

Grants & Contributions Policy

The Government of the Northwest Territories supports and encourages individuals and organizations actively involved in the preservation, portrayal and promotion of heritage in the Northwest Territories.

This Policy is based upon the following principles:

- 1.The heritage of the Northwest Territories should be researched, documented, preserved and interpreted for the benefit of all the people of the Northwest Territories.**
- 2.The people of the Northwest Territories should be encouraged to enjoy and participate in the preservation, portrayal and promotion of their heritage and that of their neighbours.**
- 3.The initiative for community-based heritage programs should rest with the community.**
- 4.The heritage initiatives of organizations, communities and government should be coordinated so that the people of the Northwest Territories receive the maximum benefits from these activities.**

Signed by the Government Leader and Chairperson of the Executive Council; 20 October 1993

For elaboration of this Policy refer to the Directive.

SCOPE

This Policy applies to the Culture and Heritage Division of the Department of Education, Culture and Employment and to those individuals and organizations concerned with the heritage of the Northwest Territories.

DEFINITIONS

***Audited Financial Statement* means a financial statement certified by a professional accountant in public practice (required for contributions equal to or in excess of**

\$50,000).

Building means a building or any other permanent structure, together with any associated property features (e.g. fences, outbuildings).

Capital Assistance means financial assistance offered in accordance with directives established by the Financial Management Board.

Certified Statement of Expenditures means a financial statement certified as correct and dated by the recipient of funds and a witness (required for contributions under \$50,000).

Collection means a group of items acquired and preserved by a museum or archives in accordance with a collections management policy.

Collections Management Policy means a written statement, ratified by a facility's governing body, which establishes the goals of a facility's collection program and explains how the collection will be managed in order to meet those goals. A collections management policy also provides a public statement of professional standards regarding the care of collections.

Contribution means a conditional transfer payment, made to a recipient, subject to audit, for which the Government of the Northwest Territories will not receive any goods or services.

Director means the Director, Culture and Heritage Division, Department of Education, Culture and Employment.

Division means the Culture and Heritage Division of the Department of Education, Culture and Employment.

Grant means an unconditional transfer payment, made to a recipient, for which the Government of the Northwest Territories will not receive any goods or services.

Heritage means any tangible or intangible product of human or natural history that has potential to have scientific, educational, aesthetic, cultural, or social

meaning or value for present or future generations.

Heritage Advisor means the Heritage Advisor, Culture and Heritage Division, Department of Education, Culture and Employment.

Local Government means community governing bodies incorporated under the Cities, Towns and Villages Act, the Hamlets Act, or the Charter Communities Act, designated governing bodies incorporated under the Settlements Act, band councils and tribal councils.

Operational Guidelines means guidelines approved by the Deputy Minister of Education, Culture and Employment and used by the Director, Culture and Heritage when developing procedures under this policy.

Public Access Hours means those times when a heritage facility is open to the general public without appointment.

Registered Heritage Centre means a community-based heritage facility which is included in the Registry of Heritage Centres.

Registry of Heritage Centres means a registry of community-based heritage facilities established and maintained in accordance with section 11 of the Heritage Services Policy.

Rehabilitation means the renovation of structural, interior or exterior elements in such a way as to render a building suitable for purposes compatible with its preservation without substantially altering its exterior appearance or integrity.

Restoration means the careful repair and reconstruction of a building's missing or damaged structural, interior or exterior elements in a manner faithful to the methods of original construction.

Stabilization means the repair of specific structural or other elements so as to prevent a building's further deterioration.

Utility and Maintenance Costs includes expenditures for heat, water, electricity, telephone, telefacsimile operations,

photocopier operations, garbage and sewer pick up, janitorial supplies and services, equipment servicing, pest control, snow removal, security system monitoring, and other utility and maintenance costs, excluding salary costs.

PROVISIONS

1. Authority and Accountability

(a) Executive Council

Only the Executive Council may approve exceptions to this Policy.

(b) Financial Management Board

Financial Management Board approves:

(i) the annual budget for expenditures under this Policy; and

(ii) any expenditures additional to those appropriated in the Main Estimates.

