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Ilagiiktunut Nunalinnullu Pivalliajutisait Fund

**Ilagiiktunut Fund
Application Package
(For \$30,000 and up)**

Community Development Coordinator

Qikiqtani Inuit Association

Igluvut Building, 2nd floor

P.O. Box 1340 Iqaluit, NU X0A 0H0

info@qia.ca

Phone: (867) 975-8400 | **Toll-free:** 1-800-667-2742 **Fax:** (867) 979-3238





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Introduction

This document contains the required forms for applicants who wish to submit proposals to the Qikiqtani Inuit Association (QIA) for the Ilagiiktunut Fund. **Applicants must use the forms provided.** Additional information may be attached as appendices where noted.

Applicants are encouraged to consult the Ilagiiktunut Fund Proposal Submission Guidelines for detailed information about the fund, and for instructions and guidance on completing this Application Package. A copy of the Proposal Submission Guidelines can be obtained at www.qia.ca, by contacting the QIA head office in Iqaluit or your local Community Liaison Officer. Both the Ilagiiktunut Fund Proposal Submission Guidelines and Application Package are available in Inuktitut and English.

How to apply:

Proposals can be submitted using any one of the following methods:

- By e-mail at info@qia.ca;
- By fax to (867)-979-3238;
- In person at the QIA head office, to your local Community Liaison Officer; or
- By regular mail or courier to:

Community Development Coordinator
Qikiqtani Inuit Association
Igluvut Building, 2nd floor
P.O. Box 1340 Iqaluit, NU X0A 0H0

QIA will only evaluate proposals that are complete and that use the forms provided in this Application Package. Applicants who have questions or require additional support are invited to contact QIA through email at info@qia.ca or by calling at 867-975-8400.

If the proposed project involves significant time pressures or deadlines, applicants are encouraged to note that in the proposal. All applicants will be notified with a formal response about the status of their application.



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Proposal Cover Sheet

Instructions:

The Proposal Cover Sheet **must** be filled out completely and must be signed by a representative of the proponent organization who has decision-making/signing authority.

The Proposal Cover Sheet may be signed electronically if the application is being submitted via e-mail. It may also be sent separately by fax, regular mail/courier, or in person (at the QIA Office in Iqaluit or to your local Community Liaison Officer).

Ilagiiktunut Fund – Proposal cover sheet			
Proposal Title:			
Date:			
Organization:			
Authorized Representative:		Title:	
Address:			
Phone:		Fax:	
Email:			
Signature:			
For Office Use Only:			
Date Received:			
Received by:			
Comments:			



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Detailed Proposal

Instructions:

This form provides a guide for completing the proposal for the Ilagiiktunut Fund. Applicants are encouraged to complete this form and to submit it as part of the Application Package.

Proposals **must** contain all of the information in the form, using the section and subsection names provided. For more detail on the information required, please refer to the Ilagiiktunut Fund Proposal Submission Guidelines.



Project level (check one):		
Level I <input checked="" type="checkbox"/>	Level II <input type="checkbox"/>	Level III <input type="checkbox"/>
Areas of Focus		
1.		
2.		
3.		
Project team:		
Detailed project Description:		
<i>Purpose and Objectives</i>		
<i>Ilagiiktunut Fund Alignment (How the project meets objectives of the fund)</i>		



<p><i>Project Work Plan</i></p>	
<p><i>Partners/Stakeholders</i></p>	



<p><i>Communications plan</i></p>	
<p>Evaluation strategy:</p>	



<p>Deliverables: (What will be the outcomes of the project)</p>	
<p>Applicant expertise:</p>	<p>Provide résumés for each of the project team members (max. two pages each), as well as organizational qualifications and experience. Traditional knowledge and Inuit Qaujimagatuqangit will also be recognized and considered.</p> <p>Applicants may also provide a list of related projects (max two pages), publications or presentations by project team members that are related to the proposal.</p>



Budget Table

Instructions:

This form provides a guide for completing the Budget Table for the Ilagiiktunut Fund. Applicants **must** complete the Budget Table provided and to submit it as part of the Application Package. If more space is required, applicants may add columns to the Budget Table as required, or may use additional tables.

