

<b>NUNAVUT WILDLIFE STUDIES FUND FUNDING GUIDE</b>
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## **INTRODUCTION**

Article 5.2.37 of the Nunavut Land Claims Agreement (NLCA) states that "*there is a need for an effective system of wildlife management, and to be effective, the system of management requires an efficient, coordinated research effort*".

The Nunavut Wildlife Studies Fund (NWSF) was created by the Nunavut Wildlife Management Board (NWMB or Board) to fund community-based management and research projects in Nunavut, in particular projects led by Hunters and Trappers Organizations. The NWSF provides an annual allocation of studies funds to encourage Inuit and community-based organizations to undertake and lead research projects that address community needs and concerns related to the management of wildlife in Nunavut.

Research is necessary to ensure that wildlife resources are harvested in a knowledgeable and sustainable way so that Nunavummiut can continue the hunting and fishing that is so essential to their way of life. The NWMB has a lead role to play in this area and is committed to making wildlife research responsive to the needs and concerns of the people of Nunavut.

Each year in December, the NWMB determines the amount of funding that will be available for the NWSF. The NWMB may increase the funding for the NWSF during the Board's consideration of applications on a case by case basis.

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## **ELIGIBILITY FOR FUNDING**

Organizations and individuals eligible for funding under the NWSF include, but are not limited to, Hunters and Trappers Organizations (HTOs), Regional Wildlife Organizations (RWOs), Regional Inuit Associations (RIAs), and residents of Nunavut. To be eligible the research must be conducted within the Nunavut Territory and must contribute to the management of Nunavut's wildlife.

An Inuit or community-based organization is not limited in the number of applications it submits for NWSF funding. However, applicants should consider that there is a limited amount of funding available to be distributed each year. By submitting a proposal, the organization is committing to the time required to complete the project.

Government and non-governmental organizations, including educational institutions and private companies, are not eligible for NWSF funding. The NWMB encourages cooperative research with Government and non-governmental organizations but projects funded under the NWSF must be led by Nunavut Inuit organizations.

The NWSF does not require a minimum contribution from an applicant when submitting a proposal.

The NWSF will not fund budget items which do not directly support a proposed research project. The following are examples of budget items that the NWMB will not fund:

- equipment purchase and leasing, unless the equipment is specific to the project;
  - maintenance cost of equipment already owned;
  - funding for equipment or supplies for future years of research if not occurring in the funding year (e.g. large fuel purchases);
  - administration fees (e.g. cost for recovery of light, heat, office and/or laboratory supplies); or
  - capital works and/or general infrastructures costs.
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## **APPLICATION PROCEDURE / FORMAT**

Applications may be submitted at any time, as there is no submission deadline. The NWMB will consider proposals for funding at their quarterly meetings in March, June, September and December of each year.

Applications can be submitted in Inuktitut or English and must comply with the format, content and submission requirements as specified in the application form. An application form can be downloaded from the NWMB's website ([www.nwmb.com](http://www.nwmb.com)) or by contacting the NWMB. A proposal should be submitted as a mature research plan ready for implementation. All details in the application must be current at the time of the submission and must be focused on the current funding year and not the long-term research plans for the project. Applicants are responsible for completing the application form checklist and ensuring that their applications are complete. NWMB staff may contact applicants to obtain more information concerning their applications during the evaluation process.

Applications must be submitted by a designated project leader who must take responsibility for the proposed project and the communication of the results. The NWMB defines a project leader as an individual who will: (1) be responsible for the direction of the proposed project; (2) assume the administrative and financial responsibility of the project; and (3) receive all related correspondence from the NWMB. In submitting a proposal, the Inuit organization and project leader are consenting to the application being publicly available.

At the time of submission of an application all obligations regarding previously funded projects involving the Inuit organization must have been fulfilled to the satisfaction of the NWMB. Such obligations include the provision of progress interim reports, interim financial reports, final financial reports and final reports. Any outstanding obligations will be factored into the scoring of the application by NWMB staff and may not be eligible for further funding.

