



DEPARTMENT OF INDUSTRY, TOURISM AND INVESTMENT GRANTS AND CONTRIBUTIONS POLICY

1. STATEMENT OF POLICY

The Department of Industry, Tourism and Investment (ITI) may provide grants and contributions to a wide range of clients to advance initiatives that support its mandate of promoting economic self-sufficiency in the NWT and to create a prosperous, diverse and sustainable economy for the benefit of all NWT residents through:

- the promotion and support of tourism, film and media, trade and investment, business, and manufacturing and secondary industries; and
- the responsible development of NWT natural resource industries, including agriculture, commercial fishing, the traditional economy, and mineral and petroleum resources.

2. PRINCIPLES

This Policy is based on the following principles:

- (1) Investing in NWT businesses provides for the growth, diversification and sustainability of the economy by means of job creation and development opportunities.
- (2) Economic prosperity and community self-reliance results from a diversified economy, new and expanded NWT businesses, improved business knowledge and capacity, and business opportunities in existing and new sectors.
- (3) Programs and services should be delivered in an effective, transparent, timely and accountable manner and as close as practical to the people being served.
- (4) The design and delivery of programs and services should be based on a clear demonstration of need, benefit, sustainability, and shared risk.



3. SCOPE

This Policy applies to all grants and contributions provided by ITI and the eligible recipients thereof, including those detailed in the attached schedules.

Exceptions include:

- The Community Futures Program administered by NWT Community Futures Development Corporations.

Where there is a conflict or inconsistency between this policy and the provision of a separate policy establishing a funding program in support of the Department's mandate, the provision of the separate policy for that funding program will prevail.

Exceptions to the provisions of this policy will be allowed for in the attached schedules where approved by the Minister. Where a schedule deviates from the provisions of this policy, these exceptions will be expressly noted in the schedule.

4. DEFINITIONS

Funding means a grant or contribution, as defined in the *Financial Administration Manual*, provided to a recipient under this Policy.

Funding Agreement means a written agreement to provide funding to a recipient.

Funding Program means a program established as a schedule to this Policy or otherwise established through a separate policy to provide funding in support of the Department's Mandate.

5. AUTHORITY AND ACCOUNTABILITY

(1) **General**

This Policy is issued in accordance with Financial Management Board (FMB) direction to delegate to Ministers authority to establish grants and contribution policies. Authority and accountability is further defined in *Financial Administration Manual* Directive 800 and as follows:



(a) Minister

The Minister is responsible for establishing and publishing this policy.

(b) Deputy Minister

The Deputy Minister is accountable to the Minister for the administration of this Policy and all funding programs established under this Policy.

(2) Specific

(a) Minister

The Minister is accountable to the FMB for the implementation of this Policy. The Minister may:

- (i) approve changes to the Policy and its schedules;
- (ii) Set contribution limits for funding programs;
- (iii) establish, amend or terminate funding programs;
- (iv) execute funding agreements; and
- (v) delegate authority to the Deputy Minister.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability:

- (i) establish and amend requirements with respect to administrative procedures for funding programs, including evaluation frameworks and reporting requirements;
- (ii) Set contribution limits for funding programs as delegated by the Minister;
- (iii) further delegate the approval of grants and contributions to decision makers for each funding program;



- (iv) authorize a disbursement for a pending funding agreement before the funding agreement has been executed under specific circumstances;
- (v) delegate authority to rule on appeals and decisions;
- (vi) recommend changes to this Policy and its schedules to the Minister.

(c) Decision Maker

A decision maker is designated by and accountable to the Deputy Minister for the operation of funding programs. When approving a grant or contribution, a decision maker must:

- (i) review requests for funding, apply established criteria, and document decisions clearly, including information about how the decision was reached;
- (ii) communicate decisions and reasons to applicants in writing.

(d) Appeal Review Officer

If delegated, the Appeals Review Officer is accountable to the Deputy Minister for the management and administration of appeals decisions for funding programs.

6. PROVISIONS

(1) Eligibility

Eligibility is restricted to those individuals and entities that come within the scope of this Policy, and as detailed under individual funding programs, who are also in good financial standing with Corporate Credit and Collections with the Department of Finance at the time of application.

Related parties who are not in good financial standing with Corporate Credit and Collections may be considered when determining an applicant's eligibility for funding. ITI will refer to IB 625.02 of the Financial Administration Manual when considering related parties.



(2) Funding

Subject to this Policy, the Department may provide funding for purposes consistent with its mandate.

The Department shall only disburse funding to which it has executed a funding agreement, unless:

- (a) a funding agreement is pending and its terms are already known in accurate, sufficient and reasonable detail for the Department to execute funding;
- (b) exceptional circumstances require that the funding be disbursed prior to execution of the funding agreement;
- (c) the Department is confident that the funding agreement will be executed as soon as possible; and
- (d) the Deputy Minister has authorized the disbursement.

The Department shall not execute a funding agreement unless it complies with the terms and criteria established by the Comptroller General and there is a sufficient uncommitted balance in the appropriation for the Department for the fiscal year in which the expenditure is required.

(3) Funding Programs

[Section 805 of the Financial Administration Manual](#) applies to all funding through a grants or contributions program.

(a) Establishment

The Minister may establish or amend a funding program by amending the schedules in this Policy.

(b) Ongoing Contributions

An ongoing contribution may be used to fund a multi-year project if the schedule authorizes ongoing contributions.



(4) Funding that is not through a Funding Program

The Department shall not provide funding other than through a funding program unless:

- (a) the Minister has established and published eligibility criteria and a recipient selection methodology; or
- (b) the funding is provided on a one-time basis as a result of a decision of the FMB or a public agency's board. [Section 805 of the Financial Administration Manual](#) applies to all funding that is not through an established program.

(5) Accountability for Contribution Funding

All recipients for contribution assistance are responsible to account for funding received. This may involve granting GNWT access to audit financial statements. Recipients who fail to meet their commitments as outlined in the contribution agreement will be required to repay any amounts not accounted for.

- (a) The Department will have the discretion to forward overdue receivables to the Corporate Credit and Collection division of the Department of Finance if amounts are outstanding or not accounted for. Considerations include:
 - (i) the materiality of the amount;
 - (ii) the reason, based on the best information available to the Department, for the failure to appropriately account.

(6) Appeals

- (a) Applicants may appeal an application decision that resulted in a denial of funding. Appeals can be pursued on the grounds that:
 - (i) the applicant believes the provisions of the policy were not fairly and adequately applied; or
 - (ii) where new information has become available after submission to the approving authority.



Reasons other than (i) or (ii) above will not be considered ground for appeals.

- (b) Appeals must be made in writing to the Deputy Minister within 30 days of the decision. The Deputy Minister may choose to delegate authority for reviewing an appeal.
- (c) The Deputy Minister or delegated authority for reviewing an appeal may confirm, vary, or set aside the original decision. In the case that the Deputy Minister or delegated authority choose to vary or set aside the original decision, the Decision Maker may be required to issue a new funding decision.
- (d) Once a decision is made by the Deputy Minister or delegated authority, the applicant will be notified in writing. Appeal decisions are final with no further levels of appeals.

(7) Program Performance and Monitoring

All funding programs subject to this Policy are required to have monitoring and evaluation frameworks in place for the purposes of informing program planning, improvements to program design and implementation, and resource allocations.

- (a) The department shall ensure that:
 - (i) the program demonstrates how it intends to generate expected outcomes;
 - (ii) program outcomes are clearly defined and are attainable and that program performance measures represent accurate, reliable, and valid expectations; and
 - (iii) program monitoring occurs on a regular and consistent basis per the timeline established in the funding program.

(8) Reporting

- (a) Recipients



Recipients of funding under the programs subject to this Policy may be required to report on the outcomes of their project for the purposes of informing program evaluation and monitoring. This could include, funds spent, jobs created, funding leveraged, etc.

(b) Department

- (i) The Deputy Minister shall, during each fiscal year, report to the Minister on the funding the Department provided during the previous fiscal year.
- (ii) The Minister shall, during each fiscal year, report to the Legislative Assembly on the funding the Department provided during the previous fiscal year.

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 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 a special exception to the rules set out in this policy. Any exception will require substantiation in writing and must be recorded with the Department.

Minister
Industry, Tourism and Investment

Date



Schedules

Table of Contents

- A. Mining
 - 1. [Mining Incentive Program – Corporate](#)
 - 2. [Mining Incentive Program – Prospector](#)
- B. Tourism
 - 1. [Community Tourism Coordinator Program](#)
 - 2. [Community Tourism Infrastructure Contribution](#)
 - 3. [Tourism Business Mentorship Program](#)
 - 4. [Tourism Product Diversification and Marketing](#)
 - 5. [Tourism Training Fund](#)
 - 6. [Youth Mentorship for Tourism](#)
- C. Arts
 - 1. [Artist to Market Program](#)
 - 2. [Film Rebate Program](#)
 - 3. [Artist Travel and Tour Fund](#)
 - 4. [Arts Business Support Fund](#)
 - 5. [Arts Operating Fund](#)
 - 6. [Small Arts Project Grant](#)
 - 7. [Medium Arts Project Grant](#)
 - 8. [Large Arts Project Fund](#)
- D. Food and Agriculture
 - 1. [Agri-Food Funding](#)
 - 2. [Commercial Fishery Assistance Support Program](#)
 - 3. [Northern Food Development Program](#)
- E. Entrepreneurship
 - 1. [Support for Entrepreneurs and Economic Development](#)



Schedule A-1:

MINING INCENTIVE PROGRAM – CORPORATE

1. STATEMENT OF PROGRAM

Mineral exploration is vital to a healthy, sustained and productive mining industry. The Mining Incentive Program (MIP) is intended to stimulate and sustain mineral exploration activities throughout the Northwest Territories (NWT) and reduce the risk associated with mineral exploration. The MIP provides funding to exploration companies who propose new exploration projects or are already carrying out NWT mineral exploration work. Application is open to exploration projects from any stage of development from grassroots to advanced projects.

2. GOALS AND OBJECTIVES

- To increase the number of corporations participating in mineral exploration in the NWT;
- To increase the economic impact of mineral exploration.

3. PRINCIPLES

The Government of the Northwest Territories (GNWT) should encourage economic development in the mineral exploration industry by providing financial incentives to corporations who are currently or are looking to participate in mineral exploration activities in the NWT.

4. SCOPE

This Program applies to companies that have the legal right to conduct mineral exploration in the NWT.

5. PROVISIONS

1. Maximum Funding per Applicant:

Eligible corporate applicants may apply for exploration grants of up to 60 percent of eligible expenses to a maximum of \$240,000. Eligible expenses refer to the part of a program for which the MIP money is designated, not the overall program budget. This means a program would need to demonstrate \$400,000 worth of eligible expenses to qualify for a maximum grant of \$240,000.



2. Expense Limitations

No project may receive over \$500,000 in MIP assistance over the lifespan of the project.

Food/Consumables:

A maximum of \$70 per person per field day may be claimed for food and consumables, *e.g.*, bug spray, spray paint, toilet paper, *etc.* Such items may not be claimed as field gear. Food and consumables will be reimbursed as supported by time sheets.

Field Gear:

Field gear will be reimbursed as per submitted receipts.

Wage:

Wages must not exceed 40 percent of expenses claimed.

Fuel:

Fuel will be reimbursed as per submitted receipts. Fuel may account for a maximum of 35 percent of expenses claimed.

Travel:

Air travel expenses incurred within the NWT (to and within the field area) may be claimed as eligible expenses.

Analyses:

Analyses costs will be reimbursed as per receipts. Sample analyses and shipping may be claimed.

Equipment Rental:

Equipment rental will be reimbursed as per receipts. Self-owned equipment may be charged at 75 percent of the going commercial rate.

Self-Isolation:

Any NWT expenses incurred to comply with mandatory self-isolation periods will be considered eligible expenses for MIP funding.

Logistics and Expediting:

Any NWT expenses related to expediting or program logistics will be considered eligible expenses for MIP funding.

Report Preparation:

Report preparation may account for a maximum of 10 percent of the total grant.

6. APPLICATION PROCESS AND FUNDING

The MIP budget is limited, and a competitive evaluation process is used to determine the best applicants. It is expected that not all applications will be funded.

Corporate applications to the MIP will be comparatively scored based on the following criteria:

- innovation,
- past performance in the MIP,
- proposed exploration approach,
- use of NWT goods and services, and
- potential economic impact.



Proposals that are not funded initially may be offered funding later in the year, should funding become available.

Eligibility

- Companies with legal right to conduct mineral exploration in the NWT may apply for exploration grants.
- Applicants must possess a registered Canadian bank account for the transfer of grant money.
- Applicants may only submit proposals for areas in which they have the legal right to conduct exploration (information on staking is available at the [Mining Recorder's Office](#)).
- Applications must propose a well-conceived and technically-sound exploration program to be considered for MIP funding. Applications will be evaluated by the expert staff of the Northwest Territories Geological Survey (NTGS) and other divisions of the Department of Industry, Tourism and Investment (ITI).
- Applications that maximize the use of NWT goods and services will be ranked higher than comparable applications that do not provide this benefit to the NWT.
- Eligible expenses must be incurred during the GNWT fiscal year in which the application is for.
- It is the applicant's responsibility to ensure that the proper permitting is in place and that work programs comply with existing laws and regulations (information on the Mining Regulations is available at the [Mining Recorder's Office](#)).
- To remain eligible for MIP funding, applicants must be prepared at all times to demonstrate compliance with current orders and guidance from the Chief Public Health Officer (CPHO) of the NWT.
- Any project that fails to meet any MIP eligibility criteria will not be considered for MIP funding or may have allocated funding withdrawn.

1. Corporate MIP Evaluation Guidelines:

Corporate MIP applications are scored relative to one another based on the following categories:

- I) Past Performance in the MIP
- II) Proposed Exploration Approach
- III) Use of NWT Goods and Services
- IV) Innovation
- V) Potential Economic Impact



Eligible MIP Expenses:

MIP funded companies may claim expenses related to: food/consumables, field gear, wages, fuel, travel, analysis, equipment rental, self-isolation (if required), logistics and expediting, and report preparation.

- All claimed expenses, including subcontracted costs, must be supported with submitted receipts or invoices. Claims for wages and food/consumables allowances must be supported by time sheets.
- If an eligible expense is to be incurred in the NWT, it must be clearly indicated, and the name of the supplier must be provided.
- Eligible expenses not incurred in the NWT must also be clearly indicated.
- Specialized analysis, necessary to certain types of exploration, which are not available in the NWT, will not be counted against the NWT spending (*e.g.*, caustic fusion analysis for diamond exploration) for a project. If your program requires such analyses, please indicate this in your program proposal and application form.
- MIP staff reserve the right to refuse expenses they deem extraneous or ineligible.
- Applicants that do not make efficient use of MIP funding will not be approved, or will be ineligible for future funding.
- Eligible expenses must be incurred during the GNWT fiscal year for which the application is for

2. Ineligible MIP Expenses

- Capital expenses
- Staking costs
- Recording, renewing, grouping, transferring or otherwise acquiring or maintaining an interest in a mineral property
- Management, legal, or accounting fees
- Travel to the NWT
- Activities directly resulting in net income from mineral production
- Expenses related to reclamation
- Expenses related to consultation with local communities
- Personal expenses

3. Confidentiality:

Applications and proposals are always confidential and can be returned upon request. Final reports will be kept confidential for two years, before being made public on the NTGS website at <https://www.nwtgeoscience.ca/northwest-territories-geological-survey>.

Applicant name, project name, project location (NTS map sheet 1:50,000 if on claims, 1:250,000 if not), and the amount of MIP funding given will be made public.

Information provided in annual spending updates will be used to evaluate the impact of the MIP and will not be made public.



MINING INCENTIVE PROGRAM – PROSPECTOR

1. STATEMENT OF PROGRAM

Mineral exploration is vital to a healthy, sustained and productive mining industry. The Mining Incentive Program (MIP) is intended to stimulate and sustain mineral exploration activities throughout the Northwest Territories (NWT) and reduce the risk associated with grassroots mineral exploration. The MIP provides funding to individual prospectors who propose new exploration projects or are already carrying out NWT mineral exploration work.

