



# **POLICY**

## **Department of Municipal and Community Affairs**

### **Volunteer Organization Development Contribution**

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#### **1. Statement of Policy**

The Department of Municipal and Community Affairs may provide financial assistance to support the development of volunteer organizations in the Northwest Territories.

#### **2. Principles**

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

- (1) Volunteer organizations and volunteers play an important role in contributing to sustainable, safe and vibrant communities in the Northwest Territories and should be encouraged to continue these efforts.
- (2) Volunteer organizations and volunteers should be encouraged and supported to pursue activities that assist them in strengthening their skills, knowledge, capacity and accountability.
- (3) Partnerships between community groups and volunteer organizations support the development of both parties and should be encouraged.

#### **3. Scope**

This policy applies to volunteer organizations in the Northwest Territories.

#### **4. Definitions**

The following terms apply to this policy:

Volunteer organizations - Self-governing groups that exist for the common good or public benefit, involve volunteers in meaningful ways, are independent from the formal structures of the government and business sectors and do not distribute financial profits to members.

Voluntary sector – The sector of society, similar to the public or private sector,



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comprised of volunteer organizations and individuals involved with volunteer organizations.

Volunteers – Individuals who freely choose to assist a volunteer organization without expectation of financial compensation or reward.

Organization development event - Training events, workshops, courses or other learning opportunities that help volunteer organizations and volunteers to meet their goals and objectives.

## **5. Authority and Accountability**

### (1) General

This policy is issued in accordance with Financial Management Board's delegation of authority to Ministers to establish contributions, block funding, grants and grants-in-kind. Authority and accountability is further defined in Financial Administration Manual directives 1901, 1902, 1903 and 1904 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:



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- (i) approve changes to this policy,
- (ii) approve grants and contributions according to the terms and conditions outlined in this policy, and
- (iii) delegate the authority to approve grants and contributions to the Deputy Minister.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to a director or regional superintendents:

- (i) approve grants and contributions according to the terms and conditions in this policy.

## 6. Provisions

(1) Application Process

- (a) Applications must be submitted in accordance with the approved application form.
- (b) Applications must be sent to the Department at least six (6) weeks prior to the organization development event.

(2) Funding Limits

- (a) Applicants seeking funding for approved organization development events held in the Northwest Territories may be reimbursed up to \$4,000 towards eligible expenses.
- (b) Applicants seeking funding for approved organization development events held outside the Northwest Territories may be reimbursed up to \$2,000 towards eligible expenses.



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(3) Eligibility

(a) Eligibility Criteria

Organization development events must serve one or more of the following purposes:

- (i) strengthen capacity and accountability of volunteer organizations and individual volunteers,
- (ii) strengthen and expand the skills and knowledge of volunteer organizations and individual volunteers, and
- (iii) support and encourage partnerships between volunteer organizations and community groups.

(b) Eligible Expenses

Funding may be reimbursed for the following expenses:

- (i) registration fees for workshops, training or courses;
- (ii) facilitation, instruction and consultation fees;
- (iii) travel costs directly related to attending or hosting an organization development event;
- (iv) accommodation and meals directly related to attending or hosting an organization development event; and
- (v) rental cost for an event or meeting venue.

Additional expenses may be approved in advance at the discretion of the Department of Municipal and Community Affairs.



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(c) Ineligible Expenses

The following expenses are not eligible for reimbursement:

- (i) core funding for volunteer organizations,
- (ii) salaries for staff of the voluntary sector,
- (iii) wages or similar payments to event participants,
- (iv) expenses related to conduct fundraising events, or
- (v) capital or renovation costs.

(d) Reporting

The contribution must be accounted for by the Department receiving the following documents within 30 days of the expiry of the contribution agreement:

- i) a summary report detailing how the funding was utilized, using the template provided by the Department;
- ii) a financial report showing all revenues and expenses related to the event; and
- iii) original receipts, or copies of original receipts with original receipts to follow, for any eligible expenses that are claimed for reimbursement.

Eligible expenses for approved organization development events will be reimbursed after the reporting requirements have been met.



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(e) Review and Appeal

- iv) Applications will be reviewed on the basis of the completed application form and according to the precepts of this policy by the Sport, Recreation and Youth division of the Department.
- v) In the event an applicant wishes to appeal the review or decision of their application, an appeal may be made in writing to the Deputy Minister.

**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 grants or 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.

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Robert C. McLeod  
Minister

August 4, 2011  
Date

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