

QIA does not cover the costs for: operating and staffing expenses of established programs; any expenses from past projects; the purchase of equipment; buildings; land or the repairs of equipment, buildings, or land.

Reporting Requirements

Every funding recipient must submit a project report within 30 days of the end of your project.

A project report form will be sent to you along with your funding agreement. The project report may be done in writing or by telephone, in Inuktitut or English.

For funding awards under \$15,000, we do not require a detailed financial report or receipts. For funding awards over \$15,000 we do require a detailed financial report and receipts for all expenses.

For 2025/26, all funding recipients will be asked to participate in a short telephone interview at the end of their project. The purpose of the interviews is to help us learn more about your program and how QIA can best support Inuit cultural activities in our region.

Note: You will not be eligible for further QIA funded programs until all reporting requirements are met.

How Are Applications Processed?

Once you submit an application, we will contact you within five days to tell you that we have received it.

All applications will be reviewed by the QIA Regional Programming Committee within 30 days after the submission due date. If you want to see the criteria for assessing applications, contact us for a copy of our Application Review Template.

How is Funding Paid Out?

For funding awards under \$15,000, the full amount will be provided as a one-time payment. For funding awards over \$15,000, 80% will be provided at the beginning of the project; 20 per cent will be held back until key project milestones are reached and the project reporting requirements are met. A payment schedule will be provided in the funding agreement.

How to Apply

To apply, complete the Application Form (on the next page). Application due date: **November 28, 2025**

Email, fax, or mail your application to:

Email: QCAP@qia.ca
Phone: 867-975-8400
Fax: 867-979-3238

Mail: Qikiqtani Cultural Activities Program
200-922 Sivummugiaq St.,
Iqaluit, Nunavut X0A 3H0

Please contact us for help with your application (QCAP@qia.ca; 1-800-667-2742; 867-975-8400).

APPLICATION FORM

Project Leader (First Name / Last Name)	
Organization (Required ONLY if applying on behalf of the organization)	
Community	
Mailing Address	
Email	
Phone	
Fax (if any)	

Name of the Project			
Start date		End date	
Total # of Days			

Total amount requested from QCAP:	\$
How do you wish to receive the funds?	<input type="checkbox"/> Cheque by mail <input type="checkbox"/> Direct Deposit (attach void cheque) <input type="checkbox"/> Have you had Direct Deposit in the past 6 months? <input type="checkbox"/> Pick up in person (Iqaluit Office)
If your application is successful, QIA will make the cheque payable to:	

Signature of Project Leader

Date

1. Cultural Skills Focus

What activities does your project involve? (✓)

- Hunting or other land-based activities
- Sewing or skin preparation
- Other cultural activities: _____

2. Participants

Age groups (✓)	<input type="checkbox"/> 0-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-19 <input type="checkbox"/> 20-30 <input type="checkbox"/> 31-55 <input type="checkbox"/> 55+
Genders (✓)	<input type="checkbox"/> Females <input type="checkbox"/> Males
Estimated number of Inuit participants	
Estimated number participants per day (indoor & outdoor activities)	

3. Purpose

What will participants learn from your project (skills, knowledge, and values)? Please describe.

Example: Through this project, participants will learn...

What other benefits will participants get from your project? Please describe.

Example: Through this project, participants will also get...

4. Your Team

Who else is working on this project (instructors, organizers, other team members)? Just me

Team Member Name	Role

What other organizations are helping with this project (Examples: school, hamlet)? None

If accessing school property, you must include the District Education Authority (DEA) confirmation

Project Partner Name	Contribution or Role

5. Your Plan

Please describe your plan for this project in detail, including:

- What you will do with participants
- When and where the activities will take place
- The tasks of you and your team

We will...

6. Your Budget

Please note the maximum amounts QIA will pay for certain items:

- Instructor fees – Maximum \$40/hour up to \$400/day
- Space Rental – up to \$250/day
- Elder fees – Maximum \$50/hour up to \$500/day
- Equipment rental (boat, snowmobile and qamutik, ATV) – \$250/day
- Food & Supplies (gas, naphtha, oil, propane) – dependent upon project length
- Project management – Maximum 10% of total project cost

Expenses

Item	Details	Total Cost
Instructor fees \$40/hour up to \$400/day	# of instructors ____ x fee ____ x # of days ____	\$
Space Rental	# of days ____ x fee ____	= \$
Elder fees \$50/hour up to \$500/day	# of elders ____ x fee ____ x # of days ____	\$
Equipment rental \$250/day	# of equipment ____ x fee ____ x # of days ____	\$
Supplies/		Food \$ Fuel \$
Project management max 10% of project		\$
Total Project Cost		\$
Total Amount Requested from QCAP		\$

Other Sources of Funding for this Project

Are you receiving other funding for this project? If so, please list it here.

Funder /Contributor	Amount Requested	Has your application been approved?
		<input type="checkbox"/> Yes <input type="checkbox"/> Not yet determined
		<input type="checkbox"/> Yes <input type="checkbox"/> Not yet determined

End of application. Thank you!

Office Use Only

Date of review: _____

Approved: Yes No

Amount approved: _____