2. GOALS AND OBJECTIVES

- To increase the number of prospectors participating in mineral exploration in the NWT;
- To increase the economic impact of mineral exploration

3. PRINCIPLES

The Government of the Northwest Territories (GNWT) should encourage economic development in the mineral exploration industry by providing financial incentives to prospectors who are participating in mineral exploration activities.

4. SCOPE

This Program applies to those who hold a valid NWT Prospecting License looking to do exploration work within the NWT.

5. PROVISIONS

1. Maximum Funding per Applicant:

Eligible prospectors may apply for exploration grants up to \$25,000.

2. Expense Timeline

Eligible expenses must be incurred during the GNWT fiscal year in which the application is for.

3. Expense Limitations

Wages:



Applicants may claim a maximum of \$100 per person per field day for themselves and one assistant. Wages must not exceed 25 percent of the total grant.

Food and Consumables:

A maximum of \$100 per person per field day may be claimed for food and consumables, e.g., bug spray, spray paint, toilet paper, etc.

Field Gear:

Field gear will be reimbursed as per submitted receipts.

Fuel:

Fuel will be reimbursed as per submitted receipts. Fuel may account for a maximum of 35 percent of the total grant.

Travel:

Air travel expenses incurred within the NWT (to and within the field area) may be claimed as eligible expenses.

Analysis:

Laboratory sample analysis costs will be reimbursed as per submitted receipts. Sample shipping may be claimed.

Equipment Rental:

Equipment rental will be reimbursed as per submitted receipts. Self-owned equipment may be charged at 75 percent of the commercial rate.

Professional Consultation:

Consultation with a professional geologist or professional engineer will be reimbursed as per receipts.

Logistics and Expediting:

Any NWT expenses related to expediting or program logistics will be considered eligible expenses for MIP funding.

To maintain the integrity of the MIP, funding recipients must demonstrate thoughtful and cost-effective budgeting. Even the appearance of unnecessary or careless spending can result in criticism that is harmful to individual projects and the overall program. To ensure the best use of funding (and to fund a more significant number of projects), the MIP scoring committee often disburses funding at less than the maximum ratio. Lower-scoring applications or applications where there is any question of budget use will receive reduced funding or no funding at all.

To obtain maximum funding, an application must meet the following criteria:

- The application must be top-scoring for the funding period (ranked top 3-5).
- The project application demonstrates funding efficiency on a per-item and overall basis.
- The application provides a clear justification for all spending, especially field gear
 - Less than 5 percent of the MIP funding request is for field gear
- MIP funding is not requested for non-critical items (i.e., it should not be treated as a wish list).
- The applicant does not have a history of over-estimating project expenses.
- The proposal outlines a significant contribution from the applicant and indicates a commitment to proceed.



6. APPLICATION PROCESS AND FUNDING

The MIP budget is limited, and a competitive evaluation process is used to determine the most worthy applicants. It is expected that not all applications will be funded.

Prospector applications to the MIP will be comparatively scored based on the following criteria: past MIP performance, proposed exploration approach, and use of NWT goods and services. Consult the **Prospector MIP Evaluation Guidelines** for a detailed account of how each evaluation criteria is assessed and scored.

Proposals that are not funded initially may be offered funding later in the year, should funding become available.

1. Eligibility:

- Applicants require a valid NWT Prospecting License (available at the [Mining Recorder's Office](#)).
- Applicants must possess a registered Canadian bank account for the transfer of grant money.
- Applicants may only submit proposals for areas in which they have the legal right to conduct exploration (information on staking is available at the [Mining Recorder's Office](#)).
- Applications must propose a well-conceived and technically sound exploration program to be considered for MIP funding. Applications will be evaluated by the expert staff of the Northwest Territories Geological Survey (NTGS) and other divisions of the Department of Industry, Tourism and Investment (ITI).
- Applications that maximize the use of the NWT goods and services will be ranked higher than comparable applications that do not provide this benefit to the NWT.
- It is the applicant's responsibility to ensure that the proper permitting is in place and that work programs comply with existing laws and regulations (information on the Mining Regulations is available at the [Mining Recorder's Office](#)).

2. Eligible MIP Expenses:

MIP-funded prospectors may claim expenses related to wages, food/consumables, field gear, fuel, travel, analysis, equipment rental, self-isolation (if required), logistics and expediting, and professional consultation.

- All claimed expenses must be supported with submitted receipts or invoices, with the exception of wages. Wages will be reimbursed at a daily rate per person.
- The MIP staff reserve the right to refuse expenses they deem extraneous or ineligible.
- Applicants who do not make efficient use of MIP funding will not be approved or will become ineligible for future funding.
- The same expenses may not be submitted to multiple GNWT funding programs (*e.g.*, MIP, SEED, Prospector Support Program). Partially funded MIP projects may submit revised budgets to the MIP coordinator and if approved may submit unfunded expenses to the Prospector Support Program.



- Eligible expenses must be incurred during the GNWT fiscal year in which the application is for.
3. Ineligible MIP Expenses:
- Capital expenses
 - Staking costs
 - Recording, renewing, grouping, transferring, or otherwise acquiring or maintaining an interest in a mineral property
 - Management, legal, or accounting fees
 - Travel to the NWT
 - Activities directly resulting in net income from mineral production
 - Expenses related to reclamation
 - Expenses related to community consultation
 - Personal expenses
4. Confidentiality:

Applications and proposals are always confidential and will be returned upon request. Final reports will be kept confidential for two years, before being made public on the NTGS website at <https://www.nwtgeoscience.ca/northwest-territories-geological-survey>



Schedule B-1

COMMUNITY TOURISM COORDINATOR PROGRAM

1. STATEMENT OF PROGRAM

Tourism offers opportunities for economic development in all the communities of the Northwest Territories (NWT). However, many NWT communities are challenged by the lack of capacity to leverage these opportunities through the development of market and export ready tourism products and packages.

Through this initiative, the Department of Industry, Tourism and Investment (ITI) is furthering its mandate of support for tourism development, by enabling capacity-challenged communities to develop sustainable marketable tourism products and packages.

Community Tourism Coordinator positions are a critical component for enabling the development of market and export ready tourism products and packages for communities. These Coordinators will act as one-stop shops in NWT communities with an interest in tourism for developing products, creating packages out of these products, aligning these packages with markets and enabling these products/packages to be sold to either tourism wholesalers or retailers.

These positions are not GNWT positions and in some instances will be seasonal depending on the community and the available tourism products.

2. GOALS AND OBJECTIVES

- To build capacity within NWT communities for the sustainable development of tourism as an economic driver and catalyst for the enhancement of quality of life in communities;
- To support one-stop shop windows through the Community Tourism Coordinator positions for the development of marketable tourism products and packages in qualified NWT communities;
- To increase the number of quality sustainable tourist products in qualified NWT communities;
- To increase the total number of marketable tour packages to qualified NWT communities;
- To enhance the quality of tourism products and packages available in qualified NWT communities and the overall NWT tourism product; and
- To increase total tourist visitation and spending to NWT communities.

3. PRINCIPLES

In developing and applying this Program, ITI will be guided by the following principles:

- The GNWT is a partner with other levels of government and communities for financing the Community Tourism Coordinator positions and expects communities to also contribute financially and in-kind towards the operations of these positions.



- Financing for these positions is through a Contribution Agreement (CA) to identified community organizations only and will not involve the set up and maintenance of operations by the GNWT.
- Successful applicants will be selected through a rigorous community tourism readiness assessment criteria developed by ITI.
- All requests for financial assistance will be considered in a process that provides for timeliness, objectivity and transparency.
- Program information will be readily available to all communities of the NWT.
- The GNWT will not assume any human resource-related responsibilities towards any of these positions.
- The GNWT portion of the financing for these positions is limited to available specific approved funding and subject to appropriation.

4. SCOPE

This policy applies to community organizations that are part of the governance institutions of the community or are community owned.

5. PROVISIONS

1. General Funding

- Successful applicants will receive up to of \$50,000, through a contribution agreement with ITI.
- The amount disbursed will be subject to a minimum \$15,000 or 30 percent equity (whichever is greater) from the applicant community, applied towards the total cost of maintaining the position including wages, pension and health benefits, cost of living allowance and other allowances.
- Equity will be based on the total cost of maintaining the position excluding office operations cost.
 - Where two or more communities jointly submit an application to the Program, the equity will remain the same: \$15,000 or 30 percent of total cost of the position (whichever is greater).
 - Office operations cost will not be considered for the equity.
- All allocations are subject to funding availability.

2. Exceptions and Special Circumstances

- Under special circumstances, determined at the discretion of the Minister of ITI, exceptions to the general funding requirements above may be applied.

3. Responsibilities of Community Organization

- Program funding is for a period of time and not per employee. If for example, a community gets a two-year funding commitment from ITI pending funding appropriations and after the probation period decides that they no longer want the employee in the position, they will be entitled to only the remaining portion of fund for the new employee.
- Cost of living calculations will be applied based on the GNWT northern cost of living index.



- All positions funded through the Program should be entitled to benefits commensurate with all other benefits provided by the applicant organization to their employees.
 - When submitting proposals to the Program, applicant communities must demonstrate the benefits these positions will be entitled to.
- 4. Term and Conditions of Coordinator Position
 - Successful applications will involve an initial two-year commitment from ITI pending funding appropriations.
 - A CA will be issued on an annual basis and is subject to performance reviews and availability of funds.
 - Successful applicants will be provided the job description for these positions as part of the CA for the Program. Organizations that wish to add duties to the position must ensure that this does not contradict the basic job description terms.
 - Any additional duties to the position should be in a related field, such as economic development and festival or events management, but cannot exceed 30 percent of the workload.
- 5. Termination of Coordinator Position
 - Where a position is terminated as a result of automatic cancellation of funds for breach of CA terms or for performance-related issues prior to the end of the contract, the remaining funds can be applied towards termination benefits. However, the balance after payment of termination benefits will be reimbursed to ITI by the recipient community.
 - Termination for whatever reason automatically leads to suspension of funding.
 - The Regional Superintendent of ITI must grant permission in writing before funds can be switched to a new employee for the position.

7. APPLICATION PROCESS AND FUNDING

Application communities will submit an application form, a consent form and a detailed proposal to the Regional Tourism Development Officer (TDO) of ITI for their region, outlining the need for the coordinator position for their community or communities.

Two or more communities may jointly apply to the program. A joint application must identify one community organization responsible for operations of the position.

ITI will provide a list of questions and a sample proposal for minimum information required; however, communities are encouraged to be as detailed in their proposal as possible.

Each proposal should include the following:

- The community tourism development strategy.
- A description of the organization that will support the position.
- The proposed budget for the positions including wages, health and pension benefits, cost of living benefits and other associated benefits commensurate to that of the other employees of the organization.



Upon receipt of the application the Regional TDO will make a recommendation to their ITI Regional Superintendent, who will then forward the application to the selection committee for the program.

1. Assessment Criteria

Applicants will be assessed based on the criteria indicated below:

- Clearly expressed community desire for tourism development through a community tourism strategic plan or economic development plan.
- Clearly expressed financial support and commitment from the applicant for the Community Tourism Coordinator positions.
- Demonstrated capacity to operationalize the position.
- Availability of recognizable tourist attractions or potential tourist attractions and experiences within the community.
- The potential for packaging tourist attractions, products and experiences within the community or in close proximity to the community
- Availability of accommodation infrastructure or clearly expressed financial commitment to developing accommodation infrastructure in the community.
- Ease and affordability of access to the community.
- Availability of food services or clearly expressed desire to develop food services in the community.
- The number of Licensed Tourism Operators operating within the community or within the vicinity of the community.
- Availability of tourism related services within the community or in close proximity to the community
- Availability of events/festivals and a strong commitment towards leveraging the opportunities presented by events and festivals.
- Availability of trained labour pool for the tourism services or a clearly expressed willingness and commitment to work with GNWT and other relevant stakeholders to enhance the service skills sets of community residents interested in tourism employment.
- Community health and wellness.
- Availability of tourism champions within the community.
- Competing industries for the tourism labour pool in the community.

A matrix with a weighted point system will make use of the assessment criteria to determine successful applicants to the program in any given year.

2. Eligibility Criteria

- The Program provides funds to community organizations in NWT communities towards the hiring and maintaining of the position of Community Tourism Coordinators.
- Only community organizations that are part of the governance institutions of the community or are community owned will be eligible to apply to the Program. This may include organizations such as municipal councils, band councils, community governments, land claim organizations, community economic development and investment corporations, Chambers of Commerce, etc.



- Privately-owned for-profit organizations are not eligible to apply to the Program.

3. Priority Communities

Applicants will be assessed based on the criteria indicated below:

- Communities that have indicated a concrete desire to develop tourism through a tourism development strategy or an economic development strategy with a strong emphasis on tourism development.
- Communities that have an organization capable of providing operational support to the position. This will be an organization that is part of the governance institutions of the community or is community-owned but cannot be a privately-owned for-profit business.
- Communities that have the ability and willingness to contribute the minimum \$15,000 or 30 percent equity (whichever is greater) for the Program.
- Communities with an excellent score on the community tourism readiness assessment criteria matrix.

4. Selection Process

- A committee made up of all the Regional Superintendents of ITI and chaired by the Director of Tourism and Parks, ITI, will be the selection committee and will be convened to decide on all applications to the Program.
- The selection committee will make a recommendation to the Assistant Deputy Minister (ADM), Economic Development, ITI, who is responsible for approving the successful applicants.

5. Application Notification

- After approval by the ADM, all applicants will be notified by email of the decisions.
- A CA will be issued by the Regional Superintendents of ITI to the successful applicants.

6. Reporting and Monitoring

- Successful applicants will be required to report twice a year on the performance of the position to the Regional Superintendent of ITI in their regions.
- In addition, successful applicants will also be required to submit an audited report on the budget for the position once a year to the Regional Superintendent of ITI for their region.
- Successful applicants will be required to submit a detailed audited report on the operations budget for these positions once a year.
- Performance indicators for the Program will include but are not limited to the following:
 - Total number of marketable tour packages created through these positions.
 - Total number of quality sustainable tourist products developed in the communities through these positions.



- Increase in the quality of tourism products and packages available in communities with these positions.
- Increase in community tourism readiness capacity building programs through these positions.
- Increase in total tourist visitation and spending to the communities.
- The Regional Superintendents of ITI may establish additional reporting requirements and performance measures for recipient communities from their region.

7. Eligible Expenses

- The funds can only be used for human resources-related purposes such as payment of wages, benefits and professional development.
- Funds will be provided to the qualified organizations to hire coordinators for an initial two-year period subject to a six-month probation period and funding appropriations. This will be renewable based on positive performance evaluation results.
- Job descriptions for these positions will be the same for all funded positions through the Program but compensation and benefit rates may differ based on the specific context of the community, especially taking into consideration differences associated with the cost of living.

8. Ineligible Expenses

- The funds cannot be used towards other new positions or directed towards an existing position unless it can be shown that the duties of the existing position will be converted to a 70 percent workload for community tourism coordination.
- Failure to adhere to these principles will lead to a cancellation of funding and in the case of already disbursed funds to reimbursement by the recipient community.



Schedule B-2

COMMUNITY TOURISM INFRASTRUCTURE CONTRIBUTION

1. STATEMENT OF PROGRAM

The Community Tourism Infrastructure Contribution (CTIC) provides funding to community governments and non-government organizations to support new and innovative infrastructure projects. The projects must support tourism in communities and promote nearby parks and natural attractions.

2. GOALS AND OBJECTIVES

- Enhance NWT community tourism assets to encourage people to visit and stay longer in communities;
- Encourage partnerships between non-government organizations and private industry in the tourism sector;
- Increase the use of communications technology in tourism products; and
- Enhance the local tourism economy.

3. PRINCIPLES

- Promote non-profit organizations that benefit the tourism industry and local economy.
- Fund projects that increase the attractiveness of your community to tourists.
- Enhance partnerships between non-government community groups and the private sector.

4. SCOPE

Funding is open to municipal governments, band councils, economic development agencies and indigenous governments in the NWT, and non-profit societies in good standing and operating in the NWT.

5. PROVISIONS

Eligible projects:

1. Capital projects that increase tourism in communities. Capital costs are defined as one-time project costs, after which, there will only be recurring operational or running costs.
2. Communication infrastructure projects that enhance current tourism products or attractions.
3. Development of innovative information technology tourism products or service.



4. Planning studies or site development for future capital projects if the applicant can demonstrate that future resources are available for project completion.