Additions, deletions and modifications will not be accepted after submission, unless invited or pre-approved by the NWMB. Proposals may be withdrawn by providing written notice to the NWMB.

All applications will be assessed for completeness and issued an NWSF project number and the associated organization and project leader will be notified of this number for future communication. The organization and project leader are expected to use this NWSF project number in all future communications with the NWMB.

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## **FUNDING LEVELS**

The amount of funding available from the NWSF for the funding year will be decided annually by the Board as part of the annual budget review process in December. The NWMB will consider all eligible applications that meet the submission requirements based on their merits and in light of the funding available. Due to limited funding the NWMB may be unable to fund all worthy applications.

In selecting projects for NWSF funding, the NWMB strives to fund projects that will directly address the identified NWMB and regional wildlife management and research priorities (please refer to the current *NWMB Wildlife Management and Research Priorities* and *Regional Wildlife Management and Research Priorities* available from the NWMB and in future online at [www.nwmb.com](http://www.nwmb.com)).

Applicants may request NWSF funding in two ways:

1. Single year funding
2. Preliminary study funding

The NWSF does not provide multi-year funding; therefore a separate application is required for each year if the project requires more than one year to complete the project objectives.

### **SINGLE-YEAR FUNDING**

Individual projects may request single-year funding up to **\$30,000**.

The NWMB recognizes the complexity of wildlife research and understands that most wildlife research projects are not completed in a single year. Applicants should be aware, however, that the NWMB will not fund projects that are long-term continuous monitoring projects.

Applicants may apply for single-year funding for a project that was previously funded. However, receiving funding during one funding period does not guarantee that the project will be funded in future years. In addition, each year's application must state the rationale and research plan for that funding year.

### **PRELIMINARY STUDY FUNDING**

Individual preliminary studies may request up to **\$7,500**.

Preliminary studies should be designed to allow for community consultation and/or the formation of a project design in consultation with co-management partners or consultants prior to a full funding request. The maximum amount of preliminary study funding that can be awarded each funding year is 25% of the total funds available to allocate.

Examples of project focuses that would be eligible for preliminary study funding are the following:

- Contracting of consultants or Government departments to assist in development of research design
- consultation on research methods prior to development of research project;
- consultation on community support for a proposed study;
- consultation on level of community involvement and participation in a research project;
- consultation on how to include Inuit Qaujimajatuqangit (IQ)/Traditional Ecological

Knowledge (TEK) in a research project.

While research may be undertaken during this preliminary year of work, it will not be a requirement of the funding. A single project will only be eligible for preliminary study funding once. The NWMB expects that the results obtained while receiving preliminary study funding will lead to the development of a research project in future years.

All successful applicants of preliminary study funding are required to fulfill the NWSF reporting requirements.

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## **UNUSED FUNDS**

Successful applicants should be aware that any funds remaining unused at the end of the project must be returned to the NWMB with the Final Financial Report.

The NWSF does not allow the carry-over of funds from one year to the next.

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## **MANAGEMENT AND RESEARCH PRIORITIES**

The NWMB will establish its own Wildlife Management and Research Priorities and will develop Regional Wildlife Management and Research Priorities through the completion of regional workshops once every three years.

Proposals will have a better chance of being funded if they address an NWMB or regional priority (please refer to the current *NWMB Wildlife Management and Research Priorities* and *Regional Wildlife Management and Research Priorities* available from the NWMB and in future online at [www.nwmb.com](http://www.nwmb.com)). Applicants must clearly indicate how the project will address one of the priorities in the appropriate section of the NWSF application.

The NWMB accepts a broad and simple definition of research as simply "finding things out". This can be done by western scientific methods, the gathering of Inuit Qaujimagatuqangit (IQ)/Traditional Ecological Knowledge (TEK), or a combination of the two. The NWMB encourages the use of available IQ/TEK in research to the extent possible and demonstration that this information has been considered in the study's goals, objectives, and design.

