overall program budget.

Municipal Government - A local governing body incorporated under the *Cities, Towns and Villages Act* or the *Hamlets Act*.

Non-Profit Organization - A regional or territorial 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 under the *Canada Not-for-Profit Corporations Act*.

Recipient – Any individual or organization that receives funding under this policy.

ROLES AND RESPONSIBILITIES

Executive Council

This policy and its program provisions must be approved by the Executive Council.

Financial Management Board

The Financial Management Board approves the NULC's budget each year, including amounts available for grants and contributions.

Minister

The Minister responsible for the Nunavut Liquor and Cannabis Commission is accountable to the Executive Council for the implementation of this policy.

Director of the NULC

The Director of the NULC is accountable to the Minister for administering, implementing, and reporting on this policy. The Director is responsible for awarding all grants and contributions under this policy.

Program administration

The Director, NULC may designate the full or partial administration of one or more funding streams authorized by this policy to officials within the NULC or, with the approval of the Deputy Minister of Finance, to officials within the Department of Finance.

Designated program officials help administer the *Ujjiqsuqta Community Initiatives* program by reviewing applications, recommending funding decisions, reviewing recipient financial statements and program activity reports, processing payments, and other activities and processes needed to administer the program.



Deputy Minister

For funding streams where appeals may be allowed, the Deputy Minister of Finance or designate may make a final decision under this policy.

PROVISIONS

Eligibility

Eligible applicants may apply to the NULC to receive funding under each funding stream.

Funding Streams

The schedule(s) that accompany this policy set out the specific details of different funding streams made available under this policy.

The NULC may seek approval from Cabinet to add, vary, or remove a schedule to this policy.

Application Process

The NULC shall establish, communicate, and implement processes for organizations to apply to the program's various funding streams.

The NULC may establish timelines, including application deadlines, as part of its application process.

The NULC may choose whether and when to open applications to each stream.

The NULC may choose to run application processes for a funding stream more than once a year. (That is, there can be more than one "round" of applications and funding under each funding stream in a fiscal year.)

The NULC is not obligated to open an application process for each funding stream each year. That is, the NULC may develop and offer a round of funding one fiscal year, but may choose to not offer that same funding stream the next.

The intent of each application process is for organizations to:

- demonstrate whether or how they meet the eligibility criteria particular to that funding stream; and
- provide any other information the NULC needs to:
 - o determine which organizations are eligible to receive funding;
 - o determine the amount of funding available to each eligible applicant;
 - o undertake verification, audit, and other compliance measures to ensure the integrity of the program;
 - o report on the program's impacts, outcomes, take-up, and other metrics.

It is the applicant's responsibility to complete their application correctly and to submit it on time.

An application that is not made through the established process or within the established timelines or does not contain the required information may be considered incomplete or late. Organizations whose applications are incomplete or late may not be eligible to receive funding.



Applications may be made in any of Nunavut's official languages.

The Director may choose to extend deadlines or make other reasonable variations to an application process if, in the Director's view, the variation will help facilitate the take-up of the program and is likely to improve program outcomes.

Review Process

The NULC shall establish and implement a process to review the applications it receives for each funding stream.

The NULC shall complete its reviews in a timely and fair manner.

The goal of each review process is to:

- determine whether an applicant is eligible to receive funding via their funding application;
- allocate limited funding across eligible applicants; and
- determine the specific amount each eligible applicant may receive.

The provisions in the attached schedules establish the maximum amounts payable to recipient under each funding stream. The Director may not authorize payments that are more than the maximum amount allowed for each funding stream.

The Director may choose to offer applicants a portion of the maximum amount. Examples of criteria against which the NULC will allocate and prioritize limited funding include, but are not limited to: alignment with *Ujjiqsuqta / Let's Be Aware* campaign; budget availability; amount of funding requested; number of applicants; quality of applications; potential for positive impact; whether the organization has received funding before, and its management of such funding; potential for innovation / new approaches; community or region of impact; opportunities for partnership with other organizations, etc.

Priority will be given to projects or applicants that successfully demonstrate that they are likely to benefit Inuit. In reviewing and prioritizing applications, the NULC will also consider an applicant's previous record of compliance with reporting and other requirements or commitments made under prior agreements.

The Director may deny an application at the Director's discretion if the maximum amount per recipient is more than \$10,000 the applicant may appeal the decision and request a review.

