


UNGALUK GUIDELINES



General information

- The Ungaluk Safer Communities program opens its call for proposals between June and September every year.
- Decisions are made every year in December.
- If there is any remaining funding available after this call, a second call will take place in January.
- Once approved, projects funded under Ungaluk can start any time between January 1 and December 31.
- For projects through the Northern Villages, Mayors and Secretary Treasurers must be aware of the project and administration fees can be used to cover expenses related to the NV acting as the fiduciary of the project.
- All projects applying for Ungaluk funding are evaluated according to:
 1. Eligibility.
 2. The priority areas and objectives, target groups, and criteria of the Ungaluk Funding Program.
- Ungaluk could authorize a project for a period of one (1) year.
- The project manager will have to fill out the Appendix A in the application form if he/she wants funding for more than 1 year and less than 3 years.
- Selected projects can follow their own fiscal year, but must follow the requirements for reporting detailed in the Funding Agreement.
- Priority areas and objectives will be determined each year by the Ungaluk Advisory Committee.
- In exceptional circumstances, and if there are remaining funds, funding requests made outside the period for the submission of applications and could be approved by Makivik and KRG presidents.



Project selection

Projects undergo two stages of scoring.

1. Eligibility

The first stage assesses the eligibility of projects. During this first stage, projects are assessed according to the following:

- The application form is complete
- The organization or institution managing the project is an eligible recipient
- The project's expenses are eligible

Eligible recipients:

- An organization or institution that serves the interests of the James Bay and Northern Quebec Agreement (JBNQA) Inuit beneficiaries.

Organizations or institutions from outside of Nunavik will need to be represented by one that serves the interests of the James Bay and Northern Quebec Agreement (JBNQA) Inuit beneficiaries.

- An individual Inuit beneficiary if the sponsoring organization is a Northern Village (NV) or registered organization or institution.
- Proponents must demonstrate appropriate support from relevant community and/or regional organizations e.g. Letter of Support or by Resolution.
- Project must have at least 1 partner that does not include person/organization running the project.

Eligible expenses:

Eligible expenses must be directly related to the implementation of the project (e.g. salaries, office rent, office supplies, and communication costs). Please note that the Ungaluk Joint Executives will take into consideration the fact that some rates may vary per community.

Eligible expenses include:

- Salaries and benefits
 - Salary costs must be less than 100% of the total project costs.
 - The project can claim salaries that follow the regional standards. Applicants need to send in job descriptions to determine rates.
 - Guides can claim a maximum of \$200/day/person.
 - The project cannot claim staff benefits and group insurance unless the project manager provides proof of a group insurance in place that pre-dates the application to the Ungaluk staff along with the project application.
- Travel
 - All travel expenses relevant to project activities.
 - Travel costs must be less than 100% of the total project costs.
 - The project can claim a maximum of \$125/day for all transport equipment (e.g. vehicle rental), excluding gas and oil, which can be claimed separately.
 - The project can claim a maximum of \$250/night/person (hotel in Nunavik) or \$125/night/person (hotel in the South).
 - The project can claim a maximum of \$80/night in the North for private accommodation.
 - The project can claim a maximum of \$40/night in the South for private accommodation.
 - The project can claim per diems in the North: A maximum of \$80/day/person (if meals are not provided) or \$15/day/person for incidentals (if billeting and meals are provided)
 - Breakdown:
Breakfast: \$14.00
Lunch: \$21.00
Supper: \$30.00
Incidentals: \$15.00/day
 - The project can claim per diems in the South: A maximum of \$65/day/person (if meals are not provided) or \$10/day/person for incidentals (if billeting and meals are provided)
 - Breakdown:
Breakfast: \$12.00

Lunch: \$18.00
Supper: \$25.00
Incidentals: \$10.00/day

- Materials
 - All material related expenses relevant to the project activities (e.g. office supplies, equipment).
- Administration
 - Administration costs can vary depending on a clear explanation from the applicant regarding the complexity, the length and the total amount of the project.
 - Regional organisations with governmental core funding and operational budget cannot claim for administration costs (e.g. KRG, KSB, NRBHSS).
- Infrastructure costs for permanent facilities
 - The project can claim a maximum of 50% of the operating costs of the facility. Applicants must provide a concrete plan for covering infrastructure and capital costs in the long term, including funding from other sources. In the event that applicants prove that they have been unsuccessful in retrieving other sources of funding, all operating costs of the facility may be funded.