Maximum Funding:

The maximum amount of funding per application is \$200,000 or 50 percent of the project costs (whichever amount is less).

6. APPLICATION PROCESS AND FUNDING

Application

- Information required to apply under the program may include: a detailed project proposal,
- a budget with quotes,
- Community Tourism plan/letters of support,
- proof of good standing under the NWT Societies Act (non-profit organizations only) and certificate of your organizations insurance, and
- a complete project proposal which includes a complete budget breakdown for the proposed project.

Ineligible Costs

1. Operational costs are not eligible (this includes, but is not limited to: insurance, permits, administration, wages).
2. Administration costs that are provided in-kind do not count towards equity or leveraged funds from other sources.

Eligible costs

Successful applicants may receive up to \$200,000 or 50 percent of project costs (whichever is less).

Costs can include:

- Capital projects and costs.
- Communication infrastructure.
- Development of innovative information technology tourism products or service.
- Planning studies or site development.

Equity

Applicants are required to contribute a minimum investment of 50% equity. Equity may be from personal resources, leveraged from other funding sources or both.



TOURISM BUSINESS MENTORSHIP PROGRAM

1. STATEMENT OF PROGRAM

The Tourism Business Mentorship Program provides opportunities and resources for interested NWT tourism operators (Mentees) to learn from and benefit from experienced Volunteer Advisors (Mentors).

Learning from a Mentor can be an important element in a tourism operator's success. Mentors share their expertise and knowledge and provide support and encouragement to help entrepreneurs remain focused on what is important for the success of their business. Through the Business Mentorship Program, tourism operators who are less experienced can gain valuable skills in business, leadership and networking to help maximize their potential and become successful and profitable independent tourism operators.

The mentoring process may involve the Mentor visiting the Mentee's place of business, or the Mentor providing support from a distance via internet or phone.

This program is administered through the Government of the Northwest Territories (GNWT), Department of Industry, Tourism and Investment (ITI) in conjunction with a contractor.

2. GOALS AND OBJECTIVES

- Provide the resources necessary to strengthen the tourism industry by developing skills and increasing business knowledge of tourism operators;
- Provide opportunities for interested NWT tourism businesses to learn and benefit from more experienced tourism operators/professionals;
- Enhance the strength of the tourism industry over the long term by providing resources and opportunities for NWT tourism businesses to learn from experienced professionals; and
- Facilitate knowledge transfer from more experienced professionals to new entrepreneurs.



3. PRINCIPLES

The Government of the Northwest Territories (GNWT) should encourage development in the tourism industry by providing opportunities to NWT tourism operators to learn from and benefit from experienced Volunteer Advisors.

4. SCOPE

This policy applies to residents of the NWT who hold a valid Tourism Operator License or are a business, collective or organization that is engaged in the tourism sector and who are legally entitled to be a business in the NWT.

5. DEFINITIONS

(1) Tourism Business

A business that relies on travelers for a significant portion of its income. For the purpose of this fund, the aviation industry is excluded from this definition of tourism.

6. PROVISIONS

1. Program Structure

The Tourism Business Mentorship Program has two delivery options:

- 1) Face to Face Mentorship
- 2) Virtual Mentorship

Option 1: Face-to-Face Mentorship

Face-to-Face Mentorship allows the Mentor and Mentee to work together on-site at the Mentee's place of business. Each Mentee will receive a total of three days of in-person on-site mentorship as well as four days of mentorship from a distance using web and/or telephone on a timeline developed to suit their availability.

Option 2: Virtual Mentorship

Virtual Mentorship involve the Mentor and the Mentee working together remotely with the use of web and/or telephone technology. Each Mentee will receive 49 hours of virtual mentorship on a timeline developed to suit their availability.

Professional Code of Conduct and Conflict of Interest

- Mentors and Mentees must agree to the terms outlined by ITI and The contractor before the start of the mentorship process.
- Mentors are prohibited from gaining any commercial benefit from their mentoring work.
- Mentors and Mentees will decide together what the mentorship process will include.
- Mentors and Mentees agree that any information shared during the mentorship process is private and confidential.



Option 1

- Funding will cover costs up to a maximum of \$5,500 per person as per the agreement between the contractor and ITI.
- ITI will provide the funds to the contractor to administer the mentorship.
- All allocations are subject to fund availability.

Option 2

- Funding will cover costs up to a maximum of \$2,600 per person as per the agreement between the contractor and ITI
- ITI will provide the funds to the contractor to administer the mentorship.
- All allocations are subject to fund availability.

Program Administration

Regional Tourism Development Officers are available to discuss mentorship proposals, assist with applications and accept completed application forms for the Tourism Business Mentorship Program.

ITI staff also comprise the evaluation committee for the Program who review applications and select Mentees for mentorship.

The contractor works with ITI to deliver the Tourism Business Mentorship Program and matches Mentees with suitable Mentors. The contractor administers the delivery of the mentorships and provides expertise and guidance on the Mentorship Program.

7. APPLICATION AND SELECTION PROCESS

1. Mentee Selection

- ITI will make an annual call for applications to the program.
- Tourism operators and tourism businesses will submit applications to ITI indicating the topic they wish to receive mentorship on.
- An evaluation committee of ITI tourism staff (regional and headquarters) will review the applications to determine who will receive a mentorship opportunity and make a final recommendation to the Director, Tourism and Parks, ITI.
- The Director, Tourism and Parks, ITI (the Director), advises the contractor on the selected Mentees.

2. Applicant Notification

Applicants will be contacted by the contractor by email or telephone within 4-6 weeks of the program deadline for applications.

3. Reporting and Monitoring

The evaluation committee and the contractor will monitor and evaluate the program using indicators they deem fit to measure program targets. The contractor will submit a written final report to ITI on the completion of the mentorships at the end of the fiscal year.

4. Eligibility Criteria



Mentees

Criteria for tourism operators (Mentees) to apply to the program:

- Must be a resident of the NWT.
- Must have a valid Tourism Operator License or be a business, collective or organization that is engaged in the tourism sector.
- Must be legally entitled to be a business in the NWT.
- Business plan would be an asset.

Mentors

The contractor sets Mentor criteria and standards and acts as the liaison for the Mentee in the selection process for a Mentor.

Program Priority Areas

The Tourism Business Mentorship Program provides mentorships in a wide variety of topics that are of interest to tourism operators and tourism businesses. Topics available include:

- Strategic Planning
 - E.g. New tactics and strategies for Service Quality improvements.
- Crisis Management
- Accessing and Applying for Grants
- Pandemic Planning, Resumption Planning, etc.
- Business Planning
- Policy Development
 - E.g. Health and safety policies
- Product Development and Product Diversification
- Financial management/Accounting and Audit
 - E.g. Financing issues and strategies for remote communities.
- Review of Potential Sources of Capital.
- Operations Management.
- Market Assessment and Development.
- Parks Management
- Destination Marketing
 - E.g. Destination Management for remote or isolated communities.
- E-Commerce
- Digital Marketing
 - E.g. Free (Earned) Media, Social-Media Influencers.
- Website Development
- Communication Management
- Human Resource Management
- Project Planning and Management

5. Eligible Costs

Eligible costs are as determined in the agreement between the contractor and ITI. Costs may include travel to the Mentee or Mentor's place of business.



TOURISM PRODUCT DIVERSIFICATION AND MARKETING PROGRAM

1. STATEMENT OF PROGRAM

ITI assists the NWT tourism industry to increase revenues through the Tourism Product Diversification and Marketing Program (the Program). ITI may support proposals that:

- (1) Diversify the NWT and communities economies;
- (2) Establish or expand northern businesses in support of employment and value added activities;
- (3) Improve business knowledge and capacity; and
- (4) Investigate new sector business opportunities.

2. GOALS AND OBJECTIVES

- To increase the number of tourism products, especially Non-Consumptive Tourism outdoor adventure products;
- To diversify the Tourism Industry in terms of product type and regional distribution;
- To capture greater market share of the Non-Consumptive Tourism outdoor adventure market; and
- To increase the number of clients seeking the products and services of NWT Tourism (NWT) Businesses.

3. PRINCIPLES

In developing and applying this Program, ITI will be guided by the following principles:

- Government is a partner with industry, and expects industry to assume some financial risk through the form of Equity or debt financing to supplement government contributions toward new investment opportunities;
- Where applicable, funding should be complementary to programs offered by other agencies, rather than replace such funding;
- ITI will support the existing NWT Tourism Industry to expand into new products or markets where there are demonstrable benefits to the NWT economy and its residents;
- Assistance will not be provided where existing local business sustainability in a similar market will be adversely affected;
- Encouraging business diversification and responsiveness to emerging markets and trends is the best overall strategy to ensure enterprise viability over the long term;
- Government will provide financial support based on sound business decisions;



- All requests for financial assistance will be considered in a process that provides for timeliness, objectivity and transparency;
- Program information will be readily available to all residents of the NWT; and
- Government will not provide compensation to businesses for loss of income resulting from changes to a resource base or from shifts in market.

4. SCOPE

All NWT Businesses, Tourism Operators, and Tourism interests including not-for-profit and Indigenous organizations currently operating in the NWT. Specific eligibilities are provided for under individual schedules in this Program.

5. DEFINITIONS

(1) Destination Marketing Organization

In the NWT, Northwest Territories Tourism (NWTT) is the Destination Marketing Organization tasked with attracting visitors to the NWT.

(2) Experiential Tourism

Experiential tourism is defined as traveler demand for a range of experiences including culture, nature, heritage, history, local food and arts and crafts.

(3) High Yield Tourism Market

A market which spends a relatively large amount on vacation or travel; such markets include business travelers, guided or outfitted outdoor adventure, naturalist, angling and hunting.

(4) Local Benefits

Local benefits are those benefits accruing to Residents and NWT Businesses, as measured in full-time equivalent jobs and revenues respectively.

(5) Market Disruption

Occurs when, in the opinion of the Regional Superintendent or the Regional Superintendents Review Committee, the granting of a contribution will likely adversely and significantly impact the revenue earned by another local business enterprise to the extent that business sustainability may be affected. In the case of the Tourism Industry, the absolute size of the target market and degree to which the Tourism Industry has penetrated this market will be considered when evaluating a proposal in terms of market Disruption.

(6) Non-Consumptive Tourism

Traveller demand for Experiential Tourism that does not involve consumer harvest of animals (including fish) as part of the visitor experience and the products which satisfy this demand.

(7) Sweat Equity

Means the documented value of labour that the applicant contributes to the project, calculated based on the prevailing labour rate where the project is located.



(8) Tourism Business

A business for which 75 percent of its revenue is derived from travelers and would likely fail if revenue derived from travelers were not available and which meets the definition of an NWT Business.

(9) Tourism Product Package

An association or bundling of at least two products or services produced by the Tourism Industry intended to be sold at a single price to the market.

6. PROVISIONS

1. Funding Limits

Specific funding limits are described below for each schedule:

Schedule 1: Business Planning and Transition Assistance

The maximum available per applicant is \$25,000.

Schedule 2: Product Development and Enhancement

The maximum available per applicant is \$250,000 over a single or multiple years. Once an applicant has received \$250,000 in a single or over multiple years, the applicant is not eligible to re-apply for this Schedule until five fiscal years has elapsed from the fiscal year in which the last contribution was received which brings the total granted under this Schedule to \$250,000. The amount of funds for which an applicant is eligible will be determined based on the magnitude of Local Benefits which the project generates.

The following ratios provide a general guideline for determination of funding levels for individual applicants; however, each application will be considered on a case-by-case basis, and factors such as the provision of services critical to the development of the industry, or regional distribution of benefits will also be considered in evaluation of proposals:

- (1) \$50,000 in contribution assistance for every 100 new visitors the project is likely to attract to the NWT, as projected over a five-year period and measured on a cumulative basis and identified in the business plan, to a maximum of \$150,00; and/or
- (2) \$10,000 in contribution assistance for every \$20,000 which the project is likely to generate in new revenue cumulatively over five years for itself and/or NWT Businesses which provide goods or services to the project or which will realize revenues as a result of activities of the project, to a maximum of \$100,000 in assistance.

Multi-year contribution agreements will be considered.



Schedule 3: Marketing Assistance for Tourism Businesses

For Tourism Businesses and Tourism Operators, the maximum available per applicant annually is \$10,000. Applicants are eligible to apply for funds each year that the Program is available.

2. Equity Requirements:

Schedule 1: Business Planning and Transition Assistance

The Equity requirement under this Schedule is 15 percent of eligible project costs, including Sweat Equity.

Schedule 2: Product Development and Enhancement

The Equity requirement under this Schedule is 15 percent of eligible project costs. Up to \$10,000 in existing Equity (capital infrastructure for which no previous contribution funds have been received from the GNWT and/or Sweat Equity may be applied toward the Equity requirement).

Schedule 3: Marketing Assistance for Tourism Businesses

The Equity requirement under this Schedule is 15 percent of eligible project costs, including Sweat Equity.

7. APPLICATION PROCESS AND FUNDING

1. Overview

The Program offers a menu of schedules to address both short-term and long-term issues faced by Tourism Businesses and Tourism Operators when expanding into new markets or developing new products. The Schedules address both individual business requirements and broad-based marketing efforts that would benefit the entire Tourism Industry.

The Program comprises the following four schedules, which are more fully discussed below:

- Schedule 1: Business Planning and Transition Assistance
- Schedule 2: New Product Development or Enhancement of Existing Product
- Schedule 3: Marketing Assistance for Tourism Businesses

2. Eligibility

An applicant is required to meet at least one of the following conditions in order to make an application under this program:

- (1) Is an NWT business as defined in the Grants and Contributions policy;
- (2) Is a society in good standing and registered in the NWT;
- (3) Is an economic development agency operating in the NWT;
- (4) Is an Indigenous organization in the NWT;
- (5) Intends to start a business in which aboriginal cultural tourism is a significant component;



- (6) Represents a group of separate businesses or operations intending to develop a market ready Tourism Product Package.

Businesses for whom ITI has paid out claims under the Tourism Deposit Assurance Program are specifically precluded from this Program.

Specific proposal requirements and evaluation criteria, funding limits, equity requirements and the purposes to which funding can be applied are described below for each schedule:

Stream 1: Business Planning and Transition Assistance

Purpose of Funds:

Funds may be applied toward development of business plans intended to enhance existing product or develop new product with the intent of increasing revenues to Tourism Businesses and/or attracting new visitors to the NWT.

Eligible activities could include:

- Costs associated with consulting related to obtaining a Tourism Operator License; and
- Consulting fees and costs for development of a business plan.

The business plan must:

- Clearly articulate project goals and objectives and how the business plan will achieve these;
- Describe the purpose to which the funds will be applied
- Demonstrate how the project will attract new visitors to the NWT, and/or increase spending within the NWT by visitors (including markets, such as business travelers, which may be induced to spend on activities not related to their main purpose of travel);
- Identify Local Benefits in terms of jobs created for Residents and revenues flowing to NWT Businesses providing goods and services to the project
- Provide profile(s) of the target market(s)
- Describe the product/market match
- Describe marketing strategy and tactics
- Provide pro forma financial projections over a 5-year forecast period, including cash flow projections (these projections must include the volume of expected clients or visitors over the forecast period);
- Identify any spending flows to other NWT Businesses; and
- Identify current project assets the applicant will bring to the project.

Proposal Requirements and Evaluation Criteria:

For all purposes, the applicant must indicate which markets and products the plan will target. Priority will be given to applications that target high-yield growth markets for experiential Non-Consumptive Tourism products.



All applications will be evaluated to assess the degree to which, if any, the project will adversely affect currently operating NWT Businesses competing for the same market. The current size of the market and the degree to which the Tourism Industry has penetrated this market will be considered in evaluating proposals for Market Disruption.

Stream 2: Product Development and Enhancement

Purpose of Funds:

Funds may be applied toward development of new tourism products or enhancement of existing products with the intent of attracting new visitors to the NWT.

Funds may be applied to:

- Start-up costs such as working capital, engineering, and technical feasibility assessments;
- Capital acquisition;
- Skills upgrading;
- Upgrading services or amenities to attract a new market or expand appeal to an existing market;
- Website development; or
- Development costs associated with new Tourism product Packages (transportation, accommodation and other costs associated with travel to communities to organize package components).