The NULC shall inform each applicant in writing of the results of their application.

When informing an applicant of a decision to deny funding, the Director shall inform the applicant if they have an ability to appeal the decision and, if so, how.

Appeals

For any funding stream where the maximum allowable amount per recipient is more than \$10,000, applicants may appeal the Director's decision to deny their application.

To initiate an appeal, the applicant should contact the Deputy Minister by e-mail and provide the information pertinent to their concerns in writing.

The Deputy Minister may assign a designate to address a request for appeal, but shall not assign a designate that is, or reports to, the Director of the NULC.



The Deputy Minister or designate may seek more information from either the applicant or the NULC.

The decision of the Deputy Minister or designate is final.

Contribution Agreements

For funding provided as a contribution, the NULC shall develop a contribution agreement consistent with the requirements under *Financial Administration Act* and *Financial Administration Manual*

Approved applicants are required to sign this agreement *before* receiving funds.

The contribution agreement should set out, in clear simple language wherever possible, the obligations the recipient agrees to take on as a condition of receiving the funds, how these conditions are to be met, how they are to communicate meeting the conditions, and the consequences of not meeting the conditions.

Acknowledgement of funding

Recipients of both grants and contributions under this program should acknowledge the financial support provided by the NULC in any publication or media coverage arising from their project or activity.

The NULC may provide further direction about such acknowledgement.

Reporting, privacy, and information sharing

The Director shall include a summary of all grants and contributions approved under the *Ujjiqsuqta Community Initiatives* program during a fiscal year in the NULC's annual report for that year. The summary will include relevant details relating to the expenditures. Examples of such details will include the names of recipients, their communities, the amount of each payment, and the type of project supported.

The *Access to Information and Protection of Privacy Act* applies to all aspects of funding under this policy, and of the content, financial management, and general performance of any agreement signed under this policy.

Payment

When the Director approves payment to a recipient, the NULC shall make best efforts to complete the payment on a timely basis.

The NULC may require the recipient to provide information and undertake certain tasks as part of issuing payment. For example, the NULC may need to set the recipient up as a vendor within its system.

The NULC may determine its method of payment (cheque, direct deposit, etc.).

Financial Conditions

- (a) The one-time grant or contribution payment awarded to an eligible applicant may not exceed \$25,000. This grant may span over multiple fiscal years or include a commitment to fund ongoing aspects of a single project in future years, subject to budget availability.
- (b) All provisions contained in the *Financial Administration Act* and the government's *Financial Administration Manual* shall apply to the administration of all grants and contributions issued by the NULC.
- (c) Prior to issuing payment, the recipients of a contribution shall sign a conditional Contribution Agreement which contains their project goals and objectives, guidelines for allowable expenditures, completion timeline, reporting and accounting requirements, and any



other information requested in the attached schedules for each contribution category.

- (d) Where the required financial reporting is not submitted, or the recipient has identified surplus project funds, the amounts outstanding will be deducted from any future payments and/or 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.
- (e) Recipients must repay any surplus project funds, ineligible expenses, overpayments, or unexpended balances to the NULC within 30 days of the receipt of an invoice. These amounts constitute debts due to the government, and the NULC and GN may collect them as such.
- (f) Funding in one fiscal year does not guarantee funding in subsequent years.
- (g) Funding allocated to recipients is based on eligibility and the merits of the project and organization. Through its budgeting approval process, the NULC will limit the maximum amount of grants and contributions that may be paid under this policy in a fiscal year.
- (h) Under the terms of this policy, the NULC's liability is limited to the amount of funding authorized. As a result, the NULC will not be responsible for any shortfalls or deficits incurred by the funding recipient.
- (i) 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.
- (j) The NULC reserves the right to conduct an audit of any project funded through a grant or contribution program. All recipients of contribution assistance must permit the NULC access to the project site or premises, to inspect all books and other financial statements related to the project, and to obtain any other information necessary for ensuring compliance with the Contribution Agreement or evaluating the success of the project.

General Conditions

- (a) Recipients cannot carryover surplus funds from one fiscal year to the next fiscal year unless otherwise stated in writing.
- (b) 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.

The applicant / recipient alone is responsible for identifying, seeking, and confirming such approvals. The NULC is not involved with this aspect, and its provision of funding does not signify NULC or GN approvals.

