



# MAKERSPACE FUNDING ALLOCATION POLICY

*Approved by the Katinnganiq Makerspace Network (KMN) Board of Directors on  
November 1<sup>st</sup>, 2021*

## I. PURPOSE

The purpose of this policy is to provide guidance on the allocation of funding for projects supported by the Katinnganiq Makerspace Network (KMN) under the Smart Cities Challenge (SCC) guidelines.

## II. APPLICATION

This policy applies to decisions regarding funding for partners and potential partners for all eligible projects as defined in this policy. This includes the initial allocation of funding as well as any adjustments to that funding in the current or subsequent years.

## III. GUIDING PRINCIPLES

This policy is in accordance with KMN's Challenge Statement and is guided by the following principles:

- a) Flexibility – the policy should be able to accommodate unique needs and circumstances;
- b) Inuit Societal Values, notably Aajiiqatigiinniq, which encourages decision-making through discussion and consensus;
- c) Transparency – the decision-making processes should be open and transparent to all, and roles should be clearly defined;
- d) Consistency – the policy should be consistent and fair; and
- e) Simplicity – the policy should not result in additional administrative duties to KMN and its partner organizations.

## IV. DEFINITIONS

The following definitions provide clarity for the reader regarding terms used in this document.

- **Audited Financial Statement:** An audited financial statement prepared in accordance with Canadian Generally Accepted Accounting Principles consistently applied by an accountant registered under either the Certified General Accountants Act (Nunavut) or under comparable legislation in the jurisdiction in which the funds were expended.
- **Conditional Contribution Agreement:** A contractual agreement signed by the KMN and the recipient of a contribution, outlining the obligations and reporting responsibilities of the parties. Contributions under the agreement are conditional on the recipient meeting the terms and conditions set out in the agreement. This



policy will be attached to and form part of the agreement.

- Connectivity Partner: A partner organization that will help bridge connectivity gaps in a Makerspace to provide minimal cost/free access to the Internet.
- Katinnganiq Makerspace Network (KMN): The Katinnganiq Makerspace Network (KMN) is the not for profit recipient of the “Smart Cities Challenge ” (SCC) award from Infrastructure Canada. KMN was founded by the Nunavut Association of Municipalities, The Embrace Life Council/Isaksimagit Inuusirmi Katujjiqaatigiit, The Pinnguaq Association and Qaujigiartiit Health Research Centre.
- Makerspace: A physical space that offers innovation and technology opportunities for Nunavummiut to connect and share knowledge with each other, learn skills through culturally responsive educational resources and extracurricular activities, and to express themselves through creative outlets and safe environments as pathways to mental wellness. The model for makerspaces across Nunavut is focused on providing connected and accessible digital technologies and educational resources that create opportunities for intergenerational knowledge transfer and language revitalization as pathways to mental wellness for youth firmly grounded in Inuit values.
- Personal Growth Charts: A joint project between the makerspace leader or designated mentor and individual youth whereby youth participating in the Makerspace will be able to chart their acquiring of knowledge, skills, social connections, etc. These charts will be subject to strict privacy rules.
- Smart Cities Approach (‘Smart’ Approach): Community centered projects that improve the lives of their residents through innovation, data and connected technology.
- Sustainability of Project: The ability of a Makerspace project within community to sustain its operations during and beyond the life of the Katinnganiq Makerspace Network funding window of March 31, 2025, without reliance on the funding available through this policy.
- Wellness Outcomes: Positive wellness outcomes are a key required outcome of a community Makerspace and will be defined by spaces that enable and empower youth to embrace the future with confidence, armed with new coping skills and tools, and supported by positive relationships, where youth can build a personal sense of belonging, meaning, purpose and hope through their participation in activities.



## V. ELIGIBILITY

### Eligible Partner Organizations

Any Nunavut organization or municipality may apply for Makerspace funding, but priority will be given to those that meet the criterion of sustainability as defined in the *Proposal Review Process* section. The Makerspace must be run in Nunavut communities. Organizations that have other sources of funding and resources that could be used to support a sustainable Makerspace will usually be non-profit organizations or municipal corporations.

### Eligible Projects

Eligible projects are limited to:

- a) Creating, maintaining, or expanding a Makerspace in Nunavut; and/or
- b) Creating, maintaining, or expanding programming through tools, resources, workshops, curriculum and other programming supports for Makerspaces in Nunavut.

