



## AITUUTI KATIMAYIIT - POLICY

### 1. PURPOSE

The purpose of this Policy is to ensure appropriate guidelines are in place for the prudent administration and allocation of funds that KIA receives from the successful negotiation of Inuit Impact and Benefits Agreements, Participation Agreements, compensation agreements, subsidiary dividends, trust payments, and other related monies that are secured by KIA from time to time. A sub-committee of KIA's Board of Directors, the Aituuti Katimayit, was established to wisely distribute these monies for the benefit of KIA's membership (Beneficiaries).

### 2. SCOPE

This Policy applies to the KIA Board, the Aituuti Katimayit, Executive Director and staff.

### 3. PRINCIPLES

In implementing this Policy, KIA will be guided by the following principles:

- a) Funds shall be used for programs, projects or initiatives *preserve, support, enhance or promote Inuit culture, wellness and identity.*
- b) Term of reference for available funding shall be in place to ensure consistent program delivery.
- c) There shall be sufficient funding to support any supported program, project or initiative.
- d) Programs, projects or initiatives supported with KIA funding shall be monitored for results and reported on to the KIA Board.

### 4. DEFINITIONS

*Aituuti Katimayit:* A KIA Board sub-committee, composed of three KIA board members and the Executive Director, that is responsible for the distribution of funds under this policy.

*Beneficiary:* An Inuit beneficiary as defined under the *Nunavut Agreement*, and associated with a Kitikmeot Region.

*Fund(s):* An amount of money set aside for a specific purpose as identified by the Aituuti Katimayit and approved by the KIA Board.

*Organization:* A non-profit organization, or an *ad hoc* committee or group that is, or is seeking to deliver programs, activities, or events that involve and significantly benefit Kitikmeot Inuit.

*Youth:* A person under 18 years of age.

*Full-time Student:* A person who is taking at least 60% of the usual course load of the program enrolled in.

## 5. PROVISIONS

### *Management of Funds*

- a) The Aituuti Katimayiit shall meet a minimum once per year to:
  - evaluate success of the current Funds;
  - evaluate need for Fund criteria changes or establishment of new Funds;
  - evaluate funding levels available for the upcoming year, and develop recommendations on allocations of monies to Funds and for administrative costs; and
  - develop a report on Fund management and recommendations for KIA Board approval.
- b) The KIA Board shall make a determination on Fund management based on recommendations received by the Aituuti Katimayiit.
- c) The Executive Director shall ensure funding is allotted to Funds approved by the KIA Board.
- d) The Department of Social and Cultural Development shall ensure Funds are managed in accordance with Fund terms of reference and that Fund budgets are not exceeded.
- e) The Department of Social and Cultural Development shall develop and follow an Aituuti Procedures Guide that sets out the administrative processes associated with the policy.
- f) The Department of Finance shall:
  - maintain an accounting file for each initiative supported by the Funds;
  - maintain an accounting of each Fund; and
  - inform the Executive Director, Department of Social and Cultural Development and the Aituuti Katimayiit of expenditure status of each Fund on a regular basis, or as requested.
  - ensure that its accounting system allows for the Aituuti Katimayiit to quickly know the status and running balance of administered Funds when requested

### *Allocation of Funds*

- g) The Department of Social and Cultural Development shall assess applications for funding to determine if applications meet specific Fund terms of reference. Also, the following general criteria are considered in this assessment:
  - the degree to which use of the requested funds may duplicate existing government programs and services;
  - the degree to which applicants have contributed equity or have accessed third party funding through means such as partnerships with other organizations, government funding, or fund-raising activities;
  - the potential scale of benefit to Beneficiaries from the funded initiative; and
  - the availability of funds.

- h) The Aituuti Katimayit shall meet as required to review and make funding allocation decisions on application recommendations brought before it by the Department of Social and Cultural Development. In meeting their responsibilities, Aituuti Katimayit members shall:
- ensure funding is distributed to Beneficiaries in a manner which is proportional to community population;
  - represent the interests of all Beneficiaries and not favour special interest groups;
  - not use the Aituuti Katimayit for personal advantage or advantage of friends, family and/or associates; and
  - shall, when appropriate, declare conflict of interest and not participate in the decision in question.
- i) In order to make decisions on the allocation of funds, the Aituuti Katimayit must have a quorum of two or more committee members.
- j) The Department of Finance shall:
- maintain a record of Aituuti Katimayit decisions; and
  - prepare funding agreements and process cheques for delivery to successful applicants by the Department of Social and Cultural Development.

#### *Monitoring*

- k) The Department of Social and Cultural Development shall:
- inform applicants on Aituuti Katimayit decisions;
  - for approved projects or initiatives, inform applicants of reporting requirements;
  - ensure monitoring of all projects and initiatives, including the applicant's provision of a report detailing outcome of the funds received; and
  - assemble and maintain outcome/impact information for use by the Aituuti Katimayit during its assessment of Funds, and for use by the Department of Social and Cultural Development in annual reports and KIA Board annual general meetings.

#### *General*

- l) Correspondence to successful applicants and any information or announcements to the general public concerning initiatives funded under this Policy shall acknowledge the support of KIA and funding sources.
- m) Specific provisions for each Fund are contained in individual Fund guidelines or Terms of Reference, which are attached to this Policy.