Proposal Requirements and Evaluation Criteria:

Applicants must submit a business plan that addresses specific characteristics of the target market(s) and how the new or enhanced product and the use of funds will appeal to, and attract these markets. The plan must:

- Clearly articulate project goals and objectives and how the business plan will achieve these;
- Describe the purpose to which the funds will be applied;
- Demonstrate how the project will attract new visitors to the NWT, and/or increase spending within the NWT by visitors (including markets, such as business travellers, which may be induced to spend on activities not related to their main purpose of travel);
- Identify Local Benefits in terms of jobs created for Residents and revenues flowing to NWT Businesses providing goods and services to the project;
- Provide profile(s) of the target market(s);
- Describe the product/market match;
- Describe marketing strategy and tactics
- Provide proforma financial projections over a 5-year forecast period, including cash flow projections (these projections must include the volume of expected clients or visitors over the forecast period);
- Identify any spending flows to other NWT Businesses; and identify current project assets the applicant will bring to the project.



All applications will be evaluated to assess the degree to which, if any, the project will adversely affect currently operating NWT Businesses competing for the same market. The current size of the market and the degree to which the Tourism Industry has penetrated this market will be considered in evaluating proposals for Market Disruption. Priority will be given to plans that:

- Focus on High Yield, Experiential, Non-Consumptive Tourism Markets.
- Demonstrate high levels of Local Benefits.
- Incorporate Indigenous culture into the product.
- Have benefits that are distributed regionally.
- Incorporate a number of products into market ready packages.
- Are based on sustainable resources and growing markets.
- Show high potential for financial sustainability as demonstrated in the business plan.
- Leverage other sources of investment, including other contribution partners and lending institutions.

While priority will be given to Non-Consumptive products, other business plan elements such as high levels of Local Benefits, package development and a strong financial plan all contribute toward the overall strength of the business plan.

Where other funding sources are available, the applicant must demonstrate that applications have been made for these complementary programs. Examples could include assistance made available through Aboriginal Business Canada, Indigenous and Northern Affairs Canada, Arctic Energy Alliance, and others.

Stream 3: Marketing Assistance for Tourism Businesses

Purpose of Funds:

Funds may be applied toward marketing efforts for projects approved in Schedule 1 and 2, consistent with the key markets identified in the marketing strategy of the NWT's Destination Marketing Organization, NWTT. Where sufficient funds exist, assistance may be provided to Tourism Businesses and Tourism Operators who do not have projects approved under Schedule 1 and, but who require assistance to promote product that matches the demand identified for the High Yield, Experiential, Non-Consumptive Tourism Markets. Where their efforts support projects approved in Schedules 1 and 2, or appeal to priority markets but where the applicants did not receive funds under schedules 1 or 2, applicants may be funded to:

- Attend travel trade and consumer shows;
- Participate in coop marketing programs with Destination Marketing Organizations or Industry associations;
- Develop brochures and pamphlets;
- Develop and launch campaigns or tactics targeted at the priority High Yield, Experiential, Non-Consumptive Tourism Markets; or
- Develop or modify websites.



Proposal Requirements and Evaluation Criteria:

All applications must identify the target market to which the marketing effort will be applied, the use of the funds, and the expected benefits in terms of the number of new clients and/or new revenue which the marketing effort will generate.

Priority will be given to applications that:

- Focus on High Yield, Experiential, Non-Consumptive Tourism Markets.
- Are consistent with the Marketing Plan for NWT Tourism approved by the Minister of ITI.
- Support projects approved in Schedules 1 and 2 of this program.

General Conditions

- (1) The meeting of eligibility criteria for this Program, in and of itself, does not guarantee subsequent approval of financial support. Financial assistance may be provided to those projects deemed as providing the greatest economic benefit to the NWT.
- (2) Applicants must clearly identify the need for funding in terms of being unable to obtain the requested funding through other means or where the terms and conditions on funding are such that the proposed business venture is no longer viable. In the case of capital expansion, economic diversification benefits for the NWT economy will also be taken into account, where funding will be considered as an incentive to development in specific sectors where the business case is positive but may be marginal.
- (3) Applicants must supply supporting data deemed relevant by the Regional Superintendents Review Committee.
- (4) All recipients of contribution assistance must agree to public disclosure. In addition, recipients are responsible to account for funding received, for demonstrating acceptable results for the project.
- (5) Agents of the GNWT will be granted access to the project site or premises to inspect all books and other financial statements and to obtain any other information necessary to evaluating the success of the project.
- (6) Applicants who fail to meet their commitments, as outlined in the Contribution Agreement, will be required to repay contribution assistance.
- (7) Applicants for assistance who are eligible for Federal or Federal/NWT assistance may be required to provide evidence of the division reached on funding application from these programs.

Ineligible Costs

Contributions will not be provided to assist with the acquisition or purchase of:

- (1) Assets previously acquired by the applicant, shareholder or partner in the project, or by an associated business;
- (2) The applicant's internal costs not directly related to the project and non-arm's length transactions, including payments made to shareholders or members of their immediate family or businesses related by common effective control;



- (3) Raw land for speculative purposes; or
- (4) Assets previously purchased with the assistance of the GNWT or the Government of Canada, in which case the amount of the previous contribution will be deducted from the fair market value of the asset to arrive at the eligible cost of the asset.

Contribution Agreement

A Contribution Agreement is a legal and binding commitment by the recipient to undertake a specific project within a defined time frame. General terms and conditions for a contribution will be specified within a Contribution Agreement. Specific terms and conditions will vary according to the nature of the contribution and the project or activity being supported and will be attached as a schedule to the Contribution Agreement.

Equity Requirements

For a project to be considered, applicants must contribute 15 percent minimum equity.

Payment

Any payments made under this Program are conditional on approval of funds in the Main Estimates by the Legislative Assembly, and there being sufficient uncommitted balance in the appropriate activities for the fiscal year for which the funds would be required.

Payment will be provided when:

- (1) The applicant has accepted the terms and conditions for a contribution as detailed in the Contribution Agreement;
- (2) The required equity is in place (for sweat equity, a commitment that the work will be performed);
- (3) The availability of additional financing necessary to complete the project has been confirmed; and
- (4) Necessary approval by regulatory, municipal and other authorities has been confirmed. This may include meeting health and safety standards, environmental standards, acquiring land use approval, support from community or regional councils, or any other approvals deemed necessary for the project to proceed. Applicants with a valid Tourism Operator License should be aware that a substantial change in the activities offered relative to their current license will trigger consultation on the new activities. Approval to offer these new activities is not guaranteed.

Contracting Procedures

Whenever possible the project or activity will use NWT goods, services and construction. The Contribution Agreement will specify that the Business Incentive Policy of the GNWT



applies to all goods, service and construction contracts associated with the project as called for in that Policy.

Funding Priorities

Contribution funding is limited. The Minister may from time to time change the priority of markets identified by the Program as the most promising for investment.

Confidentiality

(1) This provision is subject to the NWT Access to Information and protection of Privacy Act. Except as outlined below in (a), (b), and (c), all information provided by the applicant will be kept confidential unless the applicant agrees in writing to its release:

(a) Contributions will be conditional upon the applicant agreeing that the details of the contribution, as required for the preparation of an Annual Report, will be made available to the public.

(b) Where market disruption may be a factor the Minister may advertise the proposed contribution and/or solicit interventions from competing businesses.

(c) The Minister may, at his or her discretion, publish job creation, income, expenditure and other benefits statistics in aggregate form where, in the opinion of the Minister, publishing such information will not harm a recipient of financial assistance under this Program.

(2) All information and records, including documents, submitted to the GNWT are in the custody and control of the GNWT and thus subject to applicable legislation with respect to Public Accounts as well as the protection and disclosure provisions of the *Access to Information and Protection of Privacy Act*. This Act allows any person a right of access to the record in the custody or under the control of a public body subject to limited and specific exemptions.

Application

Application forms may be obtained from any local office of the Department of ITI. The Department may vary the application process from time to time.

Banking Days

Banking days will be established from time to time as determined necessary by the Regional Superintendents Review Committee. Applications must be received by the regional or area office of ITI no later than 4:00 p.m. of the banking day in order to be eligible for review at the next meeting of the Regional Superintendents Review Committee, which will be held within 30 days of the banking day.



Notification

Applicants will be informed in writing whether approval of the application has been granted and what eligible costs have been approved.



TOURISM TRAINING FUND

1. STATEMENT OF PROGRAM

The Tourism Training Fund (TTF) is a financial support for the tourism sector to increase the number of and skills of tourism workers.

2. GOALS AND OBJECTIVES

- Increase the number of skilled and certified people working across various tourism sectors;
- Retain tourism workers by supporting their access to training opportunities critical for job satisfaction and labour market competitiveness;
- Develop tourism workers in the NWT who are professional and offer safe services at a world-class level;
- Support training which increases opportunities for tourism workers to diversify their income; and
- Develop capacity and long-term sustainability in tourism sectors, where tourism operators retain a workforce trained to meet their needs.

3. PRINCIPLES

The Government of the Northwest Territories (GNWT) should encourage development for the tourism industry by offering funding for training opportunities.

4. SCOPE

This program applies to Individuals who are NWT residents and who hold a valid Tourism Operator License and groups who are engaged in the tourism sector in the NWT.

5. PROVISIONS

General Funding Requirements

- Training must relate to a tourism sector.
- Applicants must be employed by or volunteer formally for a tourism business or organization to be eligible for maximum funding.
- Applications for training outside of the community or territory will not be funded if equal training opportunities exists within the applicant's community of residence or within the NWT and are offered within the same fiscal year.



- Funding will cover a maximum of 75 percent of total eligible costs. Applicants are required to invest a minimum of 25 percent financial equity of the total eligible costs.
- If the training is a “refresher” or a recertification for training that expires after a set period of time, funding will cover a maximum of 50 percent of total eligible costs. Applicants are required to invest a minimum of 50 percent financial equity of the total eligible costs.
- All funding allocations are subject to fund availability.
- Training must be completed by March 31st of the application year.
- Funding is on a reimbursement basis upon evidence of successful completion of training and submission of receipts and required reporting for eligible expenses.

For Individual Applications

- One application per year per applicant. Maximum funding per application is \$3,000.
- A letter of support from a tourism sector employer or a potential tourism sector employer and/or representative stating the applicant’s suitability is required. (Note: a letter is not required if the applicant is the business owner)
- A maximum of two applicants per tourism business per course will be given priority. Additions will be considered based on course and funding availability.
- Non-NWT resident owners of an NWT tourism business may claim only course fees and course materials as eligible training costs.
- An applicant not yet employed in but striving for a tourism job may apply for funding up to a maximum of 50 percent of eligible training costs.
- Individual applicants who have training applications approved two fiscal years in a row are not eligible to apply in the third fiscal year. Applications will be accepted again in the following fiscal year.

For Business or Group Applications

- One application per year per business or group. Maximum funding per application is \$6,000.
- Eligible costs include instructor fees, airfare or ground transportation (bus or cabs) and accommodations for the instructor and course materials. Per diems or meals are not an eligible expense.
- Applications for group funding must demonstrate that the funding is intended to train more than one staff by a certified instructor.
- Participants registered for the training who must travel from another community to attend the training may apply for up to 75 percent of their eligible training costs to be reimbursed upon proof of completion of the training. These requests will be reviewed on a case-by-case basis. Priority will be given to training opportunities in communities. The total funding request for instructor and travelling participants must still be within the maximum funding allowable for group applications.

6. APPLICATION PROCESS AND FUNDING



Forms and supporting documents are submitted at a regional ITI office or sent by email to the regional tourism development officer (RTO). Applicants are encouraged to ask their RTO about any questions they have or for assistance to complete the application form. Applications must be submitted by the intake deadline that is prior to the training start date. Applications for training already completed will not be considered.

1) Selection Process

A selection committee with representation from ITI headquarters and regional offices will evaluate the applications. Final approval of successful applicants is with the Director, Tourism and Parks, ITI.

2) Applicant Notification

ITI will notify successful applicants in writing within two weeks of the program deadline. Finance and Reporting

- Successful applicants will be required to submit receipts for all eligible expenses at the end of the training in order to be reimbursed.
- For Individuals:
 - A written final report (short evaluation of the training course and its benefits) and
 - Evidence of course completion (certificate, signed letter from instructor or other proof of completion).
- For group funding:
 - A written final report detailing how many people enrolled, and
 - Evidence of course completion (certificate, signed letter from instructor or other proof of completion), location duration and subject of training, and
 - A financial statement for eligible training costs is required in order to be reimbursed.
- Failure to meet these reporting requirements may result in the applicant being refused reimbursement of costs from the TTF.

3) Eligibility Criteria

An applicant is required to meet at least one of the following conditions to apply to this program:

Individual

1. Must be a resident of the NWT
2. Hold a valid Tourism Operator License
3. Non-GNWT Visitor Information Centers
4. Accommodations sector employers or employees

Group

1. Businesses, not-for-profit tourism associations or organizations engaged in the tourism sector in the NWT. (Formal volunteers) e.g. festival or event) can be considered under group funding
2. A group of individuals from various tourism businesses collaborating for training

Individuals or businesses in the aviation industry are not eligible for this program



4) Eligible Training

Training must be short, formal courses or workshops, less than 12 weeks in the duration and not eligible under Employment Insurance (EI) training funding. Courses can be either:

- In-person courses or workshops or
- Distance education such as online courses
- Or a combination of in-person and distance education

5) Ineligible Training

Training that is part or all of a formal education program, such as a degree or diploma, will not be considered as this is eligible to be funded through Student Financial Assistance (SFA).

The TTF is not intended for:

- Board development
- Training of government employees
- Training unrelated to the tourism sector
- The administration or co-ordination of institutions, organizations, or projects
- The purchase of software or equipment
- Attending conferences or conventions

Training outside of Canada will not be considered.

6) Eligible Expenses

- Course fees and materials
- Instructor fees
- Travel costs (flights, ground transportation, car rental)
- Accommodation

7) Ineligible Expenses

- Meals or per diems



Schedule B-6

YOUTH MENTORSHIP FOR TOURISM PROGRAM

1. STATEMENT OF PROGRAM

Industry, Tourism and Investment (ITI) recognizes the value of mentoring in ensuring competent future leadership of the tourism industry. The Youth Mentorship for Tourism Program aims to provide students and/or young professionals interested in working in any area of the tourism industry the opportunity to work with experienced industry professionals (mentors) who are willing to share their expertise and knowledge. The program will match Northwest Territories (NWT) students and/or young professionals with an appropriate experienced professional in a specific area (based on the mentee's interest), which may lead to employment at the mentor's place of business.

2. GOALS AND OBJECTIVES

- Provide opportunities for students interested in tourism to meet and observe experienced professionals in a given tourism sector at work.
- Provide opportunities for youth to learn and be mentored by potential employers in tourism for the purpose of direct employment.
- Provide the resources to interested tourism businesses willing to mentor students and/or young professionals interested in their sector of tourism for the purpose of employment.
- Provide students and/or young professionals the opportunity to network with more experienced professionals in the different sectors of the tourism industry.

3. PRINCIPLES

The Government of the Northwest Territories (GNWT) should encourage development in the tourism industry by providing opportunities to students and/or young professionals to work with experienced industry professionals.

4. SCOPE

This program applies to residents of the NWT, who are younger than 18 but no younger than 16. If the applicant is older than 18 but not older than 26 they must either be



employed in the tourism industry or be able to provide a motivation letter for admission into the program

5. DEFINITIONS

(1) Tourism Business

A business that relies on travelers for a significant portion of their income. For the purpose of this fund, the aviation industry is excluded from this definition of tourism.

6. PROVISIONS

1. Program Structure

In addition to getting mentees acquainted with the different aspects of the tourism industry, the program also aims to encourage, where possible, employment at the place of business of the mentors. As such there are two program streams:

Stream 1: Industry Awareness

This stream aims to provide opportunities for students and young professionals to gain knowledge and experience in the industry for a period of no less than three months. This process will involve visits by mentees to their mentor's place of business.

Stream 1 is designed for mentees seeking more knowledge and experience in the industry but who may already be employed, still in school and/or looking to be employed somewhere other than at the place of business of the mentor. For this stream, mentors will receive an honorarium as per the GNWT honorarium policy up to a maximum of \$2,500, while mentees will receive \$1,250 for the duration of the mentorship program which will be no less than three months and not exceeding five months.

