

HELPING NUNAVUT INUIT ACCESS FUNDING OPPORTUNITIES

FUNDING BASICS

GUIDE 1 OF 3



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Qikiqtaaluk Business
Development Corporation

Qikiqtaaluk Business Development Corporation (QBDC) was created to stimulate local, regional and territorial economic development opportunities. Creating partnerships and collaborating with communities, QBDC works to build prosperous, more self-sufficient communities by creating work and capacity building opportunities.

QBDC has developed two informational series to help Inuit businesses access government work and funding opportunities.

The first series is called *Helping Nunavut Inuit Access Procurement Opportunities*. This series answers questions and provides information and resources to help Inuit businesses find work opportunities with the government.

The second series is called *Helping Nunavut Inuit Access Funding Opportunities*. This series provides information to help Inuit access funding to help start or grow your business and to implement your projects.

The first series has four guides and the second series has three guides. All guides are available in Inuktitut and English.

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Indigenous Services
Canada

Services aux
Autochtones Canada



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GOVERNMENT FUNDING



Federal, territorial and Indigenous governments have many funding opportunities to support Indigenous businesses, communities and individuals.

Funding programs support a wide variety of things such as:

- Indigenous business development
- Municipal infrastructure
- Training and capacity building
- Culture and language
- Clean energy
- Arts and sport
- Tourism



WORDS USED IN FUNDING PROGRAMS



FUNDING, also called a **contribution**.

Money provided by a government to use for a particular purpose. Typically a larger amount of money that has reporting requirements.



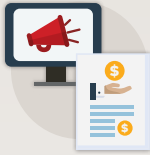
GRANT.

Money provided by a government to use for a particular purpose. Typically a smaller amount of money.



CONTRIBUTION AGREEMENT.

A legal document between the government and the funding recipient. It explains things like what the funding can be used for, reporting requirements, and when the funds must be spent.



FUNDING CALL, also called **Call for Proposals** or **Call for Applications**.

An announcement introducing a funding or grant program. The funding call explains things like the program objectives, what the funding can be used for, who is eligible to apply, and timelines for funding.

An **open funding call** means there is no deadline to apply.



APPLICANT GUIDE.

A document that some funding and grant programs have that provides details of the funding program and what the applicant must include in their application or proposal.



ELIGIBILITY CRITERIA.

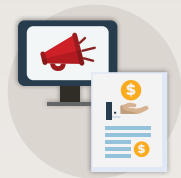
Requirements of the funding program that must be met to be considered for funding.



PROPONENT, also called **applicant**.

The person, business or entity applying for the funding.

RESPONDING TO FUNDING CALLS



Funding calls often require the applicant to submit a **proposal** or an **application**, or sometimes both.



PROPOSAL.

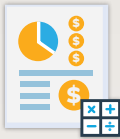
A written plan for a proposed project. It typically describes information about the project such as goals and objectives, why the project should be selected for funding, how and who will be delivering the project, and how much the project is expected to cost.



APPLICATION.

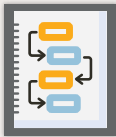
A form provided by the government that applicants must complete to apply for funding. It asks for information about the applicant, the proposed project, objectives of the project and how much the project will cost. Sometimes it is an electronic form.

THINGS INCLUDED IN A FUNDING APPLICATION



PROJECT BUDGET.

A detailed breakdown of project costs over the length of the project. Often funding calls have a budget template that the applicant needs to fill out.



PROJECT WORKPLAN, also called scope of work.

A detailed plan for how the project will be delivered. Workplans often include information such as the steps of the project, who will participate in each step, and project deliverables. Often funding calls have a workplan template.



EXPRESSION OF INTEREST

Sometimes funding calls require an **Expression of Interest (EOI)** to be completed as part of the funding application process. It provides a high level project description and budget. It is used to gauge whether the government is interested in funding the project. Successful EOIs will be invited to submit a full funding proposal or application.

FUNDING PROCESS

FUNDING CALL



The government announces a funding program and requests proposals or applications for projects.

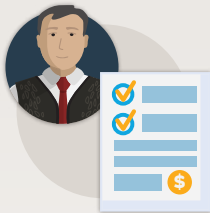
SUBMITTING A FUNDING RESPONSE



Proponents prepare and submit a proposal or application.

The government may request an **Expression of Interest** prior to submitting a full proposal or application. Only selected applicants based on their EOI will be invited to submit a full proposal.

REVIEWING PROPOSALS



The government reviews the proposals or applications.

More than one proposal is typically approved for funding.

AWARDING FUNDING



Successful applicants are provided an award letter.

A **Contribution Agreement** will then be negotiated and signed by the government and the applicant.

The funding awarded may be a **Contribution** or a **Grant**. If it is a grant, there may not be a contribution agreement signed.

REPORTING REQUIREMENTS

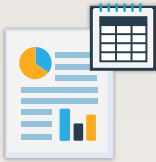


Typically recipients of government funding must provide reports to the government about their project progress.

Reporting requirements vary depending on the funding program. They are outlined in the contribution agreement.

Reporting requirements may include things like:

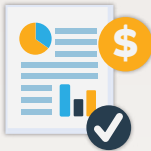
- Semi-annual, annual and final reports
- Status and project updates
- Financial reports
- Evaluation reports



HOW OFTEN DO YOU HAVE TO REPORT?

Reporting requirements may be quarterly, annually and/or at the end of a project depending on the length and type of the project.

How often you are required to report will be outlined in the contribution agreement.



FUNDING HOLDBACK

Typically governments will not provide all of the funding until after all the project reporting is completed. This is called a holdback.



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