## 6. AUTHORITY AND ACCOUNTABILITY

### a) KIA Board

This Policy is issued under the authority of the KIA Board. The KIA Board will review the provisions of this Policy and associated Funds from time to time and make revisions as appropriate.

b) Executive Director

The KIA Executive Director is accountable to the KIA Board for the implementation of this Policy

c) Aituuti Katimayiit

The Aituuti Katimayiit is accountable to the KIA Board for the review and disposition of all funding applications, and for reporting regularly to the KIA Board on the results of approved applications.

d) Applicants

Upon conclusion of an initiative, applicants are required to submit a final report comprised of financial accounting and results achieved to the Department of Social and Cultural Development. Failure to comply with this condition may affect applicant success in accessing future KIA funding.

Exceptions to this condition are those applicants who have been awarded funding less than \$5000. Persons receiving a KIA Scholarship or Graduation Award are not required to submit reporting; however, they will be expected to present other forms of information as set out under schedules 4, 5 and 8 of this policy.

e) Appeals

Beneficiaries, organizations or others dissatisfied a decision made by the Aituuti Katimayiit may appeal within thirty (30) days to both the Chairperson of the Aituuti Katimayiit and President of KIA, whose joint decision is final.

## 7. FINANCIAL RESOURCES

The ability for KIA to provide funding to applicants is dependent on there being sufficient unencumbered free balance in the appropriate Fund for the fiscal year for which the funding is requested.

## 8. PREROGATIVE OF KIA BOARD

Nothing in this Policy shall in any way be construed to limit the right of KIA Board to make decisions or take action respecting the use of the Funds outside the provisions of this Policy.

## **ATTACHMENTS TO KIA AITUUTI KATIMAYIIT POLICY**

Schedule 1:	Future Fund Guidelines
Schedule 2:	Capital Fund Guidelines
Schedule 3:	KIA Equity Fund Guidelines
Schedule 4:	KIA Scholarship
Schedule 5:	Graduation Award Fund Terms of Reference
Schedule 6:	Inuit Initiatives Fund Terms of Reference
Schedule 7:	Public Events Fund Terms of Reference
Schedule 8:	Fred Elias Graduation Award
Schedule 9:	Kitikmeot Media Fund

## SCHEDULE 1: FUTURE FUND GUIDELINES

### 1. PURPOSE

The purpose of the Future Fund is to create a long-term reserve fund that can address opportunities or Beneficiary needs that may arise from time to time in the future.

### 2. ELIGIBILITY

Not applicable. As the Future Fund grows, it is anticipated that funds will be allocated from the Future Fund to other funds administered by the KIA Board.

### 3. APPLICATION PROCEDURE

Not applicable. Funding allocated to the Future Fund would be invested in “safe” investments – such as bonds, Guaranteed Investment Certificates, or ‘large cap’ stocks generating higher than average returns per annum.

### 4. ADMINISTRATION

The Future Fund will be managed by a commercial bank in the short term, to ensure minimal management fees. Over the longer term, the Future Fund may be managed by a company specializing in fund management.

### 5. MONITORING

Not applicable. It is anticipated funding will be moved from the Future Fund to another fund should it be required.

## SCHEDULE 2: INFRASTRUCTURE FUND GUIDELINES

### 1. PURPOSE

The purpose of the Infrastructure Fund is to assist in the provision of infrastructure that improves Inuit culture, language, heritage, and wellness.

### 2. ELIGIBILITY

Only the KIA, together with potential partners, is eligible to access the Infrastructure Fund. Projects must demonstrate long-term self-sufficiency and involve partnerships with government or other Organizations. The KIA Board must approve expenditure.

### 3. INELIGIBILITY ACTIVITIES

Capital equipment and hunter support is not eligible.

### 4. APPLICATION PROCEDURE

It is anticipated proposals will be developed jointly by KIA and other proponents.

### 5. MONITORING

Factors to be monitored would include impacts on quality of life including Inuit culture, language, heritage, and wellness.

## SCHEDULE 3: KIA EQUITY FUND GUIDELINES

### 1. PURPOSE

The purpose of the KIA Equity Fund is to provide KIA – typically the Department of Social and Cultural Development – access to equity that can be used to raise external funds from government and other organizations for the development and implementation of programs that support, enhance, promote Inuit culture and wellness.

### 2. ELIGIBILITY

Only the KIA is eligible to access the KIA Equity Fund. Eligible projects must show significant contribution by third parties.

### 3. ELIGIBLE ACTIVITIES

Eligible activities must focus on Inuit culture and wellness and may include:

- cultural programming
- education awareness program delivery and design
- counseling program design and delivery
- training program design and delivery
- Elders and Youth programs
- special events

### 4. PROCEDURE

Requests from KIA staff to secure funds from the KIA Equity Fund for the delivery of programs or projects must first be brought to the attention of the Executive Director for his/her review. The Executive Director will decide whether the use of Equity Fund monies is appropriate to the purposes sought. He or she will also examine whether there are other sources of funding that could be used instead. If the Executive Director determines the use of Equity Fund monies appropriate in the specific, then the request will be forwarded to the Aituuti Katimayit for its consideration and potential approval.

