



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

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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 Indigenous governments and Indigenous organizations without land and resource agreements in the Northwest Territories (NWT) to participate in management activities affecting surrounding land use areas.

### **1.2 Scope**

To assist NWT Indigenous governments and Indigenous organizations without land and resource agreements in the NWT to participate in activities related to:

- Environmental assessments of projects or activities with the potential to impact 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;
- Enhancing the ability to participate in consultations related to resource management policy and legislation; and
- Enhancing community capacity development in specific land and resource management activities.

### **1.3 Eligibility**

The IRMA program is intended for NWT Indigenous governments and Indigenous organizations without land and resource agreements in the NWT. Indigenous governments and Indigenous organizations eligible to access IRMA funding include:

- NWT Bands, Local First Nations, and Métis Locals; and
- NWT 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 Indigenous organization, which has been formally mandated to represent them.

### **1.4 Eligible Expenditures**

Eligible expenditures include:

- Salaries or contract costs for full or part time land and resource management staff;
- Costs of committees or working groups established to provide input to resource management boards processes created under the *Mackenzie Valley Resource Management Act* (MVRMA), such as the land and water boards; water licence and land use permitting processes; or environmental assessment processes run by the Mackenzie Valley Environmental Impact Review Board;

- 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 operating, or seeking to operate, on your surrounding land use area;
- 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; and
- 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;
- Duplication of activities that are funded by other public or private sources; and
- Vehicle repair, vehicle purchases.

### **1.5 Collaboration of Expenditures**

Where specific development pressures stand to impact more than one Indigenous government or Indigenous organization, these groups are encouraged to collaborate to maximize the use of available resources. To facilitate this process, the IRMA Program Coordinator will identify and inform opportunities for funding collaboration between eligible Indigenous governments and Indigenous organizations based on the activities that applicants identify in their Base Funding and Resource Pressures Funding applications. If requested, the IRMA Program Coordinator may also facilitate initial communication between interested Indigenous governments and Indigenous organizations. The IRMA Program Coordinator will not be responsible for implementation of collaborative arrangements. It will be incumbent upon Indigenous governments and Indigenous organizations to implement coordination and conduct coordinated project work. It will also be required for Indigenous governments and Indigenous organizations to discuss any coordinated project work in year-end reporting.

## 1.6 Components of the IRMA Program

IRMA consists of three components:

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

## 1.7 Disclaimer

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

## 2. Base Funding

### 2.1 Base Funding Allocation

Base Funding is allocated as a set amount for eligible Indigenous governments based on population size of their community. The purpose of this funding is intended to assist recipients to participate in activities as described in the scope of these guidelines. Population numbers are derived from the most recent government data available prior to the annual base funding call-out.<sup>1</sup> Should there be a discrepancy regarding population, membership numbers will be considered. Political or organizational bodies representing numerous Indigenous governments and Indigenous organizations do not qualify for Base Funding. See Table 1 for further details of the breakdown of base funding allocation per population size.

Table 1: Base Funding Breakdown of Funding allocation Per Population Size

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

### 2.2 Multi-Year Base Funding Option

Beginning in 2021-22, Government of the Northwest Territories (GNWT) will consider applications for multi-year Base Funding for eligible Indigenous governments and Indigenous organizations. The multi-year funding option commits up to three years of Base Funding under one funding agreement. Each eligible Indigenous government and Indigenous organization will receive a commitment of up to three years, where yearly funding instalments will be provided during GNWT's first fiscal quarter, based on population size at the time when the application is submitted. The funding agreement will specify the funds to be distributed each year. All funds provided within a given fiscal year will need to be spent within that same fiscal year, even if later fiscal years are

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<sup>1</sup> Source for Métis Populations: "Community Population Estimates by Detailed Ethnicity", [NWT Bureau of Statistics](#). Source for Band Populations: Indigenous and Northern Affairs Canada, [First Nations Profiles](#).

part of the same multi-year funding arrangement. Under this option, there is no requirement to re-apply each year to receive Base Funding during the timespan of the multi-year agreement, thereby reducing administrative demands. Written and financial reporting is required annually within the multi-year funding option.

Resource Pressures Funding does not qualify for multi-year funding. The capacity building workshop, which may be offered annually, also does not qualify for multi-year funding.

### **2.3 Base Funding Application Form**

The Base Funding application form, along with all other application forms, reporting templates, and guidelines, are located online at:

[IRMA Guidelines and Application Forms | Environment and Climate Change \(gov.nt.ca\)](#)

The IRMA Program Coordinator is available to provide support to applicants who may require assistance completing the application form. Section 7 provides contact information for the Program Coordinator.