Stream 2: Path to Employment

The aim of stream 2 is to provide an opportunity for the mentees to learn and acquire specific skills in an area of their choice with the goal of employment at the mentor's place of business.

Stream 2, also known as path to employment stream, is aimed at students and young professionals willing to be mentored towards employment at the mentor's place business. Mentors for this stream will be NWT businesses in the tourism sector and will receive a maximum of \$6,000, to cover the cost of taking on the mentee for a period of no less than three months and not exceeding five months. Mentees could be paid a stipend from the \$6,000 awarded to the mentor; however, they will still be eligible to receive \$1,250 (maximum) from the GNWT as mentees under the program.

2. Program Ethics

- Mentors and mentees must agree to the terms outlined by ITI before the start of the process.



- Mentors and mentees will jointly and in confidence decide on what issues to address during the course of the relationship subject to the program guidelines.
- Respect should be given to the privacy and confidentiality of mentor and mentee information.

3. General Funding Requirements for Stream 1 and 2

- The duration of the program (stream 1 and 2) shall be no less than three months and no longer than five months.
- All mentees under the program (stream 1 and 2) will receive a grant of \$1,250 upon completion of the mentorship process and submission of required reporting.
- For stream 1, mentors who are not GNWT employees will be paid an honorarium as per the GNWT Financial Administration Manual, up to a maximum of \$2,500, upon completion of the mentorship process and submission of required reporting.
- For stream 2, mentors shall receive a maximum of \$6,000 to cover costs incurred in taking a mentee under the path-to-employment stream. Mentors will be paid by way of a contribution agreement, upon approval of the process by the director of Tourism and Parks. The \$6,000 grant to the mentor (mentoring business) can also be used by the mentor at his/her discretion for providing a stipend to the mentee for the duration of the mentoring process.
- All allocations are subject to fund availability.

4. Exceptions and Special Circumstances

Under special circumstances, determined at the discretion of the director of Tourism and Parks, the grant to mentees may exceed the stipulated \$1,250. This will only be in cases where the mentee has to travel to the place of business of the mentor either under stream 1 or 2. The exceptional circumstances cost may not exceed \$6,000 and shall be only for the following eligible costs: airfare, accommodations, meals and ground transportation.

5. Reporting Requirements

- Payment under stream 1, for both mentor honorarium and mentee grant, is on a reimbursement basis upon submission of signed copies of the final mentoring report and logs of the mentoring process from both the mentee and mentor.
- Successful applicants under stream 2 mentorship process will be required to direct their potential mentors to submit detailed estimates of anticipated costs, up to a maximum of \$6,000, at which time the mentor will be paid through a contribution agreement.
- Stream 2 mentees will be paid the mentee grant of \$1,250 upon submission of final mentoring reports and logs at the end of the process.



7. APPLICATION PROCESS AND FUNDING

1. Administration of the Mentorship Program (Selection of Mentors and Mentees)

Mentee Proposes Mentor

Potential mentees will have to propose a mentor, who will then be vetted by ITI to see if they meet the criteria for mentorship. The vetting would be done by ITI through different means, including but not limited to, sending out a questionnaire form to the prospective mentor, telephone conversation and email contacts.

Mentor Proposes Mentees

Potential mentors can also propose mentees. ITI will vet both the mentor and the mentee to determine eligibility for the program. The vetting would be done by ITI through different means, including, but not limited to, sending out a questionnaire form to the prospective mentor, telephone conversation and email contacts.

2. Matching of Mentors to Mentees

The matching of mentees to mentor may be decided in any of the following ways:

- Mentees send an application to ITI, indicating their desire for mentorship and the name and resume of the potential mentor.
- Mentors send an application proposing mentees.

The ITI selection committee would then study the file and, using defined criteria, determine if the mentor is a good match for the mentee and approve accordingly. If the mentor or mentee does not meet the ITI criteria, the committee will inform the mentee and/or mentor. The final approval on who becomes a mentor or mentee is with the committee. The committee will then advise the director of Tourism and Parks of their decision.

3. Eligibility Criteria

Mentees

- Must be a resident of the Northwest Territories.
- Must be less than 18 years old but no younger than 16.
- If more than 18 years old and not older than 26 years old and employed, must be able to show proof of employment in tourism to qualify as young professional.
- If older than 18 but not older than 26 years old and not young professional, must provide a motivation letter for admission into mentorship program. The motivation letter should address why the applicant wants to be mentored, how the mentorship will help them and what they plan to do after the mentorship.

Mentors

- Should be experienced successful tourism industry professionals;
- Must have worked in the tourism industry for at least five years;
- Willing to make time available for their mentees and commit themselves to meet their “protégé” frequently during the mentorship process;
- Understand the skills and tools required to be a mentor;
- Be open to further developing their mentoring skills;



- Understand the legal and ethical requirements of mentoring;
- Be able to ensure mentees understand what they can expect from the mentoring process;
- Be able to create an environment in which mentees will feel at ease;
- Be able to communicate effectively with mentees;
- Be able to help mentees identify their real needs and priorities;
- Be able to encourage mentees to develop the confidence, understanding and skills to meet their personal and business objectives; and
- Be able to help mentees manage a program of activity that develops their confidence, understanding and skills.

Interested mentors will be required to fill out a registration form to become a Tourism Youth Mentor. The selection and approval of mentors will be completed in a timely manner by ITI.

Approved mentors, if not GNWT or GNWT Agency employees, will be paid an honorarium as indicated in the GNWT Financial Administration Manual. Once the process is completed the mentor will be expected to provide a written evaluation as per the agreed evaluation format

4. Approval of Mentorship

- Final approval of mentorship agreement will be by the director of Tourism and Parks.
- Successful applicants will be notified by letter, email or telephone.



ARTIST TO MARKET PROGRAM SCHEDULE

1. STATEMENT OF PROGRAM

The Artist to Market Program (AMP) provides contribution funding and coordinated professional development to support NWT artists in accessing national and international markets.

2. Definitions

AMP Cohort – A curated group of artists selected for a specific market opportunity.

Step Level – The funding tier identifying an artist’s cumulative AMP participation (Step 1 through Step 4) as set out in the program guidelines.

3. Eligibility and Criteria for Approval

Eligible recipients:

Applicants must:

- (a) be NWT residents at the time of application;
- (b) be in good financial standing with GNWT;
- (c) be registered in the NWT Arts Program;
- (d) submit required supporting documents; and
- (e) meet all criteria specified in the call for applications.

Eligible Costs:

- standard accommodations with cohort;
- lowest available return airfare;
- travel agent fees;
- driving not exceeding lowest airfare (GNWT km rate or gas receipts + transit hotel costs);
- extra baggage/shipping;
- ground transportation (taxi/public transit home–airport–hotel–venue).

4. Funding Model



Step 1 Artists: 100% of eligible expenses (airfare/accommodations advanced at 100%; baggage/ground reimbursed 100%). For the first time artists are accepted to AMP.

Step 2 Artists: 75% of eligible expenses (airfare/accommodations advanced at 100%; baggage/ground reimbursed 75%). For the second time artists are accepted to AMP.

Step 3 Artists: 50% coverage. For the third time artists are accepted to AMP.

Step 4 Artists: 25% coverage. For the fourth time artists are accepted to AMP, and the final amount of AMP funding they may access.

Registration/market fees are paid directly by ITI.

5. Application Process

Intake

Applications will be accepted on an on-call basis. Deadlines will be specified in each call. All required information must be submitted through online AMP application form. Required supporting documents are to include: proof of residency and 3–5 images of current work.

Evaluation

Applications will be reviewed by AMP Selection Committee composed of the Manager, Arts and Fur Economy; one regional ITI staff member, and a representative from the event being attended. Selections use public grading rubric.

Step 1 artists meeting minimum scores will be prioritized. Regional/cultural representation and discipline diversity will also be considered.

Applicants will be informed of the AMP Selection Committee's decision within 10 business days.

Funding

Payments issued 2–4 weeks after signed agreement received.

6. Reporting



Recipients must submit: Actual Costs/Actual Revenues; receipts for all claimed expenses; AMP reporting survey. Records must be retained. Non-compliance may delay or reduce payments or require repayment.

FILM REBATE PROGRAM

1. STATEMENT OF PROGRAM

To encourage film and television production companies active in the Northwest Territories (NWT) to film on location in the NWT, to purchase goods and services in the NWT, and to create employment and skill development opportunities for NWT Residents.

2. GOALS AND OBJECTIVES

- Facilitate the growth and sustainability of the film and media sector in all regions of the NWT;
- Support the career development of members of the NWT film and media sector by increasing employment opportunities;
- Position the NWT in national and international film markets as a competitive location for production; and
- Diversify the NWT economy.

3. PRINCIPLES

- The Government of the Northwest Territories (GNWT) should encourage economic activity for the NWT's film, television and digital media sector by incentivizing certain activities:
 - the purchase of goods and services from NWT Businesses;
 - the direct hiring and training of NWT Residents active in the sector; and
 - film, television and digital media activity that spreads economic benefit in all regions of the NWT.

4. SCOPE

This Policy applies to Guest Producers, NWT Co-Production Partners and NWT Production Companies that are registered with GNWT Corporate Registries and licensed to do business in the NWT, or will be prior to the start of funded activities.

5. DEFINITIONS

Commercial - A media project commissioned for the purpose of advertising a company or industry's goods or services for sale (can include music videos)



Digital Media - The integration of emerging media technologies such as text, graphics, audio, video, animation and interactivity delivered using diverse methods such as Internet web sites, social media applications, CD ROMS, DVDs and other Digital Media.

Goods and Services - Any goods and services purchased within the NWT to be used towards the approved project.

Film - Except where specifically indicated, film refers to motion-picture productions that use film, video or digital support media.

Film Commissioner - The NWT Film and Media Arts Commissioner; a position designated by the Minister of ITI and certified by the Association of Film Commissioners International. The Associate Film Commissioner will fulfill the responsibilities of the Film Commissioner as delegated.

Fiscal Year - Refers to the period beginning on April 1 in one year and ending on March 31 in the next calendar year.

Guest Producer - A film or television business that does not qualify as an NWT Business but which is registered as an extra-territorial corporation with GNWT Corporate Registries and is eligible to participate in the NWT Film Rebate Program

Inappropriate Content - Content that contains elements of gratuitous or explicit and excessive violence, any element which is predominantly characterized by the undue exploitation of matters of a sexual nature, or one or more of the following subjects: crime, horror, cruelty and violence, or any other sexual offence under the Criminal Code of Canada or any matter which is libellous, obscene or in any other way unlawful.

Industry - Refers to all those persons, non-governmental organizations, associations and businesses involved in film, television and digital media.

Music Video - A recording of a musical performance meant to advertise a performance, musician, band, musical track, or album for sale or streaming/download.

Non-scripted - Media content which records events and/or interviews that are not pre-written, such as documentaries, factual/reality television and lifestyle programming.

NWT Business - A northern business that has been active in the NWT for the six months prior to application and complies with the following criteria:

- (a) Maintains an approved place of business by leasing or owning office, commercial or industrial space or, where applicable, residential space, in the NWT on an annual basis for the primary purpose of operating the subject business;
- (b) Maintains a local NWT Resident manager;
- (c) Undertakes the majority of its management and administrative functions (related to its operations) in the NWT, and
- (d) Has applied for and received an NWT business license, and is registered and in good standing with GNWT Corporate Registries.



NWT Co-Production Partners - A project produced by a Guest Producer in collaboration with an NWT Production Company.

NWT Labour - Employment of an NWT Resident as a member of the production crew.

NWT Production Company - A film, television and/or digital media company that is operated as an NWT Business.

NWT Resident - A person who has resided in the NWT for twelve months prior to the NWT Film Rebate Program application.

NWT Spend - Expenditures on goods, services and labour purchased from NWT Residents and NWT Businesses, not including capital assets purchased prior to the submission of the application.

Scripted - Media content produced from a pre-written script and usually performed by actors, such as narrative dramatic television and film.

5. PROVISIONS

- The NWT Film Rebate Program budget is subject to annual GNWT budget allocations and is stated in Canadian Dollars.
- There is no maximum amount per applicant.
- There are two categories to the NWT Film Rebate Program:
 - 1) NWT All-Spend
 - Scripted Projects: 40 percent rebate for goods and services from NWT Businesses and NWT Resident labour
 - Non-scripted Projects: 30 percent rebate for goods and services from NWT Businesses and NWT Resident labour
 - Commercial/Music Video: 20percent rebate for goods and services from NWT Businesses and NWT Resident labour
 - 2) NWT Travel
 - 50 percent rebate on scheduled airline travel within the NWT:
 - Scheduled passenger and cargo flights whose departure and arrival are both within the NWT (excludes helicopter travel).
 - Charter flights are eligible only if scheduled flights are unavailable for the desired itinerary/destination.

6. APPLICATIONS PROCESS AND FUNDING

Application form and guidelines for the NWT Film Rebate Program can be found on the NWT Film Commission website at: <https://www.nwtfilm.com>

1) Intake



Applications are currently accepted year-round with funding disbursed on a first-come-first-served basis.

2) Evaluation

Completed applications will be evaluated by staff of the NWT Film Commission.

Applicants will be notified by the NWT Film Commission of the funding decision. Successful applicants will be provided with a written estimate of the pre-approved rebate and a draft Contribution Agreement for review.

3) Funding

The NWT Film Commission and the applicant will then finalize and execute the Contribution Agreement, which will include the financial and results reporting requirements and the funding release schedule.

4) Reporting

Successful applicants will be responsible for providing satisfactory financial and results reporting as outlined in their Contribution Agreement. Should the financial or results reporting be unsatisfactory according to the NWT Film Commission, the applicant may be invoiced, in whole or in part, for funds already disbursed.

The NWT Film Commission reserves the right to exercise discretion throughout this process, in both evaluation and funding decisions.

5) Eligible Applicants/Productions

- Projects with an anticipated NWT Spend of \$100,000 or more and are;
- Feature length films, intended for release in cinemas, on physical media, or via streaming, or;
- Television programming intended for broadcast, on physical media or via streaming, or;
- Digital media projects, including those convergent to a television program intended for cross platform digital media exploitation and/or download; or,
- Commercials and music videos.

Preference will be given to:

- Projects with TV broadcast or theatrical distribution commitments, and/or;
- Projects that generate the greatest economic benefit to the NWT or professional experience benefit to NWT Resident(s)

6) Ineligible Productions

- News, current events or public affairs programming;



- Projects that solicit funds;
- Inappropriate projects such as pornography;
- Projects produced primarily for industrial/corporate/institutional purposes;
- Projects that contravene any civil or criminal law



ARTS FUNDING

Artist Travel and Tour Fund

1. Statement of Program

The Artist Travel and Touring Fund (the Program) provides contribution funding to enhance careers and increase the reach of individual NWT artists and groups to travel within or outside the territory to promote, share and advance their artistic practice through presentations, performances, showcases, markets and related professional opportunities.

2. Eligibility and Criteria for Approval

Eligible recipients:

Individuals or groups who are NWT residents for at least six months prior to applying and resident in the NWT at the time of application. Organizations are not eligible. Applicants may only have one active project at a time; multiple projects per year are allowed provided the annual cap is not exceeded and all reporting is current. Applicants may receive this funding in addition to Arts Business Support Fund and/or Small/Medium Arts Project funding if in good standing.

Supported activities include exhibitions/showcases; sales markets; fashion showcases; author readings; film screenings; music performances/tours/showcases; film or music pitches; music studio recording (only when a suitable NWT option is not available); presentations/panels; networking at discipline-related conferences; delivery of workshops.

Eligible costs include standard accommodation (private accommodation up to \$50/night; hotels/motels/Airbnb), lowest available airfare (or driving not exceeding the equivalent airfare plus GNWT private car kilometer rates and necessary transit accommodation), project-related fees, excess baggage and shipping related to the project.

Ineligible costs include per diems, incidentals, salaries, and honoraria; unapproved expenses; costs to participate in an Artist to Market Program (funded separately); and any costs incurred before the application submission date.

3. Application Process

Intake



Funding is allocated to and administered by the five ITI regional offices. Applications are accepted continuously from April 1 to March 31 and assessed first-come, first-served until regional budgets are exhausted. Applicants are encouraged to consult their regional office prior to applying. Submissions must include quotes (NWT quotes encouraged) and proof of residency.