The NWMB expects that the relevant HTO(s) or RWO(s) will assist with the identification of appropriate knowledge holders to obtain information. In addition, projects that include or incorporate TEK/IQ should commit to identifying key informants in reports, presentations, and publications, unless confidentiality has been specifically requested.

The NWMB is not an economic development agency; hence resource development activities such as experimental harvesting programs, product development and marketing studies will generally not be considered for funding. Similarly, the NWMB is not primarily focused on effects to human health or related issues. Research on contaminants, animal health and diseases, etc. will be considered insofar as they concern the productivity or health of the wildlife populations themselves, which must clearly be outlined in the application.

Projects that involve the compilation of existing data will not be funded, unless this is an integral part of a project which is judged to be necessary in meeting wildlife management and research priorities. In such cases, the proposal must include a detailed basis for and statement indicating, the management or research objectives to which the data would contribute and provide the specific questions to be addressed. Projects that involve the development of research aids and tools (including computer programs), must include a detailed basis for, and statement indicating, the research objectives to which these activities would contribute and provide the specific research questions to be addressed.

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#### **CONSULTATION REQUIREMENTS:**

The NWMB anticipates that most research will be done with the cooperation and active participation of local people. For NWSF projects that affect more than five communities, a letter of support from the affected RWO(s) is required.

In cases where the project leader is denied or is unable to obtain a letter of support from the RWO(s), the NWMB will still consider to fund a project if the applicant has done a conscientious job of consulting, and there are no objections from the communities (although communities may not have sent a letter of support).

The NWMB requires the following demonstration of conscientious consultation, when RWO letters of support have not been obtained:

1. Details of the attempted consultation;
2. Evidence of adequate communications with the affected HTO(s)/ RWO(s):
  - a. all the information provided to them; and
  - b. a reasonable opportunity to express their interests and concerns;
3. All HTO and RWO responses to follow-up communications.

The NWMB expects that organizations will report the results of their work to local communities. Plans for community reporting must be provided in the application. Copies of community reports must also be provided to the NWMB. The NWMB recommends that all projects provide in-community reporting of the results but understands that due to logistics and costs that this is not always possible.

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#### **REPORTING REQUIREMENTS**

The following reports are required by the NWMB:

<b>Quarterly Application Deadline</b>	<b>Interim Project Update and Financial Report</b>	<b>Final Project and Financial Report</b>
March	January 15 <sup>th</sup>	June 30 <sup>th</sup>
June	April 15 <sup>th</sup>	September 30 <sup>th</sup>
September	July 15 <sup>th</sup>	December 31 <sup>st</sup>
December	October 15 <sup>th</sup>	March 31 <sup>st</sup>

It is the responsibility of the project leader to coordinate the submission of these reports. Failure to submit the required reports on time or in the proper format identified in this funding guide may result in the rejection of future funding requests from the Inuit organization.

Reports may be submitted by e-mail (preferred), fax or regular mail. If submitting electronically, do not send additional hard copies. Receipt of all reports will be acknowledged by the NWMB when received. For electronic submissions, the file names of each report should follow the following format: <NWSF project number> <organization> <type of report> <date of submission (year/month/date)> (e.g. 214-09-01-Grise Fiord HTO-Interim project report-100115).

Requests for extensions of the NWSF reporting requirements will be considered on a case by case basis, if a persuasive argument can be made for granting an extension. Requests for extensions must be made to the NWMB in writing two weeks in advance of the deadline of a report. If a request for extension is granted an agreed upon deadline for the report will be negotiated with the project leader and the NWMB.

All reports that are submitted after the deadline that were not previously granted an extension will be considered late and this will be factored into future funding requests.

#### **INTERIM PROJECT UPDATE**

The purpose of this update is to provide the NWMB with information on the progress of the project before new proposals are considered for the coming year. Interim Project should follow the format provided below.

