1. Statement of Policy

Recognizing that some Non-Government Organizations (NGOs) deliver programs and services that the Government of the Northwest Territories (GNWT) considers critical to residents of the NWT, the Department of Municipal and Community Affairs (MACA) may provide special funding to help those NGOs stabilize or develop their capacity to manage programs and services.

Contributions to stabilize and assist NGOs with management, governance, organizational development and extraordinary operations costs may be made to NGOs based on their application for such funding.

2. Principles

MACA will adhere to the following principles when implementing this policy:

1) The GNWT should be accountable for the effective and efficient management of public resources, including public resources provided to NGOs to further the GNWT's interests and objectives.

2) The GNWT should be committed to reasonable and consistent funding and reporting relationships with NGOs.

3) The relationship between the GNWT and NGOs should be characterized by respect, trust and transparency. Information about government rules, regulations and decisions should be available to NGOs and the general public.

3. Scope

This Policy applies to MACA support provided to NGOs that deliver programs or services the GNWT funds and considers critical and which the GNWT would either deliver directly or engage another third party to deliver if the NGO were not able to do so.

4. Definitions

The following terms apply to this policy:

1) Non-Government Organization (NGO) - any non-profit, voluntary citizens' group that is not directly part of the structure of government (civil society organization).

2) Critical services and programs - those services and programs that the GNWT considers critical and would either deliver directly or engage a third party to deliver if the NGO were not delivering them.

3) Management costs - costs related to general management of the NGO that cannot be directly attributed to specific programs or services that the NGO delivers (such as general administration and management, finances and book keeping).

4) Governance costs - board costs related to governance of the NGO (including board training).

5) Organizational development costs - costs related to organizational development of the NGO (including communications, structure, roles and processes).

6) General operations costs - costs related to general operations and maintenance of the NGO that cannot be directly attributed to specific programs or services that the NGO delivers (such as general office costs, utilities, maintenance).

5. Authority and Accountability

1) General

This policy is issued in accordance with Financial Management Board direction to delegate to Ministers the authority to establish grants and contribution programs. Authority is further defined in Financial Administration Manual directives:

a) Minister
The Minister of the MACA (the Minister) is accountable to the Financial Management Board for the implementation of this policy.

b) Deputy Minister
The Deputy Minister of the MACA (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) for the purposes of this policy, determine critical services and programs,

(iii) approve contributions according to the provisions of this policy, and

(iv) delegate the authority to approve contributions according to the provisions of this policy to the Deputy Minister.

b) Deputy Minister

The Deputy Minister may:

(i) further delegate any authority delegated by the Minister to the Director, Sport, Recreation and Youth, and

(ii) determine the eligibility of costs under this policy.

6. Provisions

1) Eligible NGOs

NGOs in the NWT who deliver critical GNWT funded services or programs to the public are eligible for support under this Policy. Specifically the NGO must:

a) deliver critical GNWT funded services or programs to NWT residents,

b) receive funding from the GNWT for the delivery of those critical services or programs and be in compliance with existing funding agreements,

c) be registered and in good standing in the NWT either as a society or association or as created under NWT or Federal statute, and

d) if in Yellowknife, receive $50,000 or more in funding from the GNWT annually.

2) Eligible Costs

Eligible costs include:

a) management costs,

b) governance costs,

c) organizational development costs, and

d) extraordinary general operations costs.

The NGOs are expected to use this additional contribution to cover core management, governance and organizational development costs as well as unforeseen and extraordinary operations and maintenance costs related to the delivery of GNWT funded critical services and programs.

3) Condition

Total contributions will not exceed the amount appropriated for this activity in a given fiscal year.

4) Applications

A call for applications will be issued yearly. The call will be issued before May 31 each year. The application period will be at least three weeks and no more than five weeks long.

Applicants shall submit a completed Non-Government Organization Stabilization Fund Application Form, which includes information on all funding sources, and financial statements for the previous year (preferably audited) to the Minister of the MACA by the designated time.

5) Screening

All applications will be screened for eligibility in accordance with the provisions of this policy.

Results of the eligibility screening will be communicated in writing to applicants no later than three weeks after the application due date.

6) Assessment

Eligible applications will be further assessed and prioritized based on the following factors:

a) Balance between different regions of the NWT.

b) Applications from NGOs who deliver programs and services that:

(i) help ensure people's basic needs for shelter and food are met; or

(ii) provide social supports within their community or communities; or

(iii) build capacity through education, training and skill development;

generally take priority over applications from NGOs who deliver less critical services such as cultural or recreational programs.

c) Collaborative projects or projects that benefit more than one NGO take priority over projects that benefit only the applicant NGO.

d) Management, governance and organizational development costs generally take priority over extraordinary operations costs.

e) Projects that have not received support (new projects) take priority over projects that are the same or similar as those supported in previous years for the same NGO.

Assessment of eligible applications shall be carried out in consultation with the Departments of Education, Culture and Employment; Health and Social Services; Justice; and Municipal and Community Affairs; and the NWT Housing Corporation.

7) Contribution Decisions

Decisions on contributions will be made and communicated in writing to all applicants no later than two months after the application due date.

Amount of Contribution

The maximum amount of contribution under this policy to an applicant NGO is $50,000 per year. Partial amounts of requested funding may be provided.

8) Reporting

NGOs that receive contribution under this policy shall report to the Minister of the MACA how the funds were used and what benefits they brought the NGO. Reports will be due by the end of the fiscal year the support is provided.

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 MACA.

Minister
Municipal and Community Affairs