### 5. MONITORING

Measurable indicators may include numbers of participants, language retention, employment, statistics maintained by community wellness officials, and so on.



## SCHEDULE 4: KIA SCHOLARSHIP TERMS OF REFERENCE

### BACKGROUND

The Kitikmeot Inuit Association supports Beneficiaries who aspire to higher education and who seek future employment in technical trades and professions. To this end KIA has enacted the KIA Scholarship Program. KIA Scholarships are intended to provide financial assistance to KIA Beneficiaries who are enrolled full time in a recognized university, college or technical school leading to the successful completion of a post-secondary certificate, diploma or degree program.

### ELIGIBILITY CRITERIA

The following criteria will be used by the Aituuti Katimayiit when evaluating applications for KIA Scholarship:

- Only students who are beneficiaries of the Nunavut Agreement and registered to one of the Kitikmeot communities are eligible to apply for a KIA Scholarship.
- The student must be enrolled full-time in a recognized university, college or technical school leading to the successful completion of a certificate, diploma or degree program.
- A full-time student is defined as one taking at least 60% of the usual course load for the program/course of study that the student is enrolled in.
- The ability of a student to be awarded a future scholarship may be affected if they have received scholarship funding but fail to complete the course of study for which the funding has been awarded. In such cases, these individuals will not be allowed to apply for another scholarship for a duration of 24 months from the date that they prematurely terminated their studies unless they make efforts to repay KIA for scholarship funding previously received.
- Students being paid salaries or wages by their employers while advancing their education are not eligible for a KIA Scholarship.

### OTHER APPLICABLE CRITERIA

- Persons receiving industrial and construction trades training from accredited institutions are eligible for a KIA Scholarship. This is offered on a pro-rated basis for the in-class portion of their training in cases where classroom training is equal to or exceeds 8 weeks.
- Students are required to maintain a passing grade point average in order to retain their scholarship funding.
- Unless otherwise determined by the Aituuti Katimayiit, the duration that a student may receive a Scholarship Award is limited to four consecutive years per individual course of study.

## KIA SCHOLARSHIP AMOUNT

The amount of scholarship funding an eligible student can receive is dependent on the type of program that he or she is enrolled in, whether the education is being pursued in or outside his/her home community. There are three scholarship amount categories:

1. **Students studying in their home communities** - The maximum level of support under this category is \$1,500.00 per year.
2. **Students studying outside their home communities** – The maximum level of support under this category is \$2,000.00.
3. **Post-Graduate Studies** – Students who have successfully completed four years of an undergraduate degree and who are enrolled in a Masters or PhD programs, or in an advanced professional program (ex. Medical Doctor or Dentistry Degree; MBA; LLB) are eligible to receive a maximum level of support of \$5,000.00 per year.

## APPLICATION AND PAYMENT PROCESS

Applications for KIA Scholarships are to be limited to a single intake period between July 1st and August 31st of each calendar year, KIA reserves the right to add additional intake periods throughout the year. Applications should include supporting documentation including high school and/or transcripts and notices of acceptance to the University, College or Technical school.

All Scholarships will be made available in the following manner:

- One half of the award within 30 days of the start of studies (i.e., late September)
- Balance of the award on proof of acceptable first semester grades (i.e., early January)
- For students enrolled in Masters and PhD level programs, or in other programs not subject to regular grading, the balance of the award will be made available on proof of active enrollment in the second semester
- To be eligible, students must submit transcripts for the second half of scholarship payment within six (6) months from the completion of their studies.

For more information and to submit completed applications contact:

- *Your local KIA Community Liaison Officer, or*
- *Kitikmeot Inuit Association in Cambridge Bay @ (867) 983-2458*

## AUTHORITY AND ACCOUNTABILITY

### *Aituuti Katimayit*

The Aituuti Katimayit is accountable to the KIA Board for timely review and decisions on applications, and monitoring results.

### *Applicants*

Students receiving a *KIA Scholarship* will be required to:

- Sign a scholarship agreement acknowledging receipt of the scholarship; and
- Provide KIA proof of attendance at a recognized university, college or technical school including submission of transcripts, and copies of certificates, diplomas or degrees upon completion of studies.
- Submit first semester transcripts that demonstrate passing marks in order to receive second payment.
- Provide a copy of void cheque if direct deposit is preferred.

## APPEALS

Individuals dissatisfied with a decision made by the Aituuti Katimayit may appeal the decision. Appeals must be made within thirty (30) days to both the chairperson of the Aituuti Katimayit and President of the KIA, whose joint decision is final.

## RIGHT OF KIA

Nothing in these terms of reference is intended to guarantee a certain outcome or commitment on the part of KIA. KIA reserves the right to change the terms of reference and establish scholarship funding limits as they see fit. The number of scholarships granted in any given year is subject to availability of funding.

## SCHEDULE 5: KIA GRADUATION AWARD FUND TERMS OF REFERENCE

### BACKGROUND

Graduation Awards are available to KIA Beneficiaries who have successfully completed training or education courses of study that help to prepare them enter the workforce and better serve their communities. Cash awards are offered for completion of educational courses of study ranging from Grade 12 (or equivalent) to a PhD program. The size of award offered is intended to be commensurate with the level of education achieved.

