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**Interim Resource Management Assistance (IRMA) Program**

**2017-18 IRMA Year-End Report**

The deadline to submit your IRMA Year-End Report **is April 13, 2018**. Once completed, please sign, scan and email your report, along with a copy/paste enabled version, to [IRMA@gov.nt.ca](mailto:IRMA@gov.nt.ca).

Note that if the report is lacking detail or missing key information it will be sent back to the funding recipient for revisions.

There are 7 sections included in this report. Please ensure that all applicable sections are complete.

Section 1: Funding Recipient Information

Section 2: Written Report on IRMA Funding

Section 3: Summary of involvement in Environmental Assessment and Regulatory Processes

Section 4: IRMA Base Funding - Financial Breakdown of Expenditures

Section 5: IRMA Resource Pressures Funding - Financial Breakdown of Expenditures

Section 6: Detailed Expenditure Report/Audited Financial Statement

Section 7: Agreement and Signature

The financial information you provide in sections 4 and 5 should reflect the work described in sections 2 and 3 and should be consistent with the expenditure report or audited financial statement associated with 2017-18 IRMA Funding.

**Section 1: Funding Recipient Information**

|  |
| --- |
| **Date:** |
| **Organization Name:** |
| **Mailing Address:**  **Community:** **Postal Code:** |
| **Contact Person’s Name:** **Position:** |
| **Email:** |
| **Phone Number:** **Fax Number:** |

**Section 2: Written Report on IRMA Funding**

1. **Provide an overview of how land and resource activities were addressed using IRMA Funding**

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1. **Did you accomplish the goals/objectives set out in your IRMA funding application?**

**a) Goals/objectives that were fully accomplished:**

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**b) Goals/objectives that were partially accomplished:**

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| --- |
|  |

**c) Goals/objectives not addressed:**

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1. **How was IRMA funding used to support capacity building and/or engagement? Did IRMA funding assist your organization in hiring a resource coordinator (or similar) position?**

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1. **Provide an overview of how IRMA funding enabled your organization to participate in environmental assessment and/or regulatory processes?**

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1. **Were there any discrepancies between the funding received and the total expenses?**

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1. **If you wish to include any further information regarding your organization’s use of IRMA funding, please outline it here.**

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**Section 3: Summary of Environmental Assessment and Regulatory Processes**

**In the table below, provide details related to land or resources projects/activities in the region where IRMA funds were used to support participation.**

**Column 1: Land or resources project or Activity in the region**

* Include the proponent or project name or a description of the current major development

**Column 2: Has it entered an EA or Regulatory Process?**

* Has it entered an assessment or regulatory process established under the MVRMA?
* Select from the dropdown: EA, Regulatory, engagement, other

**Column 3: How did IRMA funding enable you to be involved in this process?**

* How did IRMA funding enable your organization to be actively involved in this process?
* Did your organization participate in an environmental assessment or regulatory process related to this activity?
* Did your organization review documents and/or submit comments on the activity to the regional Land and Water Board or the Review Board?
* Did funding offset costs for relevant travel, consultant fees, etc?

|  |  |  |
| --- | --- | --- |
| **Land or resources project or Activity in the region** | **EA or Regulatory Process?** | **How did IRMA funding enable you to be involved in this process?** |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| *\*Please insert additional rows if required* | | |

**Section 4: IRMA Base Funding - Financial Breakdown of Expenditures**

Use this space to summarize IRMA Base funding expenditures. If necessary, extra lines can be added. **This summary should be consistent with your expenditure report or audited financial statement.**

|  |  |
| --- | --- |
| **Organization Name:** | |
| **Base Funding Amount:** | |
| Category | Total Expenditure |
| Capacity Building | |
| Travel (Flights, Vehicle, Accommodation, Per Diem) |  |
| Training |  |
| Workshops |  |
| Sub Total: |  |
| Salary | |
| Honorarium |  |
| Wages |  |
| EI, CPP, WCB |  |
| Sub Total: |  |
| Environmental Assessment/Regulatory | |
| Travel (Flights, Vehicle, Accommodation, Per Diem) |  |
| Lawyers |  |
| Consultants |  |
| Meetings |  |
| Monitoring Programs |  |
| Boards/Working Groups |  |
| Other |  |
| Sub Total: |  |
| Administration/Office Expenses | |
| Written/Financial Reporting |  |
| Utilities (Heat, Water, Power, Phone/internet) |  |
| Rent |  |
| Maintenance |  |
| Shipping |  |
| Supplies |  |
| Other |  |
| Sub Total: |  |
| Other | |
| Travel (Flights, Vehicle, Accommodation, Per Diem) |  |
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|  |  |
| Sub Total: |  |
| **TOTAL EXPENSES:** |  |

**Section 5: IRMA Resource Pressures Funding - Financial Breakdown of Expenditures**

Use this space to summarize IRMA RPF expenditures. If necessary, extra lines can be added.

**This summary should be consistent with your expenditure report or audited financial statement.**

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| --- | --- |
| **Organization Name:** | |
| **Resource Pressures Funding Amount:** | |
| Category | Total Expenditure |
| Capacity Building | |
| Travel (Flights, Vehicle, Accommodation, Per Diem) |  |
| Training |  |
| Workshops |  |
| Sub Total: |  |
| Salary | |
| Honorarium |  |
| Wages |  |
| EI, CPP, WCB |  |
| Sub Total: |  |
| Environmental Assessment/Regulatory | |
| Travel (Flights, Vehicle, Accommodation, Per Diem) |  |
| Lawyers |  |
| Consultants |  |
| Meetings |  |
| Monitoring Programs |  |
| Boards/Working Groups |  |
| Other |  |
| Sub Total: |  |
| Administration/Office Expenses | |
| Written/Financial Reporting |  |
| Utilities (Heat, Water, Power, Phone/internet) |  |
| Rent |  |
| Maintenance |  |
| Shipping |  |
| Supplies |  |
| Other (describe) |  |
| Sub Total: |  |
| Other | |
| Travel (Flights, Vehicle, Accommodation, Per Diem) |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Sub Total: |  |
| **TOTAL EXPENSES:** |  |

**Section 6: Detailed Expenditure Report / Audited Financial Statement**

Please attach a detailed expenditure report or audited financial statement signed by authorized personnel. Base Funding and Resource Pressures Funding must be reported separately. Further reporting on the Resource Co-Management Workshop is **not** required.

**Section 7: Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete.

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Signature: |  |
| Date: |  |