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**Qarjuit Youth Council**  
**FUNDING APPLICATION PACKAGE**  
**" Local Youth Actions Funding"**  
**(LYAF)**

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**2018**  
(Annual Calls for Projects)

# 5 EASY STEPS

## TO APPLY FOR FUNDING

1. Read the **Funding Application Package** (Pages 3-7).
2. Go through the list of criteria (Item 2.3) and the timeline to submit your project (Item 2.5).
3. Fill out **ANNEX I - Project Application Form**  
(We strongly invite you to include youth while you fill out the Application Form. We want local youth to get a sense of funding application process in order for them to be more independent and willing to start project.)
4. Fill out **ANNEXII - Project Supporters**
5. Send **ANNEXES I and II** to [fund@qarjuit.ca](mailto:fund@qarjuit.ca).

## **1. QARJUIT YOUTH COUNCIL**

Launched in September 2015, Qarjuit Youth Council (QYC) is an ethnic, non-for-profit organization which represents Inuit youth of Nunavik and Chisasibi from the ages of 15 to 35. QYC aims to empower Inuit youth and provide them with space, support and resources from all partners in Nunavik and beyond to express their needs, their issues and their wishes. It is urgent that Inuit youth mobilize themselves through their cultural resiliency and knowledge in both environments - modern day society and their root identities.

## **2. LOCAL YOUTH ACTIONS FUNDING** (identified as 'LYAF')

### **2.1. Background**

Created in 2017, the Local Youth Actions Funding (LYAF) is a new grant available to the 14 communities of Nunavik and Chisasibi to encourage youth to start local initiatives for their fellow youth. QYC aims to financially support local projects and activities as well as offering resources and tools to ensure their success.

The LYAF is one of the essential actions of the *Inuit Youth Strategic Action Plan 2016-2021* which is the concrete outcome of the needs and desires stressed by Inuit youth during each of the three public consultations hosted in February and March 2016. Four priorities were identified by the youth as key strategic policy directions:

- ✓ Create a large youth network and initiate them to 'community mobilization' by supporting them to stand up and express their issues to the leaders as well as developing their own projects.
- ✓ Re-build bridges between younger and older Inuit generations and promote traditional values and customs along with the Inuktitut language.
- ✓ Mental health starts from home and impacts the whole community, region and culture. Work on breaking down stigmas and shaping self-confident youth is needed.
- ✓ Encourage school perseverance and develop projects targeting informal education.

## **2.2. Objectives**

The LYAF supports and promotes local grassroots projects targeting youth aged 15 to 35 years old that:

- create opportunities to get involved and take action at the local grassroots level;
- transfer Inuit identity, culture and ancestral heritage;
- build self-esteem, confidence and self-expression;
- develop entrepreneurship by acting on their own ideas;
- enhance life skills information and education.

## **2.3. Financing available and limits**

The financial commitments for the three calls for projects for 2017-2018 will be limited to the amount of the dedicated budget envelope of \$150,000.00, subject to the availability of annual appropriations.

The LYAF intends to support local project happening in one community. The maximum financial assistance for a single project is limited to \$10,000.00.

If a project is targeting more than one community, we will call it a regional project. Each regional project needs to send one application and can request up to \$10,000 per call of projects. The grant allocated will then be divided by the number of communities involved. A maximum of \$10,000.00 will also be allocated for each of the 15 communities, from which more than one project can receive funding. If no project is submitted in a community after the three calls for projects, the funds will be distributed to other projects within the region.

## **2.4. Eligibility criteria, cost and expenditure**

### **2.4.1. Area covered by the LYAF**

The LYAF applies to projects or initiatives implemented in or of benefit to one of the 14 communities of Nunavik or Chisasibi and positively impacting youth's life aged 15 to 35 years old.

### **2.4.2. Eligible organizations**

Eligible applicants for funding requests are:

- Non-for-profit, incorporated organizations
- Cooperatives
- Municipalities/Northern Villages

In order to deposit the money, QYC will required an official registration number (Québec enterprise number - NEQ) from the Quebec province.