### ELIGIBILITY CRITERIA

The following criteria will be used in evaluating applications for a KIA Graduation Award:

- Only students who are beneficiaries of the Nunavut Agreement and registered to one of the Kitikmeot communities are eligible to apply for a KIA Graduation Award.
- Proof of graduation from Grade 12, or General Educational Development (GED) equivalent (Nunavut High School Equivalency Diploma); or proof of graduation from a recognized university, college or technical school.

### GRADUATION AWARD AMOUNT

The amount of funds offered to a successful graduate is commensurate with the level of education achieved. The Aituuti Katimayiit shall issue Graduation Awards based on the following schedule:

Level of Achievement	Maximum Amount Awarded
Grade 12 Diploma	\$500.00
Nunavut High School Equivalency Diploma (i.e. GED)	\$500.00
College or Technical School Certificate	\$1000.00
College or Technical School Diploma	\$2500.00
Undergraduate Degree (ex. B.A, B.Sc., B.S.W)	\$5000.00
Masters Degree or Advanced Professional Degree (ex. MBA, MD)	\$5000.00
Ph.D	\$10000.00

**Note:** Students who have received a Graduation Award for completing the first year of a two-year college program (certificate year \$1000) are eligible to receive a second Graduation Award upon receipt of a diploma for completing the second year of the same program. However, the amount to be received will be the difference between the two amounts (i.e. Diploma award \$2500 minus Certificate award \$1000 = \$1500)

### APPLICATION PROCESS

Applications for a KIA Graduation Award may be made at any time of the year, and are accessible once per certificate, diploma or degree achieved.

Applications should provide proof of graduation upon submission to KIA. Official transcripts confirming an applicant's eligibility to graduate from their course of study are considered an acceptable form of proof. To be eligible, students must apply within six (6) months from the completion of their studies. Applicant should include a copy of a void cheque if direct deposit is preferred.

Applications that are deemed complete will be forwarded to the Aituuti Katimayiit to be evaluated at the committee's next quarterly meeting.

For more information and to submit completed applications contact:

- *Your local KIA Community Liaison Officer, or*
- *Kitikmeot Inuit Association in Cambridge Bay @ (867) 983-2458*

## AUTHORITY AND ACCOUNTABILITY

Aituuti Katimayiit

The Aituuti Katimayiit is accountable to the KIA Board for timely review and decisions on applications, and monitoring results.

### *Students*

Students applying for a *KIA Graduation Award* will be required to:

- Provide KIA proof of graduation, such as a certificate, diploma or degree when submitting an application.
- Provide a void cheque if direct deposit requested.

## APPEALS

Individuals dissatisfied with a decision made by the Aituuti Katimayiit may appeal the decision. Appeals must be made within thirty (30) days to both the chairperson of the Aituuti Katimayiit and President of the KIA, whose joint decision is final.

## RIGHT OF KIA

Nothing in these terms of reference is intended to guarantee a certain outcome or commitment on the part of KIA. KIA reserves the right to change the terms of reference and establish scholarship funding limits as they see fit. The number of scholarships granted in any given year is subject to availability of funding.

## SCHEDULE 6: INUIT INITIATIVES FUND TERMS OF REFERENCE

### BACKGROUND

The Kitikmeot Inuit Association (KIA) has entered into *Impact and Benefits Agreements* and *Participation Agreements* with various mining companies and different levels of Government. These agreements provide funding, which KIA administers through the *Aituuti Katimayit Policy*. Pursuant to the policy, KIA has established the Inuit Initiatives Fund to support Kitikmeot Beneficiaries and groups with cultural and wellness initiatives. KIA administers the Inuit Initiatives Fund through the Aituuti Katimayit.

### PURPOSE

KIA believes a strong Inuit cultural foundation is vital to Inuit well-being. Therefore, the purpose of the Inuit Initiatives Fund is to provide funding in support of initiatives that support, enhance or promote Inuit culture and wellness.

### OBJECTIVE

The objective of the Inuit Initiatives Fund is to support:

- Cultural initiatives including community cultural and traditional events; and
- Wellness initiatives including recreation, sports and social events; and
- Other related initiatives that benefit Inuit in the Kitikmeot region.

### KIA FUNDING PRIORITIES

The KIA Board of Directors has identified the following priorities to guide the work of the Aituuti Katimayit with respect to allocating Inuit Initiatives funding:

- Funding should be allocated to projects that aim to preserve and strengthen Inuit cultural identity.
- Funding should be allocated to projects whose proponents are either based in the Kitikmeot region, or who otherwise enjoy strong local or regional support.
- Funding allocated for non-traditional sports initiatives is to be focused on high profile events occurring in the Kitikmeot region, which involve multiple communities, and which demonstrate KIA's sponsorship role.

### ELIGIBLE INITIATIVES

Applications will be considered on a case-by-case basis; however, a focus of eligible initiatives must support, enhance or promote Inuit culture and wellness. Initiatives may require a minimum equity contribution. For clarity, Community Hunts are considered eligible activities. Other examples include:

- Payments to an Elder who is recognized for his/her understanding of Inuit Qaujimajatuqangit, and who is providing this knowledge as part of a KIA supported

- initiative; or
- Payment to musicians who are required to play as part of a cultural event; or
- A preference will be given to indigenous motivation speakers brought into a community to deliver a message of wellness.

