

1. Statement of Policy

The Department of Municipal and Community Affairs encourages and supports community governments and organizations involved in the development and delivery of activities directed to youth.

2. Principles

The Department of Municipal and Community Affairs will adhere to the following principles when implementing this Policy:

- (1) The promotion, development and delivery of youth related activities and resources should be supported and encouraged, regardless of location.
- (2) The youth of the Northwest Territories should be encouraged and supported to take a pro-active role in the development and delivery of initiatives that lead to positive lifestyle choices because these activities contribute to the well being of youth and the quality of life in our communities.
- (3) The promotion, development and delivery of traditional Aboriginal youth activities should be encouraged and supported to help preserve and strengthen northern aboriginal traditions and culture.
- (4) Youth play important roles in promoting and carrying out activities for themselves and should be encouraged and supported to develop and participate in skill development or training opportunities.
- (5) Community governments and voluntary organizations play a vital role in promoting, developing and delivering activities for youth in their communities and should be encouraged and supported to continue these efforts.

Youth related programs supported through the Department of Municipal and Community Affairs should be targeted at areas of need that are not being met by other Government of the Northwest Territories' programs and services for youth.

3. Scope

This Policy applies to those community governments or organizations eligible for financial assistance through contributions from the Department of Municipal and Community Affairs and as outlined in the attached schedules.

4. Definitions

The following terms apply to this Policy:

Audit - The examination and verification of financial records, and reporting thereon. A Level 1 Audit comprises a financial statement certified by a professional auditor in public practice.

Community Government – See Schedule A-2

Contribution – A conditional transfer payment made to a recipient subject to an audit at a later date for which the Department of Municipal and Community Affairs will receive no goods or services in return.

Youth - Residents of the Northwest Territories under the age of twenty-five (25).

5. Authority and Accountability

(1) General

This Policy is issued in accordance with Financial Management Board's delegation of authority to Ministers to establish grants and contribution policies. Authority and accountability is further defined in Financial Administration Manual directives, 401, 401-1, 401-2, and 401-4 and as follows:

(a) Minister

The Minister Responsible for Youth (the Minister) is accountable to the Financial Management Board for the implementation of this Policy.

(b) Deputy Minister

The Deputy Minister of Municipal and Community Affairs (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this Policy.

(2) Specific

(a) Minister

The Minister may:

(i) approve changes to this Policy.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to the Director responsible or to regional Superintendents:

(i) approve contributions to organizations or community governments for youth activities.

6. Provisions

See attached Schedules.



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7. Financial Resources

Financial resources required under this policy are conditional on approval of funds in the Main Estimates, by the Legislative Assembly, and there being a sufficient unencumbered balance in the appropriate activity for the fiscal year for which the funds would be required.

8. Prerogative of the Minister

Nothing in this Policy shall in any way be construed to limit the prerogative of the Minister to make decisions or take actions respecting contributions. In this regard, the Minister may make an exception to this policy. Any exception will require substantiation in writing and must be recorded with the Department of Municipal and Community Affairs.

Michael McLeod
Minister

Original signed April 2004

Date



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Schedules

Territorial, Regional and Community Based Contributions	Schedule A-1
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Schedule A-1

Territorial, Regional and Community Based Youth Organizations Contributions

1. Purpose

To financially assist Northwest Territories community governments or registered non-profit territorial, regional and community based organizations providing specific programs or services to youth.

2. Eligibility

Applications will be accepted for funding in the following areas:

- (1) Traditional Aboriginal cultural events.
- (2) School related extra curricular activities and trips or youth trips sponsored by other organizations.
- (3) Development of youth related organizations, including annual general meetings and conferences as well as the development of plans for those organizations. Core operational funding will not be provided.
- (4) New and innovative projects targeted at improving lifestyle choices.

Priority will be given to projects that:

- (1) Focus on developmental activities and initiatives that create a long-term commitment to positive lifestyle choices for youth.
- (2) Impact five or more youth.

3. Funding Criteria

The following conditions will apply to approved contributions.

- (1) For approved projects not involving travel; per diems, fees, wages or similar payments to program participants are not an eligible expense.
- (2) Approved projects held within the Northwest Territories can receive a maximum of 75% of eligible expenses to the maximums outlined in Section 5. Approved projects held outside the Northwest Territories can receive a maximum of 50% of eligible expenses to the maximums outlined in Section 5.
- (3) Funding is only available for the participation of youth and an appropriate number of chaperons.
- (4) Applications must be received six weeks in advance of the intended start date of the project.
- (5) Funding will only be provided to one group in a community for a given project in each fiscal year.
- (6) Expenses related to the conduct of fundraising events are not eligible.

4. Review

Contributions may be made to community governments or registered non-profit territorial, regional and community organizations, based upon an application for funding being made to the appropriate regional office for the Department of Municipal and Community Affairs or for territorial applications, the Director, Sport, Recreation and Youth. The approved program application form must be used. All applications must include budget estimates detailing all sources of revenues and expected expenses and program objectives.

The contribution must be accounted for by submitting the following documents within 30 days of the end of the project:



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- (1) A summary report detailing how the funding was utilized on the form developed for this program.
- (2) Substantiation of expenditures including a financial statement showing all revenues and expenditures related to the project. Copies of original receipts must be retained on file should the Department chose to audit the project.

5. Amount of Contribution

The maximum amount of any contribution agreement with a territorial organization is \$40,000. The maximum amount of any contribution agreement with a regional organization is \$20,000 and the maximum amount to any community organization or community government is \$5,000.

6. Method of Payment

The method of payment is at the discretion of the Superintendent or Director, Sport, Recreation and Youth but must be in compliance with approved Government of the Northwest Territories financial practices.

Schedule A-2

ELIGIBLE COMMUNITY GOVERNMENTS

Hamlet of Aklavik	
Hamlet of Fort Liard	
Hamlet of Fort McPherson	
Hamlet of Fort Providence	
Hamlet of Holman	
Hamlet of Paulatuk	
Hamlet of Rae-Edzo	
Hamlet of Sachs Harbour	
Hamlet of Tuktoyaktuk	
Hamlet of Tulita	
Charter Community of Deline	
Charter Community of K'asho Got'ine	(Fort Good Hope)
Charter Community of Tsiigehtchic	
Charter Community of Wha Ti	
City of Yellowknife	
Town of Fort Smith	
T own of Hay River	
Town of Inuvik	
Town of Norman Wells	
Village of Fort Simpson	
Dechi Laot'j Band	(Wekweti)
Gameti First Nation	(Rae Lakes)
Jean Marie River First Nation	
Ka'a'gee Tu First Nation	(Kakisa)
K'atlodeeche First Nation	(Hay River Reserve)
Lutsel K'e Dene Band	
Nahanni Butte Dene Band	
Pehdzeh Ki Dene Band	(Wrigley)
Sambaa K'e Dene Band	(Trout Lake)
Behdzi Ahda' First Nation	(Colville Lake)
Yellowknives Dene First Nation	(Dettah)
Settlement of Deninoo	(Fort Resolution)
Settlement of Enterprise	