

# Qikiqtani Community Language Program (QCLP) Guidelines and Application Form



## GUIDELINES

### About the Program

The Qikiqtani Inuit Association (QIA) has received funds from Nunavut Tunngavik Inc. through the Department of Canadian Heritage to fund Indigenous Languages. The purpose of these funds is to strengthen Inuktitut.

The goal of the Qikiqtani Community Language Program (QCLP) is to promote Inuktitut community programming in activities that will protect, preserve, and promote Inuktitut, such as education programming, language skills training, media and arts content creation.

QIA is now accepting proposals for 2026-2027 for community language programs —Submit your proposal today!

### Who Can Apply?

Individual Inuit, non-profit organizations and community groups (including Hamlet committees) in the Qikiqtani communities can apply. This funding program is not for political organizations, religious organizations, businesses, or territorial or federal government agencies. The review committee may limit the approval of one application from each household, depending on available funds. Additional applications from the same household may be reviewed if the budget has not been exceeded.

### What Can You Do with this Money?

You can use this money to cover the costs of projects that help Inuit strengthen Inuktitut —This includes:

- Salaries, fees and benefits/consulting /professional fees
- Honorarium for invited guests/experts/instructors
- Participant / student allowances
- Training fees, mentorship costs or professional development course fees,
- Events, venues and catering
- Materials and supplies
- Promotion and communication

- Travel/accommodation/per diems
- reasonable incidental costs related to implementation of Inuktitut initiatives
- administrative fee up to a maximum 15% based on fiscal year-end total costs (auditing, legal etc.)

Ineligible Expenses:

- Non-Inuit participation
- Capital construction and major (high cost) renovation
- Salaries and honoraria for Board members in the delivery of regular operations
- Pre-school, elementary, secondary and post-secondary education core funding
- Interpreting and translation costs for its' regular operating reports or annual reports
- Start-up and operational costs for commercial enterprises
- Support for the development of cultural and professional industries
- Contingency and miscellaneous fees
- Deficit recovery

### What Costs Will We Cover?

We will cover these costs: materials and supplies, rental fees for equipment and venues, fees for Elders and other instructors, administration costs, and other costs directly linked with the project. There are maximum amounts allowed for some costs:

Cost	Maximum Amount Allowed
Instructor Fees	\$75/hour up to \$750/day
Instructor Travel Costs	Reimbursed at cost
Elder Fees	\$75/hour up to \$750/day
Equipment or Venue Rental (boat, snowmobile/qamutiik, ATV)	\$500/day
Administration	Up to 15% of total project costs

We will pay for some foods for participants, but we will not cover the costs of pop, candy, chocolate bars, or frozen convenience foods. Cigarettes and other tobacco products are not eligible expenses.

We do not cover these costs: operating and staffing expenses of established programs; any expenses from projects in the past; the purchase of equipment, buildings, or 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 with a deadline to complete project activities and funds is March 31, 2027. As we also report to NTI, Heritage Canada. It is essential we receive reports ASAP.**

A project report form will be sent to you with your funding agreement. The project report may be done in writing 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.

Approved projects with a budget greater than \$15,000.00 will receive 80% of the funds upon approval and the remaining 20% will be released upon receipt of the financial and project reports.

For 2026/27, all funding recipients may 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 funding until all of your reporting requirements are met.**

## How Are Applications Processed?

All applications will be reviewed by the QIA Inuktitut Language Committee within 30 days after the submission due date.

## How to Apply

To apply, complete the Application Form (on the next page). Application due date: **June 5, 2026**

Email, fax, or mail your application to:

*Email:* [QCLP@qia.ca](mailto:QCLP@qia.ca)

*Fax:* 867-979-3238

*Mail:*

Qikiqtani Community Language Programs  
200-922 Sivumuagiaq Street, Iqaluit,  
Nunavut X0A 3H0

Please contact us for help with your application ([QCLP@qia.ca](mailto:QCLP@qia.ca); 1-800-667-2742; 867-975-8400).

# APPLICATION FORM

<b>Project Leader</b>	(Name of person responsible to oversee the project)
<b>Organization</b>	(if applying on behalf of an organization)
<b>Community</b>	
<b>Mailing Address</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Fax (if any)</b>	

<b>Name of the Project</b>			
<b>Start date</b>	YYYY/MM/DD	<b>End date</b>	YYYY/MM/DD
<b>Total # of Days</b>			

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

\_\_\_\_\_  
Signature of Project Leader

\_\_\_\_\_  
Date

## 1. Participants

<b>Age groups (✓)</b>	<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+
<b>Estimated number of participants</b>	

## 2. 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...*

### 3. 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

Project Partner Name	Contribution or Role

### 4. 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...*

## 5. Your Budget

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

- Instructor fees – Maximum \$75/hour up to \$750/day
- Elder fees – Maximum \$75/hour up to \$750/day
- Equipment rental (boat, snowmobile and qamutik, ATV) – \$500/day
- Administration Fee – Maximum 15% of total project cost

### Expenses

Item	Details	Total Cost
Instructor fees \$75/hour up to \$750/day	# of instructors ____ x fee ____ x # of days ____	\$
Elder fees \$75/hour up to \$750/day	# of elders ____ x fee ____ x # of days ____	\$
Equipment rental \$500/day	# of equipment ____ x fee ____ x # of days ____	\$
Supplies/Snacks		\$
Administration fee max 15% of project		\$
<b>Total Project Cost</b>		<b>\$</b>
<b>Total Amount Requested from QCLP</b>		<b>\$</b>

### Other Sources of Funding for this Project

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

Funder	Amount Requested	Has your application been approved?
		<input type="checkbox"/> Yes <input type="checkbox"/> Not yet OR Don't know
		<input type="checkbox"/> Yes <input type="checkbox"/> Not yet OR Don't know

***End of application. Thank you!***

<b>Office Use Only</b>	Date of review: _____
	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No   Amount approved: _____