- (c) The NULC may terminate, suspend or reduce the scope of the agreement if the recipient fails to comply with the terms of the agreement.
- (d) All information or material supplied to or obtained by the recipient, as a result of the agreement with the NULC, must be treated confidentially.

FINANCIAL RESOURCES



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

PREROGATIVE OF EXECUTIVE COUNCIL

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

SUNSET

This policy shall be in effect from the date of approval until March 31, 2025 or earlier, at the discretion of the Minister.



SCHEDULE LIST – UJJIQSUQTA COMMUNITY INITIATIVES FUNDING STREAMS

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SCHEDULE A

Ujjiqsuqta Social Responsibility Initiatives Contribution

1. Purpose

Through the *Ujjiqsuqta Social Responsibility Initiatives Contribution*, the NULC provides financial support to organizations that promote informed choices about the responsible use of liquor and cannabis by adults in Nunavut.

2. Eligibility

Eligible recipients of this contribution are individuals, municipal governments, community health and wellness committees, alcohol education committees, non-profit organizations, local businesses, and Designated Inuit Organizations.

3. Eligible Activities

Eligible projects or activities will:

- Contribute to the creation and/or implementation of community initiatives, campaigns or programs that support informed choices about the responsible use of liquor and cannabis by adults in Nunavut;
- Aim to create or strengthen community supports and partnerships that focus on prevention of harms related to liquor and cannabis use; and
- Occur in Nunavut, or will benefit Nunavummiut directly.

4. Ineligible Activities

This funding is not intended to:

- Support salary costs
- Support operational and maintenance or capital costs of a physical space in which to operate programs or initiatives; and
- Support messaging that does not align with the *Ujjiqsuqta / Let's Be Aware* campaign or the NULC's wider role and mandate.

5. Application Process

The NULC will issue a call for applications ahead of a round of funding. The NULC may target this call to a class of eligible recipients (e.g. "municipalities" or "Inuit organizations") or may issue the call broadly. The NULC may target a certain budget for each round of funding.

The call will include information about the *Ujjiqsuqta Social Responsibility Initiatives Contribution* and its application process, including submission requirements and deadlines. Interested organizations will need to apply in line with this process and deadlines.

The NULC may require applicants to use a standard template. Applications should, at minimum, require information about the organization and how it intends to use grant funding to support informed choices about the responsible use of liquor and cannabis.

Organizations must submit a complete application to the NULC. The NULC will review the funding applications it receives, and may follow up with applicants for additional information. The NULC will



make determinations of funding eligibility, and will inform all applicants of its decisions in writing.

To accept this contribution, successful applicants will be required to enter into a contribution agreement with the NULC. The contribution agreement will set out terms and conditions of receiving and using these public funds.

6. Accountability

Recipients will be required to report back to the NULC about how they used funds they received and follow all other requirements established by the contribution agreement. The NULC reserves the right to conduct an audit of any project funded through a grant or contribution program.

Recipients are accountable for the use of these public funds, and may be required to pay back funds if they do not meet the terms and conditions of the contribution.

7. Amount

Eligible recipients may receive up to \$25,000 under the *Ujjiqsuqta Social Responsibility Initiatives Contribution*.

Recipients may not receive this contribution more than once per round of funding. Contributions are discretionary. The NULC may approve amounts lower than this maximum. The total amount of contributions available will depend in part on the budget available for this funding stream. The total amount of all grants and contributions cannot exceed the allocated amount approved by FMB on an annual basis.

8. Payment

The NULC will pay recipients through a single lump sum in a timely fashion.

9. Term

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



SCHEDULE B

Ujjiqsuqta Safe and Sober Graduation Grant

1. Purpose

Through the *Ujjiqsuqta Safe and Sober Graduation Grant*, the NULC provides financial support to graduating classes in Nunavut to promote an alcohol- and cannabis- free, “safe and sober” graduation ceremony.

