Government of Northwest Territories | Gouvernement des Territoires du Nord-Ouest

Indigenous Knowledge Project Funding Guide 2022-2023

NWT CIMP
Northwest Territories Cumulative Impact Monitoring Program

Updated: September 2021

If you would like this information in another official language, call us.
English
———————————

Si vous voulez ces informations dans une autre langue officielle, contactez-nous.
French
———————————

Kīspin ki nitawihtīn ē nīhīyawihk ōma ācimōwin, tipwāsinān.
Cree
———————————

Tłı̨chǫ yatı k'è̀è̀. Dı wegodı newǫ dè, gots'o gonede.
Tłı̨chǫ
———————————

Ɂerıhtł'ís Dëne Sųłıné yatı t'a huts'elkër xa beyáyatı theɂą ɂat'e, nuwe ts'ën yółtı.
Chipewyan
———————————

Edı gondı dehgáh got'ı̨e zhatıé k'ę́é́ edatł'éh enahddhę nıde naxets'é edahłí.
South Slavey
———————————

K'áhshó got'ı̨ne xǝdǝ k'é hederı ɂedı̨htl'é yerınıwę nídé dúle.
North Slavey
———————————

Jii gwandak izhii ginjìk vat'atr'ijąhch'uu zhit yinohthan jì', diits'àt ginohkhìi.
Gwich'in
———————————

Uvanittuaq ilitchurisukupku Inuvialuktun, ququaqluta.
Inuvialuktun
———————————

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Inuktitut
———————————

Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.
Inuinnaqtun
———————————

Indigenous Languages:
867-767-9231 Ext. 53045

French:
867-767-9348
866-561-1664 Toll Free

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Important COVID-19 Information

The Government of Northwest Territories' (GNWT) first priority is to prevent the spread of the virus and protect communities. At the request of the NWT's Chief Public Health Officer, GNWT has implemented new policies, such as mandatory quarantine upon arrival. These affect research and monitoring projects. **Please visit the GNWT's website for current information before you apply:** **https://www.gov.nt.ca/covid-19/**

You must address COVID-19 public health measures at two points during your application:
1. **At the Letter of Intent stage**—Applicants must read and agree to the policies in GNWT's Emerging Wisely - 2021.
2. **At the Proposal stage**—Applicants must include COVID-19 considerations in **all proposal** sections.

1. What is the Indigenous Knowledge Project Funding Guide?

This Guide explains the funding process for Indigenous Knowledge projects under the Northwest Territories Cumulative Impact Monitoring Program (we use NWT CIMP or 'we' in the rest of this Guide).

In this Guide, we:
- introduce you to NWT CIMP, the projects we fund, and details you need to know before you apply
- explain how to apply for funding and how we assess applications
- outline your next steps and requirements if we approve your project.

But first, let's learn about cumulative impacts and NWT CIMP!

2. What is NWT CIMP?

We are the Northwest Territories Cumulative Impact Monitoring Program (NWT CIMP). We are a source of environmental monitoring and research in the NWT.

NWT CIMP Vision	To watch and understand the land so that it can be used respectfully forever.
What our vision means	When we say *watch* the land, we mean using Indigenous Knowledge and science to monitor and research our environment. *Understanding* what we see means analyzing what we learned. We then take that information and share it, so it can shape policy and decisions that protect the land *respectfully forever*.

We support projects that monitor and measure **cumulative impacts**. We gather information on cumulative impacts, and we communicate what we learn to key northern decision-makers and the public. Our goal is to contribute to strong decisions on natural resources and sustainable development.

Cumulative impacts are the combined effects that human activities and natural processes have on our environment.

adapted from Canadian Council of Ministers of the Environment, 2014

How we put our vision into practice

NWT CIMP carries out four main activities. We:
1. work with our partners to consider what issues, monitoring, research, and approaches are the highest priority.
2. coordinate, conduct, and fund projects to collect and analyze data, and report on environmental conditions.
3. communicate what we learn to northern decision-makers and the public.
4. facilitate environmental audits to assess how the program and regulatory regime are doing.

We have a responsibility to do this work

Understanding cumulative impacts is:
- essential to sustainable development (see NWT CIMP's vision above)
- our legal responsibility. NWT settled land claim agreements and the *Mackenzie Valley Resource Management Act* (MVRMA) all require cumulative impact monitoring.

2.1   WHO ARE WE?

NWT CIMP is set up and funded by the GNWT, Department of Environment and Natural Resources (ENR). We partner with the following groups to set priorities and conduct monitoring and research:
- Indigenous governments and organizations
- co-management boards
- universities
- federal and territorial governments

NWT CIMP is advised by a Steering Committee made up of representatives from Indigenous, federal, and territorial governments and co-management boards. The Steering Committee provides guidance and makes recommendations to our staff, who administer the program.

3. What projects do we fund and who can apply?

3.1 WHAT PROJECTS DOES NWT CIMP FUND?

We fund projects that study:
- cumulative impacts of both human activity and natural processes on the environment
- environmental trends, what may have caused them, and what they mean
- the conditions of specific parts of the environment, so we can use that information as a starting point or baseline to measure what happens to that area.

Current monitoring priorities focus on **caribou, water** and **fish.**

All projects **must** collect information that:
- reports on cumulative impacts and/or environmental trends
- decision-makers can use to better protect our land and water.

3.2 WHAT INFORMATION DOES NWT CIMP GATHER?

We consider Indigenous Knowledge and scientific data equally valuable.

Indigenous Knowledge monitoring and research

We place a high priority on environmental monitoring and research that uses Indigenous Knowledge. The goal is to apply what we learn from Indigenous Knowledge to inform northern decision-making. For Indigenous Knowledge projects, communities choose the focus of projects they propose.