Funding will not be provided for:

- Projects requesting 100% of their budget from the Ungaluk Funding Program
In the event that applicants prove that they have been unsuccessful in retrieving other sources of funding, the Ungaluk Joint Executives may take into consideration funding 100% of project costs, if the application is successful.
- Salaries or honorariums for project participants
- Salaries or honorariums for Board members
- Projects requesting Ungaluk to cover only infrastructure, as it must be linked to a crime prevention project with activities
- Projects requesting Ungaluk to cover only salary costs (100% Ungaluk budget is salaries)
- Projects requesting Ungaluk to cover only trips/travel (100% Ungaluk budget is trips/travel)
- Organizations or institutions with incomplete projects funded by the Ungaluk Funding Program (incomplete reports, unclosed projects)
- Fees for housing of staff members or consultants
- Rental of tents and cabins

- Budgets not including crime prevention project activities (e.g. funding requests for salaries and infrastructure only)
- Graduation trips
- Festival related music equipment
- Buying equipment for a project (e.g. skidoo)

2. Criteria, Priority goals, target groups

If all eligibility items are met, the projects go on to the second stage of assessment. All projects that have reached the second stage are scored according to the priorities and criteria of the Ungaluk Funding Program.

Criteria:

- The project focuses on one of the Ungaluk priority areas and target groups
- The project addresses specific issues and the causes of the issues.
- The project has a focus on crime prevention.
- There is a clearly demonstrated need for the project.
- The project is based in solid partnerships.
- The project takes into consideration the culture (Inuit language, traditional skills etc.) of all of Nunavimmiut.
- The applicant has presented the impact of the project by providing short, medium and long-term expected results.
- The organization has the ability and experience to implement the project.
- The project has guaranteed funding from other sources.

Ungaluk Priority Goals :

Ungaluk Priority Goal #1- To reduce substance(s) abuse and or addiction(s)

Why this goal for Ungaluk? Nearly 70% of major crimes in Nunavik are directly related to drugs and or alcohol abuse, so we need to do something about it.

Inputs – What we invest ⇒	Activities How to reach the goal? ⇒	Outputs How to measure impact ⇒	Outcomes – Impact
Funding invested in: - Infrastructure - Equipment - Organizational staff - Project/program activities	Substance abuse prevention program	# Substance abuse programs #people completed the programs Outcomes of participants # program clients involved in criminal offence under the influence of substances (before and after the program)	Improvement in personal and social functioning Improvement in mental and physical health Reduction in substance use and other health risk behaviours Improved access to a support network Reduction in crimes committed under the influence of substances Clients got a job, or are enrolled in school or adult education
	Day-time counselling or residential programs	# Day-time counselling sessions # participants Outcomes of participants	
	Support groups for people struggling with substance use	# Support group sessions # participants Outcomes of participants	
	Employment and educational services for those in treatment and for those coming out of treatment	# jobs obtained # people enrolled in school or adult education	

Ungaluk Priority Goal #2 - To prevent violence and other crimes (adults and or youths)

Why this goal for Ungaluk? Ungaluk was created to prevent crime and violence in Nunavik.

Inputs – What we invest ⇒	Activities How to reach the goal? ⇒	Outputs How to measure impact ⇒	Outcomes – Impact
Funding invested in: - Infrastructure - Equipment - Organizational staff - Project/program activities	To ensure that a prevention approach is used as a first measure in any intervention	# prevention sessions run by the police # participants Knowledge of participants before and after session # interventions by KRPF based on a preventive approach	Less arrests Increased knowledge on certain public safety issues




Ungaluk Priority Goal #3 -To promote social integration or reintegration (prevent offending or reoffending)

Why this goal for Ungaluk? Individuals who come back to the community after being in jail or in treatment need support from their community members so they can build a healthy life. If there is no support, they could fall back into negative behaviours.

