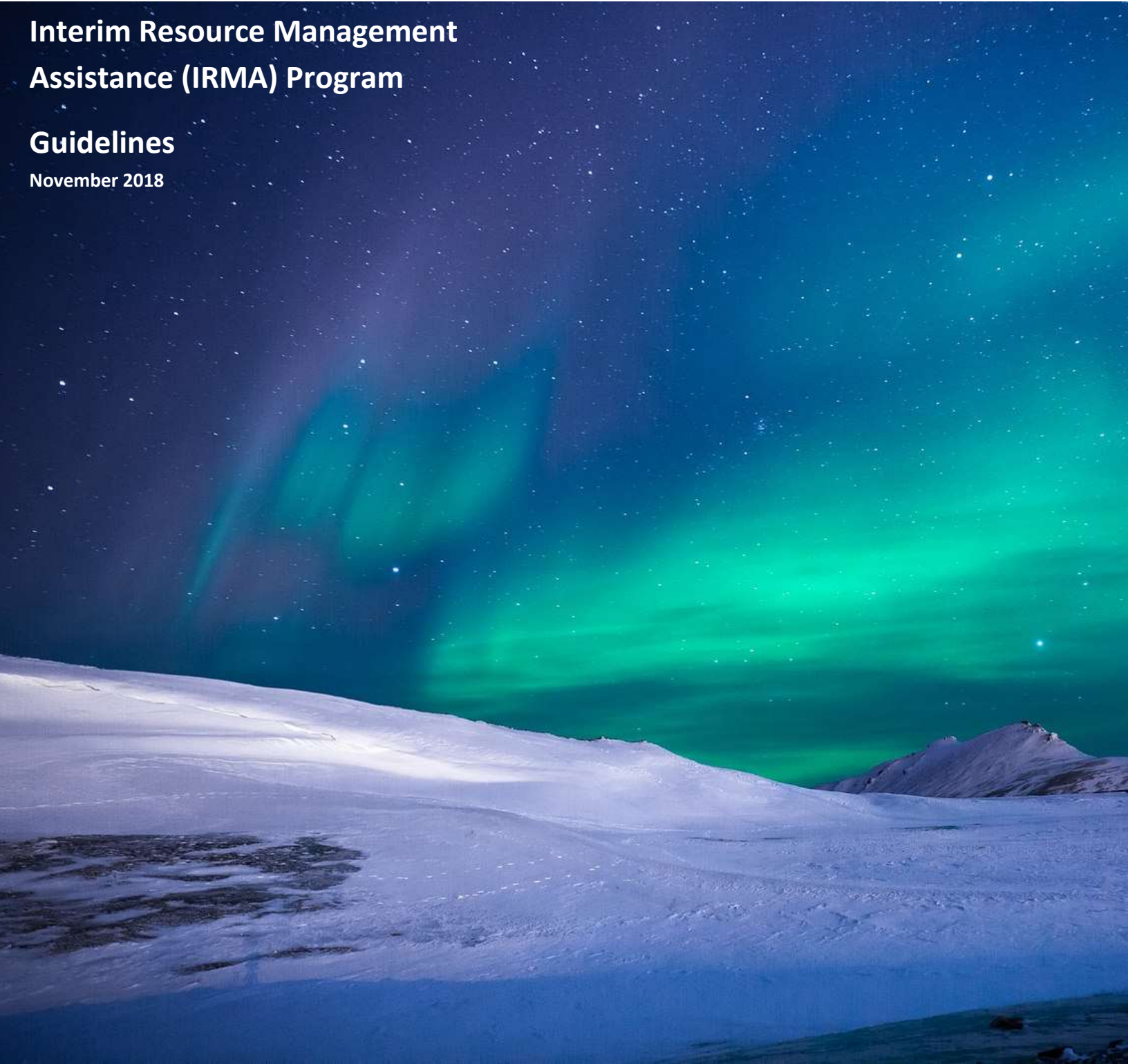




# Interim Resource Management Assistance (IRMA) Program

## Guidelines

November 2018



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## **1. About the Interim Resource Management Assistance (IRMA) Program**

### **1.1 Objective**

The Interim Resource Management Assistance (IRMA) Program is intended to strengthen the ability of Aboriginal communities in unsettled claim areas in the Northwest Territories to participate in land and resource management activities affecting surrounding land use areas.

### **1.2 Scope**

To assist Aboriginal communities in unsettled claim areas to participate in activities related to:

- Environmental assessments of projects or activities with the potential to impact upon surrounding lands and related resources, including involvement with the relevant regulatory and advisory boards, agencies and committees;
- Regulatory processes including land leasing, tourism licensing, forestry licensing, scientific research permitting, land use permitting, water licensing, oil and gas rights issuances and other land and water and natural resource related permitting activities;
- Enhance the ability to participate in consultations related to resource management policy and legislation; and
- Enhance community capacity development in specific land and resource management activities.