Scientific monitoring and research

Science projects must respond to the monitoring and research priorities listed in the monitoring and research Blueprints for caribou, water and fish. See the [Science Project Funding Guide](#).

If your project collects both Indigenous Knowledge and scientific data

Only **one** application needs to be submitted. However, the application must follow **both** the Indigenous Knowledge Project Funding Guide **and** the Science Project Funding Guide to be complete. This requires:
1. completing an Indigenous Knowledge Data-Sharing Agreement
2. addressing the specific monitoring and research priorities for caribou, water and fish outlined in monitoring and research Blueprints located in the Science Project Funding Guide.

3.3 WHAT PROJECTS DOES NWT CIMP PRIORITIZE?

All projects **must** meet the criteria in our *How do I apply for funding* section, but we are most likely to fund projects with the characteristics below. When you apply, we may suggest ways to make your project more relevant to our program to help you get funding.

We encourage projects that:

✓ **Work with communities, Indigenous organizations, Elders, and youth**
We support projects that include community members, local decision-makers, Indigenous organizations, Elders, and youth in all stages. This:
- engages and builds capacity in the community
- promotes strong and self-sustaining communities
- involves Elders and Indigenous Knowledge holders in decision-making
- helps preserve and pass down Indigenous Knowledge to future generations
- encourages young people to build careers related to the environment where their work will contribute to long-term monitoring. *We give preference to formal, short-term training that is more likely to help youth get jobs in the future.*

✓ **Study current monitoring priorities**
Our current priorities are monitoring **caribou, water** and **fish**, so monitoring and research related to them is especially valuable. These monitoring priorities are provided by co-management boards and key regulators and decided together by our Steering Committee. See Appendix A for a list of these influential decision-makers.

✓ **Benefit our program partners**
We share what we learn with the organizations and communities we partner with. We fund projects that gather information these partners can use to make decisions and to support new monitoring and research.

✓ **Support or build on current research and collaborate with others**
We encourage multidisciplinary and collaborative studies. Our funding process connects and encourages collaboration among researchers working in similar locations or addressing similar questions.

✓ **Meet our criteria and are well designed**
A well-designed project is key! You must meet our criteria and deadlines to receive funding. Please:
- contact communities and potential partners **early** to share your project idea and build support.
- follow the instructions in the forms carefully, including page limits, font sizes, and word counts.
- use the step-by-step "Designing Your Project" guide in Appendix B. It will help you design a project that is more likely to receive NWT CIMP support.

3.4   WHAT PROJECTS DOES NWT CIMP *NOT* CONSIDER?

We do **not** fund projects that:
- are clearly another organization's responsibility.
- collect baseline data for a specific development, for example a proposed or operating mine. We may consider a project that includes a development like a mine if the project goes **beyond** the physical area or scope of environmental study for that mine or development.
- focus **only** on community capacity-building or training.

3.5   WHAT FUNDING IS AVAILABLE?

The **maximum** amount of funding per project is **$60,000** per year (see Appendix C for a list of eligible costs). We consider both single and multi-year proposals. We encourage long-term monitoring projects, but we:

- review them annually to ensure continued funding
- approve them for a maximum of three years at a time
- usually start with a larger funding amount and reduce to smaller amounts over time.

We may consider additional funding:

- if your project has unexpected results or new questions that need more study (evaluated on a case-by-case basis)
- for larger collaborative projects.

3.6   WHO CAN APPLY?

The following groups are eligible to apply:

- Indigenous, federal, territorial and municipal governments
- academic institutions
- non-government organizations

The designated project lead must be an Indigenous or community organization or be associated with one. The project team must include members of the community who have an active role in the project.

Industry is **not** eligible for funding. If you represent an industry, you can partner with an Indigenous organization or community.
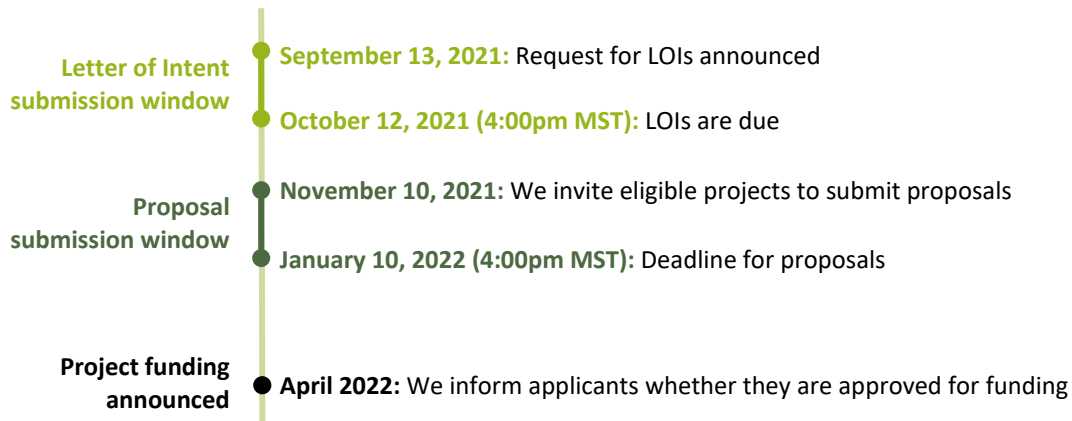
4. How do I apply for funding?

This section explains how to apply for funding, which happens in two stages. In Section 5, we explain your next steps if we approve your project.

To apply, you must:
1. submit a letter of intent (LOI)
2. receive an invitation from us to submit a full proposal
3. submit a proposal.