## INELIGIBLE INITIATIVES

Initiatives that do not meet the Inuit Initiatives Fund objectives will not be considered. As well, the following activities would not normally be considered:

- Individual “hunter support”
- Capital including buildings, vehicles, boats, etc.
- Initiatives that duplicate or seek to do the work that governments should be carrying out

## ELIGIBLE APPLICANTS

Eligible applicants include:

- Individual Inuit who are registered Beneficiaries, pursuant to Article 35 of the Nunavut Agreement, and who are associated with one of the Kitikmeot communities.
- A non-profit organization, or an ad hoc committee or group that is, or is seeking to deliver programs, activities, or events that involve and significantly benefit Kitikmeot Inuit. Such applications must be accompanied by a list of members from the sponsoring organization, board of directors, or committee.

## CONTRIBUTION LEVELS AND CRITERIA

The following criteria will be used by the Aituuti Katimayit when evaluating applications to the Inuit Initiatives Fund:

- Contributions will not normally exceed \$10,000.00; this includes pan-regional initiatives which are capped to a maximum of \$10,000.00.
- Applicants seeking more than \$10,000.00 must demonstrate benefits accruing to a broad group of Inuit living in the Kitikmeot region
- All applicants must demonstrate equity or third-party funding from other organizations, government funding, or fund-raising activities.
- All applicants must demonstrate how the initiative supports, enhances or promotes Inuit culture and wellness.

Specific contribution levels and criteria include:

- Non-traditional sports or recreation initiatives for Youth (18 and under) are eligible for a maximum \$10,000 upon application with requirement that 25% of total funding required be raised separately (fund raising, etc.)
- Non-traditional sports or recreation initiatives for Adults (19 and older) are eligible for a maximum \$10,000 upon application with requirement that 75% of funding required be raised separately (fund-raising, etc.)
- Derby-type events (i.e. fishing and sealing contests) are eligible for \$1500/per event twice a year, for a total of \$3000 per Kitikmeot Community. Applications for these

events should come from established, community-based organizations. Further, a 25% equity contribution from the applicant is required to be eligible for this funding.

## REPORTING

In addition to any requirements specified in a contribution agreement, recipients of Inuit Initiatives funding are expected to adhere to the following with respect to meeting reporting requirements:

- In order for KIA to issue final payment for a supported initiative, recipients are required to report on the sources of their applicant equity and how it was used to carry out the initiative.
- Recipients are required to submit a report on a funded initiative to KIA within 90 days of its completion. Failure to provide a report may result in KIA withholding final payment until such time that a satisfactory report is submitted.
- If a recipient fails to meet reporting requirements, KIA has the right to no longer accept any further applications from the recipient, and it may hold back payments owed to the recipient until such time that the outstanding matter is addressed to the satisfaction of KIA.
- Recipients that fail to meet reporting requirements, as set out in a contribution agreement, will lose the right to apply for further Inuit Initiative funding for a period of seven years, or until such time that the outstanding matter is addressed to the satisfaction of KIA.

## APPLICATION PROCESS

Applications to the Inuit Initiatives Fund are to be received four (4) times a year with each intake period lasting two (2) months, with an additional month to allow for the proposal's evaluation by the Aituuti Katimayit. Funding opportunities will be advertised through a competitive and advertised Call for Proposals

Applications should include supporting documentation, including sources of equity or third-party funding. For more information and to submit completed applications contact:

- *Your local KIA Community Liaison Officer, or*
- *KIA Department of Social and Cultural Development in Cambridge Bay @ (867) 983-2458*

## AUTHORITY AND ACCOUNTABILITY

### *Aituuti Katimayit*

The Aituuti Katimayit is accountable to the KIA Board for timely review and decisions on applications, and monitoring results.

### *Applicants*

Applicants receiving a contribution from the Inuit Initiative Fund will be required to:

- sign a contribution agreement acknowledging receipt of the contribution;
- upon completion of the initiative submit to the Department of Social and Cultural Development:



- a final report detailing the initiative supported, enhanced or promoted Inuit culture and wellness;
- photos, videos or documents/reports completed during the initiative; and
- a financial accounting of how the contribution was spent.

Failure to comply with these reporting requirements may affect applicant success in accessing future KIA program funding for a period of seven years, or until such time that the outstanding matter is addressed to the satisfaction of KIA.

## APPEALS

Individuals dissatisfied with a decision made by the Aituuti Katimayit may appeal the decision. Appeals must be made within thirty (30) days to both the chair of the Aituuti Katimayit and President of the KIA, whose joint decision is final.

## RIGHT OF KIA

Nothing in these terms of reference is intended to guarantee a certain outcome or commitment on the part of KIA. KIA reserves the right to change the terms of reference and funding limits as they see fit.

## SCHEDULE 7: PUBLIC EVENTS FUND TERMS OF REFERENCE

### BACKGROUND

The Kitikmeot Inuit Association strongly believes that vibrant and positive expressions of community life are essential to Inuit well-being. For this reason, KIA supports specific public events organized by municipal governments and schools that celebrate civic and community life in the Kitikmeot region through the Public Events Fund. The Public Events Fund supports “Pre-Approved” events, specifically spring festivals and Christmas festivities, and additionally, it also is available to support other events, subject to the approval of the Aituuti Katimayit. Limited funding is also available to support certain small initiatives sponsored by schools.

