



NGO Stabilization Fund GRANT APPLICATION GUIDE for 2018 - 2019

Mandate

The NGO Stabilization Fund is an application-based grant program that provides special funding to non-governmental organizations (NGO) who deliver critical GNWT funded programs or services to the public to stabilize or develop their capacity to manage programs and services.

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

Eligibility

- Eligible NGOs are those which:
 - a) deliver critical GNWT-funded programs or services 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.

- Support can be granted for eligible one-time general costs including:
 - a) General management costs that cannot be attributed to specific programs or services.
Examples are general administration and management, finances and book keeping.

 - b) Governance costs or board related costs.
Examples are governance and board training.



- c) Organizational development costs related to the structure and processes of the organization.

Examples are communications, structure, roles and responsibilities.

- d) Additional general operations costs related to general operations and maintenance that cannot be directly attributed to specific programs or services.

Examples are one-time general office costs or one-time maintenance costs.

NGOs are expected to use the additional contribution from the NGO Stabilization Fund to cover core management, governance and organizational development costs related to the delivery of GNWT funded critical services and programs.



Application Process

A public call for applications for support from the NGO Stabilization Fund is issued no later than May 31, each year, and the application period may vary from three to five weeks long.

This year the four week application period begins April 9, 2018.
The **deadline** for submitting applications for support is **May 11, 2018**.

Application Form and Financial Statements

To be considered for support from the NGO Stabilization Fund, applicants must submit a completed NGO Stabilization Fund Application Form, and financial statements for the previous year (preferably audited), to the Department of Municipal and Community Affairs by the application deadline.

Information on the NGO Stabilization Fund and application forms are available online at www.maca.gov.nt.ca

The application form has five sections that all need to be completed:

1. Applicant contact information
Includes name and contact information for the applicant organization.
2. About the Applicant Organization
Includes information on the status of the applicant organization, GNWT-funded critical programs and services provided to NWT residents, total revenues and operations expenses.
3. Details on GNWT Grants, Contributions and Contracts
Includes information on all GNWT grants, contributions and contracts held in the previous year, what department it came from, the purpose of each and the amount.
4. Project information
Includes description of the project support is being sought for, the project's objective and anticipated results, whether it is a new and/or collaborative project, and any other funding sources.



5. Project budget details

Includes breakdown of the budget for the project support is being sought for, into:

- *Compensation and Benefits*
- *Travel costs*
- *Materials and Supplies*
- *Purchased services such as postal and communication charges, and meeting services*
- *Contract services such as consultants contracted to deliver services*
- *Computer and other equipment*
- *Other expenses, not fitting into the categories above*

Applicants also need to submit financial statements for the previous year with their applications. Audited financial statements are preferred, but not necessary.

Remember to submit your Financial Statements for the previous year along with your completed NGO Stabilization Fund Application Form by the application deadline.

Applications can be submitted by mail, e-mail or fax.

**Mailing address: NGO Stabilization Fund
 c/o Sport, Recreation, Youth & Volunteerism
 Department of Municipal and Community Affairs
 P.O. Box 1320
 Yellowknife, NWT
 X1A 2L9**

E-mail: youth_and_volunteer@gov.nt.ca

Fax: (867)-920-6467



Preliminary Screening

All applications received by the application deadline are screened for eligibility. Results of the eligibility screening are communicated in writing to applicants within three weeks of the application deadline.

Assessment

All eligible applications are assessed based on the following principles:

- a) Balance between different regions of the NWT.
- b) Applications from NGOs are tiered based on delivery of 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;

and, 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.



Grant Decisions

The annual budget for the NGO Stabilization Fund is \$350,000. Grant decisions are made and communicated in writing to applicants within two months of the application deadline.

The maximum an NGO can receive is \$50,000 per year. Partial amounts of requested funding may be provided.

Obligations of Recipient NGOs

Recipient NGOs are responsible for carrying out their projects consistent with their description in the applications and the terms of their grant transfer agreements. A simple report on how the funds benefitted the NGO is required from grant recipients.

Examples of projects supported by the NGO Stabilization Fund

Examples of projects funded in the past include supports to help improve service to smaller communities and develop capacity, board governance and other training, strategy development, research projects, organizational planning and development, and transition support to stabilize operations, image update and other extraordinary general operations costs.

Examples of applications and projects not supported by the NGO Stabilization Fund

Applications from organizations that do not meet the criteria of being funded by the GNWT to deliver crucial programs and services to the public are generally not supported by the NGO Stabilization Fund. Applications for regular personnel and programming costs are not supported and neither are costs associated with purchasing land for operations.

Contact Information

For more information please call (867) 767-9166 Ext. 21107 or e-mail:
youth_and_volunteer@gov.nt.ca