4.1   WHEN DO I NEED TO APPLY? (KEY DATES)

For 2022-23 funding

Letter of Intent submission window
- **September 13, 2021:** Request for LOIs announced
- **October 12, 2021 (4:00pm MST):** LOIs are due

Proposal submission window
- **November 10, 2021:** We invite eligible projects to submit proposals
- **January 10, 2022 (4:00pm MST):** Deadline for proposals

Project funding announced
- **April 2022:** We inform applicants whether they are approved for funding

4.2   SUBMITTING A LETTER OF INTENT

Your letter of intent is a **short description** of your project so we can understand your idea and assess if it meets our criteria.

How do I submit my LOI?

1. Fill out the **LOI form** in **Appendix D**.
2. E-mail the form (in PDF format) to nwtcimp@gov.nt.ca.
   The deadline to submit a LOI is October 12th, 2021 by 4:00pm MST.

We will send you an email confirming we have received your LOI. **If you do not receive this email within 24 hours,** please call (867) 767- 9233 ext. 53084**.**

What information do I need to include in my LOI?

There are detailed instructions in the LOI form. **Be sure to follow them!** Note the page limits, font sizes and word counts. We will evaluate your LOI using the criteria in Table 1. This evaluation criteria **must** be met to be invited to submit a proposal. **All sections and questions are mandatory**. LOIs that clearly address all evaluation criteria will be more successful in receiving an invitation to submit a proposal.

Please note: You only need to submit **one LOI** if your project collects both Indigenous Knowledge and

science information, but you must address the evaluation criteria in **both** this guide **and** the Science Project Funding Guide.

TABLE 1—LETTER OF INTENT EVALUATION CRITERIA

Project idea	
Form section	#3
Main question	**What is the project idea?**
Required information to include	- What is your project? - What is your monitoring or research question, or what do you want to investigate? - What is the expected impact to northern decisions? - Who is involved?
Relevance to cumulative impact monitoring and research	
Form section	#4
Main question	**How will the project improve our understanding of cumulative impacts?**
Required information to include	- How does it improve our understanding of cumulative impacts, baseline conditions, and/or environmental trends? - How will project results contribute to and influence northern resource management decisions? - Identify the environmental components of interest.
Study Plan	
Form section	#5
Main question	**How do you plan to carry out your project?**
Required information to include	- How do you plan to carry out your project? - Where is the project happening (location and nearest community)? - What kind of information or data will you collect? - What are your general timelines?
Additional information	Use the "Designing Your Project" guide in Appendix B to help you design a better study. **Projects that include communities and decision-makers will score highly.**

Who benefits?	
Form section	#6
Main question	**Who will benefit from your project and why?**
Required information to include	• How are you involving community members and Indigenous organizations? • How will you support long-term capacity in the community or Indigenous organization? ***NWT CIMP strongly supports this!*** • How will the project benefit others, including decision-makers?
Additional information	Please do not include letters of support until the proposal stage.
Communication	
Form section	#7
Main question	**How will you communicate your results?**
Required information to include	• How will the results be communicated? • Who is your audience? (should include communities, decision-makers and us) • What do you see as the expected end-products? Which products do you see being available to the public? What products will be provided to NWT CIMP?
Funding	
Form section	#8
Main question	**How much funding will you need?**
Required information to include	• How much will you need per year? (maximum of 60K per year, for up to 3 years) • How will you spend funds?

What happens after I submit my LOI?

NWT CIMP staff will review your LOI and send you a letter with one of the following messages.

Your project:
1. may be eligible for funding, and we invite you to submit a full proposal.
2. may be eligible for funding **if** you make certain changes or collaborate with other applicants. We invite you to submit a full proposal incorporating the changes we suggest.
3. is not eligible for funding because it does not meet the evaluation criteria or our program needs.

4.3   SUBMITTING A PROPOSAL

If we review your LOI and decide your project is eligible for funding, we will **invite** you to submit a proposal. Proposals are more in-depth than LOIs—this is your opportunity to provide us with the **full** picture of your project idea.

How do I submit my proposal?

1. Include the following documents in your proposal:
    *   **proposal form**—we will send this to you when we invite you to submit your proposal
    *   **budget template—**we will send this to you when we invite you to submit your proposal
    *   **letters of support—**see Table 2 for the letters of support you need
    *   **any other supporting documents**

2. E-mail the above documents (in PDF format) to nwtcimp@gov.nt.ca
    ==**The deadline to submit a Proposal is January 10th, 2022 by 4:00pm MST.**==

We will send you an email confirming we have received your proposal. **If you do not receive this email within 24 hours,** please call (867) 767- 9233 ext. 53084**.**

What information do I need to include in my proposal?

There are detailed instructions in the proposal form. **Be sure to follow them!** Note the page limits, font sizes and word counts. We will evaluate your proposal using the criteria in Table 2. **All sections and questions are mandatory**. Your proposal will be evaluated based on the rating criteria of each section outlined in Table 2.

Please note: You only need to submit **one proposal** if your project collects both Indigenous Knowledge and science data, but you must answer the questions in **both** this guide **and** the Science Project Funding Guide.

TABLE 2—PROPOSAL EVALUATION CRITERIA

Project Summary	
Form section **Our evaluation**	#3 **(not rated)**
Required information to include	• Provide an overview of your project (summarize the who, what, where, how and why. • Identify the total funding requested.
Project objectives	
Form section **Our evaluation**	#4 **5% rating**
Required information to include	• List the project objectives. • Identify your monitoring and research questions. • Identify expected outcomes and impact of your project.
Relevance to cumulative impact monitoring and research	
Form section **Our evaluation**	#5 **20% rating**

Required information to include	• Further describe how the objectives improve our understanding of cumulative impacts, baseline conditions, and/or environmental trends. • Describe how the project will contribute to and influence northern decisions, including specific examples.
Important things to consider	• Expand the information for this section submitted in your LOI. • Specific examples of northern decisions may include those at a local, regional or territorial level.