2. Eligibility

Eligible recipients of this grant are Nunavut High Schools and Nunavut Arctic College Student Councils

3. Eligible Costs

Eligible costs are those associated with holding an alcohol and cannabis free “Safe and Sober” graduation celebration for Nunavut high school or NAC graduating classes. Eligible projects or activities provide messaging or information that aligns with or promotes the NULC’s *Ujjiqsuqta/Let’s Be Aware* campaign in the context of the graduation, or activities that encourage alcohol- and cannabis- free celebrations. Examples could include:

- Food and supplies to hold a graduation celebration;
- Materials and supplies to hold Inuit traditional games or other recreational activities for a graduation ceremony;
- Materials and supplies to hold an on-the-land graduation ceremony;
- Prizes to support award ceremonies for the graduating class;

In the event that a particular high school does not hold a graduation celebration in a given year, funding can be used for a similar school celebration with approval of the Director of the NULC.

4. Ineligible Activities

This funding is not intended to:

- Support salary costs
- Support messaging or activities that do not align with the *Ujjiqsuqta / Let’s Be Aware* campaign or the NULC’s wider role and mandate.

The Director will determine eligibility as part of the NULC’s review.

5. Application Process

The NULC may issue a call for applications ahead of a round of funding. The call will include information about the *Ujjiqsuqta Safe and Sober Graduation Grant* and its requirements and deadlines. Working with the Department of Education and/or Nunavut Arctic College, the NULC may decide to forgo the application process and award the grant to each graduating class in the territory.

A completed application must be submitted to the NULC noting the intended use of the grant funding and specify the eligible activities that will be centered on promoting an alcohol and cannabis free “Safe and Sober” graduation celebration. The NULC may issue a standard template to applicants to support their submission.



6. Accountability

Successful applicants will be required to submit a final activity report to the NULC about how they used the funding to support Safe and Sober Graduation messaging or events, including relevant details such as the date and location of any events, the number of graduates who participated, and the types of costs supported. The NULC reserves the right to conduct an audit of any project funded through a grant or contribution program.

7. Amount

Each graduating class may receive up to \$2,500 under the *Ujjiqsuqta Safe and Sober Graduation Grant*.

Grants are discretionary, and may depend in part on the amount of funding available for this funding stream. The total amount of all grants and contributions cannot exceed the budget approved by FMB.

8. Payment

The NULC will pay recipients through a single lump sum, and in a timely fashion.

9. Term

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



SCHEDULE C

Ujjiqsuqta Community Health and Wellness Grant

1. Purpose

Through the *Ujjiqsuqta Community Health and Wellness Grant* the NULC provides financial support to Health and Wellness Committees or similar community-based groups in Nunavut to help promote informed choices about the responsible use of alcohol and cannabis in their respective community.

2. Eligibility

- Contribute to the creation and/or implementation of community initiatives, campaigns or programs that support informed choices about the responsible use of liquor and cannabis by adults in Nunavut;
- Aim to create or strengthen community supports and partnerships that focus on prevention of harms related to liquor and cannabis use;
- Encourage community members to learn and build capacity together; and
- Occur in Nunavut.

4. Ineligible Activities

This funding is not intended to:

- Support salary costs
- Support operational and maintenance or capital costs of a physical space to operate programs or initiatives; and
- Support messaging that does not align with the wider *Ujjiqsuqta* campaign or the NULC's wider role and mandate.

5. Application Process

The NULC may issue a call for applications ahead of a round of funding. The call will include information about the *Ujjiqsuqta Community Health and Wellness Grant* and its application process, including submission requirements and deadlines. Working with the Department of Health, the NULC may decide to forgo the application process and award the grant to each community Health and Wellness Committee in the territory.

A completed application must be submitted to the NULC noting the intended use of the grant funding and specify the eligible activities that will promote and encourage informed choices about the responsible use of liquor and cannabis by adults. The NULC may issue a standard template to applicants to support their submission.



6. Accountability

Recipients will be required to submit a final activity report to the NULC about how they used the funding including relevant details such as the date and location of any events, the number of participants, and the types of costs supported. Unless given permission otherwise from the NULC, recipients must report separately for each grant they receive. The NULC reserves the right to conduct an audit of any project funded through a grant or contribution program.

7. Amount

Each recipient (community Health and Wellness Committee or similar hamlet-sponsored organization) may receive up to \$5,000 under the *Ujjiqsuqta Community Health and Wellness Grant*.

Recipients may not receive this contribution more than once per round of funding. Grants are discretionary, and may depend in part on the amount of funding available for this funding stream. The total amount of all grants and contributions cannot exceed the budget approved by FMB.

8. Payment

The NULC will pay recipients through a single lump sum, and in a timely fashion.

9. Term

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