



Interim Resource Management Assistance (IRMA) Program

IRMA YEAR-END REPORT

Une version française de ce document est disponible.

Once completed, please sign, scan and email your report, along with a copy/paste enabled version, to 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 IRMA Funding.

Section 1: Funding Recipient Information

Organization Information		
Organization Name:	Date (YYYY/MM/DD):	
Mailing Address:		
Community:	Postal Code:	
Contact Person's Information		
Name:		
Position Title:		
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.

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

a) Goals/objectives that were fully accomplished:

b) Goals/objectives that were partially accomplished:

c) Goals/objectives not addressed:

3. 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?

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

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

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

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 one of the following options: 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, Regulatory Process or Other?	How did IRMA funding enable you to be involved in this process?
	<input type="checkbox"/> EA <input type="checkbox"/> Regulatory Process <input type="checkbox"/> Other	
	<input type="checkbox"/> EA <input type="checkbox"/> Regulatory Process <input type="checkbox"/> Other	
	<input type="checkbox"/> EA <input type="checkbox"/> Regulatory Process <input type="checkbox"/> Other	
	<input type="checkbox"/> EA <input type="checkbox"/> Regulatory Process <input type="checkbox"/> Other	
	<input type="checkbox"/> EA <input type="checkbox"/> Regulatory Process <input type="checkbox"/> Other	
	<input type="checkbox"/> EA <input type="checkbox"/> Regulatory Process <input type="checkbox"/> Other	

**Please attach additional sheets if required.*

Section 4: IRMA Base Funding – Financial Breakdown of Expenditures

Use this space to summarize IRMA Base Funding expenditures. If necessary, additional sheets 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	
Other (describe):	
	Sub Total
Salary	
Honorarium	
Wages	
EI, CPP, WCB	
Other (describe):	
	Sub Total
Environmental Assessment/Regulatory	
Travel (Flights, Vehicle, Accommodation, Per Diem)	
Lawyers	
Consultants	
Meetings	
Monitoring Programs	
Boards/Working Groups	
Other (describe):	
Other (describe):	
Other (describe):	
	Sub Total

CATEGORY	TOTAL EXPENDITURE
Administration/Office Expenses (Cannot exceed \$10,000)	
Written/Financial Reporting	
Utilities (Heat, Water, Power, Phone/Internet)	
Rent	
Maintenance	
Shipping	
Supplies	
Other (describe):	
Other (describe):	
	Sub Total
Other	
Travel (Flights, Vehicle, Accommodation, Per Diem)	
Other (describe):	
	Sub Total
	TOTAL EXPENSES

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

Use this space to summarize IRMA RPF expenditures. If necessary, additional sheets can be added. **This summary should be consistent with your expenditure report or audited financial statement.**

Organization Name:

Resource Pressures Funding Amount:

CATEGORY	TOTAL EXPENDITURE
Capacity Building	
Travel (Flights, Vehicle, Accommodation, Per Diem)	
Training	
Workshops	
Other (describe):	
	Sub Total
Salary	
Honorarium	
Wages	
EI, CPP, WCB	
Other (describe):	
	Sub Total

CATEGORY	TOTAL EXPENDITURE
Environmental Assessment/Regulatory	
Travel (Flights, Vehicle, Accommodation, Per Diem)	
Lawyers	
Consultants	
Meetings	
Monitoring Programs	
Boards/Working Groups	
Other (describe):	
Other (describe):	
Other (describe):	
	Sub Total
Administration/Office Expenses (Cannot exceed \$10,000)	
Written/Financial Reporting	
Utilities (Heat, Water, Power, Phone/Internet)	
Rent	
Maintenance	
Shipping	
Supplies	
Other (describe):	
Other (describe):	
	Sub Total

CATEGORY	TOTAL EXPENDITURE
Other	
Travel (Flights, Vehicle, Accommodation, Per Diem)	
Other (describe):	
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 (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 administering the IRMA program and administering contribution agreements with eligible recipients for activities covered under the IRMA Program 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.