There is no particular format for the interim updates, but should provide an indication of completed work, ongoing and planned work that has not yet been completed, known or anticipated results, employment and training provided to Nunavut residents and future plans. Interim updates do not need to be as detailed as final reports and should not exceed 4 pages. The following items are required to be included at the beginning of the interim updates.

##### Required information for Interim Project Updates:

1. NWSF Project Number: (e.g. 214-09-01)
2. Project Title: Provide a one to two sentence title as identified in your application for funding.
3. Project Leader: Provide name and contact information, including a telephone and email where you can be reached.

#### **FINAL PROJECT REPORT**

Final project reports will be used by the NWMB as the basis for making decisions about the wildlife population in question, if required. Final project reports are, and should follow the format provided below.

Final project reports should provide all relevant results and conclusions from the research. The final project report should be as detailed as possible, including all technical information. There is no page limitation for final project reports.

All NWSF final project reports will be uploaded to the NWMB's website.

**Required format for Final Project Reports:**

1. NWSF Project Number: (e.g. 3-09-01)
2. Project Title: Provide a one to two sentence title as identified in your application for funding.
3. Project Leader: Provide name and contact information, including a telephone and email where you can be reached.
4. Summary: Provide a non-technical summary of your project.
5. Project Objectives: Provide an analysis of the project objectives and achievements.
6. Materials and Methods: Provide information on materials and methods used during the research project.
7. Results: Provide analysis of results of the research, include all data collected.
8. Discussion/Management Implications: Provide explanations as to the possible current and future management implications arising from your research. Include recommendations pertaining to the NWMB's mandate.
9. Reporting to communities/resource users: Provide an updated schedule of consultations as per 5.2 of the NWSF application. Indicate any status or changes to schedule.
10. References

**INTERIM AND FINAL FINANCIAL REPORTS**

These reports should include projections of expenditures to the end of the fiscal year if research is still on-going.

Interim and final financial reports are required and are to be included with the Interim Project Update and the Final Project Report; both reports must follow the format provided below. Interim financial reports should not exceed 2 pages. The interim financial report may also serve as the final financial report if all research and expenses are complete prior to submission of the interim report. If the interim financial report is to serve as the final financial report, this must be confirmed to the NWMB in writing when the department provides its package to the NWMB.

Any significant variance (\$1000 or 10% on any line item) from the budget in the original proposal accepted by the NWMB must be explained.

**Required format for Financial Reports:**

1. NWSF Project Number: (e.g. 214-09-01)
2. Project Title: Provide a one to two sentence title as identified in your application for funding.
3. Project Leader: Provide name and contact information, including a telephone and email where you can be reached.
4. Original Project Budget: Provide a copy of the original budget from the application approved by the NWMB. Line items can be explained or expanded on using footnotes.
5. Original Contributions: Provide a table summarizing contributions of the NWMB and others, from the application approved by the NWMB with explanations of any variation from the original proposal.
6. Explanation of changes: Provide a list of any changes in the original project budget or original

contributions.

7. Financial Report: Provide a financial report using the below format.

Budget Item	Budgeted	Disbursed	Variance
<b>TOTAL</b>			

Balance, if any, to be returned to NWMB: \_\_\_\_\_

8. Explanation of variances: Provide a list of explanations of variances, if applicable.

9. Verification of information provided: Use the below statement and provide signature at end of report:

I certify that this is an accurate statement of the Board project funds received and disbursed in accordance with the joint contribution agreement.

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Project leader

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## PROPOSAL EVALUATION

The evaluation process of applications for NWSF funding involves a two-fold review process, which includes scoring of the proposals by NWMB's Wildlife Section staff and then a review by the members of the NWMB at its March meeting.