For all local youth committees, independent groups, student councils or other unregistered organizations, they will have to partner with a duly incorporated eligible local community organization to receive payments.

Provincial and federal government as well as private businesses aren't eligible.

### **2.4.3. Eligible projects**

To be eligible for funding, projects must focus on one of the priorities of QYC (Item 2.1) and objectives of the LYAF program (Item 2.2).

### **2.4.4. Eligible costs and expenditures**

Eligible costs are, in general, directly linked to the completion of the project, including:

- Food or per diems (Daily rate of \$100.00/person (North) and \$85.00/person (South))
- Professional fees and honorariums
- Transport rental (Max. \$125.00/day)
- Room rental (i.e. conference room)
- Travel costs (Travel costs might be reimbursed only if they are regional itineraries in Nunavik & Chisasibi territory. Flights to southern destinations will not be accepted.)
- Accommodation costs (Max. of \$250.00/night/person (North) and \$125.00/night/person (South))
- Training costs
- Administration expenses (mailing, printing, etc.)
- General material and equipment

### **2.4.5. Non -Eligible costs and expenditures**

- Any activities and expenses related to alcohol and drug sells will not be accepted.

Please refer to **ANNEX III - Examples of Local Projects** to get more guidance on whether your project and expenditures are eligible for LYAF.

Major expenses such as purchase of a motor vehicle that can be licensed, representation costs, donations, sponsorship, infrastructure, salaries or honorariums for project participants or Board members, payment of an accumulated deficit, are not eligible.

**2.5. Calls for projects and timeline**

QYC invites all organizations eligible for the LYAF to present a project at the 1<sup>st</sup> and 2<sup>nd</sup> round, as presented below:

	<b>1<sup>ST</sup> ROUND</b>	<b>2<sup>ND</sup> ROUND</b>
<b>LAUNCH OF THE CALL FOR PROJECTS</b>	From April 30 to May 28, 2018	From September 6, 2018 to September 28, 2018
<b>RESPONSE TO PROJECTS</b>	Starting on July 3 <sup>rd</sup> , 2018	Starting on October 26, 2018

**2.6. Submission of projects**

To submit a project, each applicant needs to fill out **ANNEX I - Project Application Form** and **ANNEX II - Project Supporters**.

Documents can be sent either by email to [fund@garjuit.ca](mailto:fund@garjuit.ca), by fax at 819 964-3153 or by mail at P.O. Box 1300, Kuujjuaq, Quebec, J0M 1C0. Please, make sure to receive a confirmation receipt from QYC otherwise call us for follow-up.

The deadline for the submission of projects for the call of projects is:

- 1<sup>st</sup> round - At **11:59 pm** on, May 28, 2018
- 2<sup>nd</sup> round - At **11:59 pm** on, September 26, 2018

**2.7. Support for applicants**

For any questions concerning the LYAF or for assistance, please contact the QYC team at [fund@garjuit.ca](mailto:fund@garjuit.ca) or by phone at 819 964-1127.

## 3. TERMS AND CONDITIONS

### 3.1. Selection Process

Eligible projects will be assessed by a selection committee using an assessment grid based on the objectives and criteria of the LYAF.

### 3.2. Announcement

Each project coordinator will be contacted and a list of projects will be published on QYC Facebook page and its newspaper *Uvikkait Ullumi*.

### 3.3. Contract

In order to confirm the funding approval, QYC will send a contract to the project coordinator to sign within 30 days following contact under 3.2 above.

### 3.4. Payment

A direct deposit or a check will be sent to successful applicants upon signature of the contract. Cash will not be sent under any circumstances.

A first payment representing 70 % of the approved funding will be sent to the organization within 30 days after the project is accepted.

The 30 % balance shall conditional on the reception of:

- 1- All invoices for the amount of the grant, that include all expenses;
- 2- A copy of all expenses receipts;
- 3- The **ANNEX IV- End of Project Report** as well as some photos showing the project outcomes.

\*\*\*Expenses can be refused if they did not respect the approved proposal by the Selection Committee. Any unused amount will be remitted back to QYC.\*\*\*

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**Good luck!**