

# SUPPORTING INUIT LEADERSHIP IN THE CLIMATE TRANSITION

---

**GUIDE FOR SUBMITTING A PROJECT**

SEPTEMBER 2024





PHOTO CREDITS: ©KRC



THIS INITIATIVE IS FUNDED BY THE QUEBEC GOVERNMENT AS PART OF THE 2030 PLAN FOR A GREEN ECONOMY.

Plan pour une  
économie  
verte 

Québec 

# TABLE OF CONTENTS

---

## GUIDE FOR SUBMITTING A PROJECT

Supporting Inuit climate leadership in brief	04
What are the objectives of the initiative?	04
Who is eligible?	05
Which projects are eligible?	06
Which projects are not eligible?	07
Financial assistance	07
Project timetable and length	07
Eligible and non-eligible expenses	08
How to submit an application	10
Appendices	11

## PROJECT PROPOSAL TEMPLATE

Purpose of the project proposal template	12
Information on the organization	13
Project information	14
Provisional work plan and deadlines	18
Information about the project team	19
Information on external partners	20
Budget	20
Appendices	21

# SUPPORTING INUIT CLIMATE LEADERSHIP IN BRIEF

---

The Kativik Regional Government (KRG) has been given a mandate by the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs to provide financial support for Inuit community projects to strengthen Inuit leadership in the climate transition.

- Funding available: \$3.5 million until March 31, 2025.
- Funded by the “Supporting First Nations and Inuit to act on climate change” initiative of Quebec’s 2030 Plan for a Green Economy.
- Eligible organizations: Nunavik organizations.
- Deadline for signing agreements: The agreements between KRG and the organizations responsible for the projects must be signed no later than March 31, 2025.
- Deadline for project completion: Projects must be completed within 36 months (3 years) of signing the agreement, but no later than March 31, 2028.

## WHAT ARE THE OBJECTIVES OF THE INITIATIVE?

---

The key objective is to strengthen Inuit leadership in the climate transition by supporting projects that meet Inuit needs and priorities. More specifically, it aims to:

- Accelerate the Inuit climate transition by increasing Inuit resilience to the impacts of climate change and supporting Inuit climate change mitigation planning efforts.
- Promote capacity building and human resources training in partner organizations to combat climate change.
- Promote the development of expertise and know-how in the field of climate change.

# WHO IS ELIGIBLE?

This funding opportunity is intended for Nunavik organizations. They must have been in business for at least one year at the time of submitting their project proposal, and have the expertise and capacity to carry out projects related to the fight against climate change, or have a partner with this expertise.

The following organizations are eligible:

- Inuit Indigenous communities
- Northern village councils
- Landholding corporations
- The KRG
- The Kativik Municipal Housing Bureau
- Indigenous non-profit organizations or their equivalent
- Educational establishments
- Health and social services establishments
- Quebec non-profit organizations and associations
- Cooperatives, mutual societies, and companies

# WHICH PROJECTS ARE ELIGIBLE?

---

To be eligible, projects must:

- Have a direct link to the Inuit climate transition and address one or more of the following aspects: **adaptation** to climate change, **mitigation** of climate change, **engagement**, **knowledge transfer**, or **outreach** in adaptation and/or mitigation.
- Meet a need that Inuit consider a priority.
- Rely on the involvement of organizations and community members, and on local capacity building.

## ADAPTATION PROJECTS

**Adaptation** projects must take into account the impacts of climate change already experienced and those anticipated in the future, and may include:

- ▶ KNOWLEDGE ACQUISITION
- ▶ PROJECT PLANNING
- ▶ PROJECT IMPLEMENTATION
- ▶ CAPACITY BUILDING

## MITIGATION PROJECTS

Particular attention should be paid to assessing the potential for reducing greenhouse gas emissions. Climate change **mitigation** projects can include:

- ▶ KNOWLEDGE ACQUISITION
- ▶ PROJECT PLANNING
- ▶ CAPACITY BUILDING

## EXAMPLES OF PROJECTS

Here are some examples of eligible projects:

- Acquiring knowledge about the risks associated with climate change
- Planning projects to adapt or reduce greenhouse gas emissions
- Implementing adaptation projects (e.g., traditional access trail monitoring program and SmartICE project)
- Monitoring climate and the impacts of climate change
- Sharing expertise and know-how

An organization can receive financial assistance for more than one project, but only if the projects are different and if it can demonstrate its ability to successfully complete them all. Projects that complement ongoing activities are eligible.

In addition, for a project to be eligible, the organization responsible for it must be able to demonstrate that it has the capabilities and experience required to achieve the project's objectives.

## WHICH PROJECTS ARE NOT ELIGIBLE?

---

A project is not eligible if it:

- Aims to implement the following climate change mitigation measures;
- Involves a recurring element;
- Affects the organization's regular or recurring activities;
- Has already begun at the time an application is submitted, unless this application will enable the project to enter a new phase or expand;
- Aims to create a foundation or seek sponsorships.