(c) Minister of Education, Culture and Employment

The Minister:

(i) ensures the application of this Policy; and

(ii) determines whether buildings considered for funding under Schedule 5 are significant to the heritage of the Northwest Territories.

(d) Deputy Minister of Education, Culture and Employment

The Deputy Minister:

(i) is responsible for the administration of grants and contributions programs established through the attached Schedules;

(ii) approves grants and contributions according to relevant terms and conditions as outlined in the attached Schedules;

(iii) delegates to the Assistant Deputy Minister, Culture and Careers or the Director, Culture and Heritage Division the authority to approve grants and contributions;

(iv) approves operational guidelines under this Policy; and

(v) conducts periodic evaluations of the effectiveness of this Policy in meeting stated objectives.

(e) Assistant Deputy Minister, Culture and Careers

The Assistant Deputy Minister approves grants and contributions according to relevant terms and conditions outlined in the attached Schedules up to amounts authorized by the Financial Management Board.

(f) Director, Culture and Heritage Division

The Director approves grants and contributions according to relevant terms and conditions outlined in the attached Schedules up to the amount of \$50,000.

(g) Heritage Advisor, Culture and Heritage Division

The Heritage Advisor receives applications for grants and contributions and makes recommendations to the appropriate authority in the Department of Education, Culture and Employment in accordance with the terms and conditions outlined in the attached Schedules.

2. Eligibility

2.1 Eligibility is restricted to individuals and organizations as outlined in the attached Schedules.

3. Accountability and Financial Conditions

3.1 In addition to the terms and conditions outlined in the attached Schedules, recipients of contributions in excess of \$50,000 will be required to submit an Audited Financial Statement within 30 days of the end of the project or the Government of the Northwest Territories' fiscal year, whichever comes first.

3.2 In addition to the terms and conditions outlined in the

attached Schedules, recipients of contributions of less than \$50,000 will be required to submit a Certified Statement of Expenditures within 30 days of the end of the project or the Government of the Northwest Territories' fiscal year, whichever comes first.

3.3 In the instance where full financial accounting is not submitted, the recipient will not be considered for further funding until the required financial statements indicating that the contribution was expended are submitted or the amount unaccounted for is repaid.

4. Priority

4.1 In the implementation of this Policy, priority will be given to applications which:

- (a) address immediate threats to the security or preservation of significant heritage resources;**
- (b) benefit the community and contribute to ongoing heritage programming;**
- (c) provide public access to the project or the results of the project; and**
- (d) have demonstrated community support.**

4.2 Applications will also be evaluated with regard to:

- (a) comprehensiveness;**
- (b) the applicant's ability to complete the proposed project;**
- (c) the applicant's ability to support programs and costs arising out of the project; and**
- (d) where applicable, the applicant's ability to contribute a portion of eligible costs as detailed in the attached Schedules.**

5. Eligible Costs

5.1 Only those costs directly associated with the preservation, portrayal or promotion of heritage in the

Northwest Territories will be considered eligible costs.

6. Donated Materials

6.1 Materials and labour donated to the project may be considered part of the applicant's share of eligible costs.

7. Independent Review of Projects

7.1 Where an application is received for assistance in carrying out historical studies and architectural or structural designs, and, in the opinion of the Director, the Division cannot provide the expertise to professionally evaluate those studies and designs, the Director may require that the applicant include within the application a request for sufficient funds to secure an independent, third party review of those studies and designs.

7.2 Where an application is received for assistance to undertake a major capital development, and, in the opinion of the Director, the Division cannot provide the expertise to monitor the proposed project, the Director may require that the applicant include within the application a request for sufficient funds to provide for an independent, third party technical audit of the project's progress.

8. Method of Payment

8.1 Upon the signing of a Contribution Agreement, payment(s) will be issued in accordance with the payment conditions outlined in the Contribution Agreement.

8.2 Grants will be issued in one or more payments on approval of the application.

9. Applications

9.1 Upon request, the Division shall assist eligible applicants with the preparation of applications under this Policy.

10. Prerogative of Executive Council

10.1 Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make

decisions or to take action respecting heritage in the Northwest Territories.

Signed by the Government Leader and Chairperson of the Executive Council; 20 October 1993