### **2.4 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;
- The number of years of Base Funding requested (up to three);
- An outline of the objectives of the proposed work to be supported (this must be shown for each year of the agreement if multi-year funding is requested), 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 (for each year if multi-year funding is requested).

### **2.5 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?
- ✓ Have you considered integrating a collaborative funding approach with other Indigenous governments and Indigenous organizations that have overlapping project participation interests? If so, identify this opportunity in your application.

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

### **3. Resource Pressures Funding**

#### **3.1 Purpose**

When projects require more intensive study and examination and where it can be clearly demonstrated that the Base Funding that has been allocated is insufficient for the purpose described, eligible organizations may apply for Resource Pressures Funding. The additional funds are intended to cover reasonable costs related to organizational capacity or the acquisition of necessary professional expertise and advice. To facilitate this aspect of the program, generally two calls for applications are provided; the first occurs between April-June and the second occurs between October-December of each year.

Eligible IRMA applicants will be required to submit applications for Resource Pressures Funding. During the first round of funding, the applicant must clearly describe how the Base Funding already received has been insufficient, and how the additional funding would address current resource pressures in their region. In the case of the second round of funding, the applicant must again clearly describe how the Base Funding and round one Resource Pressure Funding (if received) was insufficient. The second funding call is intended to allow Indigenous governments and Indigenous organizations to access funding when unforeseen project expenditures are required later in the fiscal year.

#### **3.2 Resource Pressures Funding Criteria**

In addition to the eligible expenditures for the IRMA program listed in Section 1.4 Eligible Expenditures, all of the following criteria must be satisfied for IRMA Resource Pressures Funding:

- The activities to be undertaken must be consistent with the 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.

### **3.3 Resource Pressures Funding Application**

The Resource Pressures Funding Application form, along with all other application forms, reporting templates, and guidelines, are located online at:

[IRMA Guidelines and Application Forms | Environment and Climate Change \(gov.nt.ca\)](https://www.gov.nt.ca/guidelines-and-application-forms)

The IRMA Program Coordinator is available to provide support to applicants who may require assistance completing the application form. Section 7 provides contact information for the Program Coordinator.

### **3.4 Resource Pressures Funding Application outline**

The application 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 1.4 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.



### 3.5 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 3.4?
- ☑ Did you demonstrate why Base Funding alone is not sufficient?
- ☑ Was your funding request justified?
- ☑ Have you listed other funding sources for similar work?
- ☑ Have you used a joint funding submission if possible (when expenditures are similar to or duplicates of those of other applicants)?

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).

### 3.6 Resource Pressures Funding Application 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 1.4 - 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.

## 4. Capacity Building Workshop

A portion of IRMA funding may be set aside for a workshop or learning opportunity for IRMA recipients. This opportunity is usually provided in conjunction with the *Mackenzie Valley Resource Management Act* learning workshop that is held near the end of the fiscal year. This workshop is jointly hosted by the Land and Water Boards of the Mackenzie Valley, the Mackenzie Valley Environmental Impact Review Board, the Government of the Northwest Territories, and the Government of Canada.

## 5. Key Dates

Call for Applications – Base Funding: GNWT Fiscal Q4 (March)

Application Deadline – Base Funding: GNWT Fiscal Q1 (April – June)

Call for Applications – Resource Pressures Funding: GNWT Fiscal Q1 (April – June)

Proposal Deadline – Resource Pressures Funding: GNWT Fiscal Q1 (April – June)

Announcement of Resource Pressures Funding: GNWT Fiscal Q2 (July – Sept)

2<sup>nd</sup> Call for Applications – Resource Pressures Funding: GNWT Fiscal Q3 (Oct – Dec)

Capacity Building Workshop – varies but typically GNWT Fiscal Q4 (Jan – Mar)

Reporting Templates distributed – GNWT Fiscal Q4 (Jan – Mar)

Financial and Written Reporting Deadline – April 15 (unless stated otherwise in the contribution agreement)

## **6. Reporting and Financial Considerations**

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.

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 by March 31 of the fiscal year.

A reporting template will be distributed early in the fiscal year and should be completed by the date indicated in your signed contribution agreement. Activities and expenditures in the report should reflect your Base and Resource Pressures Funding applications and changes should be indicated.

## **7. Contact Information**

Applications and reports should be sent to the address below:

IRMA Program Coordinator  
Environment Monitoring and Assessment Unit  
GNWT – Department of Environment and Climate Change  
Box 1320 Yellowknife NT, X1A 2L9  
Phone: (867) 767-9233 ext. 53099  
Fax: (867) 873-0293  
E-mail: [IRMA@gov.nt.ca](mailto:IRMA@gov.nt.ca)