Evaluation

Regional ITI staff review completeness, eligibility, purpose of travel and value for money in relation to the Program objectives. Approvals are issued under delegated authority in accordance with departmental IOD/SSR (FAM 130). Applicants are notified in writing within 15 business days of the review of a complete application.

4. Funding

Funding is provided via a Contribution Agreement that sets out the approved itinerary/activities, eligible costs, payment schedule and reporting requirements. A signed agreement and a valid GNWT vendor record in good standing are required. Payments are generally processed 14–30 days after receipt of the signed agreement and satisfaction of preconditions. Expenditures prior to approval are ineligible.

5. Reporting

Recipients must submit final financial reporting including receipts and proof that the supported activity occurred (e.g., programs, posters, promotional assets, venue confirmations, media coverage). Records must be retained for audit. Non-compliance may delay or reduce payments or result in recovery of funds.

Maximum Amount per Applicant

Maximum annual support: up to \$4,000 per individual and up to \$8,000 per group, subject to available appropriations. Minimum equity is required: Group 1 communities (Yellowknife, Hay River, Fort Smith, Inuvik) – 30% of total project costs; Group 2 communities (all others) – 20%. Sweat equity is not accepted.

Method of Payment

Recipients must sign and return the Contribution Agreement to the regional office. A valid GNWT vendor record in good standing is required. Payments are typically processed 14–30 days after the signed agreement is received and all preconditions are met.



Schedule C-4

ARTS BUSINESS SUPPORT FUND

1. Statement of Program

The Arts Business Support Fund (the Program) provides contribution funding to help professional artists, individual entrepreneurs and small businesses in the Northwest Territories (NWT) start, stabilize or grow arts-related enterprises. The Program strengthens the arts economy by supporting essential business inputs (equipment, first-run inventory, marketing and e-commerce) that increase sales, employment and sector sustainability across the territory.

2. Definitions

Equity Contribution – Applicant cash contribution toward total project costs (minimum percentage by community group).

First Run – An initial small production of new product inventory intended for commercial sale (e.g., books, art cards, prints, recordings), subject to the maximum units specified by the Program.

3. Eligibility and Criteria for Approval

Eligible recipients:

- Individuals who are NWT residents and have been so for at least six months prior to applying.
- Sole proprietors and small businesses based in the NWT that participate in or support the arts sector.

Only one active project may be funded at a time and all overdue reporting must be submitted and accepted prior to new applications.

The Program may support:

- arts business start-up costs (e.g., business license and registration fees);
- scaling-up services for established artists;
- purchase of equipment and tools (e.g., sewing machines, carving tools; production and post-production equipment; computers/software for digital arts; merchandising/display equipment);
- “first run” production to convert original artwork into marketable inventory (e.g., publishing a book; art cards, calendars, postcards, merchandise; music recordings) up to a maximum of 250 units per product; and
- marketing and promotion including e-commerce site development, design and printing of materials, promotional videos, and agency costs.

Ineligible costs include:



- subsequent commercial print runs of inventory;
- purchase of raw materials;
- purchase of artwork or non-original inventory for resale;
- living or business operating expenses (rent/mortgage, wages, food, utilities);
- general office expenses;
- assets previously acquired by the applicant/shareholder/partner or an associated business;
- non-arm's-length/internal costs not directly related to the project; and
- assets previously purchased by third parties with GNWT or Government of Canada assistance (the previous public contribution must be netted from fair market value to establish eligible cost).

4. Application Process

Intake

Funding is allocated to the five ITI regional offices (North Slave, South Slave, Dehcho, Beaufort Delta, Sahtu) and administered regionally. Applications are accepted on a continuous basis from April 1 to March 31 and assessed on a first-come, first-served basis until the annual regional budget is exhausted. Applicants are strongly encouraged to contact their regional ITI office to discuss the project prior to applying.

Submissions must include: professional/artistic résumé; NWT Corporate Registries certificate (unless applying for start-up costs); quotes (NWT quotes encouraged); and proof of NWT residency.

5. Evaluation

Regional ITI staff review applications for completeness, eligibility and alignment with Program objectives and available budget.. Applicants are notified in writing within 15 business days of the review of a complete application indicating the decision and which costs, if any, have been approved.

6. Reporting

Recipients must submit final reporting as set out in the Contribution Agreement, including: (a) completion of Actual Costs/Actual Revenues in the application budget; (b) receipts for expenses claimed; and (c) completion of the Program reporting survey. Records must be retained for audit. Non-compliance may result in delayed/reduced payments or recovery of funds.



7. Maximum Amount per Applicant

Maximum contribution per project is up to \$10,000, subject to available appropriations.

Minimum applicant equity is required:

- Group 1 (Yellowknife, Hay River, Fort Smith, Inuvik) – 30% of total project costs;
- Group 2 (all other NWT communities) – 20%. Sweat equity is not accepted.



Schedule C-5

Arts Operating Fund

1. Statement of Program

The Arts Operating Fund (the Program) provides annual contribution funding to eligible, NWT-based, non-profit arts organizations that operate year-round. The Program supports staffing, space, and program delivery necessary to sustain arts infrastructure and services that benefit NWT residents and artists.

2. Definitions

Organization – An incorporated non-profit society in good standing under the NWT *Societies Act* with headquarters in the NWT.

3. Eligibility and Criteria for Approval

Eligible recipients must be:

- NWT-based non-profit organizations registered and in good standing under the NWT *Societies Act*;
- Have headquarters and primary operations in the NWT; and
- At least one part-time or full-time paid staff position.

Preference will be given to organizations that:

- (a) have a mandate to support and develop the arts and creative sector;
- (b) maintain clear operating objectives and a track record of at least two years delivering arts programming (e.g., via Medium or Large Arts Project funding or comparable sources);
- (c) maintain or are developing physical space and other fixed costs to serve members and the public;
- (d) leverage other revenues (earned, fundraising, federal programs);
- (e) demonstrate community support; and
- (f) have an annual operating budget of \$20,000 or greater.

The Program may support, in whole or in part:

- salaries and fees for at least one part-time or full-time staff person (e.g., administrators, curators, technicians, volunteer coordinators);
- space costs to provide publicly accessible activities (short-term rent or lease, and where applicable, costs associated with servicing a mortgage for eligible program space);
- (c) programming costs for exhibitions, workshops, residencies, screenings, performances, artist talks, and related activities; and
- reasonable administration costs associated with delivering the above.



4. Application Process

Intake

Intake and deadline: There will be one program intake per fiscal year With a deadline of February 28. Late applications will not be accepted.

Applications must be submitted with all required supporting documents (e.g., three letters of support; liability insurance; WSCC compliance if employing staff; last audited financial statements; organization background and Board list; current operating budget; last annual report; relevant strategic/operational documents).

Evaluation

Evaluation: An ITI review committee composed of HQ Economic Diversification and regional staff assesses completeness, eligibility, and alignment with Program objectives (territorial/regional/community impact; organizational development; history of activities; community engagement).

Recommendations and decision: The committee provides recommendations to the Assistant Deputy Minister (Economic Development) for approval or to a duly authorized delegate under the department's Instrument of Delegation and SSR pursuant to FAM 130. Decisions are communicated within approximately 60 days of the intake deadline.

5. Reporting

Reporting: Recipients submit interim and final reports as specified in the agreement (e.g., interim report by November 15 and final by May 31), including narrative updates and financial statements/records consistent with contribution requirements.

Monitoring & audit: Recipients must retain supporting records and may be subject to file review or audit by the GNWT or its agents. Non-compliance may delay or reduce payments or lead to recovery of funds.

6. Maximum Amount per Applicant

The annual funding range is typically from \$20,000 to \$200,000 per organization, subject to available appropriations and annual demand. Meeting eligibility criteria does not guarantee funding; funding levels may be pro-rated to manage overall budget availability.



7. Appeals

There is no formal appeal process for this program. applicants may request feedback.



Schedule C-6

Small Arts Project Grant

1. Statement of Purpose

The Small Arts Project Grant (the Program) provides grant funding to emerging and mid-career artists, craftspeople, groups and organizations for small-scale creation, production, presentation, exhibition, training and artistic development projects across recognized disciplines. The Program grows skills, practice and public participation in the arts.

2. Eligibility and Criteria for Approval

Individuals must be NWT residents for at least six months prior to applying. Organizations must be registered with NWT Corporate Registries and in good standing. Preference will be given to applications that use NWT resources and services. Applicants may only have one active project at a time. All overdue reporting must be accepted prior to new applications.

3. Eligible expenses (examples):

- artist fees (applicant/collaborators);
- raw materials and supplies;
- small tools and equipment;
- shipping;
- NWT booking agent fees;
- equipment rentals;
- studio costs;
- contractor fees;
- professional instruction/courses;
- residencies;
- workshops;
- mentorship;
- travel for artistic development (flight, accommodation, ground transport, baggage/shipping).

Applicants traveling outside the NWT must explain why the expertise sought is not available within the NWT or if consideration have been given to bringing instructors into the territory.

Ineligible (examples):

- major tools and equipment not used up by the project;
- competition-oriented projects;
- third-party online booking fees outside the NWT;



- inventory previously purchased with government programming or prior to project start; general non-artistic activities at receptions/carnivals/jamborees/AGMs;
- living or operating expenses (rent/mortgage, wages, food, utilities).

Requests for major equipment should be made to the Arts Business Support Fund.

4. Application Process

Intake

Funding is allocated to and administered by the five ITI regional offices. Applications are accepted on a continuous basis from April 1 to March 31 and assessed on a first-come, first-served until regional budgets are exhausted. Applicants are encouraged to consult their regional office in advance. Submissions must include work samples (see guideline options), documentation for artistic development (e.g., invitation/registration), quotes (NWT quotes encouraged) and proof of residency.

5. Evaluation

Regional ITI staff review applications for completeness, eligibility, feasibility and alignment with Program objectives. Approvals are issued under delegated authority in accordance with departmental IOD/SSR (FAM 130). Applicants are notified in writing within 15 business days of the review of a complete application indicating the decision and approved costs, if any.

6. Maximum Amount per Applicant

Applicants may request \$500–\$5,000 per approved project, subject to available appropriations. Annual maximums: up to \$5,000 for individuals and up to \$5,000 for groups/organizations.

7. Appeals

There is no formal appeal process; declined applicants may request feedback.



Schedule C-7 Medium Arts Project Grant

1. Statement of Purpose

The Medium Arts Project Grant (the Program) provides grant funding of \$5,001–\$15,000 to mid-career and established artists, craftspeople, and eligible organizations for medium-scale arts projects and events.

2. Eligibility Criteria

Individuals/Groups must be NWT residents and been so resident for at least six months prior to applying and must have had at least one Small Arts Project Grant completed and reported.

Organizations must be registered and in good standing with NWT Corporate Registries; have an arts mandate; provide education/creation/exhibition opportunities in the NWT; and must not be receiving funding from the Large Arts Project Fund or Arts Operating Fund in the same fiscal year for the same purpose. Preference may be given to applications that use NWT resources and services.

3. Eligible expenses (examples):

- artist fees (applicant and collaborators);
- raw materials and supplies;
- small tools/equipment; shipping;
- NWT booking agent fees;
- equipment rentals;
- studio costs;
- contractor fees up to 10% administration;
- professional instruction/courses;
- residencies;
- workshops;
- mentorship;
- travel for artistic development (flight, accommodation, ground transport, baggage/shipping).

Applicants traveling outside the NWT must justify that equivalent expertise is not available within the NWT or consider bringing instructors to the NWT.

Ineligible expenses (examples):

- major tools/equipment that are not used up by the project;
- competition-oriented projects;
- third-party online booking fees outside the NWT;
- inventory purchased previously or before project start;



- general non-artistic activities at receptions/carnivals/jamborees/festivals/AGMs; living/operating expenses (rent/mortgage, wages, food, utilities).

Requests for major equipment should be directed to appropriate business support programs.

4. Application Process

Intake

There are three intakes per fiscal year with deadlines set in the guidelines (February 28, June 30, and October 31). Applicants must submit required supporting documents (e.g., work samples; two letters of support; artistic résumé or organization background; quotes – NWT quotes encouraged). Late applications are not accepted.

5. Evaluation

An Arts Advisory Committee comprised of the NWT Arts Council (artists/cultural workers) and ITI regional staff reviews applications for completeness, eligibility, artistic merit, feasibility, and impact.

The Committee provides recommendations to the Assistant Deputy Minister (Economic Development) for approval or to an authorized delegate. Applicants are notified within approximately 60 days of the deadline.

6. Maximum Amount per Applicant

Applicants may request between \$5,001 and \$15,000 per approved project, subject to available appropriations. Meeting eligibility criteria does not guarantee funding.

7. Appeals

There is no formal appeal process; applicants may request feedback.



Schedule C-8

Large Arts Project Fund

1. Statement of Program

The Large Arts Project Fund (the Program) provides contribution funding for large-scale arts projects delivered by eligible NWT arts organizations, including festivals, exhibitions, residencies, workshop series, and similar initiatives.

2. Definitions

Large Project – large-scale art projects and events (e.g., festivals, exhibitions, residencies, workshop series, etc.).

3. Eligibility and Criteria for Approval

Organizations must be registered and in good standing with NWT Corporate Registries; have an arts mandate; provide education/creation/exhibition opportunities in the NWT; and have at least one year of existence prior to the deadline. Applicants must have completed and reported on at least one funded Medium Arts Project (or demonstrate a comparable history of activity in the arts sector). Applicants must be up to date on all reporting for prior funded projects. Preference may be given to projects that use NWT resources and services.

This funding supports costs such as paying coordinators, northern artists fees, venue and equipment rentals, material and supplies costs, etc. in the following disciplines:

- Dance
- Digital art
- Fashion
- Literary arts
- Media arts
- Multidisciplinary art
- Music and sound
- Artistic development
- Theatre arts
- Visual arts and crafts
- Other

4. Application Process

Intake

One intake per fiscal year with a deadline identified in the guideline (February 28).



Applications must include all required supporting documents (e.g., two letters of support; proof of \$1M liability insurance; WSCC compliance if employing staff; organization background and Board list; recent annual report or strategic plan; and other materials identified in the guideline). Late applications are not accepted.

5. Evaluation

An ITI committee made up of staff from HQ Economic Diversification division and regional representatives reviews eligibility, completeness, and alignment.

Considerations include:

- (a) territorial/regional/community scope and benefits;
- (b) organizational development (governance, admin capacity, financial sustainability, strategic planning, staff/volunteer development);
- (c) history of activities and demonstrated delivery capacity;
- (d) community engagement and membership.

Decision authority: Recommendations are provided to the Assistant Deputy Minister, Economic Development for approval or an authorized delegate under departmental IOD/SSR consistent with FAM 130. Applicants are notified within approximately 60 days of the intake deadline.

6. Maximum Amount per Applicant

Applicants may request between \$15,000 and \$100,000 per approved project, subject to available appropriations. Meeting eligibility criteria does not guarantee funding.

7. Appeals

There is no formal appeal process; applicants may request feedback.



Schedule D-1

SUSTAINABLE CANADIAN AGRICULTURE PARTERSHIP (AGRI-FOOD FUNDING)

1. STATEMENT OF PROGRAM

The Sustainable Canadian Agricultural Partnership (Sustainable CAP) supports projects and initiatives that further the environmental performance, agri-food capacity and food chain resiliency in the NWT:

2. GOALS AND OBJECTIVES

- Support and enhance the agricultural sector in NWT through a multi-dimensional approach;
- Invest in infrastructure to bolster agricultural capacity;
- Promote diversity and inclusion within the agricultural community;
- Enhance local food production and security to benefit northern consumers;
- Ensure sustainable agricultural practices to protect the environment;
- Diversify and develop markets for agricultural products; and
- Support research initiatives to drive innovation and improvement in the sector.

3. PRINCIPLES

The Government of the Northwest Territories (GNWT) should encourage the development of NWT's Agriculture and Agri-food sector by supporting endeavors that support the sectors environmental performance, increase sector capacity, growth and enhance sector resiliency, diversity, equity, inclusion, and public trust.

4. SCOPE

The program targets a diverse array of participants within the agricultural sector in the NWT, structured into three applicant streams. Each stream has specific eligibility criteria to ensure that the funding supports a wide range of activities from established commercial operations and new or small businesses to community and Indigenous agriculture projects.

5. PROVISIONS

1. Funding Restrictions

Unless otherwise specified, industry organizations and municipal, territorial and Indigenous governments are eligible for up to 100 percent of project costs.