Study design

Form section	#6
Our evaluation	**20% rating**

Required information to include	• Describe how you will meet project objectives. • List all methods, protocols and approaches you will use to collect and access your information or data. • Describe expected information or data analyses. • Describe how you will validate your findings with the community before submission of final results. • Provide the detailed location of your project.
Important things to consider	• Expand upon your Study Plan from your LOI. • Projects **must** primarily gather information that furthers the understanding of cumulative impacts and/or environmental trends. • Projects that directly address cumulative impacts will score highly. • Projects that include communities and decision-makers will score highly. • Use the "Designing Your Project" guide in Appendix B to help you design a better study. • **For projects that focus on environmental contaminants**, you must describe how you will analyze and provide this information to GNWT Health and Social Services.

Community support and engagement

Form section	#7
Our evaluation	**10% rating**

Required information to include	• Describe how you will involve the community in planning and implementing your project. You must include a letter of support from communities and/or Indigenous governments. • Tell us how the project builds long-term capacity, training, or employment opportunities. • Describe how you will share or give back results to participating communities. This should incorporate a community member presenting the findings. • Describe how community contributions will be acknowledged.

Important things to consider	*Examples of capacity building and training activities:* • *sharing knowledge with community members by involving them in monitoring, collecting and summarizing information or data.* • *offering hands-on training that should improve skills to help build careers.*

Required letters of support

All applicants **must** include at least one letter from the Indigenous government or community that clearly states the reasons for the support and how it will be provided.

The letter must also include that they are comfortable with the project proceeding with proposed NWT COVID-19 safety measures[1].

Decision-maker support

Form section	#8
Our evaluation	**10% rating**
Required information to include	• Identify the decision-makers most likely to use the project results and information. • Explain how these decision-makers can use the results and information to inform resource-management decisions. • Describe how you will share results with these decision-makers.
Important things to consider	We are more likely to fund projects that provide useful information for key resource management decision-makers. Science projects must focus on the priorities that co-management boards and regulators have identified in our monitoring and research Blueprints.

Required letters of support

All applicants **must** include at least one letter from a decision-maker that identifies how the results may contribute to their decision-making and the reasons for support.

See Appendix A for a list of influential NWT decision-makers.

Project team

Form section	#9
Our evaluation	**10% rating**
Required information to include	• Identify all members of the team actively working on the project. • Clearly describe **each** team member's role, responsibilities, and the experience they contribute to the project.
Important things to consider	**To strengthen the proposal**: • Explain how experienced Indigenous Knowledge holders are actively participating in the project. • Your proposed team should include a balance of technical experts and people with northern experience *(like community members and decision-makers).*

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[1] For the latest information on COVID-19, please visit www.gov.nt.ca/covid-19/

	For projects that focus on environmental contaminants, your team must include a subject matter expert to analyze findings and provide this information to GNWT Health and Social Services.
	Do not pad the project team with members that are not **active** participants. Document these members in the "Supporting Organizations" section.

Supporting organizations

Form section	#10
Our evaluation	**(not rated)**

Required information to include	- List people and organizations that are supporting your project but are **not** actively working on it. - Describe the reasons they support it. - Describe *how* they support it.
Important Considerations	This is the section to identify current and additional funds provided for this project by other organizations.

Deliverables, communication, and timelines

Form section	#11
Our evaluation	**20% rating**

Required information to include	- Identify all expected deliverables *(your products - dataset, map, report, information summary, etc.)* and how they will be made available. - Identify the communication tools *(your delivery method - examples include reports, videos, posters, maps, workshops, meetings, etc.)* you will use and your target audience. - Identify all northern meetings each year where you will present results and describe how. **For projects that focus on contaminants,** identify how you will communicate this information to the GNWT's Health and Social Services and communities *(for example, a Risk Communication Plan).*
Important things to consider	In the application form, you will need to include a Deliverables and Communication Plan for **each year** of your project.

Budget

Form section	#12
Our evaluation	**5% rating**

Required information to include	- Clearly identify your budget, all other funding sources and in-kind support. - Include the travel costs of presenting your results at a northern meeting *(note current COVID-19 public health measures in the NWT[2]).*

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[2] Due to COVID-19, we understand you may not be able to attend in person. We expect that you discuss and agree to alternatives (like video conferencing) with northern partners. Visit www.gov.nt.ca/covid-19/ for current information.

Important things to consider	Complete the budget for **each year** of funding, using the template provided.
	If you are requesting an administrative fee (to a maximum of 15%), include it in your budget.
	The budget must:
	• be appropriate *(for example, the charges must be reasonable for the size and complexity of the project and sample analysis).* See [Appendix C](#) for a list of eligible costs.
	• minimize costs for travel from out-of-territory destinations
	• maximize benefits to NWT communities
	Leveraging of funds from other sources is highly encouraged.

What happens after I submit my proposal?

NWT CIMP staff, our Steering Committee, and subject matter experts will review your proposal. We will contact you in April of the following year to tell you whether we will fund your project.

4.4   PROJECT FUNDING CHECKLIST

☐ Plan and contact the communities and potential partners **early** to kickstart your project idea together.

☐ Mark all important **deadlines** in your calendar.

☐ Each template (LOI, proposal, reporting) has **instructions**. Be sure to <u>follow</u> them! Note the page limits, font sizes and word counts.

☐ Remember to clearly connect project objectives to cumulative impact monitoring.

☐ Clearly connect project results to northern decision-making.

☐ Clearly identify which team members are responsible for what parts of the project **and** identify their relevant experience.

5. I am approved—what happens next?

Congratulations! This section lays out what you need to do **if and after** we approve your funding. As outlined in your funding notification letter, you have certain requirements that you must meet to continue receiving NWT CIMP support.