Notes:

1. Please break down each cost when possible (e.g. *wage x hours/day x days; room cost x nights, etc.*).
2. Only economy airfare is eligible as an expense (except where exceptional circumstances apply).
3. Level II and Level III Projects are required to distinguish between seed funding and project funding. See the Ilagiiktunut Fund Proposal Submission Guidelines for details.



Ilagiiktunut Fund – Budget table				
Proposal title:				
Project level (check one):		Level I <input checked="" type="checkbox"/>	Level II <input type="checkbox"/>	Level III <input type="checkbox"/>
Item #	Task/item	Person days	(\$) Cost per day/ lump sum	(\$) Total
Professional fees				
				\$ 0.00
				\$ 0.00
				\$ 0.00
Subtotal professional fees				\$ \$ 0.00
Travel				
				\$ 0.00
				\$ 0.00
				\$ 0.00
Subtotal travel				\$ \$ 0.00
Equipment				
				\$ 0.00
				\$ 0.00
				\$ 0.00
Subtotal equipment				\$ \$ 0.00
Administration				
				\$ 0.00
				\$ 0.00
Subtotal administration				\$ \$ 0.00
Other eligible expenses				
				\$ 0.00
				\$ 0.00
Subtotal other eligible expenses				\$ \$ 0.00
Project subtotal				\$ 0.00
In-Kind contributions				
				0.00
				0.00
Subtotal In-Kind				\$ \$ 0.00
Total Ilagiiktunut Fund requested:				\$ 0.00



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Inuit Content Plan

Instructions:

All proposals must demonstrate how the proposed program or initiative incorporates Inuit labour, goods and services. Applicants **must** complete the attached Inuit Content Plan. Supplementary information may be attached as an Appendix.

In addition to calculating the total value of Inuit Content (Inuit Labour + Inuit Goods and Services), applicants are also required to show the proportion of the total Ilagiiktunut Fund support that is comprised of Inuit Content. Proposals that have higher proportions of Inuit Content will be evaluated more favourably than those that have lower proportions. Fund recipients will be expected to verify Inuit Content as part of the reporting requirements contained in the Contribution Agreement.



Ilagiiktunut Fund – Inuit content plan					
Proposal title:					
Description of Inuit content to be used in project:					
Inuit Labour					
Inuit project team member's name	Nunavut Inuit? (Y/N)	Qikiqtani Inuit? (Y/N)	Community	Role in project	Value of labour
					\$
					\$
					\$
Subtotal Inuit labour					\$ 0
Inuit Goods and Service					
Name of Firm	NTI Registered? (Y/N)	NNI Registered? (Y/N)	Nature of goods and services		Value of goods and services
					\$
					\$
Subtotal Inuit goods and services					\$ 0
Total value of Inuit content (Labour + goods and services)					\$ 0
Proportion of Inuit content					0% %



Evaluation Plan

Instructions:

All applicants **must** complete the Ilagiiktunut Evaluation Plan using the form provided, and must submit it as part of the Ilagiiktunut Fund Application Package. If more space is required, applicants may add columns to the table as required, or may use additional tables. Supplementary information may be attached as an Appendix.

Evaluation Plan Description: Describe the approach that will be taken to monitor and evaluate the program or initiative. What outputs or outcomes are being evaluated? How will they measured? What information sources will be used?

Detailed Evaluation Strategy: List each of the elements of the evaluation strategy, including targets or goals for each objective, and the timeframe in which they will be evaluated. For example, some outputs may be measured only once (i.e. number of participants), while outcomes may be measured over a longer period of time.

Notes:

1. For the purposes of evaluation, *outputs* typically refer to the actions that were performed (what was done) while *outcomes* refer to the results (the difference made by the outputs). Level II and Level III projects are expected to identify and measure outcomes as well as outputs.
2. Applicants are encouraged to incorporate Traditional Knowledge and Inuit Qaujimaqatuqangit into evaluation plans as appropriate.



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Ilagiiktunut Fund – Evaluation plan

Proposal title:

Project level (check one):

Level I

Level II

Level III

Evaluation plan description:



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Detailed evaluation strategy

	Objective	Output/Outcome	How it will be measured	Goal/target	Timeframe for completion
1.					
2.					
3.					