The following activities are subject to specific maximum funding dollar amounts:

Livestock Fencing:

- \$9.00/linear foot, \$50,000 program lifetime maximum

Business Planning (consultant services) and Business Software:

- Up to \$5,000 (\$100 applicant contribution for every \$1,000 in funding)
- Above \$5,000: up to 75 percent of costs, \$20,000 program lifetime maximum

Internship/Mentorships:

- **Streams 1 and 2:** Up to 75 percent of intern wages to maximum of \$7,500 per year and \$22,500 program lifetime maximum

Field Development:

- Up to \$1,000/quarter acre

Community Gardens and Community Food Production Initiatives:

- \$35,000/year

Applicant Stream 1: Commercial Producers, Processors, Harvesters and other Agri-Businesses (including Indigenous-owned businesses)

- Funding will be provided for up to 75 percent of project costs unless otherwise specified, with a program lifetime maximum of \$125,000*
- Major Agricultural Projects may be eligible for up to 75 percent funding to a maximum of \$250,000, with third party analysis of a business plan.

**Stream 1 recipients exceeding program maximums may still submit applications for review by program administrators; these applications will be reviewed subject to available funding.*

Applicant Stream 2: New Entrants and Small Businesses

- New Entrants and small businesses are eligible for a maximum of \$30,000 in funding in two phases:
 - o **Phase 1:** Up to \$10,000 (cumulative) for activities including, but not limited: initial start-up costs, business planning, training, and development of agri-environmental plans.
 - o **Phase 2:** Upon completion of a business plan, up to \$20,000 of additional funding to implement priority components identified in the business plan.
- Additional funding within the Sustainable CAP program will be subject to the applicant having reported a minimum of \$10,000 in farm or business income to the Canada Revenue Agency or enrollment in AgriStability*
- Expenses will be reimbursed to a maximum of 75 percent of project costs unless otherwise specified.



**Once the \$30,000 Stream 2 funding threshold has been reached, application from businesses that report less than \$10,000 in annual farm or business income may still be considered. Application will be considered on a case-by-case basis to determine whether there has been extenuating circumstances why the application has not been able to develop their agriculture or good production operation and reach \$10,000 in income.*

Applicant Stream 3: Community and Indigenous Agriculture

- Applicants are eligible for up to 100 percent of project costs with a program lifetime maximum of \$125,000*

**Stream 3 recipients exceeding program maximums may still submit applications for review by program administrators; these applications will be reviewed subject to available funding.*

6. APPLICATION PROCESS AND FUNDING

1. Eligible Activities

Commercial Agriculture and Agri-Food Development:

- Capital investments for facility and farm development and capacity expansion activities that enhance efficiency, competitiveness, productivity, and the ability to innovate and adopt new technologies.
- Adoption of new products, technologies, practices or processes.
- Efficiency improvements, including reducing and recovering food and other wastes, and growing the bioeconomy.
- Initial capital investment for new-entrant agricultural/food producers or processors.
- Sustainable land development and diversification activities including the clearing and breaking of land and other land improvements.
- Third-part labour and consultant services for professional, technical and analytical support.
- Initiatives to enhance transparency, awareness, communications and inclusive engagement activities, including targeted outreach strategies for youth.
- Improvements to workplace safety.
- Promotion, education and training on safety issues relevant to the sector.
- Industry-led initiatives to address labour shortages, including support for labour attraction and retention, and labour-saving technologies such as automation.

Diversity and Extension:

- Skill development to optimize production and improve profitability, including through the adoption of practices that add value and/or credibility.
- Skill development and service delivery to improve business management, including business and entrepreneur mentoring.
- Initiatives that foster or generate inclusive opportunities for underrepresented and marginalized groups, and address systemic and other barriers to entry.
- Strengthening and development of Indigenous-led agriculture and food systems.



- Agriculture and food processing training courses, workshops, seminars, conferences and any other training and learning activities.
- Learning, training and mentorship initiatives that expand, diversify, or add value to existing NWT agriculture or agri-food businesses.
- Costs eligible for reimbursement include travel expenses (transportation, accommodations, meals and incidentals per diems), registration fees, course fees, instructors/speaker fees, venue and equipment rental fees and educational materials.
- Increased marketing and communications efforts that build in diversity equity and inclusion messaging within the sector.

Community Food Production:

- Activities that strengthen food security and local food capacity, including initiatives that grow and support local production, processing and sales.
- Community-based garden/greenhouse design and/or construction costs (including materials, equipment and freight), garden/greenhouse supplies (including soil, seeds, fertilizer, tools), and greenhouse management costs.
- Hiring of a greenhouse/community garden coordinator or food security coordinator.
- Community-based or regionally-based hands-on training and educational activities, such as workshops and seminars for those interested in growing, harvesting or processing food in order to increase access to locally grown food.
- Educational and communications efforts to increase awareness of the benefits to growing, harvesting and using local food products as a means of enhancing food security.

Agri-Environmental Planning:

- Research to support the development of NWT agri-environmental assessment (environmental farm planning) guidance.
- Professional, technical and analytical support to complete agri-environmental assessments.
- Development of tools to raise producer awareness and inform on-farm decision-making to effectively address climate risks and pursue targeted environmental action.
- Support for the Sector's response to environmental and climate-related emergencies.

Resilient Agriculture Landscape Program (RALP):

- Implementation of management practices (BMPs) that maximize provision of multiple ecological goods and services such as maintenance and provision of healthy soil and water resources, wildlife habitat and biodiversity, and adapting to impacts of climate change.
- Support for enhanced knowledge transfer, extension, technical assistance, promotion, education, training and demonstration activities for best management practices and other practices and innovations (including clean technologies) that



address agri-environmental issues, including climate change adaptation and mitigation, and reduction of greenhouse gas emissions.

Northern Agriculture and Agri-Food Research:

- Research that is closely aligned with the needs of the sector in the NWT (agriculture, food harvesting, Indigenous food systems, agri-food processing, and value-added food products) and pursues inclusive economic growth opportunities, improves sector sustainability, and strengthens the long-term resilience of the Sector.
- Revitalization of diverse Indigenous food and knowledge systems and improve accessibility to research and knowledge transfer supports for Indigenous peoples and underrepresented and marginalized groups.
- Research and associated activities that relate to climate change adaptation, greenhouse gas emissions reduction, protection of and regeneration of soils, water, and air quality, improving biodiversity and protection of sensitive habitats, and reducing, recovering, and reusing wastes.

Market Development:

- Development and evaluation of business plans to take on new or expanded market opportunities.
- Marketing and product development and adaptation activities that support the value-added food and beverage processing sector.
- Actions that foster more inclusive economic growth in the sector through market development and trade activities, taking into account the needs of Indigenous peoples and underrepresented and marginalized groups.
- Activities related to the branding, marketing, and awareness-building to improve recognition of the quality and sustainability of NWT agri-foods including the development and design of brochures, logos, labels, signage and packaging.
- Development and identification of supply chains through funding to offset costs to transport food products from the point of NWT harvest/production to NWT markets.
- Food branding initiatives for local producers and processors, assessed on a case-by-case basis to ensure the initiative does not lead to competition with another jurisdiction.
- Marketing organizations including farmers markets and agri-tourism ventures.
- Participation in relevant marketing events including registration fees and travel costs.

2. Ineligible Activities

- Used equipment funded by the GNWT within the last five years.
- Normal and on-going operating and maintenance costs incurred by recipients, except as otherwise specified.
- Purchase of common items that can be used for multiple purposes (e.g., digital cameras, GPS, smartphones, measuring tapes, trucks, trailers, tractors).
- Purchase and construction of multi-purpose structures (barns, storage sheds). Specialized interior components of agricultural structures may be eligible for funding.



- Road development or purchase of land.
- Activities that do not provide a direct benefit to agriculture, agri-food and/or agri-based products industry.
- Equine activities including riding stables, horse racing, and recreational riding activities.
- Activities related to aquaponic food production, and to aquaculture, seaweed, fish and seafood production and processing.
- Tax credits, rebates and the refundable portion of the Goods and Services Tax and interest charges are not eligible for reimbursement.
- Development and enforcement of regulations.

3. Eligible Recipients and Applicant Streams

The following recipient types have been identified as eligible for all Sustainable-CAP NWT funding. There is one exception, and that is for the Resilient Agriculture Landscapes Program (RALP). Processors, retailer/wholesalers, and service providers are not eligible for funding for activities related to RALP:

- Primary Producer
- Processor
- Harvester
- Industry Organization
- Research Body/Institution
- Retailer/Wholesaler
- Service Provider
- Municipal Government
- Indigenous Government
- Indigenous Community
- Indigenous Organization
- Indigenous Individual

Applicant Stream 1: Commercial Producers, Processors, Harvesters and other Agri-Businesses (including Indigenous-owned businesses)

- Must be a registered business in the NWT and have been in operation in the NWT for at least one year. Registration or incorporation under relevant legislation is required.
- Must be recognized as a legal entity capable of entering into a contractual agreement and be in good standing with the Government of the Northwest Territories (GNWT).
- Must have reported at least \$10,000 in farming income or business income to the Canada Revenue Agency within the previous year.
- Projects may require submission of a business plan prior to funding approval.

Applicant Stream 2: New Entrants and Small Businesses

- Must be a registered business in the NWT. Registration or incorporation under relevant legislation is required.
- Farm or business is in a planning or development stage (has not reported more than \$10,000 in income).



- All businesses from which goods or services are purchased must be at Arm's Length from the applicant, meaning not immediate family member(s) of the applicant (connected by blood relationship, adoption, marriage or common law partnership), not business affiliates of the applicant, or controlled in any way by the applicant.
- Family members from the same farm, company, corporation or partnership shall be eligible as one individual, and not as separate recipients.

Applicant Stream 3: Community and Indigenous Agriculture

- Applicants must be:
 - o A non-profit organization registered and in compliance under the *Northwest Territories Societies Act* or incorporated under the *Canada Not-for-profit Corporations Act*, in good standing, and open to public membership; or
 - o An indigenous government/municipal/territorial government; or
 - o An educational institution.
- Projects must be clearly related to food production, provide a benefit to the broader community or industry, and contribute to at least one of the Sustainable CAP Priorities.

4. Application Process

- Applicants are encouraged to consult with your regional Industry, Tourism and Investment team to understand the application process and ensure their project meets the Sustainable Canadian Agricultural Partnership priorities and eligibility criteria.
- Applications are reviewed either by a Business Development Officer or Manager, or a Project Evaluation Panel, depending on the project details.
- Additional information may be requested by the Business Development Officer or Manager prior to going to a Project Evaluation Panel review. Applications deemed incomplete will not be reviewed.
- For all applications involving consultants or contractors, a quote from the consultant or contractor as well as the consultant's qualifications must be included with the application.
- All businesses from which goods or services are purchased must be at Arm's Length from the applicant, meaning not immediate family member(s) of the applicant (connected by blood relationship, adoption, marriage or common law partnership), not business affiliates of the applicant, or controlled in any way by the applicant.
- Once a project is approved for funding, a Contribution Agreement (CA) must be signed by the applicant and the Government of the Northwest Territories. Both parties must sign the CA before the first payment can be processed.
- Projects must be completed per terms of the CA. **Any purchases made or activities started before the effective date indicated in the terms of the CA will not be eligible for funding.** Recipients are required to communicate any changes to project plans and timelines to project manager for approval.
- All applications for funding are subject to the Northwest Territories *Access to Information and Protection of Privacy Act*. Applications may be shared with other government departments providing funding to the project with permission of the applicant. Once the CA is signed, the details of the agreement that are government



funded become accessible to the public. Information that is posted on the web may include: the name of the recipient, the amount of funding provided, the project title, and a brief description.

- A final report/project evaluation must be completed and an itemized list of approved expenses with copies of receipts must be provided prior to the release of the final payment. For events such as conferences and workshops, feedback from attendees is required.



Schedule D-2

COMMERCIAL FISHERY ASSISTANCE SUPPORT

1. STATEMENT OF PROGRAM

The Commercial Fishery Support (CFSP) pilot program aims at creating new jobs and opportunities for fishers in the NWT by helping to defer costs, supplement prices, and encourage recruitment.

2. GOALS AND OBJECTIVES

- To increase the volume and variety of value-added fish products in the NWT; and
- Improve food security in the NWT through the provision of a stable, sustainable and healthy supply of fish harvested, processed, and brought to market.

3. PRINCIPLES

The CFSP promotes a sustainable economic opportunity for NWT residents and businesses, while also providing a safe form of local food.

4. SCOPE

The following recipient types are eligible for funding under the CFSP:

- Commercial Fishers
- NWT Industry Organizations
- NWT Research Bodies/Institutions
- Indigenous governments in the NWT
- Indigenous Organizations operating in the NWT

5. PROVISIONS

Applications are accepted until fiscal year end, or until the program budget has been allocated.

The CFSP has three priority streams for successful applicants:

1. Responsive Incentives and Supports

Fuel rebate – Determined seasonally.

Volume incentive - Determined seasonally.

The once-annual volume incentive does not limit fishers from access other existing ITI funding programs or rebates.

2. Increasing Sector Participation

Out of Territory Recruitment Incentive - up to \$30,000 to pay experienced commercial fishers from outside the territory to participate in the NWT sector.



Emerging NWT Commercial Fishers – up to \$30,000 to pay newly established NWT-based fishers to improve the probability that they establish or continue to participate in the fishing industry.

3. Research and Sustainability

Up to \$20,000 for projects that introduce technology, equipment, processes and techniques that will increase the sustainability, productivity, safety and efficiency of commercial fisheries in the NWT. Projects must demonstrate the potential for broad based benefits across the sector.

6. APPLICATION PROCESS

APPLICATION

- Completed application forms from the ITI website are sent to the respective regional office.
- Applicants will be informed in writing within 15 business days of the review of the application whether approval of the application has been granted and which eligible costs have been approved.
- Applications will be accepted on an on-going basis throughout the fiscal year, but applications must be approved before beginning supported activities. Expenditures made prior to the date of application approval will not be considered.
- Applicants who are just starting commercial activities should be able to demonstrate relevant experience and a capacity to engage in the sector, for example through access to equipment, licenses and permits. Commercial fishers must also hold a valid commercial fishing license and vessel certificates if applicable.



Schedule D-3

NORTHERN FOOD DEVELOPMENT PROGRAM

1. STATEMENT OF PROGRAM

This Program provides funding for commercial producers, harvesters, and processors of food in the NWT, with the goal of building the commercial food production and processing sectors and increasing the availability of local food to northern consumers.

Products include agriculture, agri-food, commercial fishing sectors, and wild food harvesting, including non-timber forest products but not including big game, small game, or furbearing species.

2. GOALS AND OBJECTIVES

Building the commercial food production and processing sectors; and increasing the availability of local food to northern consumers.

3. PRINCIPLES

Grow the agriculture, agri-food, commercial fisheries and wild food harvesting sectors; Increase local and specialty food production, processing, sales and marketing initiatives; and Increase availability of northern foods to northern consumers.

4. SCOPE

Eligible applicants include any commercial food producers in the NWT. Registration or incorporation under relevant legislation is required. Applicants who are just starting commercial activities should be able to demonstrate relevant experience and a capacity to engage in food production or processing, for example, through access to land, equipment, licenses and permits.

Fishers must also hold a valid commercial fishing licence and vessel certificates if applicable.

5. PROVISIONS

Eligible applicants include any commercial food producers in the NWT. Registration or incorporation under relevant legislation is required.

Applicants who are just starting commercial activities should be able to demonstrate relevant experience and a capacity to engage in food production or processing, for example, through access to land, equipment, licenses and permits.

Fishers must also hold a valid commercial fishing license and vessel certificates if applicable. Applications will be accepted on an on-going basis throughout the fiscal year, but applications must be approved before beginning the activity.

Completed applications will be evaluated by ITI program staff according to a published grading rubric. Applicants will be informed in writing within 15 business days of the review of the completed application whether approval of the application has been granted and



which eligible costs have been approved Expenditures made prior to the date of application approval will not be considered.

6. APPLICATION PROCESS AND FUNDING

APPLICATION

The following information will be needed to complete the application form:

- Applicant or business information
- Project details
- Estimated costs and sources of funding- requires a breakdown of all costs for the application

Applicants must provide one of the following:

- Sales documentation from previous years (receipts from any prior year);
- Statement of farming or business income from Canada Revenue Agency; or
- A marketing plan and projections for the upcoming season.

