

1. Statement of Policy

The Department of Municipal and Community Affairs encourages and supports volunteers and the voluntary sector in their efforts to help build effective and sustainable communities.

2. Principles

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

- (1) Voluntary Organisations should be encouraged and supported to pursue activities that assists them in strengthening their capacity and accountability; and
- (2) Voluntary Organisations should be encouraged and supported to seek opportunities for training.

3. Scope

This Policy applies to all voluntary organisations (not-for-profit, non-profit, non-government organisations) in the NWT.

4. Definitions

The following terms apply to this Policy:

Voluntary Organisations - Non-profit, charitable, or non-government (NGO) organisations that provide a service or resource with no intent to profit from their activities. Voluntary organisations include the large number of unincorporated community groups made-up of volunteers who function in an informal manner.

Voluntary Sector - The sector of society, similar to the public or private sector, comprised of voluntary organisations.

5. Authority and Accountability

(1) General

This Policy is issued in accordance with Financial Management Board direction to delegate to Ministers authority to establish grants and contribution programs. 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 of Municipal and Community Affairs (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;
- (ii) approve contributions according to the terms and conditions outlined in this Policy; and
- (iii) delegate authority to the Deputy Minister for approving contributions.

(b) Deputy Minister

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

- (i) authorize contributions to voluntary organisations for innovative projects through partnering, and activities that encourage organisations to work together for the benefit of the community;
- (ii) approve contributions to voluntary organisations to offset costs associated with training up to one-half of the total costs or a maximum of one thousand, five hundred dollars (\$1,500.00); and
- (iii) determine the eligibility of expenditures under this policy.

6. Provisions

(1) Eligibility

Voluntary organisations (not-for-profit, non-profit, non-government) are eligible for funding.

(2) Criteria

- (a) Training must support community based strategies proposed by voluntary organisations;
- (b) Applicants must contribute equity in the form of a financial commitment, administration, or services in kind; and
- (c) Funding is limited to fees and/or direct travel costs, related to the organisation's activities.



POLICY

99-05
Department of Municipal and Community Affairs
Volunteer Development Contributions

(3) Financial Conditions

At the conclusion of the event or project, the applicant shall:

Submit a summary of expenditures and a short report including proof of attendance if funding is for a training event to the Deputy Minister for reimbursement. Eligible expenses will be reimbursed to a maximum of one thousand five hundred dollars (\$1,500) or half the expenses whichever is less.

(4) Applications

Applicants are required to submit a proposal and a completed Volunteer Development Fund Application Form to Department of Municipal and Community Affairs for approval by the Deputy Minister or their designate.

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.



POLICY

99-05
Department of Municipal and Community Affairs
Volunteer Development Contributions

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 grants or contributions. In this regard, the Minister may make a special exception to the rules set out in this policy. Any exception will require substantiation in writing and must be recorded with the Department of Municipal and Community Affairs.

Jim Antoine
Minister

Original signed July 2000

Date