### **1.3 Disclaimer**

The IRMA program is independent of any land claims process. Nothing in the funding allocation decision by governments should be construed as recognizing or giving rights in the land claims context to the recipient.

All personal information contained on this form is collected under the authority of the *Access to Information and Protection of Privacy Act* Section 40(c)(i) and is used for the purposes of administering the IRMA program and administering contribution agreements with eligible recipients for activities covered under the IRMA guidelines. Any questions relating to the collection and use of personal information on this form may be directed to the IRMA Program Coordinator at [IRMA@gov.nt.ca](mailto:IRMA@gov.nt.ca).

### **1.4 Components**

IRMA consists of three components:

- 1) Base Funding,
- 2) Resource Pressures Funding, and
- 3) A Capacity Building Workshop.

#### **1.4.1 Base Funding**

Funds are allocated on a per capita basis, with each eligible organization receiving a minimum of \$30,000.00. This funding is intended to assist recipients to participate in activities as described in the Scope of these guidelines. For further details on the determination of base funding allocation, see

Section 5.1 Base Funding Allocation.

#### **1.4.2 Resource Pressures Funding**

Where projects require more intensive study and examination and where it can be clearly demonstrated that Base Funding has been allocated and is insufficient for the purpose described, eligible organizations may apply for additional funds to cover reasonable costs related to community capacity or the acquisition of necessary professional expertise and advice.

Where specific development pressures stand to impact more than one Aboriginal community, First Nation and Métis groups are encouraged to collaborate in developing joint funding submissions. To maximize the use of available resources and avoid duplication of effort and costs, priority consideration will be given to those organizations that submit joint applications.

A portion of 2018-19 Resource Pressures funding will be available later in the fiscal year. IRMA Recipient groups will be required to submit an application to receive this funding and must clearly describe how the additional funding would address current resource pressures in their region.

#### **1.4.3 Capacity Building Workshop**

A portion of 2018-19 IRMA funding will be set aside for a workshop or learning opportunity for IRMA recipients.

#### **1.5 Duration**

This is a one-year initiative and is subject to availability and annual allocation of funds.

#### **1.6 Key Dates**

Call for Applications – Base Funding – March 15, 2018

Application Deadline – Base Funding – April 13, 2018

Call for Applications – Resource Pressures Funding – April 25, 2018

Proposal Deadline – Resource Pressures Funding – May 25, 2018

Announcement of Resource Pressures Funding: June, 2017 (exact date dependent on program funding)

2<sup>nd</sup> Call for Applications – Resource Pressures Funding – November 2018

Application Deadline – Resources Pressures Funding – Additional Funds – December 13, 2018

Reporting Templates distributed – early 2019

Financial and Written Reporting Deadline – April 13, 2019 (unless stated otherwise in the contribution agreement)

## 1.7 Contact Information

Proposals and reports should be sent to the address below:

*Loretta Ransom, Manager, Environmental Impact Assessment  
Conservation, Assessment and Monitoring  
Government of the Northwest Territories - Environment and Natural Resources  
Box 1320 Yellowknife NT, X1A 2L9  
Phone: (867) 767-9233 ext. 53095  
Fax: (867) 873-0293  
E-mail: [IRMA@gov.nt.ca](mailto:IRMA@gov.nt.ca)*

## 2. Eligible Recipients and Expenditures

### 2.1 Eligibility

Aboriginal organizations within unsettled claim areas eligible to access IRMA are:

- Bands, Local First Nations, and Métis Locals; and
- Regional/Tribal/Territorial organizations (where representation is formally delegated by individual bands or locals within the respective region): Bands, Local First Nations, or Locals may direct their Base Funding allocations to a regional aboriginal organization, which has been formally mandated to represent them.

### 2.2 Eligible Expenditures

Eligible expenditures include:

- Salaries or contract costs for full or part time land and resource management staff;
- Costs of committees established to provide a focus and forum to intervene before public resource management boards created under the *Mackenzie Valley Resource Management Act* (MVRMA);
- Reasonable travel costs associated with eligible activities (such as participating in resource development reviews/committee participation/workshops for capacity development);
- Community initiated research and capacity enhancement related to development pressures and land and resource management;
- Costs of professional expertise (including consultants, lawyers, technical experts, etc);
- Costs associated with gathering relevant information such as maps, documents and reports for analysis of the environmental and social impacts of a proposed development.
- No more than 15% of base funding, to a maximum of \$10,000.00 can be allocated for office expenses related to project implementation including rent, utilities, maintenance, shipping,

materials and supplies. Operating costs that would still occur without IRMA funding are not eligible. Funding will be prioritized to project work and not administrative costs.

