

1. Statement of Policy

The Department of Municipal and Community Affairs (MACA) may provide financial support to assist with the operating costs of youth centres or other community based facilities in the Northwest Territories that provide youth with positive and healthy lifestyle programs.

2. Principles

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

- (1) The operation of community facilities that specialize in the promotion, development and delivery of specialized programs for youth should be supported and encouraged.
- (2) The youth of the Northwest Territories should be encouraged and supported to take a leadership role in the development and delivery of initiatives that lead to positive lifestyle choices because these activities contribute to the well being of youth and the quality of life in our communities.
- (3) The promotion, development and delivery of traditional aboriginal youth activities should be encouraged and supported to help preserve and strengthen northern Aboriginal traditions and culture.
- (4) Staff, volunteers and youth themselves play important roles in promoting and carrying out specialized activities for youth and should be encouraged and supported to develop and participate in skill development or training opportunities.
- (5) Community governments and other community organizations play a vital role in promoting, developing and delivering specialized activities for youth in their communities and should be encouraged and supported to continue these efforts.

3. Scope

This Policy applies to Northwest Territories community governments or other organizations within those communities who obtain a letter of support from that community government.

4. Definitions

The following terms apply to this policy:

Audit - The examination and verification of financial records, and reporting thereon. A Level 1 Audit comprises a financial statement certified by a professional auditor in public practice.

Contribution – A conditional transfer payment made to a recipient subject to an audit at a later date for which the Department of Municipal and Community Affairs will receive no goods or services in return.

Youth - Residents of the Northwest Territories under the age of 25 years.

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 the authority to approve contributions to the Deputy Minister.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to Regional Superintendents or to the Director of Sport, Recreation and Youth:

- (i) Approve contributions to eligible recipients for the purposes outlined in this policy.

6. Provisions

(1) Eligibility

This Policy applies to community governments or other organizations in those communities who obtain a letter of support from the community government for the following activities:



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- (a) Staff, utility or other operating costs, including minor maintenance, for buildings whose primary purpose is related to offering positive and healthy lifestyle programs for Northwest Territories youth under the age of 25 years.
- (b) Positive and healthy lifestyle programs for Northwest Territories youth under the age of 25 years not eligible for funding through the Northwest Territories Youth Corps or Youth Contributions Programs.

(2) Criteria

Costs related to the operation of programs offered for youth in a designated youth centre or youth facility including:

- (a) Staff costs related to supervising or operating positive youth development programs.
- (b) Materials and supplies for positive youth development programs.
- (c) Instructor or consultant fees and costs related to positive youth development programs.

(3) Conditions

- (a) Capital or renovation costs over \$5,000 are not eligible.
- (b) Community governments or other organizations in those communities that obtain a letter of support from the community government must apply and account for the contribution as outlined by the Department.
- (c) A maximum of \$25,000 is available for each recipient during the fiscal year.

- (d) If all budgeted funds are not allocated by February 1 of the fiscal year, the remaining funding may be allocated to recipients with previously approved programs.
 - (e) Funding can be used for new initiatives or to top up existing funding being accessed through other sources.
 - (f) Priority will be given to support the costs outlined in Section 1 under Eligibility.
- (4) Review
- (a) The Deputy Minister of Municipal and Community Affairs will be responsible for program management. Approval authority can be delegated to Regional Superintendents or to the Director of Sport, Recreation and Youth.
 - (b) The following criteria will be taken into consideration when reviewing applications:
 - i) Priority will be given to proposals that establish an activity or service that is currently not available in the community.
 - ii) Proposals that have the ability to leverage additional funding from other sources will be given priority, assuming all other elements of the proposal fit the criteria.
 - iii) The proposals will be reviewed to ensure the feasibility of implementation and the applicant's financial ability to meet their obligations.
 - (c) Applications for funding must include budget estimates that provide detail on program expenditures, expected revenue and objectives to be achieved.



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(d) Project reports must include an evaluation on project outcomes and standard financial reporting. The Department reserves the right to require a level I professional audit of any or all projects.

(5) Application

Community governments or other organizations in that community that obtain a letter of support from the community government must submit a written application for funding assistance under this Policy to the Department of Municipal and Community Affairs using the application form established for this program.

The Department will establish an annual deadline for receipt of applications and eligible recipients will be advised about the process and deadline for applications. No applications received after the deadline will be considered, unless there are not sufficient suitable applications received by the deadline.

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 the Department of Municipal and Community Affairs.



Michael McLeod
Minister

AUG 21 2007

Date