



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
☎ (867) 975-5213
☎ Fax (867) 975-5297

2. Applications must be received in hard copy or by email or fax by April 20, 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.



ELIGIBLE PROJECTS

Applicants are encouraged to contact the Territorial Food Security Coordinator to discuss the scope and nature of proposed projects. **Eligible projects will:**

- Contribute to the development and/or continuation of a food security project;
- Enable members of the community to actively participate in the project;
- Reduce barriers to food access.

Priority will be given to projects that integrate educational components. **Projects must occur in Nunavut.**

INELIGIBLE PROJECTS/EXPENSES

Projects designed to purchase food items to stock a food bank or soup kitchen **will not** be funded,

This funding **is not** intended to support capital costs, nor should it be used to support the ongoing building rent and other operational and maintenance costs of other programs/activities.

ASSESSMENT AND CRITERIA

Applications will be reviewed by a review committee nominated by the Nunavut Food Security Coalition. The applicant's ability to meet the assessment criteria will be considered based on the information submitted in the proposal. Particular attention will be paid to the project description and budget.

The review committee may contact applicants for additional information or may make recommendations on alternative funding programs for which projects may be eligible. The committee may decide to fund projects at a level below the amount requested

The review committee will use the criteria outlined below to evaluate proposals for eligibility and level of funding:

(a) ***Strength and Scope of Project***

- Who will be involved in carrying out the project?
- How does the project address food security?
- How will the project be carried out?
- What are the benefits/impacts to the community?
- What is the anticipated duration of the project?



(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.



Application

Applicant Identification	
Legal name and purpose of organization:	
Contact person and position with organization:	
Alternate contact person and position with the organization:	
Mailing address:	
Email:	Phone Number:
	Fax Number:
Name of Project and brief description (30 words or less):	
Project Start Date (dd/mm/yyyy):	Project End Date (dd/mm/yyyy):
Total Project budget (see attached sheet):	Total request from Food Security Coalition:



Project Description – Attach Additional sheets if necessary

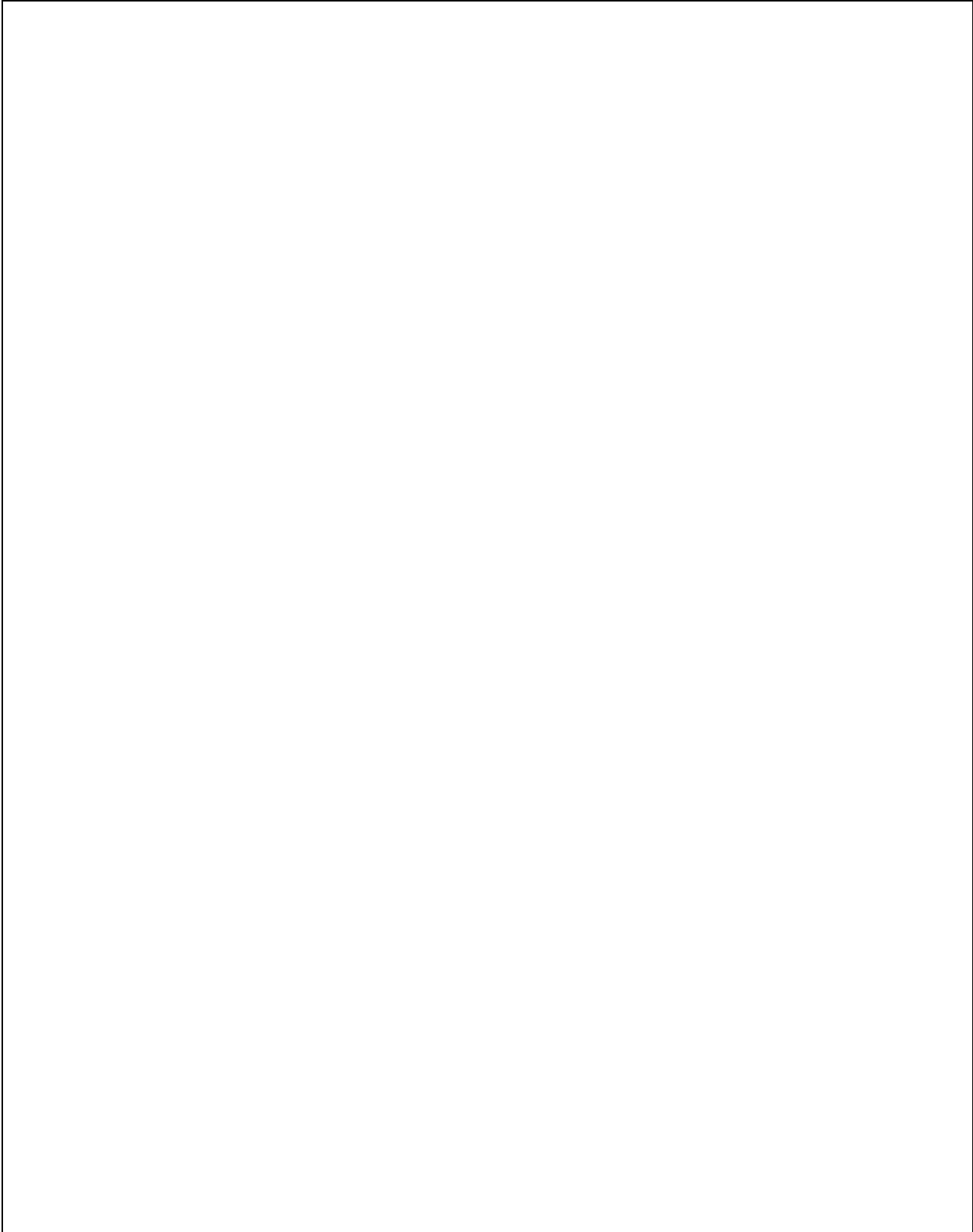
Please provide a description of the project or attach a project proposal. Include any information that will help us to assess your project and application as per the Community Food Security Initiatives Guidelines.

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





Budget (A) (Please provide detailed break-down. Attach additional sheets if required)	
Description	Amount
Project Delivery Expenses (Salaries, wages or honoraria)	
Supplies (Examples: telecommunications, cooking supplies, healthy snacks, program supplies)	
Administration (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)	
Total A:	

Other Sources of Funding (B)			
Description	Confirmed	Pending	Amount
Total B:			

In-kind (C)	
Description	Value
Total C:	

Total budget	
(A+B+C) TOTAL BUDGET	
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.