Projects must provide imaginative and engaging programs rooted in 'Smart' Approaches that include one or more of the following elements: traditional cultural/ language activities, peer mentoring, Elder mentoring, coaching, recreation, the arts (performance, visual, and music) or extra-curricular learning & skills acquisition (leadership, technology, and interpersonal).

Projects must have a completion date of no later than March 31<sup>st</sup>, 2025.

Where applicable, projects funded under this policy must meet the necessary approvals by regulatory, municipal and other authorities. This may include meeting health and safety standards, obtaining letters of support from community or regional councils, or any other approvals deemed necessary for the project to proceed.

### Eligible Expenses

All expenses must be necessary for, and directly related to, the delivery of the project. Core operational expenses of an organization are not eligible. Eligible expenses include, but are not limited to:

- a) Physical space;
- b) Resources (tools, technology, facilitators, and curriculum);
- c) Training (facilitator training, mental wellness training, and other relevant training); and
- d) Supporting participation (food, transportation to/from Makerspace, and other expenses that directly support participation).



All expenses not on the above list must be specifically justified as to why they are necessary for the delivery of the project.

All applicants must disclose if they receive or have applied for contributions, cash or in-kind, for the same project from other sources. Funding will not be awarded for activities that are already funded or have occurred before June 30<sup>th</sup>, 2020.

## VI. APPLICATION PROCESS

Proposal submission guidelines will be made readily available to all interested parties. Makerspace funding proposals will be accepted through an open-call process throughout each year.

The KMN template for applications will, at minimum, include the following sections:

- a) Brief summary (500 words or less);
- b) Budget (by expense type and fiscal year);
- c) Applicant resources (project team, partners, in-kind contributions and other sources of funding); and
- d) Clear demonstration that all proposal review process criteria listed in section VII are met.

## VII. PROPOSAL REVIEW PROCESS

KMN will organize its processes so that the review of proposals can usually be completed within two months of receiving the initial proposal.

### Criteria

The following criteria will be considered in the review process:

- a) Needs assessment – the proposal reflects the unique needs for the Makerspace and the budget includes reasonable and realistic expenses;
- b) Capacity – the organization demonstrates a strong and committed board, financial transparency and solvency, effective management, and the capacity to carry out the proposed project;
- c) Sustainability – the proposal demonstrates that community capacity will be increased, and the organization has the ability and commitment to continue the Makerspace beyond KMN's initial investment that ends on or before March 31<sup>st</sup>, 2025;
- d) Evaluation and reporting – the proposal demonstrates the ability and commitment to collect the necessary data to evaluate the impact of the project (as defined in this policy);
- e) Well-being of participants – the proposal demonstrates a steadfast dedication to enabling and empowering youth to embrace the future with confidence, armed with new coping skills and tools, and supported by positive relationships, where



youth can build a personal sense of belonging, meaning, purpose and hope through their participation in activities;

- f) Inuit-informed – the preparation of the proposal and the delivery of programming will be led by Inuit or be based on consultation with Inuit;
- g) Community involvement – in the spirit of Piliriqatigiinniq/Ikajuqtigiinniq (*working together for a common cause*), the proposal demonstrates community support and involvement including the incorporation of services relating to community wellness in the project;
- h) Collaborative spirit – in the spirit of Piliriqatigiinniq/Ikajuqtigiinniq, the organization demonstrates a commitment to collaboration with other Makerspaces in the Katinnganiq Makerspace Network; and
- i) 'Smart' Approach - the proposal demonstrates a willingness to work with KMN partners to adopt a 'Smart' Approach to improve the lives of residents through innovation, data and connected technology.

If there is insufficient funding for all the eligible projects, the following additional criteria will be considered:

- j) Value for money – the selected proposals collectively maximize the perceived overall benefit of the funding; and
- k) Equitable – the selected proposals collectively provide an equitable distribution of Makerspaces and Makerspace programming across Nunavut's communities.

### Proposal Refinement

In the spirit of Piliriqatigiinniq/Ikajuqtigiinniq, once proposals have been received, the Director, KMN will work with the applicants to ensure proposals are complete, accurately assess the unique Makerspace needs, and meet the eligibility criteria to the degree possible. The finalized proposal must be approved by the applicant.