## FINANCIAL ASSISTANCE

---

Financial assistance can cover up to 100% of eligible project expenses. A project may receive direct or indirect financial assistance from Quebec and Canadian government departments, agencies, and Crown corporations, but may not receive support from any other program or initiative financed by the Fonds d'électrification et de changements climatiques.

## PROJECT TIMETABLE AND LENGTH

---

The agreements between the partner organization and the organization responsible for the project must be signed no later than March 31, 2025, and the projects must be completed within thirty-six (36) months, not including the production and submission of the final report.

If necessary, the duration of this agreement may be extended, without any financial bonus, if it is demonstrated that such an extension is essential to the success of the project. In this case, the organization responsible must submit a written request for an extension, which must be approved by the partner organization. The extension cannot go beyond March 31, 2028.

# ELIGIBLE AND NON-ELIGIBLE EXPENSES

---

**Eligible expenses are those directly related to and necessary for carrying out the project, such as:**

- Salaries and benefits for staff and trainees;
- Grants awarded to students;
- Professional fees paid to a natural or legal person for a specific task or service;
- Expenses associated with communications activities, including dissemination and publication of project results on a website, printing and publication of reports or brochures, and translation costs;
- Transportation, meals, and lodging within Quebec, in accordance with KRG's internal policies;
- Costs associated with workshops and community meetings (including room rentals, meals, participant fees, and simultaneous interpretation);
- Purchase or rental of specialized equipment for the project, such as computers or tablets, first-aid kits, tools and instruments for field work, vehicles (helicopters, snowmobiles, and boats);
- Data acquisition costs, such as for remote sensing images;
- Administration costs, up to a maximum of 10% of the grant awarded for the project, including costs related to administrative management, IT, office space rentals, office equipment, and Internet.

Project expenses become eligible from the date of the award letter of the partner organization confirming acceptance of the project.

## **THE FOLLOWING ARE NOT ELIGIBLE:**

- Expenses incurred prior to the date of signature of the award letter confirming the financial assistance granted;
- Costs associated with offsetting greenhouse gas emissions;
- Capital expenditures, i.e., costs related to infrastructure development, the acquisition of rolling or flying stock (e.g., boats, snowmobiles, and trucks), buildings or land, or the renovation of buildings;
- Remuneration of the organization's permanent staff to carry out its day-to-day activities;
- Entertainment expenses, donations, and sponsorships;
- Expenses related to the communication or promotion of the organization's current activities;
- Expenses to meet legal and regulatory requirements;
- Administrative costs related to the organization's day-to-day activities or general operations;
- The portion of taxes for which the financial assistance recipient is entitled to an input tax credit, input tax refund, or GST or QST rebate, exemption, or waiver;
- Any other expenses not related to the project.

The partner organization reserves the right to refuse any expense that it considers irrelevant to the project or to the achievement of the initiative's objectives.

# HOW TO SUBMIT AN APPLICATION

---

## **1. DO YOU HAVE ANY IDEAS?**

Please contact us. We'll be happy to discuss them with you.

Email: [climatechange@krg.ca](mailto:climatechange@krg.ca)

## **2. PRESENT AND SUBMIT THE PROPOSAL**

Please present your proposal on the project proposal form and the provisional budget template, or by using any other preferred format, and send them to: [climatechange@krg.ca](mailto:climatechange@krg.ca)

# APPENDICES

---

## SELECTION CRITERIA

The following criteria could be used by the regional committee to evaluate and recommend eligible projects. Your project must meet the following criteria:

### RATIONALE AND RELEVANCE OF THE PROJECT

---

- The importance of the needs considered by the project and for Inuit
  - The potential for structurally reinforcing the capacity of Inuit to act in the area of climate transition
  - The project's potential impact on improving resilience to the impacts of climate change or on mitigating climate change
  - Consistency with community, Nunavik, and Quebec policies.
- 

### PROJECT DESCRIPTION

---

- The project's feasibility in achieving the proposed results
  - The quality of the proposal
  - A realistic and coherent schedule
  - A realistic and appropriate budget
  - The quality of the resources employed to ensure the sustainability of operations
-

# PROPOSAL TEMPLATE

---

The initiative to support Inuit leadership in the climate transition is funded by the Quebec government as part of the 2030 Plan for a Green Economy (2030 PGE). It aims to support community projects by and for Inuit to strengthen Inuit leadership in the climate transition.

## PURPOSE OF THE PROJECT PROPOSAL TEMPLATE

The purpose of this document is to provide an example of what a project proposal submitted to the Kativik Regional Government (KRG) under the initiative to support Inuit leadership in the climate transition might look like.

You can use this template or another format that works better for you.