You are not alone! We will assign a staff member to you as a project liaison. This person is your direct contact to the program. They will answer your questions and review your reports. They will also set up an informal kick-off meeting, along with mid-year check-ins.

5.1   WHAT STEPS DO I NEED TO TAKE?

Apply for licensing

All research in the NWT must be licensed through the Aurora Research Institute. It is your responsibility to receive the necessary permits, licenses and permissions before your project begins or continues.

If your research involves human subjects, you must get approval by an accredited Research Ethics Board or Institutional Review Board **before** you can apply for a licence. For more information on research licensing and ethical research requirements, visit www.nwtresearch.com.

Submit a Data Management Plan

You **must** submit a Data Management Plan before we release the funding. This plan lays out how you will store, manage, access, and share the information you collect. Here is a sample template to use in creating your plan. See Appendix E for more information on our Data Management Policy.

Submit an Indigenous Knowledge Data Sharing Agreement

You **must** submit an Indigenous Knowledge Data Sharing Agreement to show everyone involved in the project has agreed on how you will use, store, and share the Indigenous Knowledge you collect. (This may include the researchers, organizations, communities, and public.) See Appendix F for more information.

5.2   HOW ARE FUNDS PROVIDED?

We will provide you with a Contribution Agreement with ENR for you to sign. The GNWT policy is to release 90% of the total amount at the beginning of each fiscal year. We release the other 10% after receiving and approving your financial statement and project deliverables. The deadline to submit your financial statement is **June 30th** of the following year.

Upon request, we can distribute a minimum of $10,000 directly to partnering organizations through contribution agreements. Funds under $10,000 can be distributed to Indigenous governments and organizations **only**. We cannot give funds to private businesses.

5.3   HOW DOES NWT CIMP SHARE MY PROJECT RESULTS?

We make all information public on the NWT Discovery Portal, which we administer. This online Portal includes a wide range of NWT environmental monitoring information, including NWT CIMP-funded project results. We post scientific journal articles, community presentations, reports, data, and maps. Please continue to send us your publications and products as you release them!
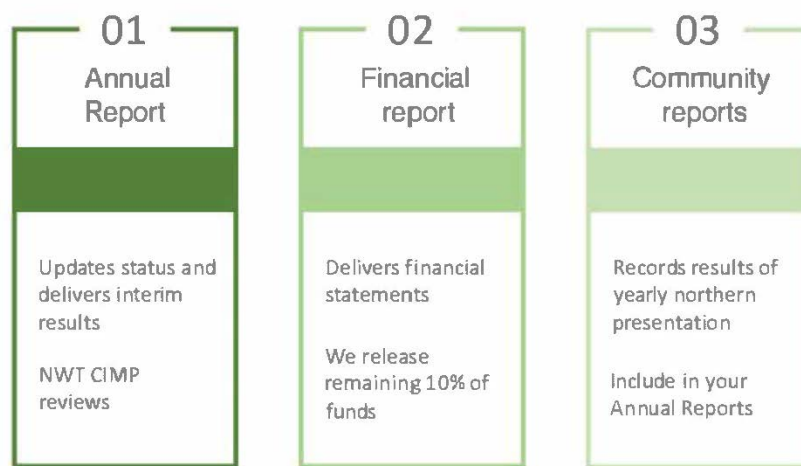
6. What reports do I need to submit?

We ask you to report on your project progress and results as the project unfolds. As part of your project, you must:

- **Send reports to NWT CIMP**—We use these reports to communicate regularly with communities, northern decision-makers, and the public about key results.
- **Report your results to communities**—You must send your results to the communities you are working with and keep them up to date.

6.1 PROJECT REPORTING AT A GLANCE

First and middle-year projects—mandatory reports

01 Annual Report

Updates status and delivers interim results

NWT CIMP reviews

02 Financial report

Delivers financial statements

We release remaining 10% of funds

03 Community reports

Records results of yearly northern presentation

Include in your Annual Reports

Final year of funding

01 Final Report

Delivers final results

NWT CIMP reviews, confirms project is complete, and posts online

02 Final financial report

Delivers financial statements

We release remaining 10% of funds

03 Community reports

Records results of yearly northern presentation

Include in your final report

04 NERB, trends, publications

Delivers final results

NWT CIMP reviews, checks they are complete, and posts online

Your project is complete!

Continue to send us your publications and products as you release them.

6.2   WHEN DO I SUBMIT MY PROJECT REPORTS? (KEY DATES)

For 2022-23 funding

Reporting in the first and middle years

● **February 3, 2023:** Annual Report and budget

● **June 30, 2023:** Financial report

Reporting in the final year

● **April 28, 2023:** Final Report and budget, NERB, ETR

● **June 30, 2023:** Financial report

Reporting after funding concludes

▼ **Ongoing:** Additional publications

Once a year:
Community reporting

Present key results to a relevant northern meeting

6.3   REPORTING DESCRIPTIONS

The list below describes the mandatory and optional reporting requirements (all reports are public, unless we state otherwise).

1. *Annual Report (mandatory)*—This report summarizes the year's activities, provides a status update, and includes an updated budget (we will give you a template).

   How we use it—The Annual Report helps us assess if a project is on track. NWT CIMP staff review the report, identify any issues it raises, and make recommendations on whether to continue funding the project. Our Steering Committee is updated on project progress. (Projects that can document progress usually continue to receive funding for the full term.) We **do not** share this report publicly.