### Proposal Assessment

The Director, KMN will assess in a standardized format each finalized proposal using the proposal review process criteria for the purpose of determining which projects should be recommended for funding and for what amounts. The proposal assessments will rely on industry experts and a review team to help create final recommendations, as required.

### KMN Board Approval

The Director, KMN will provide the KMN Board the initial proposals, the finalized proposals, the assessment of each proposal and a recommendation regarding the allocation of funding.

The KMN Board, with the support of the Director, will review the recommendation of the Director, and will decide whether to accept, decline, or accept with modification each of the proposals based on the proposal review process criteria.



In the event the KMN Board is unable to reach consensus, decisions will be made by vote. If the vote results in a tie, the Director, KMN will make the final decision.

After the completion of the proposal review process, all applicants will be advised in writing of the results. For proposals that were declined or modified, reasons and options (if any) will be provided to the applicant. Applicants may appeal the decision in writing for consideration by the KMN Board at their next meeting. Once the KMN Board considers an applicant's appeal, the resulting decision will be final.

## VIII. CONDITIONAL CONTRIBUTION AGREEMENT

Funding arrangements with successful applicants will be administered through the Conditional Contribution Agreement that will be in accordance with the following:

### Disbursement Schedule

The disbursement schedule will ensure partner organizations receive funding in time to pay expenses, while also ensuring that they are in compliance with reporting requirements. Each payment, other than the last, will provide sufficient funding to cover operational expenses three months beyond the end of the current six-month reporting period and will be divided into two parts, remaining current period (three month) and advance for next period. All payments, other than the first, will require the fulfillment of the reporting requirements of the previous period before funds are released.

If a project starts part way through a reporting period, the first payment will be for the rest of that period plus the first three months of the next reporting period.

### Reporting Requirements

Each fiscal year will have two six month reporting periods with end dates of September 30<sup>th</sup> and March 31<sup>st</sup> and will require the following reports:

- a) Accounting of how funds were spent (the March 31<sup>st</sup> report will include Audited Financial Statements that outline all project costs);
- b) Reporting on the following performance indicators (using a KMN reporting spreadsheet template):
  - i. Participants' acquired skills – record and report number of participants, and their attainment of skills as tracked with Personal Growth Charts;
  - ii. Participants gaining role models/mentors – record and report number of youth matched to role model/mentor;
  - iii. Participants establishing new social connections – record and report the number of new friends or social connections to community participants have in relation to the Makerspace;



- iv. Participants have positive self-identity (mental health/emotional wellness) – record and report the number of participants that report positive self-identity as it relates to Personal Growth Charts;
- v. Participants actively participating in local Makerspace programming – record and report the number of participants actively participating in local Makerspace programming and paying heed to feedback on perceived benefits, perceived barriers to participation, and any change to benefits and barriers over time;
- vi. Program delivery increase – record and report new programs being offered through Makerspace;
- vii. Community-developed activities – record and report unique program modules developed through Makerspace; and
- viii. Knowledge sharing increase – record and report number of participants who can lead or co-lead digital skills programs and number of participants using skills gained at Makerspace to support their community.

If KMN deems necessary, a partner organization must permit KMN access to the project site or premises to inspect all books and other financial statements related to the project, and to obtain any other information necessary for ensuring compliance with the Conditional Contribution Agreement or evaluating the success of the project. Partner organizations will maintain records related to the expenditure of funding until at least January 31, 2032.

### Allowable Expenditures

The Conditional Contribution Agreement will outline allowable expenditures for the project. Any subsequent changes in scope of the project or the addition of new expense categories will require written approval by the Director, KMN (who will report to the KMN Board on all such decisions). If the Director, KMN deems that changes significantly modify the project, a revised proposal seeking KMN Board approval will be required.

All expenditures beyond the budgets approved by KMN are the responsibility of the partner organization. Exceptions to this require KMN Board approval.

All expenditures must occur before March 31<sup>st</sup>, 2025.

### Semi-Annual Review Process

Prior period funding may be carried forward and be spent within the scope of the project and allowable expenditure categories. For other uses of the funding see section *Allowable Expenditures*.

If the terms and conditions of the Conditional Contribution Agreement are not met and/or funding is not appropriately being spent, the KMN Board may reallocate to other projects all or a portion of unspent and future funding so that benefit can be maximized



before March 31<sup>st</sup>, 2025. Any changes to funding require that partner organizations receive adequate notice to allow for adjustment of their operations.