Inputs – What we invest	Activities How to reach the goal?	Outputs How to measure impact	Outcomes – Impact
Funding invested in: - Infrastructure - Equipment - Organization staff - Project/program activities	Rehabilitation services (transition or half-way house)	# People accessing rehabilitation services Outcomes of people who completed the programs	Improved quality of life following treatment Successful reintegration of ex-offenders and those exiting treatment services Increased awareness on reintegration Ex-offenders got a job, or are enrolled in school or adult education
	Services for offenders in jail, when they are released from jail or on conditional liberation	# sessions in counselling or treatment # offenders accessing services Outcomes of offenders	
	Workshops to community members on reintegration of offenders	# Workshops Knowledge and perception before and after workshop	
	Employment and/or educational programs for ex-offenders	# jobs obtained by ex-offenders, # ex-offenders enrolled in school or adult education	




Ungaluk Priority Goal #4 - To address trauma and/or mental health

Why this goal for Ungaluk? Some Nunavimmiut are suffering from past trauma or mental health issues and they need support.

Inputs – What we invest 	Activities How to reach the goal? 	Outputs How to measure impact 	Outcomes – Impact
Funding invested in: - Infrastructure - Equipment - Organization staff - Project/program activities	Suicide prevention programs	#Suicide prevention sessions #participants Outcomes of people who attended the programs	Improvement in personal and social functioning Successful reintegration of those exiting treatment services Clients got a job, or are enrolled in school or adult education
	Counseling and treatment programs for adults, youth, ex-offenders and people in jail	# Counseling and treatment sessions #participants Outcomes of people who completed the programs	
	Short and long-term placement of people with mental health problems	# people in short and long-term placement centers Outcomes of people who completed the programs	
	Employment and educational services for those in treatment and for those coming out of treatment	# jobs obtained # people enrolled in school or adult education	

Ungaluk Priority Goal #5 - To assist victims of crime and violence

Why this goal for Ungaluk? Many Nunavimmiut have been victimized and they need support.

Inputs – What we invest 	Activities How to reach the goal? 	Outputs How to measure impact 	Outcomes – Impact
Funding invested in: - Infrastructure - Equipment - Organization staff - Project/program activities	Services for victims	#counseling sessions #information sessions #participants Outcomes of people who used the services	Improvement in quality of life following services Increased knowledge on effects of victimization and available services Increased reporting by victims

Ungaluk Priority Goal #6 - To build parental skills and/or encourage safe family

Why this goal for Ungaluk? A positive family environment is the most important thing for a child. Parents need to be good role models for their children. Parents sometimes need help to support their children and offer them a safe home.

Inputs – What we invest ⇒	Activities How to reach the goal? ⇒	Outputs How to measure impact ⇒	Outcomes – Impact
Funding invested in: - Infrastructure - Equipment - Organization staff - Project/program activities	Programs for parents and caregivers on building parental skills	#Parenting skills sessions # parents / caregivers who completed the program Knowledge of parents/caregivers before and after Outcomes of parents/caregivers who used the services	More parents and caregivers have acquired and retained knowledge and information related to parenting and child rearing. More parents and caregivers have built the capacity to promote positive youth development. More parents and caregivers are equipped to provide basic needs.
	Support group for parents and caregivers	#Support group sessions #participants Outcomes of parents/caregivers who used the services	

Ungaluk Priority Goal #7 - To prevent school drop-out and/or to promote educational opportunities

Why this goal for Ungaluk? The rate of youth dropping out of school is very high in Nunavik. Finishing school is important for having a positive future, getting a job, etc. Support is needed to keep youth in school, and to help those youth who have dropped out.

Inputs – What we invest ⇒	Activities How to reach the goal? ⇒	Outputs How to measure impact ⇒	Outcomes – Impact
Funding invested in: - Infrastructure - Equipment - Organization staff - Project/program activities	After-school support for youth struggling in school	#after-school activities #participants Outcomes of participants who used the services	Reduction in school drop-out Improved desire to be at school Participants got a job, or are enrolled in school or adult education
	Counseling and therapy in school	# counselling or therapy sessions #participants Outcomes of participants	
	Anti-bullying programs in school	# Anti-bullying sessions #participants Outcomes of participants	
	Violence prevention programs in school	#Sessions #participants Outcomes of participants	
	Conflict resolution groups in school	# Conflict resolution interventions #participants Outcomes of participants	

	Employment and education for drop-outs	# jobs obtained by drop-outs # drop-outs enrolled back in school or adult education	
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Ungaluk Priority Goal #8 - To promote alternatives to and diversion from the criminal justice system

Why this goal for Ungaluk? The current judicial process in Nunavik does not meet the needs of Nunavimmiut. Also, many Nunavimmiut who commit crimes need support services instead of going to jail. Jail is not the solution to fixing Nunavik’s social issues. We need to provide more services for individuals who have been accused of committing a crime and for those who have been sentenced.