   Reporting requirements—Annual Reports **must** show how you are addressing each of the criteria in Table 3. **You only need to address the current reporting year in your report.**

TABLE 3—ANNUAL REPORT CRITERIA

Template section and Criteria	Description
2 Abstract	• Briefly outline the project purpose, preliminary results and next steps.
3 Key messages	• List at least 3 key messages or preliminary results for the year in concise bullets.
4 Project objectives	• Summarize the project objectives and/or your research and monitoring questions in concise bullets.
5 Relevance to cumulative impact monitoring and research	• Identify the contribution(s) to understanding cumulative impacts and/or environmental trends.

6	Project progress	• Compare your project progress to the timeline we approved in your proposal. Is it on track?
7	Changes to the project	• Identify whether anything changed after we approved your proposal. This includes key activities, timelines (completion dates), and funding arrangements. • Explain any delays in the project timelines.
8	Deliverables	• Update us on each deliverable you outlined in the Deliverables and Communication Plan in your proposal, including community reporting. • Explain any changes or delays.
9	Key project tasks for the next year	• Concisely list key activities planned for the next funding year.
10	Budget *(template spreadsheet)*	• Eligible costs are listed in Appendix C. Complete the provided budget spreadsheet that includes: 1. Confirmed funding sources for the year you are reporting on (tab *LAST YEAR*) 2. Detailed financial requirements for the next fiscal years. 3. All the funding you requested for the next year. List all the sources with detail.

2. *Financial report (mandatory)—*This report summarizes how you spent your funds. The organization's financial division usually writes this report. Upon request, a template can be provided. We do not share financial reports publicly.

3. *Community reporting (mandatory)—*This is an ongoing requirement throughout your project. You must present key results to at least one relevant northern meeting **every** year.

Here are some tips and options for involving the community and generating reporting:

• **Present at NWT CIMP's yearly regional results workshop**. We bring together researchers, community members and decision-makers to discuss results and collaborate on projects. You will be invited to the workshop if your project is taking place in that region. It is a good opportunity to present results, get feedback on the project, and form connections.

• **Arrange your own community meeting.** This is a good opportunity to communicate results, collaborate, and attract a wider audience. Seek it out! Some tips:
  • meetings should not charge a registration fee.
  • use plain-language presentations, handouts, and posters to communicate your deliverables.
  • consider using translation when you report your results back to communities.
  • decide what format works best for communicating report results to northern partners (video conference, pre-recorded video, conference call, poster).

4. *Final Report (mandatory)*—The Final Report summarizes the findings of the entire project. You must account for all the funds you spent (we will give you templates).

   How we use it—The Final Report helps us provide a summary of your project to decision-makers and the public. It is shared publicly on the NWT Discovery Portal.

   Reporting requirements—Final Reports **must** describe how you addressed each of the review criteria in Table 4. NWT CIMP staff use these criteria to review and evaluate project Final Reports.

TABLE 4—FINAL REPORT CRITERIA

Template section and criteria	Description
3 Abstract	• Briefly outline the purpose (copied from your Annual Report), final results, and the impacts of the project.
4 Key messages	• Write 3-5 key messages in concise bullets. These are high-level summaries of your results.
5 Project objectives and relevance to cumulative impact monitoring	• Summarize the project objectives and relevance to cumulative impact monitoring. • Include the monitoring and research questions you investigated.
6 Methods	• Identify the study area and methods you used to collect and analyze the data.
7 Results	• Identify the project results. • Include figures, tables and maps, where appropriate.
8 Discussion and contribution to understanding	• Explain how the project results addressed the project objectives and their importance to understanding of cumulative impacts. • If applicable, identify how the project has contributed to better understanding environmental trends.
9 Resource management implications	• Describe how the results will apply to northerners, particularly environmental regulators, Indigenous organizations, and community members.
10 Project linkages	• State how you included decision-makers and communities in the project. • Identify any new connections that emerged during the project and their value.
11 Deliverables	• Summarize each deliverable you outlined in Deliverables and Communication Plan in your proposal, **by reporting year.** • Include community reporting.

12	Budget
	
	(template spreadsheet)
		• Complete the provided budget spreadsheet that includes:
		  1. Confirmed funding sources for the year you are reporting on (tab *LAST YEAR*)
		  2. Confirmed funding sources for all years combined (tab *FINAL YEAR*).

5. ***NWT Environmental Research Bulletin (NERB) (mandatory)*—**You must submit a brief project summary using NWT CIMP's guidelines in the final project year. We publish these to communicate with communities and decision-makers. (NWT Environmental Research Bulletin)

6. ***Environmental Trend Report (ETR)(optional)*** —If the project involves tracking an environmental trend, we encourage you to complete this template in the final project year. This is a useful way of communicating environmental trends to communities and regulators. We may publish these in the GNWT State of Environment Report.

7. ***Additional publications (optional)*—**All project results are useful, even after the project is complete! These include peer-reviewed reports, non-peer reviewed reports, posters, maps, and data. Please share these results with us to make them public on the NWT Discovery Portal.

E-mail all your reporting to **nwtcimp@gov.nt.ca**.

Appendix A: Influential decision-makers in the NWT

The organizations below shape northern resource management decisions. In particular, they help set the monitoring priorities for NWT CIMP. We also communicate results from projects back to these organizations to help them make evidence-based decisions.

We encourage applicants to learn about influential organizations in northern resource management in their project area.