### PURPOSE

To provide funding to Kitikmeot Hamlets and Kitikmeot schools to supplement the costs of public events that are important to Kitikmeot Inuit and which all members of the community can enjoy and participate in.

### ELIGIBLE INITIATIVES

The Public Events Fund supports events that are “Pre-Approved” as well as those that are evaluated on a case-by-case basis by the Aituuti Katimayit.

For added clarity, Pre-Approved events are those events that, because their observance is firmly established in Kitikmeot communities, do not require the approval of the Aituuti Katimayit. Instead they are reviewed and approved by the Director of Social and Cultural Development. Pre-Approved events are strictly limited to the following:

- Spring carnivals (i.e. Frolics)
- Christmas

These are determined to be supporting projects that should support, enhance or promote celebrations of community life that are directed at the broadest range of residents possible. The applicants must also demonstrate how funds will be used to support, enhance or promote Inuit culture and wellness.

### INELIGIBLE INITIATIVES

Initiatives that do not meet the Public Events Fund objectives will not be considered. As well, support would not normally be considered under the following circumstances:

- Events that are not open to the community-at-large
- Events that fail to support, enhance or promote Inuit culture and wellness
- Capital including buildings, vehicles, boats, etc.

## ELIGIBLE APPLICANTS

Only municipal governments (i.e. Hamlets) and Kitikmeot public schools can apply to the Public Events Fund.

## CONTRIBUTION LEVELS AND CRITERIA

The Public Events Fund supports the following levels of funding for Pre-Approved Events:

- Kitikmeot Hamlets are annually eligible for up to:
  - \$5,000 for Spring Carnivals upon application that demonstrates the funds will be used to support, enhance or promote Inuit culture and wellness
  - \$1000 for Christmas events upon application
- Kitikmeot schools are eligible to receive funding for school events that are open to the public (science fairs, plays, etc.) as per the following conditions:
  - \$500 per community per year for school events geared towards students in Kindergarten to Grade 6; and
  - \$500 per community per year for school events geared towards students in Grade 7 to Grade 12.

## APPLICATION PROCESS

Applications to the Public Events Fund by Kitikmeot Schools may be made at any time of the year. For more information and to submit completed applications contact:

- *Your local KIA Community Liaison Officer, or*
- *KIA Department of Social and Cultural Development in Cambridge Bay @ (867) 983-2458*

## AUTHORITY AND ACCOUNTABILITY

### *Aituuti Katimayit*

The Aituuti Katimayit is accountable to the KIA Board for timely review and decisions on applications, and monitoring results.

### *Director of Social and Cultural Development*

The Director of Social and Cultural Development is responsible for authorizing funding for Pre-Approved public events. The Director of Social and Cultural Development is also responsible for authorizing applications received from Kitikmeot schools. The Director of Social and Cultural Development is accountable to the Executive Director for timely review and decisions on applications, and for monitoring results.

### *Applicants*

Applicants receiving a contribution from the Public Events Fund will be required to:

- sign a contribution agreement acknowledging receipt of the contribution; and

- provide the KIA with proof, such as a confirmatory email, photos or video, that the funding received was used to support the public event.

KIA has the right to not accept additional applications from municipal governments or schools that fail to comply with these conditions. KIA may also hold back payments owed to a recipient until such time that the outstanding matter is addressed to the satisfaction of KIA. It should also be noted that lack of compliance by an organizational unit of an eligible applicant (e.g. a hamlet recreation department or wellness center) may prevent the larger organization from accessing KIA funds until the matter is addressed.

## APPEALS

Applicants dissatisfied with a decision made by the Aituuti Katimayit may appeal the decision. Appeals must be made within thirty (30) days to both the chair of the Aituuti Katimayit and the President of the KIA, whose joint decision is final.

## RIGHT OF KIA

Nothing in these terms of reference is intended to guarantee a certain outcome or commitment on the part of KIA. KIA reserves the right to change the terms of reference and funding limits as they see fit.

## SCHEDULE 8: FRED R. ELIAS GRADUATION AWARD TERMS OF REFERENCE

### BACKGROUND

The *Fred R. Elias Graduation Award* is a competitive award which honours the legacy and contribution of Fred R. Elias, who served the Kitikmeot Inuit Association for 16 years, as the organization's Executive Director. The purpose of the award is to acknowledge and reward Inuit who have successfully completed studies in business and management studies, or in related disciplines.

### ELIGIBILITY CRITERIA

The *Fred R. Elias Graduation Award* eligibility criteria are as follows:

- The applicant must be a beneficiary of the *Nunavut Agreement* and be registered to one of the Kitikmeot communities.
- The applicant must have successfully completed a certificate, diploma or degree program from a recognized University, College or Technical school in business and management studies. Disciplines which are eligible for the purposes of the award include business, management sciences, and financial management.
- The applicant must submit a written essay (Minimum 1000 words) along with application.

