

COMMUNITY DEVELOPMENT FUND

Purpose and objectives

The Community Development Fund (CDF) is designed to assist communities choosing to participate in Government of Nunavut (GN) Community Capacity Building initiatives. It will enable communities to undertake activities that support GN strategies for increased capacity in local decision making authority and greater community control over their future.

Through this program the Department will contribute funds to initiatives that:

- build/increase community capacity and community development strategies;
- assist communities in becoming more self-reliant, responsible and accountable;
- build on community strengths and address obstacles to community development.

The objectives of the program are:

1. To promote community capacity building that supports community development in areas such as health, social, political governance, and economic priorities.
2. To encourage and support partnerships and cooperation among community governments and other community or regional groups in order to develop community based plans and conduct training related to community capacity building.
3. To support communities as they assume more responsibilities and authorities from the Government of Nunavut.

Eligible Activities

Wide ranges of initiatives that support community or regional strategies are eligible for support under this program including the following:

- community based strategic planning, assessments and consultations;
- training and skills development to increase and build on existing community capacity;
- hiring a facilitator or co-ordinator to assist with community capacity building and development;
- activities that promote long term community and economic growth.

Applications will not be considered until all accountability requirements (reports and funds) for projects funded under this program have been met as outlined in the Contribution Agreements. This includes any projects completed during the current fiscal year.

Some restrictions must apply on eligible expenses in order to ensure the effective and efficient use of funds. The following expenses are **not eligible**:

- the purchase or construction of capital assets, including furniture, equipment and supplies;
- renovations or repairs to buildings ;
- projects extending beyond the fiscal year;
- programs already funded by the Government of Nunavut (Recreation Leadership Program, Sports Training, Coaching and Teacher Education Program).

Eligible Costs

Eligible costs will be limited to items such as :

- developmental costs for community assessments or feasibility studies;
- planning costs for workshops or strategic planning;
- project management costs for salaries and wages for a hamlet community empowerment co-ordinator;
- training costs for training/skill development courses; and
- travel costs.

Eligible Applicants

The following organizations will be eligible for funding:

- community governments.

Community governments may choose to provide funding received through the Community Development Fund to local, regional or territorial organizations involved in community capacity building and development. However, applications have to be reviewed by the SAO and approved by the local Council.

Equity Requirements

Applicants will be required to contribute equity, either in the form of a financial commitment, project management, administration costs, or services in kind. The minimum levels are:

- 10% For tax-based communities and other organizations
- 5% For non tax-based communities.

Eligibility Criteria

Eligible projects must meet the following criteria:

- Initiatives must support community-based strategies that further community capacity building and development.

Priority will be given to initiatives that support:

- the development of self-reliant, responsible and accountable communities;
- the elimination of barriers to community development;
- the establishment of long term community benefits;
- the development of skills and capacity at the community level;
- initiatives that include partnerships involving joint funding.

Program funding is substantially reduced. Meeting the eligibility criteria for this program does not guarantee approval of financial support. Projects may be partially funded.

Application Process

Applicants are required to submit a detailed proposal with the completed Community Development Fund Application. **Applications on other formats will be rejected.** Where a partner is identified as part of the initiative a joint submission must be submitted. More than one eligible activity can be requested under one application.

The Application must be submitted to the attention of the Regional CG&T Community Development Officer or staff designated to process CDF applications. The designated staff will evaluate the proposal and make a recommendation to the Regional Superintendent. The Regional Superintendent will then approve or reject the application. The project application must include:

- Objectives of the project as identified by the intended results;
- Anticipated benefits to the community;
- How the intended results are linked to community plans such as a community based plan, wellness plans economic development plans, capacity building plans etc.
- Detailed budget , including other sources of revenue, major expenditures, by type i.e. salaries, wages, travel etc.;
- Partnerships involved in joint funding.

Reporting Requirements

Applicants must submit a Community Development Fund Project Report at the end of the project or by March 31 of the current fiscal year, whichever occurs first. The Report must include:

- an accounting for all funds received;
- a summary of achieved results and benefits to the community.

- Identify shortcomings: if intended results, as written in the application, were not achieved then describe why not.
- For training projects – the names of people trained; how the training will assist them to do a better job, be promoted or take on new responsibilities.

Authority and Accountability

Minister of Community Government and Transportation

- **Establish Priorities**
The Minister may target contribution funding to activities within the program or designate certain activities as priorities.
- **Authority to Delegate**
The Minister may, through a letter of instruction, delegate authority to approve contributions to the Deputy Minister of Community Government and Transportation.
- **Annual Report**
The Minister will table annually in the Legislative Assembly a summary report of contributions detailing the amount of each contribution, the type of initiative being supported, the name of the community and partners.

Deputy Minister, Community Government and Transportation

The Deputy Minister may approve contributions up to the limits authorized by the Minister. The Deputy Minister may, through a letter of instruction, delegate authority to approve contributions to Regional Superintendents of Community Government and Transportation.

The Deputy Minister, or designate, will rule on appeals either by requesting that the application be reconsidered or denying the appeal.

Regional Superintendents may approve applications up to the limits authorized by the Deputy Minister, and in accordance with the Government of Nunavut Financial Administration Manual directive #802-1 on signing authorities and spending limits.

Regional Superintendents must submit a quarterly and year end report detailing projects funded and regional fund expenditures (including, contribution amounts, types of training completed). A copy of all Community Development Project Reports must be submitted as part of the regional year end report.

Other Regional Departments and Organizations

Other Regional Departments and organizations may wish to support and assist in identifying projects, developing proposals and carrying out projects financed under the Community Development Fund.

Method of Payment

Allocations will be made in the form of an accountable contribution. Payments will be made upon receipt and approval of the proposal and the signing of the Contribution Agreement. Ten percent (10%) will be withheld until the project is completed, audited and evaluated.

Applications that exceed \$5,000 and require the services of a contractor must submit proposals from three (3) contractors, prior to the approval of the Contribution agreement.

Term

The contribution agreement is effective for a period of one year , from April 1, to March 31 of each fiscal year or the term of the Contribution Agreement, whichever occurs first.

Definitions

Community Development: A process by which communities initiate and generate their own solutions by identifying their strengths, acknowledging their problems, building long term community capacity and fostering the integration of social, environmental, political and economic objectives.

Community Capacity: Is the total of commitment, resources, and skills that a community can bring together, make ready, spread out, to deal with community problems and strengthen community assets. Building community capacity is the basis for community development/empowerment.

Community Governments: A city, town or hamlet as established under legislation of Nunavut.

Community-based Strategy: A grass roots plan that leads to a shared vision of the future state of the community. It includes initiatives that have been identified by communities through a community based planning process and consultations with all levels of stakeholders in the community.

Regional Organization: A regionally based organization, recognized by the Nunavut Societies Act, that through its mandate, supports community development activities.

Territorial Organization: A territory wide organization recognized by the Nunavut Societies Act, that through its mandate, supports community development activities.

Approved:

Jack Anawak, Minister
Community Government, and Transportation

Date: _____



**Community Government &
Transportation**

Community Development Fund

**Contribution
Guidelines**