Indigenous Governments/Organizations

Akaitcho Territory Government
Dehcho First Nations
Inuvialuit Joint Secretariat
Inuvialuit Regional Corporation
Tłı̨chǫ Government

Gwich'in Tribal Council
North Slave Métis Alliance
Northwest Territory Métis Nation
Sahtu Secretariat Incorporated

Northern Resource Management Boards

Environmental Impact Review Board
Inuvialuit Water Board
Gwich'in Land and Water Board
Gwich'in Renewable Resources Board
Wek'èezhìi Land and Water Board
Wek'èezhìi Renewable Resources Board

Mackenzie Valley Review Board
Mackenzie Valley Land and Water Board
Sahtu Land Use Planning Board
Sahtu Renewable Resources Board

Government of the Northwest Territories

Environment and Natural Resources

Infrastructure

Industry, Tourism and Investment (NWT Geological Survey)

Education, Culture and Employment (Prince of Wales Northern Heritage Centre; Aurora Research Institute)

Executive and Indigenous Affairs

Lands

Municipal and Community Affairs

Government of Canada

Crown-Indigenous Relations and Northern Affairs Canada
Fisheries and Oceans Canada
Environment and Climate Change Canada
Parks Canada
Natural Resources Canada

Appendix B: *"Designing Your Project"* Guide

A well-designed monitoring or research project is key! Below is a step-by-step guide to help design your project. You are more likely to receive NWT CIMP funding if you follow these steps.

Step 1: Define a purpose. Why is monitoring needed?

The first and most important step is to clearly define the study's purpose. This may be broad— *We want to know if water is changing.* Or it may be specific—*We want to know if climate change is causing higher water levels.* A clear understanding of the objectives and rationale will help shape all other steps in your study design.

Step 2: Identify important connections. How do things connect, and what should we monitor?

A clear purpose to your project will help you identify exactly what you should monitor. Also, identifying important connections between different parts of the environment—for example, the connections between climate change, permafrost thaw, groundwater and water levels—will help you to figure out if you should monitor additional aspects. You could bring in other partners and subject-matter experts to discuss possible connections.

Step 3: Review current information. What is already known?

This step involves reviewing Indigenous Knowledge and scientific reports about the issue you want to study. It will help you identify similar studies, existing information sources, and appropriate methods to collect and analyze data. It may also help you sharpen the project's purpose and refine your ideas about how things connect (steps 1 and 2).

Step 4: Ask the right questions. What needs to be answered?

At this point, you will have a clear purpose, know what you want to monitor, and have a good sense of available information. You can now define specific monitoring or research questions that will guide the collection and analysis of information. For example: *How is permafrost thaw changing groundwater flow? What impact is changing groundwater flow having on water levels in lakes and rivers?*

Step 5: Make a plan. How will we find answers?

This step is all about finding ways to answer the questions posed in step 4. You will need to create a detailed plan that spells out how, where, and when you will collect, store, analyze, and report information, and who will do these tasks. This step includes figuring out logistics for transportation, equipment, safety, and environmental protection.

Step 6: Collect information. How do we gather the observations?

Data collection is typically the most expensive step in northern monitoring. This means it is important that you clearly define, understand, and have a well-trained team carry out your observations—whether through field work or interviews.

Step 7: Analyze information. How can we turn observations into useful knowledge?

Analysis *how you unlock* the knowledge you gathered in the information you collected in step 6. Traditional stories and observations from communities provide valuable insights into what's happening on the land. Such insights can go a long way towards answering key monitoring questions.

Step 8: Report findings. How should we tell our story?

The "story" your study reveals needs to be told in the *right way to the right people*. Know your target audience. Decide what key messages you should deliver and *how* to deliver them. It is very important to report how the results teach us better ways to manage the land.

Step 9: Adapt to changes. What has changed? Should we adjust the project?

If a project is designed to take place over a long period, important things might change as time goes on. It is important to keep an eye on and track these changes. They include the environment itself and the original project partners, team leaders, funding levels, community values, or government priorities. You may need to adjust the study design to stay relevant and effective.

If you would like more details on these steps to designing a project, check out this resource.

Appendix C: What costs can I include in my budget?

Below are the costs that you may include in your budget.

IMPORTANT: We look for budgets that maximize the benefits to northern communities.

Professional fees and services
- Wages for people you hire for this specific project.
  - This does not include salaried employees.
  - Indigenous or community organizations may request a salary replacement for employees participating in the project.

Equipment and facilities
- Equipment you need specifically for the project (whether you buy, lease or rent it).
- Maintenance of currently owned equipment (we consider this *in-kind support*).
- Hall and meeting-room rental and laboratory use.

Travel
- Travel, meals, and accommodation (including costs to report project results to communities).
- Expenses for field camps, vehicle and aircraft rental, gas purchase, and shipping charges.

Other costs
- Miscellaneous costs, such as office supplies and operating expenses (like office space, phone, printing).

Administration fee (excluding federal and territorial governments)
- Maximum of 15% administration fee applies to organizations that receive funding. This must be identified in your budget.

Copyright for publications (public)
- We encourage you to publish project results in an open journal. If this is not possible, up to $5000 is eligible to allow distribution rights to the paper.

Appendix D: Letter of Intent Submission Form:

[Use Fillable Letter of Intent Form](#)

Government of
Northwest Territories

Northwest Territories
Cumulative Impact Monitoring Program (NWT CIMP)
INDIGENOUS KNOWLEDGE PROJECT LETTER OF INTENT FORM 2022-2023

1. Applicant Information	
Project Title:	
Principal Investigator/Project Lead: Must be knowledgeable on the contents of the submission	
Contact Person: *If different from above*	
Organization:	

Phone:		**Email**	
Address			

Funding Request: ☐ 1 year ☐ 2 years ☐ 3 years

2. COVID-19
All project applicants must consider and abide to current COVID-19 measures for the NWT.   ☐ I have read and agree to abide to GNWT's Emerging Wisely Public Health Response to COVID-19 in the NWT and agree to abide by the public health measures at https://www.gov.nt.ca/covid-19/

3. Project Idea

4. Relevance to Cumulative Impact Monitoring and Research

5. Study Plan

6. Who Benefits?

7. Communication

Indigenous Knowledge Project Letter of Intent Form – 0821

8. Funding

Thank you for your submission!

