



## COMMUNITY FOOD SECURITY INITIATIVES PROGRAM

### INSTRUCTIONS FOR APPLICANTS

1. Application guidelines can be found below. Interested applicants are encouraged to contact the Department of Family Services representative to discuss or enquire about the Community Food Security Initiatives Program:

**Tammy Boutilier**  
**Territorial Food Security Coordinator**  
**Nunavut Food Security Coalition**  
**Grants & Contributions**  
**Poverty Reduction Division, Department of Family Services**  
**Arnakallak Building 224**  
**P.O Box 1000, Station 1220, Iqaluit, NU, X0A 0H0**  
**E-mail: [tboutilier@gov.nu.ca](mailto:tboutilier@gov.nu.ca)**  
**☎ (867) 975-5213**  
**☎ Fax (867) 975-5297**

2. Applications must be received in hard copy or by email or fax by March 31, 2018, 5:00 p.m. (Iqaluit local time.)
3. Applicants will be notified when applications have been received.
4. Applications may be made in Inuktitut, Inuinnaqtun, English or French.

### **GUIDELINES**

#### **PROGRAM OBJECTIVES**

The purpose of the Nunavut Food Security Community Initiatives Program is to support projects that:

- Encourage and support community based projects addressing one or more of the themes outlined in the [Nunavut Food Security Strategy and Action Plan](#). These themes include: access to country foods, store-bought foods, local food production, life skills programs, policy and legislation, community initiatives.
- Encourage projects that are in line with the Guiding Principles of the *Nunavut Food Security Strategy and Action Plan*.

#### **ELIGIBLE APPLICANTS**

Eligible applicants include Nunavut-based non-profit organizations, societies and municipal organizations.





(b) **Community Support**

- What is the extent of community support and involvement in the project?
- How do you plan to inform your community about the project?
- How will the project build community capacity?
- Will results and ideas be shared with other communities?

(c) **Budget**

- Does the budget include reasonable and realistic expenses?
- Are there any in-kind contributions to the project?

## REPORTING REQUIREMENTS

Successful funding recipients will enter in to a Contribution Agreement with the Department of Family Services and will be required to provide financial and activity reporting as set out in the contribution agreement.

Reports may be made in Inuktitut, Inuinnaqtun, English or French.

Recipients are encouraged to contact the Territorial Food Security Coordinator with any questions or concerns when completing reporting requirements.

Recipients are also encouraged to share project information through the Nuluaq Inuit Community Based Food Initiatives Mapping Project.

## APPLICATION CHECKLIST

Nunavut Food Security Community Initiatives Program proposal requirements and checklist:

- Please refer to the Community Food Security Guidelines when providing your detailed project description explaining how you will carry out your project and how it addresses one or more of the themes outlined in the *Nunavut Food Security Strategy and Action Plan*.
- A detailed budget and any other sources of funding identified. This may also include in-kind contributions or volunteer time.
- If you are a society, a Valid Letter of Good Standing, the registration number, a current List of Board of Directors and their contact information is required.





