



NGO Stabilization Fund - CONTRIBUTION AGREEMENT

APPLICATION GUIDE for 2024-2025

Mandate

The NGO Stabilization Fund is an application-based contribution agreement program that provides special funding to non-governmental organizations (NGO) who deliver critical GNWT funded programs or services to the public to stabilize or develop their capacity to manage programs and services.

Contributions to stabilize and assist these NGOs with management, governance, organizational development and extraordinary operations costs may be made to NGOs based on their application for such funding.

Eligibility

- Eligible NGOs are those which:
 - a) Deliver critical GNWT-funded programs or services to NWT Residents,
 - b) Receive annual funding from the GNWT for the delivery of those critical services or programs **and** be in compliance with existing funding agreements,
 - c) Be registered and in good standing in the NWT either as a society or association or as created under NWT or Federal statute
- Support can be granted for eligible one-time general costs including:
 - a) General management costs that cannot be attributed to specific programs or services.
Examples are general administration and management, finances and book keeping.
 - b) Governance costs or board related costs.
Examples are governance and board training.
 - c) Organizational development costs related to the structure and processes of the organization.
Examples are communications, structure, roles and responsibilities.



- d) Additional general operations costs related to general operations and maintenance that cannot be directly attributed to specific programs or services.

Examples are one-time general office costs or one-time maintenance costs.

The NGOs are expected to use this additional contribution from the NGO Stabilization Fund to cover core management, governance and organizational development costs as well as unforeseen and extraordinary operations and maintenance costs related to the delivery of GNWT funded critical services and programs.

Examples of projects supported by the NGO Stabilization Fund

Examples of projects funded in the past include supports to help improve service to smaller communities and develop capacity, board governance and other training, strategy development, research projects, organizational planning and development, and transition support to stabilize operations, image update and other extraordinary general operations costs.

Projects to improve or enhance program's reach and capacity to deliver programming	• Support for food bank programs • Support for programs that provide services to the homeless • Awareness campaign for intimate partner violence • Training for family violence shelters to address sexual assault • Enable outreach of program into neighbouring communities • Purchase of materials for new youth program • Organization of a new family support centre • Purchase of a van to accommodate wheelchairs, as well as maintenance for van • Design of advertising campaign to make public aware of organization's services
Projects focusing on maintenance and upgrades to physical spaces used by NGO	• Upgrades to computers and software • Building maintenance, such as for plumbing and electrical issues • Contract work with professional builders • Replacement of carpeting, flooring, and roof, windows, security
Projects focussing on organizational upkeep and improvements	• Updates to organization's internal finance system • Organizational development, such as for the board of directors • Governance training • Implementation of an HR system to support a large staff • Administrative skills training • Strategic planning



Examples of applications and projects not supported by the NGO Stabilization Fund

Applications from organizations that do not meet the criteria of being funded by the GNWT to deliver critical programs and services to the public are not supported by the NGO Stabilization Fund.

Ineligible projects and expenses include:

- Regular personnel and staff
- Programming costs associated with new or existing programs
- Costs associated with purchasing land for operations.
- General operating costs, and costs associated with tasks that the organization is reasonably expected to perform are not eligible. Including regular meetings, budget and planning sessions, existing programs and operations, utilities, general maintenance, and general office costs.

Application Process

This year the four week application period begins **May 6, 2024**.

The **deadline** for submitting applications for support is **June 3, 2024**

Application Form and Financial Statements

To be considered for support from the NGO Stabilization Fund, applicants must submit a completed NGO Stabilization Fund Application Form, and financial statements for the previous year (preferably audited), to the Department of Municipal and Community Affairs by the application deadline.

Information on the NGO Stabilization Fund and application forms are available online at www.maca.gov.nt.ca

The application form has five sections that all need to be completed:

1. Applicant contact information

Includes name and contact information for the applicant organization.

2. About the Applicant Organization

Includes information on the status of the applicant organization, GNWT-funded critical programs and services provided to NWT residents, total revenues and operations expenses.



3. Details on GNWT Grants, Contributions and Contracts
Includes information on all GNWT grants, contributions and contracts held in the previous year, what department it came from, the purpose of each and the amount.
4. Project information
Includes description of the project support is being sought for, the project's objective and anticipated results, whether it is a new and/or collaborative project, and any other funding sources.
5. Project budget details
Includes breakdown of the budget for the project support is being sought for, into:
 - *Travel costs*
 - *Materials and Supplies*
 - *Purchased services, such as postal and communication charges*
 - *Contract services, such as consultants contracted to deliver services*
 - *Computer and other equipment*
 - *Other expenses, not fitting into the categories above*

Applicants also need to submit financial statements for the previous year with their applications. Audited financial statements are preferred, but not necessary.