Letter of Intent Submission Checklist

Please ensure your application is complete with the following:
- ✓ I completed all sections and questions.
- ✓ I used the correct font style, size and page limit.
- ✓ I sent my full application in PDF format to nwtcimp@gov.nt.ca

Deadline for LOI submissions is October 12th, 2021.

Contact Us!
NWT Cumulative Impact Monitoring Program
Department of Environment and Natural Resources
Government of the Northwest Territories
(867) 767-9233 ext. 53084
nwtcimp@gov.nt.ca

The 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). It is used for the purposes of implementing NWT CIMP activities covered under the NWT CIMP Indigenous Knowledge and Science Project Funding Guides. Any questions relating to the collection and use of personal information on this form may be directed to nwtcimp@gov.nt.ca

Indigenous Knowledge Project Letter of Intent Form – 0821

Appendix E: NWT CIMP Data Management Policy

We want project information and data to be available to other researchers and other people who are interested. We also want to make it available as soon as possible in the project process. To make sure your project shares information in this way, **every** **project must have a Data Management Plan** (DMP) before we release your funding.

WHAT DOES MY PLAN NEED TO INCLUDE?

Here is a sample [template](#) to help create a DMP that:
- will describe how you and your researchers will manage and share the information and data you generate
- is appropriate for the information and data you are collecting
- follows current best practices for managing information and data
- can adapt to your discipline and whether you are gathering Indigenous Knowledge or scientific data
- can evolve if your research becomes more collaborative

The template will guide you to make sure your DMP includes:
1. what kind of data, samples, software, presentations, curriculum material, and other products you will produce from the project
2. what standards and protocols you will use for data and metadata format and content (for scientific data only)
3. where you will store and save the data after the project ends (in hard copy or online)
4. your policies about sharing information, including how you will protect people's privacy, confidentiality, security, intellectual property, or other rights and requirements
5. your policies and provisions for re-using, re-distributing, and producing information that is derived from the research
6. your plans for archiving data, samples, and other research products and preserving access to them.

Appendix F: Indigenous Knowledge Data-Sharing Agreement

Indigenous Knowledge gathered from Indigenous communities and people is an important resource. Both communities and individuals are keepers of collective cultural knowledge. Researchers must treat this knowledge with respect and only share it with consent.

All Indigenous Knowledge projects and projects that include both Indigenous Knowledge and science **must** have and submit an Indigenous Knowledge Data-Sharing Agreement to receive funding. This agreement will clarify how Indigenous Knowledge will be shared with various parties. The agreement ensures you have:

- explained to each person how you will use their knowledge
- received formal consent from each person to share their knowledge

NWT CIMP has a sample [template](#) to help you draft an agreement that meets the needs of everyone involved. Projects can modify this template in collaboration with the community, if necessary.

Every agreement must specify:

- any Indigenous Knowledge you gather from the project remains the property of the people who shared it with you
- the agreement does not override the fact that Indigenous communities have full rights over their own unique Indigenous Knowledge
- what information will be shared and with whom, while protecting the communities' rights to their knowledge
- the project may share summaries of the research in documents, publications, reports, videos, presentations, websites, or posters (NWT CIMP requires summaries we can share publicly)
- the research based on Indigenous Knowledge can be considered in government decisions
- that the project will use, store, and share Indigenous Knowledge in a way that honours its commitments to confidentiality

Indigenous Knowledge agreements, policies, and guidelines are common in the NWT, and some communities or organizations already have these in place. You should follow or refer to the documents below, depending on which communities you are working with. It is always best to check directly with the community or organization! You can also review these documents as examples to model your agreement on:

- Akaitcho Dene First Nations
  - Akaitcho Exploration Agreement (2008)
- Aurora Research Institute
  - [Guide to Research in the Northwest Territories (2011)](#)
- Deh Cho First Nation
  - [Deh Cho First Nation Traditional Knowledge Research Protocol (2004)](#)
- Government of the Northwest Territories
  - [Indigenous Knowledge Policy 53.03 (2005)](#)
  - [Government of the Northwest Territories Indigenous Knowledge Best Practices Summary (2010)](#)
- Gwich'in Tribal Council - [Gwich'in Social and Cultural Institute](#)
  - [Traditional Knowledge Policy: Working with Gwich'in Traditional Knowledge in the Gwich'in Settlement Region (2004)](#)

- o [Conducting Traditional Knowledge Research in the Gwich'in Settlement Area: A guide for researchers](#)
- Inuvialuit Regional Corporation
  - o [Inuvialuit Regional Corporation Guidelines for Research in the Inuvialuit Settlement Region (2000)](#)
- Mackenzie Valley Review Board
  - o [Guidelines for incorporating Traditional Knowledge in Environmental Impact Assessment (July 2005)](#)
- Mackenzie Valley Land and Water Board
  - o [Mackenzie Valley Land and Water Board Engagement and Consultation Policy (2013)](#)
- North Slave Metis Alliance
  - o [North Slave Metis Alliance Community Engagement Policy (2009)](#)
- NWT CIMP
  - o [NWT CIMP Working Together Towards Relevant Environmental Monitoring and Research in the NWT (2013)](#)
- Northwest Territory Métis Nation
  - o [Northwest Territory Métis Nation Traditional Knowledge Policy (2012)](#)
  - o [Research in the South Slave of the NWT](#)
- Sambaa K'e Dene Band
  - o [Sambaa K'e Dene Band Policy Regarding the Gathering, Use, and Distribution of Yúndíit'õh (Traditional Knowledge) (2003)](#)

Note: An Indigenous Knowledge Data-Sharing agreement as part of a NWT CIMP project is not intended to replace or supersede other agreements or relationships between the GNWT and Indigenous communities and their governments.