## **Project Description** – Attach Additional sheets if necessary

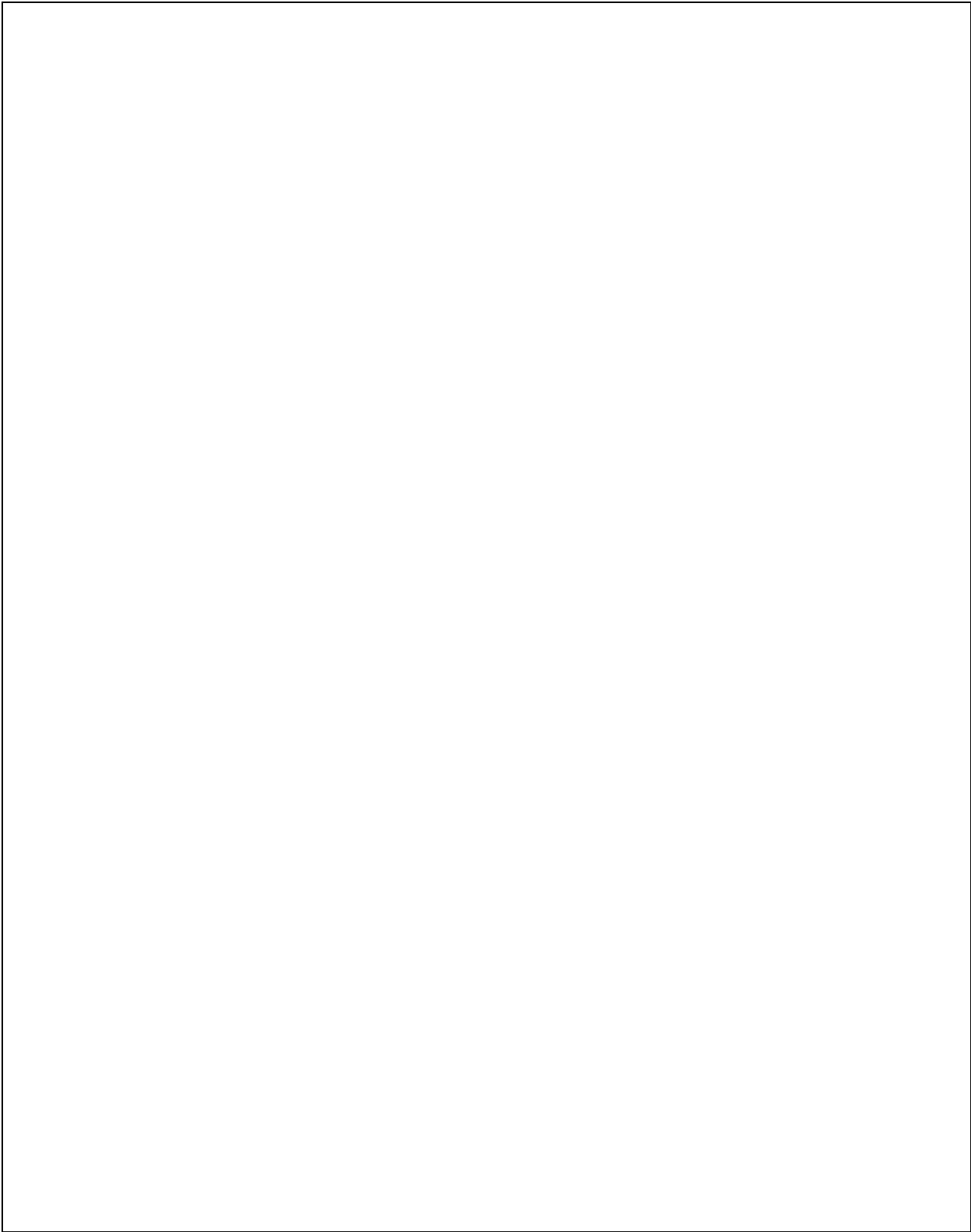
Please provide a description of the project or attach a project proposal. Include any information that will help us to assess your project and application as per the Community Food Security Initiatives Guidelines.

The project description should include the following:

- 1. Introduction:** Introduce the project and indicate which of the 6 themes are being addressed;
- 2. Project Team:** Discuss who is involved in carrying out the project and why they are involved;
- 3. Project Details:** Explain in more detail what the scope of the project is, how it will be carried out, where and over what duration;
- 4. Community Involvement/Benefits:** Discuss how the community will be involved, how the project benefits the community, discuss any existing community support and provide support letters if available;
- 5. Communications:** Describe how you will inform the community about the project and share results of the project after the completion.



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NUNAVUT FOOD SECURITY COALITION  
NUNAVUNMI NIQIKHAQAQNIKKUT KATIMAYIIT  
COALITION SUR LA SÉCURITÉ ALIMENTAIRE DU NUNAVUT





<b>Budget (A)</b> (Please provide detailed break-down. Attach additional sheets if required)	
Description	Amount
<b>Project Delivery Expenses</b> (Salaries, wages or honoraria)	
<b>Supplies</b> (Examples: telecommunications, cooking supplies, healthy snacks, program supplies)	
<b>Administration</b> (can be up to 10% of the total project cost, projects over 50,000 require audited financial statements, the cost of the audit can be included in the admin costs)	
<b>Total A:</b>	

<b>Other Sources of Funding (B)</b>			
Description	Confirmed	Pending	Amount
<b>Total B:</b>			

<b>In-kind (C)</b>	
Description	Value
<b>Total C:</b>	

<b>Total budget</b>	
<b>(A+B+C) TOTAL BUDGET</b>	
TOTAL AMOUNT REQUESTED	



## Declaration of Applicant

I swear that I have personal knowledge of the matter discussed in this application and state that:

To the best of my knowledge, all statements made and material provided by or on behalf of the undersigned are true and correct:

- The proposed project complies with municipal, territorial or federal laws;
- I agree to provide representatives of the Nunavut Food Security Coalition (and all other organizations supplying project funding) with access to the site and premises of the project;
- I authorize the Department of Family Services to obtain information of good standing about the organization from any other funders listed on the application;
- I understand that the names of individuals and companies that receive contributions from the Nunavut Food Security Coalition, together with the amounts of those contributions, may be released to the Minister, the Legislative Assembly, municipalities and the general public; and
- I make this declaration believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the community of \_\_\_\_\_, Nunavut.