- For Resource Pressures Funding and Workshop Funding, an administrative fee up to a maximum of 10% can be claimed

Expenditures not eligible:

- Expenses **not** related to land and resource management activities affecting the recipient's surrounding land use areas.
- Travel to conferences and workshops that are **not** related to resource management activities affecting the recipient's surrounding land use areas.
- Expenses that are covered by other funding programs
- Vehicle repair, vehicle purchases

### **2.3 Funding Arrangement**

Applicants will be required to sign a Contribution Agreement, which will include:

- Outline of deliverables;
- List of terms and conditions, including accountability requirements; and
- Conditions for payment.

## **3. Base Funding**

### **3.1 Base Funding Application Form**

The Base Funding application form can be found in a separate document. This document is located online at <http://www.enr.gov.nt.ca/en/services/interim-resource-management-assistance-irma/irma-guidelines-and-application-forms>.

### **3.2 Base Funding criteria**

See section 1.2 Scope for these details.

### **3.3 Base Funding Application outline**

The base funding application must contain the following:

- Applicant's name, address, application date, telephone and fax numbers;
- The purpose of your organization and how members will benefit from proposed transfer of funds;
- The names of all officers, board members, or executive directors, or an organizational chart;



- An outline of the objectives of the proposed work to be supported, including a description of how the funding will pay for or offset
  - A. Salaries,
  - B. Capacity Building,
  - C. Environmental Assessment and/or Regulatory Processes, and
  - D. Office Expenses / Materials and Supplies
- A breakdown of costs associated with expenses identified

#### **4. Resource Pressures Funding**

##### **4.1 Resource Pressures Funding Application**

The Resources Pressures Funding Application form can be found in a separate document. This document is located online at <http://www.enr.gov.nt.ca/en/services/interim-resource-management-assistance-irma/irma-guidelines-and-application-forms>.

##### **4.2 Resource Pressures Funding Criteria**

All of the following criteria must be satisfied for IRMA Resource Pressures Funding:

- The activities to be undertaken must be consistent with the *Mackenzie Valley Resource Management Act* (MVRMA);
- Demonstrated response to specific, current major development(s) that have entered the assessment or regulatory process established in MVRMA;
- Demonstrated need for financial assistance, taking into account the organization's financial capacity and availability of funds from any other source; and
- Identification of potential ecological, economic, social or cultural effects of a project, or enhancement/development of capacity related to understanding and managing types of effects.

##### **4.3 Resource Pressures Funding Proposal outline**

The proposal must contain the following:

- Applicant's name, address, application date, telephone and fax numbers;
- Description of work to be undertaken, how it will be carried out, proposed activities and expected results (including a description of the type of research, the methodology, personnel involved, etc.);
- Rationale as to why the work needs to be done, and description of any other similar work, completed or underway;
- Comprehensive description of the scope of the work and deliverables including a breakdown of expenses (see section 2.2 - Eligible Expenditures);



- Detailed accounting of expenditures and commitments for the Base Funding received;
- Demonstrated financial need including cost effectiveness and cost sharing opportunities (identification of project costs which cannot be covered through other funding sources);
- Disclosure of all financial assistance and sources of support outside of the IRMA program which may contribute to and enhance the applicant’s capacity to participate in the project review (such as contributions from other government departments or agencies, or funds which the recipient and/or beneficiaries will contribute towards the proposed activities); and
- Documentation is required where individual Bands or Métis locals within the region have formally delegated regional organizations representation.

## 5. Evaluation

### 5.1 Base Funding Allocation

All sections of the base funding application should be completed and the information included must be detailed and comprehensive.

Base funding is allocated according to the chart in Appendix 1. Population numbers are derived from the most recent government data available prior to the annual base funding call-out. The sources for the 2018-2019 fiscal year:

- Band Populations: Indigenous and Northern Affairs Canada, First Nations Profiles, February 2018
- Metis Populations: “Community Population Estimates by Detailed Ethnicity”, NWT Bureau of Statistics, July 1, 2017.

Should there be a discrepancy regarding population, membership numbers will be considered.

### 5.2 Resource Pressures Evaluation

Resource Pressures applications will be evaluated in the context of **existing pressures linked to major project development(s)**. Applications must be supported by a demonstration of financial need, a description of activities to be undertaken and must conform to criteria for eligible expenditures (see section 2.2 - Eligible Expenditures). Funding will be prioritized to project work and not administrative costs.

Proposals are evaluated by a GNWT committee. The review will be based on the criteria set out in these Guidelines. The committee will determine whether or not to approve funding and the level of funding for each proposal on a project-by-project basis. All decisions of the committee are final.