PROGRAM FUNDING

A. Infrastructure, Equipment and Supplies

Design, construction, and expansion of facilities (including harvesting, processing, storage, greenhouse, sales infrastructure)

Equipment or technology aimed at increasing yields, improving efficiency or profitability (processing and packaging equipment, alternative energy technology, etc.)

Agriculture-specific:

- i. Land development costs (clearing, drainage, irrigation system, soil development, etc)
 - ii. Initial livestock costs including materials and supplies (fencing, watering, feeding, housing, etc.). For livestock projects, an Environmental Farm Plan may be required.
 - iii. Input freight assistance \$0.30 / loaded kilometer (feed, seed, animals, fertilizers, compost, and amendments)
 - iv. Product transportation costs
- Fishing sector-specific:
 - i. Boat, motors, nets, etc ,
 - ii. Water safety equipment
 - iii. Winter equipment support

B. Marketing

- Market planning and promotion costs
- Product and packaging design and development
- Costs related to participating in community market events (such as farmer's markets) or trade shows (excluding conferences)

C. Capacity Building

- Specialized training including costs associated with workshops, online courses, and professional development



- Staff training, internship support or mentorship
- i. Staff training and development:
 - 75% of project costs to a maximum of \$7,500 per worker (in-kind expenses are not eligible)
- ii Internship:
 - Up to 75% of the intern wages to a maximum of \$7,500 per intern (can include in-kind wage expenses such as room and board for the intern - funding will only be provided for actual expenses paid)
- iii Mentorship:
 - Up to 75% of expenses incurred for the mentorship to a maximum of \$7,500.

D. NFDP Sales Rebate

- The rebate is 'cash back' to the agricultural producer or wild food harvester for a total of 25% of their reported sales from the previous season for eligible applicants with sales of under \$10,000.
- Rebates can be applied for whenever the harvesters' season sales are completed (usually in November for seasonal growers, variable for wild food harvesters) up until March 31st of that year, depending on funding availability. Producers should notify the ITI Business Development Officer or Economic Development Officer in their region of their interest in this rebate and submit their season's receipts as soon as possible to ensure there are available funds
- Accessing the NFDP Sales Rebate does not negate the applicant from accessing other support for Eligible Activities under the NFDP.

E. NFDP Utilities Rebate

- This rebate will provide 10% -15% subsidy on reported sales up to \$2,500 in support for agricultural producers or wild food harvesters
- The following rates apply to the various scale of producer:
 - \$1,000 – \$5,000 in sales – 10% of gross sales
 - \$5,000 – \$10,000 in sales – 15% of gross sales
 - \$10,000 + in sales - \$2,000 maximum contribution
- Rebates can be applied for whenever the producers' season sales are completed up until March 31st of that year, depending on funding availability Producers should notify their Regional Business Development Officer or Economic Development Officer of their intent to participate in the NFDP Utilities Subsidy and submit their season's receipts as soon as possible to ensure there are available funds
- Accessing the NFDP Utilities Rebate does not negate the applicant from accessing other support for Eligible Activities under the NFDP.

1. Eligible Expenses

Costs must be directly related to the project. Financial documentation verifying



expenditures should be provided. An in-kind requirement of up to 10% of total project costs may be required (can include sweat equity). In-kind costs must be clearly documented and reflect fair market value of related expense.

2. Ineligible Activities/Expenses

Ineligible costs include the purchase, acquisition or payment of: assets previously owned by the applicant, shareholder or partner in the project; wages or payments to the applicant, shareholders, family members or businesses related by common effective control; land; and, assets that have been purchased previously with the assistance of the Government of the Northwest Territories (GNWT) or the Government of Canada unless the amount of assistance is declared and deducted from the fair market value.



Schedule E-1

SUPPORT FOR ENTREPRENEURS AND ECONOMIC DEVELOPMENT (SEED) PROGRAMS

1. STATEMENT OF PROGRAM

The Department provides programs and services that promote and support Northwest Territories (NWT) economic prosperity and community self reliance. The Department, through this and other programs, may support proposals that:

- i. Diversify the NWT and community economies;
- ii. Establish or expand NWT Businesses in support of employment and value added activities;
- iii. Improve business knowledge and capacity; and
- iv. Investigate new Sector business opportunities.

2. GOALS AND OBJECTIVES

Through the SEED program, the goal of the Department is to increase NWT business activity, employment, and capacity; diversify the NWT economy; and promote equitable distribution of benefits among NWT communities.

3. PRINCIPLES

1. Where applicable, funding should be complementary of existing programs from other agencies for leveraging additional funding;
2. Financial assistance may be prioritized for proposals that further strategic Sector initiatives designated by the Minister;
3. Assistance will not be provided for proposals where existing local business sustainability in a similar market will be adversely affected.
4. The program streams will remain flexible and responsive to the different economic circumstances and needs of each region and community.
5. The Department supports Community Economic Development as a means of advancing social and economic development.

4. SCOPE

All NWT Businesses, business associations, individuals, Bands or Community councils applying for financial assistance from the Department. Specific eligibilities are provided for under individual streams within this schedule.

5. DEFINITIONS



Arts and Film Sectors: Any sectors identified in the following classifications: 7111, 7113, 7114, 7115, 5121, and 5122 of the North American Industry Classification System (NAICS).

Capacity - Business knowledge, financial, human, or capital assets, which contribute to development of sustainable business initiatives.

Equity - Cash, Land or any asset with unencumbered residual value contributed to the venture by the owner(s) or shareholder(s).

Level 1 Communities - Communities with well developed business infrastructure, and air/road transportation links. These communities are Fort Smith, Hay River, Inuvik, and Yellowknife.

Level 2 Communities - Communities with less developed business infrastructure. All communities not listed as a Level 1 community are Level 2 communities.

Market Disruption - Circumstances when, in the opinion of the Regional Superintendent, the granting of a contribution will likely adversely and significantly impact the revenue earned by another business within the Region. Assisting a business in a community which is being served by a business not from that community shall not be considered market disruptive. Assisting a business to significantly access markets in another community, where that market is being served by a business in the other community, could be considered market disruptive.

Micro-Business - A legal activity providing items for sale or provision of services for a fee, carried out by an individual or business, where gross revenues are not likely to exceed \$60,000 per year.

NWT Business - A business, that complies with the legal requirements to carry on business in the NWT, and is either a corporation, a co-operative association, or a partnership or sole proprietorship duly registered and in good standing with the Department of Justice, Legal Registries Division, where required, and a holder of a valid business licence, issued by a municipal corporation or the Department of Municipal and Community Affairs.

NWT Resident - An individual who has resided in the NWT for six months prior to date of application for funding and continues to reside in the NWT for the duration of the project.

6. PROVISIONS

Equity Requirements

Applicants must commit a percentage of the project costs from their own funds to their proposed project. For a project to be considered, applicants must contribute the following minimum Equity:



- (a) 30 percent in Level 1 Communities,
- (b) 20 percent in Level 2 Communities, and
- (c) 20 percent for NWT-wide projects.

General

The following conditions apply to each stream of funding.

- a. The meeting of eligibility criteria for any stream in this schedule, in and of itself, does not guarantee subsequent approval of financial support. Financial assistance may be provided to those projects deemed as providing the greatest economic benefit to the NWT.
- b. Applicants must clearly identify the need for funding in terms of being unable to obtain the requested funding through other means or where the terms and conditions on funding are such that the proposed business venture is no longer viable. In the case of capital expansion, economic diversification benefits for the NWT economy will also be considered, where funding will be considered as an incentive to development in specific Sectors where the business case is positive but may be marginal.
- c. Applicants must supply supporting data deemed relevant by the Regional Superintendent for regional applications or Director of Business Support and Trade for NWT-wide applications.

Ineligible Costs

Contributions will not be provided to assist with the acquisition or purchase of:

- a. Assets previously acquired by the applicant, shareholder or partner in the project, or by an associated business;
- b. The applicant's internal costs not directly related to the project and non-arm's length transactions, including payments made to shareholders or members of their immediate family or businesses related by common effective control;
- c. Real estate for speculative purposes; or
- d. Assets previously purchased by third parties with the assistance of the Government of the NWT or the Government of Canada, in which case the amount of the previous contribution will be deducted from the fair market



value of the asset to arrive at the eligible cost of the asset.

Payment

Payment will be provided when:

- a. The recipient has accepted the terms and conditions for a contribution as detailed in a funding agreement;
- b. The required Equity is in place;
- c. The availability of additional financing necessary to complete the project has been confirmed; and
- d. Necessary approval by regulatory, municipal, and other authorities has been confirmed. This may include meeting health and safety standards, environmental standards, acquiring land use approval, support from Community or regional councils, or any other approvals deemed necessary for the project to proceed.

Stream 1 – Entrepreneur Support

a) Applicants

All NWT Businesses, except those deemed to be part of the arts and/or film sectors.

b) Support

i. Start-up Funding

Assistance may be provided for costs associated with planning, engineering, start-up capital or other developments costs deemed to fall within this category by the Regional Superintendent.

ii. Asset Acquisition

a. In Level 2 communities only, capital assistance may be provided to assist with the purchase of capital items for operations of the business, as a means



to provide Equity necessary to leverage loan financing, or where assistance is not otherwise available to take advantage of a business opportunity.

b. Assistance provided must support the continuation of a business where: lack of new investment would result in job losses, there is creation of employment directly, or improved efficiency or capacity of a business is required to stay competitive or access new markets.

iii. Market and Product Development

Assistance may be provided for:

- a. new market or product development designed to increase sales of NWT products, to promote the NWT as a travel destination, or to participate in trade shows (excluding attendance at conferences); or,
- b. the marketing of existing tourism, products through trade show participation, print advertising, internet marketing, or similar activities.

iv. Operational Support

Assistance may be provided to:

- a. Increase business skills and capacity, including mentorship; or
 - b. Identify and address problems faced by the business; or
 - c. Develop a recovery or restructuring plan; or
 - d. Provide emergency relief to effect business recovery; or
 - e. Assist with the cost of "winding down" a business which has a minimal net worth and cannot meet its financial obligations, and which could hurt other businesses and employment opportunities if allowed to fail in a disorderly manner.
- c) Exception

Under Operational Support (iv.), Equity requirements may be waived in the case of emergency relief for business recovery.

Stream 2 – Sector Support

(a) Applicants



i. Individual businesses

Individual NWT Businesses operating within Sectors designated by the Minister, except those deemed to be part of the arts and/or film sectors, are eligible for assistance for the Capital Expansion Incentive.

ii. Business Associations or other organizations

NWT Business Associations, Bands or Municipalities are eligible for the Sector Research Support, except those deemed to be part of the arts and/or film sectors.

(b) Support

i. Capital Expansion Incentive

a. May provide a contribution to offset incremental loan interest associated

with new capital purchases for expansion of businesses in strategic Sectors designated from time to time by the Minister.

b. Assistance may be for interest on loans from any Government of the Northwest Territories (GNWT) agency or private Sector commercial lender. Assistance must be negotiated and approved-in-principle prior to loan approval.

c. Amount:

To a maximum amount of \$30,000, distributed over two or three years, with no single year exceeding \$15,000 in support.

ii. Sector Research Support

a. May provide a contribution to support Sector-specific research that benefits a group of businesses in a Sector or will provide information critical to development of the Sector or assist in investment attraction, such as product development and packaging or Sector-specific marketing that benefits an industry.



b. Amount:

To a maximum amount of \$25,000 per year.

Stream 3 – Community Economic Development

(a) Applicants

All NWT associations, Band or Community Councils, except those deemed to be part of the arts and/or film sectors.

(b) Support

- (i) Assistance may be provided for: Feasibility plans for Community-based projects, and evaluation of projects or investigation of economic opportunities that build on a Community's resources, or other competitive advantages;
- (ii) Physical infrastructure where the absence of that infrastructure is a constraint to Community business development;
- (iii) Access to business information;
- (iv) Activities aimed at developing Community-based or industry strategic plans; and
- (v) Community events that promote economic development, excluding music, arts or film related events.

(c) Ineligible Activities

The following activities will not be eligible for funding:

- (i) Infrastructure responsibilities of other levels of government;



(ii) Land assembly or development of residential lands; or

(iii) Projects that will effectively benefit only one business.

(d) Amount:

To a maximum amount of \$25,000.

Stream 4 – Micro-Business

(a) Applicants

All NWT Residents engaged in traditional harvesting activities or arts and crafts production for commercial purposes, or other self-employment activities, except those deemed to be part of the arts and/or film sectors.

Individuals who receive funding under the Micro-Business category are not eligible under the Entrepreneur Support category for the same project in the same fiscal year.

Successful applicants under the Micro-Business category may apply under the Entrepreneur Support category in subsequent years should their businesses expand.

(b) Support

Assistance may be provided for:

(i) Tools or equipment, related to traditional harvesting.

(ii) Prospecting supply, equipment and other expenses directly related to prospecting activity; or



- (iii) Relevant and specific equipment, supplies or expenses related to other self-employment activities, except those deemed to be part of the arts and/or film sectors.

- (c) Amount:
To a maximum amount of \$6,000 over three years.

- (d) Exceptions
 - (i) Equity may be in the form of Sweat Equity where the client does not have sufficient cash Equity and income.

 - (ii) The primary considerations for funding businesses that qualify in the Micro-Business category will be that:
 - a. The items or goods are required to enable commercial harvesting or production of goods for sale.

 - b. The applicant has shown to be proficient at the proposed activity or has skills necessary to undertake the proposed activity.

 - c. Funding does not duplicate other available Policy funding.

 - d. The client has insufficient funds from other income to purchase the proposed goods.

 - e. In addition, funding limitations may require that applications are prioritized. Priority will be given to:
 - i. Activities in support of Departmental Sector strategies; or

 - ii. Those applications with the greatest income generating potential for clients who meet the above criteria.

Stream 5 – Business Intelligence and Networking

Strategic Investment funding will allow for a contribution as high as \$75,000 for projects which meet the above criteria.



(a) Applicants

All NWT Residents or NWT Businesses, except those deemed to be part of the arts and/or film sectors., who are not eligible under Stream 1: Entrepreneur Support - Marketing and Product Development.

(b) Support

- (i) This category is intended to assist individuals not directly involved in marketing specific products and not eligible under the Market and Product Development category. Financial assistance may be available to assist with costs associated with attendance at seminars and trade shows to access information regarding new technologies or business opportunities.
- (ii) Funding may be provided where the individuals attending these events can directly make use of the information obtained or contacts made on behalf of the organization they are representing.
- (iii) A summary of activities and proof of attendance at the event will be required to be provided to the Department.

(c) Amount:

- i. The maximum funding available to any NWT Resident or NWT Business is \$8,000 per year.
- ii. Assistance may be provided to a maximum of \$4,000 per Resident per trip. An NWT Business may submit an application for as many as two residents.
- iii. Trip costs must exceed \$1,500 per individual. Applicants must contribute \$500 of equity per individual for eligible costs of travel within the NWT. For travel outside of the NWT, Applicants must contribute \$1,000 of equity per individual for eligible costs.



(d) Eligible Costs

Eligible costs are limited to event registration fees, lowest available airfare, and standard accommodation. Expenses including, but not limited to per diems, incidentals, salaries, and honoraria are excluded.

Total length of stay will be determined based on the minimum time required for travel and attendance at the event. Approvals will be prioritized in terms of relative value gained from attendance and will be subject to regional budget allocations.

Where applicants choose to drive, funding will not exceed the lowest available airfare. Costs are based on the GNWT private car kilometre rates plus hotel costs in transit.

Stream 6 – Strategic Investments

(a) Applicants

All NWT Businesses, except those deemed to be part of the arts and/or film sectors.

(b) Support

(i) Applicants must address all of the following priorities in the scope of their proposed project or initiative:

- Leverage funding sources outside the Government of Northwest Territories (GNWT);
- Directly increase the business and economic activity of the local community, or communities;
- Directly result in increased employment outcomes in the local community, or communities; and
- Are consistent with Department strategies and/or regional economic



development plans.

- Where funding limitations require that applications are prioritized, those applications that invest in technology and innovation will receive priority.

(c) Amount:

Strategic Investment funding will allow for a contribution as high as \$75,000 for projects which meet the above criteria.