Inputs – What we invest	Activities How to reach the goal?	Outputs How to measure impact	Outcomes – Impact
Funding invested in: - Infrastructure - Equipment - Organization staff - Project/program activities	Services of the Nunavik Justice Committees Programs that offer alternatives to jail Community-based sentences	#justice coordinators #community-based sentences #people diverted	All communities in Nunavik are serviced by the justice committees Increased number of people diverted from criminal justice system Increased number of community-based sentences

Ungaluk Target Groups:

At risk

- Projects helping individuals who live in a high risk environment (heavy drinking, addiction, etc.) or have experienced past trauma and need support to prevent them from committing a crime or being a victim.

In difficulty

- Projects helping individuals who have committed a crime and are in jail, and need support to prevent them from committing another crime.
- Projects helping individuals who need treatment or are in a treatment program.
- Projects helping victims of crime and violence.
- Projects helping families with family members who have been a victim or have committed a crime.

Gaining stability

- Projects helping individuals coming out of jail who need rehabilitation and support (social, professional, economic, etc.) to prevent them from committing another crime.
- Projects helping individuals coming out of treatment who need ongoing support.
- These individuals also need support to become part of the community again.

Projects that score below 50% will not be considered by the Ungaluk Joint Executives. Projects that score 50% and above will be assessed by the Ungaluk Coordinator, who will make recommendations to the Joint Executives. The Joint Executives will use the project scores and the Coordinator's recommendations to make a final decision as to the funding of the projects.

Request for funding of less than \$ 50,000 is authorized by the President of Makivik and Chairperson of KRG.



Funding payment structure

Projects are funded for up to 1 year at a time, but given special circumstances, Ungaluk could exceptionally authorize a project for a period of more than 1 year but less than 3 years if given satisfactory justifications.

All applicants of selected projects have to enter into a Funding Agreement with Makivik Corporation, who has been given the authority to manage all funds associated with the Ungaluk Funding Program. This Agreement details the roles and responsibilities of each partner (Makivik and the Project manager), their obligations, the cash-flow and reporting requirements, deliverables, and payments.

10% of the project budget will be held back until the end of the project and will be released when all reports and financial statements have been reviewed and accepted by the Coordinator. Ungaluk staff may request any financial back-up for expenses incurred for the project and listed in the budget.

The expenses claims must be in accordance with the expenses in the contract.

The claims must be presented net of taxes. Ungaluk will not reimburse the portion of taxes an organization recuperates according to different tax groups.

Removal of funding:

- Funding will cease if deadlines are not met – upon non-compliance with a deadline, the recipient will be given 1 extension; if the requirements are not met by the end of the extension, funding will stop and a request for repayment may be issued.
- Funding will cease if the recipient does not provide adequate receipts for proof of payment, if requested.



Project Duration

For some projects, it is impossible to obtain meaningful results if the project duration is only one year (especially with regard to drug and/or alcohol abuse). In addition, some human resources already working in Nunavik (mostly residents) prefer not to leave the jobs they hold to work on a project whose duration is uncertain. Therefore, the Ungaluk Joint Executives, upon recommendation by the Ungaluk Coordinator, could authorize one or more projects considered important in terms of its priorities for a period of more than 1 year but not exceeding 3 years.



Reporting structure

All recipients are required to submit reports to the Coordinator. Each report must include an activity report detailing the activities that took place during the period and a financial report accounting for the funding that the project has received to date.

NOTE: details of the requirements for the reports will be stipulated in the Funding Agreement.



Changes in project scope

Once the Funding Agreement is signed, **no** changes can be made to the project activities, budget, or staff without the approval of the Coordinator.



Non-compliance

Recipients who do not comply with the terms and conditions of the Funding Agreement shall be required to repay all or part of the funds received from the Ungaluk Funding Program.

Projects must end on the exact end date proposed by the recipients.

Organizations or institutions with incomplete projects funded by the Ungaluk Funding Program (incomplete reports, unclosed projects) will not be eligible for funding in future calls.