### AWARD AMOUNT

The amount awarded is dependent on the type of the program that has been successfully completed. Applicants who have complete one of the following courses of study may apply for a *Fred R. Elias Graduation Award*:

1. Graduates of a two-year community college program are eligible for a cash award of \$1,500
2. Graduates of a university certificate are eligible for a cash award of \$1,500
3. Graduates of a four-year honours university degree are eligible for a cash award of \$5,000
4. Graduates of a Masters-level university degree are eligible for a cash award of \$5,000

There is a maximum of four awards to be issued per calendar year, one per above-noted category.

### HOW TO APPLY FOR AN AWARD

Applications to the Fred R. Elias award are to be received four (4) times a year with each intake period lasting two (2) months, with an additional month to allow for the proposal's evaluation by the Aituuti Katimayit. Applications must be made within 6 months of graduation, providing that the necessary documents accompany the applications. To be

eligible, applicants must provide proof of the successful completion of their program as part of their applications, including copies of diplomas, degrees and certificates, transcripts or official letters from the educational institution confirm successful graduation. The applicant must also submit a written essay (Minimum 1000 words), that sets out the case for why the applicant is deserving of the award.

The Fred R. Elias Graduation Award is to be granted by way of a competition that takes into account both the applicant's grades and the arguments contained in his/her essay.

For more information, and to submit completed applications contact:

- Your local KIA Community Liaison Officer, or the
- Kitikmeot Inuit Association in Cambridge Bay @ (867) 983-2458

## AWARD RULES

Applications for the Fred R. Elias Graduation Award will be evaluated by the Aituuti Katimayit. Aituuti Katimayit is accountable to the KIA Board for conducting a timely review and decision on any applications received. The following rules apply to the evaluation and awarding of applications:

- The award is only to be granted on a one-time basis per certificate, diploma or degree.
- The *Fred R. Elias Graduation Award* can be granted in addition to the *KIA Graduation Award*.
- The Aituuti Katimayit will evaluate all submissions that meet the eligibility criteria.
- The decisions of the Aituuti Katimayit are final.
- Successful applicants agree to accept the award as presented and may be required to sign an Award Acknowledgement and Release Form.
- The KIA reserves the right to use photographs, or other such material generated in the award presentation for communication purposes.

## AUTHORITY AND ACCOUNTABILITY

### *Aituuti Katimayit*

The Aituuti Katimayit is accountable to the KIA Board for timely review and decisions on applications, and monitoring results.

### *Students*

Students applying for a *Fred R. Elias Graduation Award* will be required to:

- Provide KIA proof of graduation, such as a certificate, diploma or degree when submitting an application.
- Provide transcripts confirming grades received
- Submit an essay (Minimum 1000 words)
- Provide a void cheque if direct deposit requested.

## APPEALS

Individuals dissatisfied with a decision made by the Aituuti Katimayit may appeal the decision. Appeals must be made within thirty (30) days to both the chairperson of the Aituuti Katimayit and President of the KIA, whose joint decision is final.

## RIGHT OF KIA

Nothing in these terms of reference is intended to guarantee a certain outcome or commitment on the part of KIA. KIA reserves the right to change the terms of reference and funding limits as they see fit. The number of scholarships granted in any given year is subject to availability of funding.

## SCHEDULE 9: KITIKMEOT MEDIA FUND TERMS OF REFERENCE

### BACKGROUND

KIA is concerned about language and culture loss among its membership. Responding to this situation, KIA has implemented a KIA Language Framework (entitled “Revitalizing Inuit Language in the Qitirmiut Region”). The Language Framework assigns special importance to the role of media, music and publishing in promoting language, particularly for younger Inuit. KIA views the development and distribution of creative, language-rich media content as a key element in language recovery and revitalization, especially within the essential home setting.

One of the main strategies identified in the KIA Language Framework is the establishment of a Regional Radio Service that increases the the presence of the Inuit language in the daily lives of Kitikmeot residents. KIA has established partnerships to deliver a radio service in the Kitikmeot Region as a pilot project starting in 2016. KIA also supports other media initiatives, including helping to broadcast Inuit Language content on community cable channels.

To maximize the effectiveness of KIA-supported media initiatives in promoting language recovery and revitalization, production of significant amounts of quality media content is needed. For this reason, KIA has created the Kitikmeot Media Fund to provide financial support and incentives to media content producers, particularly those based in the Kitikmeot region, to generate such content.

### PURPOSE

The purpose of the Kitikmeot Media Fund is to provide funding that supports the development of Inuit Language media content for broadcast in order to help recover and revitalize the two dialects of the Inuit Language in the Kitikmeot region, Inuinnaqtun and Nattilingmiutut.

### OBJECTIVES

The objectives of the Kitikmeot Media Fund are:

- To celebrate and promote Kitikmeot Inuit language and culture;
- To provide financial incentives to community-based producers, and other language content producers, to generate Inuit Language content for regional broadcast;
- To support development of media content that aligns with KIA’s programming priorities and objectives; and
- To build an archive of Kitikmeot media that will have long-lasting value to future generations of Inuit.



## PROJECT ELIGIBILITY

Applications to the Kitikmeot Media Fund will be considered on a case-by-case basis. To be eligible for funding consideration, a proposed project must:

- Demonstrate the ability to support, enhance and/or promote Inuit language and culture;
- Align with KIA's publicized programming priorities and objectives concerning its media initiatives;
- Meet reasonable community and broadcast standards;
- Not advance a particular religious, political or ideological agenda; and
- Produce a digital audio and/or video file in a format specified by KIA.