The NWMB's Wildlife Section evaluation is based on a set scoring system using four main criteria to determine a total score out of 100:

1. Research Priority (25 points)
2. Quality of Research (35 points)
3. Funding and Training (25 points)
4. Consultation and Reporting (15 points)

Applicants should be aware that not all proposals are brought to the NWSF review meetings for consideration by the NWMB Board members. A proposal must score at least 50 points to be considered. In addition, NWMB Board members are only presented with the top scoring proposals that together do not exceed 135% of the funds available for allocation. All organizations and project leaders will be notified in writing by the NWMB if their project will proceed to the second evaluation process.

The Board will publicly review the proposals in the second evaluation process at the NWSF meeting. NWMB Wildlife Section staff will provide a briefing note summary of the project based on the information provided. Applicants are not required to present their proposals to the Board. However, applicants are allowed to sit-in during the Board's review of the proposals and are encouraged to do so



to respond to questions from the Board if possible. The NWMB recognizes that this is not always financially or logistically possible and attendance at the meeting is not factored into whether a project is funded or not.

Receiving a high score based on the scoring criteria does not automatically mean that a project will be funded. The Board considers a number of other external factors when determining which projects merit NWSF funding.

NWMB Board members have the right to make recommendations solely on the basis of their knowledge and expertise, and may:

- decide if the proposal meets the eligibility criteria set out in this funding guide;
- identify and consider any other additional information that the proposal or NWMB staff did not consider when recommending a proposal be funded or not funded;
- determine an alternative ranking of the proposals based on more recent priorities;
- assess and recommend different amounts of funding for a proposal; and
- create additional funding conditions prior to the issuance of funding.

#### **SCORING CRITERIA: MANAGEMENT AND RESEARCH PRIORITIES**

Management and research priorities are scored by NWMB Wildlife Section staff based on *NWMB Wildlife Management and Research Priorities* and *Regional Wildlife Management and Research Priorities* for a total score of 25.00.

The NWMB priorities are established by the Board based on the NWMB's primary and secondary objectives as outlined in subsections 5.2.33 and 5.2.34 of the Nunavut Land Claims Agreement. The NWMB's priorities can be found in the *NWMB Wildlife Management and Research Priorities* available from the NWMB and in the future on the NWMB's website ([www.nwmb.com](http://www.nwmb.com)). The NWMB priorities are ranked from 1 to 6, as determined by the NWMB every three years. The maximum point allocation for NWMB priorities is 7.50 points.

The *Regional Wildlife Management and Research Priorities* are established by the NWMB through regional workshops completed by the NWMB every three years. The regional priorities are ranked from 1 to 6, as determined by regional representatives. The maximum point allocation for these priorities is 17.50 points.

NWMB Priorities	<b>7.50 points</b>
Regional Priority	<b>17.50 points</b>

In order to qualify for the point allocations for the NWMB and regional priorities, the project's main objectives must address the priority and the results of the project must directly contribute to addressing the priority through the application of results. If a project addresses a number of priorities, the point allocation will be assigned based on the most relevant priority.

#### **SCORING CRITERIA: QUALITY OF THE STUDY**

The quality of research is scored by NWMB Wildlife Section staff based on three main criteria, for a maximum of 35.00 points.

Methodology and project design	<b>20.00 points</b>
Will the project provide information that will be applicable to the NWMB in its wildlife management activities in the near future (1-3 years)?	<b>10.00 points</b>
Project uses a combination of IQ/TEK and conventional scientific techniques	<b>5.00 points</b>

#### **SCORING CRITERIA: FUNDING AND TRAINING**

Funding and training is scored by NWMB Wildlife Section staff based on three main criteria, for a maximum of 25.00 points.

Financial contribution by the applicant to the project's costs	<b>8.00 points</b>
Financial contribution by other organizations to the project's costs	<b>2.00 points</b>
Person years contributed to the project by the applicant	<b>5.00 points</b>
Training and employment for Nunavut residents	<b>10.00 points</b>

#### **SCORING CRITERIA: CONSULTATION AND REPORTING**

Consultation and reporting is scored by NWMB Wildlife Section staff based on three main criteria, for a maximum of 15.00 points.