## 6. Reporting and Financial Considerations

### 6.1 Reporting and Financial Considerations

Terms and conditions, including accountability and reporting requirements, for funding shall be contained within the contribution agreement under which any funding will be provided. All funds must be expended within the fiscal year.

A reporting template will be distributed in early 2018 and should be completed by the date indicated in your signed contribution agreement. Activities and expenditures in the report should reflect your funding proposal and changes should be indicated.

## 7. Application Submission

### 7.1 Submitting your Base Funding application

Before submitting your Base Funding application, ensure that you can answer “yes” to the following:

- Have you completed all required sections of the application?
- Does your submission follow the proposal criteria and guidelines?
- Have you listed all land and resource activities in your region?
- Did you explain how funds will be used?
- Was there a cost estimate provided?
- Was the quality of your previous year’s reporting adequate?
- If there is a discrepancy with your organization’s population used in the base funding formula, did you provide a letter stating your concern along with proof of membership numbers?

### 7.2 Submitting your Resource Pressures Funding application

If applying for Resource Pressures Funding, ensure that in addition to the checklist above, you can answer “yes” to the following:

- Have you demonstrated the resource pressures in your region?
- Have you described how your organization will use IRMA Resource Pressures Funding to address the activities you identified?
- Does your Resource Pressures Funding application satisfy **all** of the criteria in Section 4.2?
- Did you demonstrate why base funding alone is not sufficient?
- Was your funding request justified?
- Have you listed other funding sources for similar work outlined in your proposal?

Once completed, sign and scan your application, then email it, along with copy/print enabled version, to [IRMA@gov.nt.ca](mailto:IRMA@gov.nt.ca).

## **Appendix 1: Base Funding Formula and Population of Metis and Bands**

- Population 0 - 300 receives \$30,000
- Population 301 - 500 receives \$45,000
- Population 501 - 700 receives \$60,000
- Population 701 - 900 receives \$75,000
- Population 901 - 1100 receives \$90,000
- Population 1101 - 1300 receives \$105,000
- Population over 1300 receives \$120,000

Source for Metis Populations: "Community Population Estimates by Detailed Ethnicity", NWT Bureau of Statistics, July 1, 2017

Source for Band Populations: Indigenous and Northern Affairs Canada, First Nations Profiles, February 2018

## Appendix 2: Community Population Estimates by Detailed Ethnicity

### Community Population Estimates by Detailed Ethnicity

Northwest Territories, July 1, 2017

Community	Total	Dene	Metis	Inuit	Non-Aboriginal
<b>Northwest Territories</b>	<b>44,520</b>	<b>14,566</b>	<b>2,613</b>	<b>5,099</b>	<b>22,242</b>
<b>Dehcho Region</b>	<b>3,428</b>	<b>2,600</b>	<b>153</b>	<b>77</b>	<b>598</b>
Fort Liard	658	514	15	12	117
Fort Providence	770	524	41	14	91
Fort Simpson	1,174	717	75	35	347
Hay River Dene 1	329	313	12	x	x
Jean Marie River	94	73	x	x	x
Kakisa	44	43	x	x	x
Nahanni Butte	97	92	x	x	x
Trout Lake	106	96	x	x	x
Wrigley	135	124	x	x	x
<b>South Slave Region</b>	<b>7,325</b>	<b>2,433</b>	<b>1,292</b>	<b>324</b>	<b>3,276</b>
Enterprise	125	30	24	x	67
Fort Resolution	507	306	122	18	61
Fort Smith	2,562	852	546	110	1,054
Hay River	3,734	951	592	182	2,009
Lutselk'e	330	280	x	x	41

*Notes:*

1. Source: NWT Bureau of Statistics
2. The following information is normally suppressed for quality purposes, but is included in the NWT total:
  - a) Communities with a population of 50 or less.
  - b) Unorganized areas.
  - c) Cells with values of 10 or less.
  - d) Details for communities with less than 100 persons.

## Appendix 3: Band Registration – 2018 (Indigenous and Northern Affairs Canada)

### Registered Band Population

Northwest Territories, February, 2018

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First Nation	Total Membership
Acho Dene Koe First Nation	708
Deh Gáh Got'ie Dene First Nation	1,110
Deninu K'ue First Nation	946
Jean Marie River First Nation	153
Ka'a'gee Tu First Nation	73
Kát'odeeche First Nation	648
Liidlii Kue First Nation	1348
Lutsel K'e Dene First Nation	798
Nahanni Butte Dene Band	141
Pehdzeh Ki First Nation	349
Sambaa K'e First Nation	118
West Point First Nation	73
Yellowknives Dene First Nation	1,582

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*Notes:*

Source: Indigenous and Northern Affairs Canada, First Nations Profiles, February 2018