### **Your project proposal should contain the following elements:**

---

1. Information on the organization responsible for the project;
2. Project information;
3. Provisional work plan and deadlines;
4. Information about the project team;
5. Information on external partners;
6. Provisional budget.

## NEED HELP?

---

To help you develop and prepare your project proposal, and for follow-up at every stage, please contact the Renewable Resources, Environment, Lands and Parks Department at [climatechange@krg.ca](mailto:climatechange@krg.ca).

## 1. INFORMATION ON THE ORGANIZATION RESPONSIBLE FOR THE PROJECT

<b>Project title:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>Name of contact person and title/ position:</b>	
<b>Contact details (email address and telephone number):</b>	
<b>Amount Requested:</b>	
<b>Estimated project start date:</b>	
<b>Brief summary of the project:</b>	

## **2. PROJECT INFORMATION**

Below are some questions relating to the selection criteria for your project. Regardless of the format you choose, make sure you answer all the questions asked.

### **2.1 BACKGROUND AND HISTORY:**

Explain why your community or organization needs to carry out this project. What needs and priorities does it address? Is it a continuation of a previous project? If so, briefly explain your previous project and how it relates to your current one.

### **2.2 DESCRIPTION OF THE PROJECT AND ITS OBJECTIVES:**

Describe your project and explain its objectives.

### **2.3 RELATIONSHIP WITH CLIMATE CHANGE:**

Describe how your project relates to climate change.

How will your project:

- Increase your community's resilience to the impacts of climate change?  
**AND/OR**
- Support climate change mitigation planning efforts?  
**AND/OR**
- Promote capacity building and training on climate change?  
**AND/OR**
- Promote the development of expertise and know-how in the field of climate change?

### **2.4 PARTICIPATORY APPROACH AND CAPACITY BUILDING:**

Explain how your project will involve your community or organization. To what extent will your project promote the development of your community's or organization's capacities/knowledge/skills?

### **2.5 PROMOTING INDIGENOUS KNOWLEDGE:**

Explain how Indigenous knowledge will be promoted as part of your project.

### **2.6 PROJECT DELIVERABLES, BENEFITS, AND COMMUNICATIONS:**

What are the anticipated deliverables and benefits of your project? How will you communicate information about the project to the community, partners and/or interested parties?

---

## **2.7 OTHER INFORMATION:**

Is there anything else you would like the selection committee to know about your project? You can send us additional attachments if required.

### 3. PROVISIONAL WORK PLAN AND DEADLINES

**This is an example of a work plan.** It illustrates how you will achieve your project objectives by describing the key milestones of the project and its activities. You can insert additional rows in the table as required.

Please note that this table is provided to serve as a tool. You can share this information with us in the format that suits you best.

Key milestones		Description of activities	Estimated deadline	Anticipated results and deliverables
<b>1</b>	Example: Project coordination	Example: Hire and train a project manager	Summer 2024	- Employee hired and trained
<b>2</b>	Example: Knowledge gathering	Example: Carrying out a literature review and interviews with elders to determine priority actions for the development of a climate plan	September 2024	- Literature review completed - Interviews with elders completed
<b>3</b>	Example: Knowledge gathering	Example: Drafting of the final report for the KRG.	June 2026	- Submission of report and presentation of results
<b>4</b>				
<b>5</b>				

#### 4. INFORMATION ABOUT THE PROJECT TEAM

Indicate the name of the contact person and team members who will be taking part in the project. If you don't yet know who the members of the project team will be, you can indicate "to be determined" and explain how you will go about appointing them. You can add extra lines as needed.

Please note that this table is provided to serve as a tool. You can share this information with us in the format that suits you best.

<b>Name and Title</b>	<b>Organization</b>	<b>Role in the project</b>

## 5. INFORMATION ON EXTERNAL PARTNERS

If applicable, list the individuals who will also be involved in the project. For example, university researchers, consultants, non-profit organizations, communities, etc. You can add extra lines as needed.

Please note that this table is provided to serve as a tool. You can share this information with us in the format that suits you best.

Name and title	Organization	Role in the project	Type of participation

## 6. BUDGET

See the Excel file illustrating a provisional budget template.

# APPENDICES

---

## SELECTION CRITERIA

To be eligible, your project must meet the following criteria:

### RATIONALE AND RELEVANCE OF THE PROJECT

---

- The importance of the needs considered by the project and for the Inuit
  - The potential for structurally reinforcing the capacity of Inuit to act in the area of climate transition
  - The project's potential impact on improving resilience to the impacts of climate change or on mitigating climate change
  - Consistency with community, Nunavik, and Quebec policies.
- 

### PROJECT DESCRIPTION

---

- The project's feasibility in achieving the proposed results
  - The quality of the proposal
  - A realistic and coherent schedule
  - A realistic and appropriate budget
  - The quality of the resources employed to ensure the sustainability of operations
-