

Terms and Conditions:

Investing in Nunatukavut
Communities Infrastructure
Program (INCIP)

Pilot Program: April 2017 – March 2020

REVISED FEBRUARY 17, 2018



NunatuKavut
our ancient land

AUTHORITY

The NunatuKavut Community Council's (NCC) authority to make contributions under the *Investing in NunatuKavut Communities Infrastructure Program* (INCIP) is guided by a resolution approved by the NCC governing council at a duly convened council meeting on March 12, 2017.

PURPOSE

Through INCIP, NCC will invest in infrastructure projects in NunatuKavut communities that have maximum positive impact on communities, contributes to its overall wellbeing and advances sustainability. This funding may be used to leverage infrastructure funding from other sources.

OBJECTIVES

- To facilitate opportunities for NunatuKavut communities to define and prioritize community infrastructure needs and interests.
- To fund infrastructure planning and projects based on community priorities.

ELIGIBLE APPLICANTS

Community organizations in permanent NunatuKavut communities from Cartwright to Lodge Bay. These include:

- Community governance structures, i.e. town councils, local service districts, etc.
- Committees, i.e. recreation, heritage, tourism, youth, craft, seniors, etc.
- Other not-for-profit groups

Please note that ALL applications must include a letter of support from the relevant community governance structure (i.e. town councils, local service districts) and demonstrated community consultation.

ELIGIBLE ACTIVITIES

- Project planning and proposal development related to infrastructure (i.e. engineering expertise, external consultant expertise, etc); and/or
- Direct investment into the implementation of infrastructure projects (i.e. building construction, water and sewer, community-owned roads, etc).

TYPE AND NATURE OF EXPENDITURES

Funds may be used only for expenses directly related to the activities of the project identified in an approved budget. Eligible expenses include:

A. Planning and proposal development:

- Professional fees, including travel expenses
- Maximum contribution: \$30,000

B. Direct investment into the implementation of infrastructure projects:

- Land development
- Professional fees, including travel expenses
- Hardware and construction materials
- Labour costs
- Administration costs (i.e. bookkeeping, audit costs, etc)
- Equipment rental and purchase that is part of and necessary for infrastructure construction/development
- Transportation
- Permit costs
- Security equipment
- Maximum contribution: \$100,000 (applications must demonstrate that the project will be completed within the contract timeframe and with the funds allocated)

Ineligible costs include:

- Entertainment
- Private business ventures
- Operations
- Office rental
- Stand-alone equipment (i.e. motorized vehicles, trailers, generators, etc)
- Non-fixed assets and furnishings (i.e., desk, computer, sports equipment, etc)
- Financing charges and interest payments on loans
- Costs incurred before the approval of the project

LEVERAGING

NCC's investment will, at times, only contribute to partial costs for a project. Where applicable, all other funding sources for a project must be confirmed within **one year** of NCC project approval. NCC will only release its approved funds upon confirmation of those additional funding sources.

METHOD USED TO DETERMINE THE AMOUNT OF A CONTRIBUTION

Contribution funding amounts will be determined based on an assessment of the applicant's planned activities and budget submission, previous financial performance and capacity of the applicant to achieve results. Priority will be given to projects that enhance community sustainability.

The availability of program funds and the number of successful applications will also be used to determine the amount the applicant is offered. Eligible applicants can submit more than one proposal per intake but it will be assessed based on funding availability.

MAXIMUM AMOUNT AND PERIOD

The maximum contribution payable shall not exceed \$130,000 per project. This amount is based on an applicant applying for both proposal development and direct investment for the same project, which must be submitted as two separate applications. All NCC project contributions must be utilized and reported on within **36 months** of the date the funds are released and/or **90 days** after project completion.

BASIS OF PAYMENT

Progress payments will be issued to reimburse the recipient for eligible expenditures incurred and will be based upon receipt and acceptance by NCC of interim financial reports (including copies of original receipts) and project reports.

Where advances are required, they will be issued based on the cash flow requirements of the recipient and determined on a case-by-case basis.

A final payment will be made only upon receipt and acceptance of a final financial report (including copies of original receipts) and project activity and evaluation reports.

Recipients must meet, and continue to meet, the specific terms and conditions of the Contribution Agreement prior to payments being made.

APPLICATION REQUIREMENTS AND ASSESSMENT CRITERIA

Proposals or applications to support specific projects should, as appropriate and applicable:

- Include a signed and dated application with the name, address and telephone and facsimile number of the applicant, the period or duration of the project, and the name, title and address (including email address) of an individual with signing authority on behalf of the organization;
- Demonstrate that the proposal meets the objectives of INCIP and describes the need for the project through supporting documentation;
- Include a proposal that outlines the following (using template provided):
 - Project description and overview
 - Applicant/community background
 - Project activities and timelines
 - Expected outcomes
 - Evaluation plan
 - Detailed budget including expenditures, all sources of funding (including in-kind contributions and other assistance) and amount of funding requested under INCIP (supported by quotes if applicable)
- Provide letters of support from the community governance structure in support of the project and demonstrate proof of community consultation;
- Include information related to the organization's legal status and structure, information on the background of the applicant, and names and contact information for applicant
- Comply with NCC's Conflict of Interest Policy (available upon request). This would involve personal or NCC declaration of conflict, a discussion and plan to mitigate any identified conflict and transparency throughout the project.

Proposals for consideration under INCIP will be reviewed against program criteria by NCC and its representatives to determine their eligibility, completeness and conformity according to specified mandatory requirements.

In reviewing and recommending proposals, NCC will take into consideration the following, as applicable and appropriate:

- The extent to which the project would directly support and advance the objectives of INCIP;
- The amount of funding requested relative to the amount of resources available from NCC in any given year and whether expenses outlined in the proposal are eligible and reasonable;
- The ability of the applicant to implement, manage, monitor, document and evaluate the project within the specified timeframe and budget;
- The capacity of the organization to maintain any infrastructure and/or equipment proposed under the project;

- NCC's previous experience in working with the applicant, the degree of collaboration and the quality of and success of the project(s);
- The level of support from the community; and
- The project's overall viability, including its strategy for enhancing community sustainability.

APPLICATION DEADLINES

There are two application deadlines per year:

- April 15
- October 15

A complete package, including the applications and all required accompanying documentation, must be submitted in full before or on the deadline in order to be considered for approval.

INTELLECTUAL PROPERTY

If a project produces intellectual property, the Recipient retains copyright for any work produced under the contribution agreement. However, in situations where NCC wishes to use the intellectual property produced by a Recipient, additional clauses may be negotiated and included in the contribution agreement.

EFFECTIVE DATE

The effective date of these Terms and Conditions is June 10, 2017.