Regional or community pre-study consultation and support for project (e.g. letters, phone calls)	<b>8.00 points</b>
Plans for reporting to communities (e.g. in-community reporting, distribution of a report)	<b>4.00 points</b>
Plans for publications (e.g. community report)	<b>3.00 points</b>

Applicants are strongly discouraged from contacting the NWMB's Wildlife Section staff regarding the scoring of their proposal(s). The total scores will be publicly available when the Board conducts its review at its March meeting and will be available online at [www.nwmb.com](http://www.nwmb.com), however total scores will not be sent to individual applicants. In addition, the breakdown and rationale for the scores made by NWMB staff are not publicly available and are only made available to Board members upon request.

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#### **NOTIFICATION OF FUNDING DECISIONS AND FUNDING CONDITIONS**

All individual applicants and departments will be advised through written notification of the NWMB's funding decisions. Projects that have been approved for funding will also be notified of the funding conditions that are required to be met. Projects funded by the NWSF must provide confirmation in writing of other funding identified in the proposal being approved.

For projects that have not met the NWSF consultation requirements at the time of NWMB approval, funding will be conditional on the project meeting the NWSF consultation requirements. The NWMB may also establish additional funding conditions prior to funding being issued.

Requests for extensions to meeting NWMB funding conditions will be considered on a case by case basis, if a persuasive argument can be made for granting an extension. If a request for an extension is granted an agreed upon deadline will be negotiated with the project leader and the NWMB.

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#### **CONTRIBUTION AGREEMENT:**

Once the funding conditions have been met, the NWMB will negotiate a Contribution Agreement with the associated Inuit organization. NWMB staff will contact the project leader to negotiate the Contribution Agreement.

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#### **Annual schedule for the NWSF and Important Dates**

<b>Inuit and community-based organizations advised of:</b> <ul style="list-style-type: none"> <li>Any changes in NWSF Policy;</li> <li>Any changes in the NWMB and Regional Wildlife Management and Research Priorities; and</li> <li>Any changes to the due date for project applications for next fiscal year.</li> </ul>	October 31 <sup>st</sup>
<b>The NWMB meets to decide funding level for the next fiscal year.</b>	December

Applications can be submitted throughout the year; however, the quarterly NWMB Board meeting at which applications are approved will be used to determine the following deadlines				
<b>NWSF application submission deadline</b>	January 15 <sup>th</sup>	April 15 <sup>th</sup>	July 15 <sup>th</sup>	October 15 <sup>th</sup>
<b>Quarterly NWMB Board meeting at which application was approved</b>	March	June	September	December
<b>NWMB provides written notification of funding decision</b>	Mid-April	Mid-July	Mid-October	Mid-January
<b>Contribution agreements issued and funding disbursed</b>	August 1 <sup>st</sup>	November 1 <sup>st</sup>	February 1 <sup>st</sup>	May 1 <sup>st</sup>
<b>Interim Project and Financial Update</b>	January 15 <sup>th</sup>	April 15 <sup>th</sup>	July 15 <sup>th</sup>	October 15 <sup>th</sup>
<b>Final Project and Financial Report</b>	June 30 <sup>th</sup>	September 30 <sup>th</sup>	December 31 <sup>st</sup>	March 31 <sup>st</sup>

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#### **CONTACT INFORMATION**

NWMB staff are available to provide general advice and clarification but are not able to comment on draft applications or enter into correspondence on the detail of applications. Prior to contacting NWMB staff this funding guide should be reviewed carefully.

All NWSF email inquiries should be sent to the below email address, upon which you will be forwarded to an appropriate NWMB staff member. All email inquiries must include "NWSF inquiry" in the subject line.

**NUNAVUT WILDLIFE MANAGEMENT BOARD**

**P.O. Box 1379, Iqaluit, NU, X0A 0H0**

**Phone: (867) 975-7300**

**Fax: (867) 975-7320**

**E-mail: [receptionist@nwmb.com](mailto:receptionist@nwmb.com)**

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