Remember to submit your Financial Statements for the previous year along with your completed NGO Stabilization Fund Application Form by the application deadline.

Applications can be submitted by mail, e-mail or fax.

Mailing address: **NGO Stabilization Fund**
 c/o Sport, Recreation, Youth & Volunteerism
 Department of Municipal and Community Affairs
 P.O. Box 1320
 Yellowknife, NWT
 X1A 2L9

E-mail: **youth_and_volunteer@gov.nt.ca**

Fax: **(867)-920-6467**



Preliminary Screening

All applications received by the application deadline are screened for eligibility. Results of the eligibility screening are communicated in writing to applicants within three weeks of the application deadline.

Assessment

All eligible applications are assessed based on the following principles:

- a) Balance between different regions of the NWT.
- b) Applications from NGOs are tiered based on delivery of programs and services that:

- (i) help ensure people's basic needs for shelter and food are met; or
- (ii) provide social supports within their community or communities; or
- (iii) build capacity through education, training and skill development;

and, take priority over applications from NGOs who deliver less critical services such as cultural or recreational programs.

- c) Collaborative projects or projects that benefit more than one NGO take priority over projects that benefit only the applicant NGO.
- d) Management, governance and organizational development costs generally take priority over extraordinary operations costs.
- e) Projects that have not received support (new projects) take priority over projects that are the same or similar as those supported in previous years for the same NGO.



Contribution Agreement Decisions

The annual budget for the NGO Stabilization Fund is \$700,000. Contribution agreement decisions are made and communicated in writing to applicants within two months of the application deadline.

The maximum an NGO can receive is \$50,000 per year. Partial amounts of requested funding may be provided.

Obligations of Recipient NGOs

Recipient NGOs are responsible for carrying out their projects consistent with their description in the applications and the terms of their contribution agreement transfer agreements. A simple report on how the funds benefitted the NGO is required from all contribution agreement recipients.

Contact Information

For more information please call (867) 767-9166 Ext. 21107 or e-mail:
youth_and_volunteer@gov.nt.ca



NGO Stabilization Fund - Contribution Agreement

APPLICATION FORM 2024-2025

Applicant Contact Information

Name of applicant organization:	
Contact person:	Alternate Contact person:
Signing Authority Name:	Signing Authority Title:
Mailing address:	
E-mail:	
Phone/Mobile:	Fax:

About the Applicant Organization

The applicant organization is registered and in good standing as: ☐ a society under the NWT Societies Act ☐ an association created under federal statute Registered Society Name:	
Date of most recent Annual General Meeting	Date of most recent filings with NWT Societies
Date of this Fiscal Year’s AGM	Date of Fiscal Year End
GNWT funded programs and services that the applicant organization provides to NWT residents:	
Total Revenues last fiscal year:	Total Operations Expenses last fiscal year:

Attach financial statements from previous year (preferably audited) to application

Details on Applicant’s GNWT Grants, Contributions and Contracts

GNWT Dept.:	Purpose:	Amount:	☐ Grant ☐ Contribution ☐ Contract
GNWT Dept.:	Purpose:	Amount:	☐ Grant ☐ Contribution ☐ Contract
GNWT Dept.:	Purpose:	Amount:	☐ Grant ☐ Contribution ☐ Contract



GNWT Dept.:	Purpose:	Amount:	☐ Grant ☐ Contribution ☐ Contract
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Project Information

Project Name:
Project Location (community/communities where project will be undertaken):
Description of the project and anticipated results:
How will this help stablize or develop capacity within your orgaization?
Project Schedule (key milestones):
Is this a new project? <i>(please circle one)</i> : Yes No
Is the project collaborative? If yes, list other organizations involved and specify their role in the project:
Other Revenue Sources for Project Funding, including amounts:

Project Budget Breakdown

Details	Expense Total
Materials & Supplies:	
Contract Services:	
Travel:	
Purchased Services:	
Computer or other Equipment	
Other Expenses:	
Total Project Budget:	

If this is not enough space to adequately list detailed project expenses, please attach a detailed budget to this application.