



Interim Resource Management Assistance (IRMA) Program

APPLICATION FOR BASE FUNDING

Une version française de ce document est disponible.

To expedite the processing time for Interim Resource Management Assistance (IRMA) Program Base Funding, please ensure that **all sections of this application form are completed** and that the information included is detailed and comprehensive.

Once completed, please print, sign and scan the funding application, then return it (along with a copy/paste enabled version) by email to IRMA@gov.nt.ca.

The IRMA Program Guidelines contain important information about how to apply for this funding. In particular, section 1.2 – Scope provides a description of activities suitable for Base Funding. Please review the guidelines prior to completing the application form.

Base Funding will be allocated according to the IRMA Program Guidelines.

Section 1: Funding Recipient Information

Organization Information

Organization Name:

Mailing Address:

Community:

Postal Code:

Contact Person's Information

Name:

Position Title:

Email:

Phone Number:

Fax Number:

Section 2: Organization Details

What is the purpose of your organization and how will members of your organization benefit from IRMA Base Funding?

Provide an organization chart, describing officers, board members or executive directors. If you do not have an org chart, you can provide this information in a list.

Section 3: Multi-year Funding Option

The IRMA program now offers a multi-year Base Funding option. Recipients who receive multi-year Base Funding will automatically be provided their standard Base Funding amount each fiscal year without having to re-apply each year. All funds must be spent within the fiscal year that they are provided. Year-end written reporting is still required each year and is a prerequisite to receiving the following year's funding.

Would you prefer:

One-year Base Funding Two-year Base Funding Three-year Base Funding

Section 4: Land and Resource Activities in Your Region

List **all** land and resource activities in your region (also include activities not addressed by the IRMA Base Funding you receive). Please note, if you apply for multi-year funding, the IRMA coordinator will contact you for an annual update regarding information detailed in section 4 during the course of your funding term.

Section 5: Objectives

Please describe the objectives of the work to be supported. For each applicable category, include what the funding will pay for or offset (e.g. salaries, participation in regulatory processes, relevant travel, services including consultant fees, etc.). The information included must be **detailed and comprehensive**.

List only those objectives applicable to the current fiscal year, even if you applied for multi-year Base Funding. Please note, if you apply for multi-year funding, the IRMA coordinator will contact you for an annual update regarding information detailed in section 5 during the course of your funding term.

A. Salaries (e.g.: expenses related to resource management staff responsibilities)

B. Capacity Building (e.g.: attending workshops or training sessions)

C. Environmental Assessment and/or Regulatory Processes (e.g.: expenses related to hiring technical experts or consultants, legal fees)

D. Office Expenses/Materials and Supplies/Administration (no greater than 15% of total funding – see Program Guidelines for eligible expenses)

Section 6: Financial

Using the information provided in Section 5, provide a breakdown of costs associated with objectives previously identified. If desired, you can provide the total cost and the portion IRMA funding will offset/pay for. The breakdown of costs should only be for the current fiscal year, even if you applied for multi-year Base Funding.

The Base Funding amount can be found in the chart in Section 2.1 of the IRMA Program Guidelines.

Base Funding Amount:

Category	IRMA Offset	Total Expense
A. Salary		
B. Capacity Building		
C. Regulatory/Environmental Assessment		
D. Office Expenses/Materials and Supplies/Administration (see guidelines for limits and eligible expenses)		
TOTAL EXPENSES (A+B+C+D)		

Section 7: Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I consent to allowing Interim Resource Management Assistance (IRMA) to access my personal information or the personal information of the person named above, as long as it is consistent with the purpose in which I have provided the personal information, in accordance with the *Access to Information and Protection of Privacy Act* section 48(b).

Name (printed)

Title

X

Signature

Date (YYYY/MM/DD)

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 assessing and processing your application. If you have any questions in relation to the information collected or disclosed on this form, please contact the Environmental Regulatory Analyst by phone at 867-767-9237 ext. 53099, by email at IRMA@gov.nt.ca, or by mail at PO Box 1320 Yellowknife, NT X1A 2L9.