Proposals that do not meet these criteria will not be considered for funding. For clarity, an applicant can submit more than one proposal at a time for consideration.

## ELIGIBLE AND INELIGIBLE EXPENSES

The following kinds of expenses are considered *eligible* for funding by the Kitikmeot Media Fund:

- Production costs, including consulting fees charged by producers, writers, audio-visual technicians, translators, Elders and advisors
- Fees charged by performers, such as actors and musicians
- Reasonable travel and accommodation expenses
- Equipment and vehicle rentals directly used for production purposes
- Purchases of equipment collectively totaling under \$250
- Administrative costs of 10% or less

The following kinds of expenses are considered *ineligible* for funding by the Kitikmeot Media Fund:

- Meeting expenses
- Legal fees
- Supplemental salaries and benefits of existing staff
- Capital expenditures
- Equipment purchases totaling above \$250
- Administrative costs above 10%

Questions regarding expenses eligibility should be directed to KIA Department of Social and Cultural Development staff.

## ELIGIBLE APPLICANTS

Eligible applicants include:

- Individual Inuit who are registered beneficiaries, pursuant to Article 35 of the Nunavut Agreement and are associated with one of the Kitikmeot communities.

- Businesses, organizations, committees and groups that have a mandate, or previous relevant experience producing Inuit and Aboriginal language media content

## CONTRIBUTION LEVELS

The following criteria will be considered by the Aituuti Katimayit when evaluating proposals and awarding funding:

- The maximum allowable contribution from the Kitikmeot Media Fund is \$10,000.00, however contributions will not typically exceed \$5,000.00 except under exceptional circumstances.
- Applicant equity (cash or in-kind) or third-party funding is not mandatory. However, proposals that demonstrate a significant equity contribution or third-party funding may be viewed favourably by the Aituuti Katimayit.

## RIGHTS TO PRODUCED CONTENT

Content producers proposing to develop works supported by the Kitikmeot Media Fund will be required to sign an *Attribution-Non Commercial*<sup>1</sup> license prior to receiving any funding. This license allows other parties, including KIA to: 1) Copy the work; 2) Distribute copies; 3) Perform or show/broadcast a work (including by radio); 4) Communicate it to the public (this includes making the work available online); or 5) Adapt, remix, tweak or build upon a work (e.g. make a recorded story into a play). Any efforts to distribute or transform these works must be non-commercial in nature and must acknowledge the creator. Pursuant to applicable Canadian copyright law, the content creator retains rights related to commercial application of the work, including sales or licensing. In cases where royalties may be generated from KIA-funded media content (e.g. SOCAN royalties), such royalties will be paid to the content producer/creative contributors as required by law.

## APPLICATION PROCESS

Applications to the Kitikmeot Media Fund are to be received four (4) times a year with each intake period lasting two (2) months, with an additional month to allow for the proposal's evaluation by the Aituuti Katimayit. Funding opportunities will be advertised through a competitive and advertised Call for Proposals. Examples of such content may include Elders' stories, language lessons or Inuinnaqtun songs.

Applications will be first reviewed by KIA staff for completeness prior to being forwarded to the Aituuti Katimayit Committee for a funding decision. Applications must be detailed enough to allow the Aituuti Katimayit to make an informed decision. Samples of previous work, or other ways that demonstrate the applicant's ability to undertake the proposed project are encouraged to be included in any submission.

For more information, or to request an application form, or to submit completed applications please contact:

- *Your local KIA Community Liaison Officer, or*

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<sup>1</sup> Based on a 'Creative Commons' copyright licence. For more information, please refer to <https://creativecommons.org/licenses/>

- *KIA Department of Social and Cultural Development in Cambridge Bay @ (867) 983-2458*

## AUTHORITY AND ACCOUNTABILITY

### *Aituuti Katimayit*

The Aituuti Katimayit is accountable to the KIA Board for timely review and decisions on applications, and for monitoring results.

### *Department of Social and Cultural Development*

The Department of Social and Cultural Development provides organizational, administrative and strategic support to the Aituuti Katimayit. Department staff serve as the point of contact with applicants.

### *Applicants*

Applicants receiving a contribution from the Kitikmeot Media Fund will be required to:

- sign a contribution agreement acknowledging receipt of the contribution;
- agree to a creative commons licence that allows KIA and other parties to distribute and adapt the funded work;
- upon completion of the initiative submit to the Department of Social and Cultural Development
  - a final report detailing the supported Project; and
  - a financial accounting of how the contribution was spent.

Failure to comply with these conditions may affect applicant success in accessing future KIA program funding.

## APPEALS

Individuals dissatisfied with a decision made by the Aituuti Katimayit may appeal the decision. Appeals must be made within thirty (30) days to both the chairperson of the Aituuti Katimayit and the President of the KIA, whose joint decision is final.

## RIGHT OF KIA

Nothing in these terms of reference is intended to guarantee a certain outcome or commitment on the part of KIA. KIA reserves the right to change the terms of reference and funding limits as they see fit.

