



United Way
NWT

Applicant Guide
United Way NWT
Emergency Funding Programs
Recovery Phase



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Introduction

About United Way NWT

United Way NWT is a Northern non-profit registered with the Societies Act of the NWT that works to support Northwest Territory non-profits and charities. We strongly believe in supporting our community and in helping to create a sustainable, supportive North for our fellow Northerners. We are a member of the United Way Canada, however we are our own autonomous organization with our own Board of Directors. All funds raised in the North stay in the North.

Our mission is to promote the organized capacity of people in the Northwest Territories to care for one another.

We do this through:

- Raising funds and redistributing them through our Community Investment Fund or Emergency Relief grants (as needed);
- Initiating and supporting collections to help alleviate period poverty; and
- Promoting non-profits that are doing good work in the North.

United Way NWT's Funding Programs

Traditionally, United Way NWT (UWNWT) has one core funding program, the Community Investment Program (CIP), which provides funds to Northwest Territories registered charities annually. To learn more about this fund, you can [visit the Community Investment Program webpage](#).

Since 2020, UWNWT has also sometimes distributed funds through federal or national funding programs, such as the Community Services Recovery Fund (CSRF) or the COVID19 Relief Fund.

UWNWT introduced our Emergency Funding Program (EFP) in 2021 following the Southern NWT flooding that impacted Fort Simpson. Today, this fund acts as UWNWT's second core funding program.

Background of the Emergency Funding Program

The United Way NWT hosted their first emergency funding program following the Southern NWT floods in 2021 that majorly impacted Fort Simpson and surrounding areas. This work continued in 2022 during the flooding in Hay River and Kátl'odeeche First Nation.

In 2023, this program evolved significantly with national and international support following the intense fire season in 2023 that impacted a large number of communities including Hay River, Kátl'odeeche First Nation, Wekweeti, Sambaa K'e, Tulita, Behchoko, Fort Smith, Jean Marie River, Kakisa and Yellowknife.



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Historically, this funding program has been adhoc and administered on an as-needed basis. Thanks to funding from the Government of Canada, we have now been able to formalize this funding program to reduce wait-times, offer clarity to those requesting funding, and expand the scope of the types of projects we'll fund.

Emergency Management Committee

The Emergency Management Committee is a Committee of residents of the NWT who manage and oversee the Emergency Funding Program.

The Emergency Management Committee is integral to ensuring the policies, procedures and intention of the Emergency Funding Program are carried out responsibly, ethically and equitably each year.

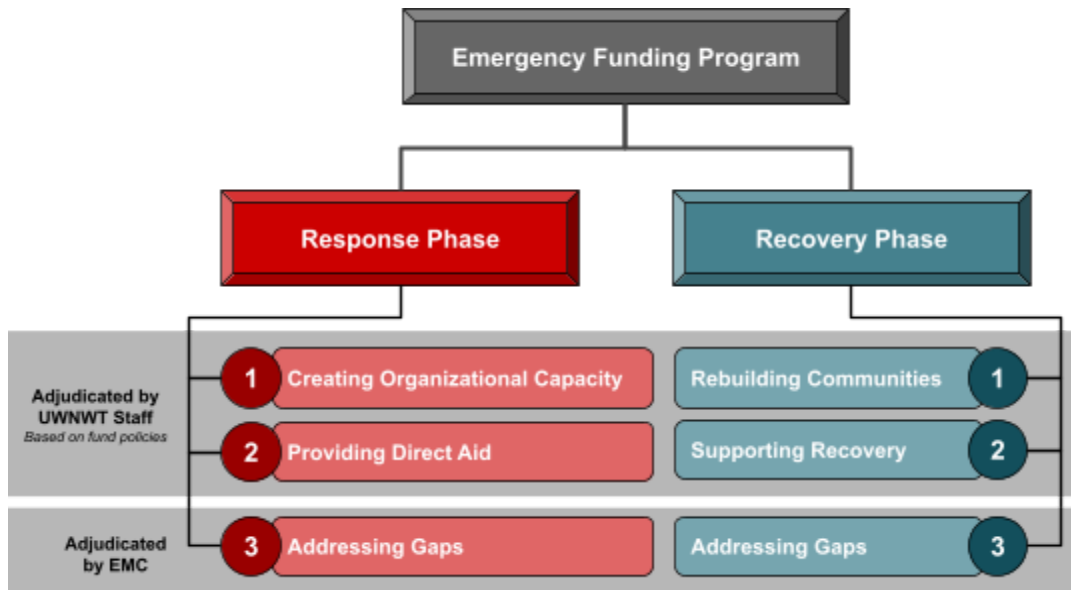


Program Overview

Emergency Funding Program

The Emergency Funding Program (EFP) is a funding program that is implemented in anticipation of or during natural climate emergencies or disasters in the Northwest Territories. The EFP is overseen by an Emergency Management Committee (EMC) of the UWNWT.

There are two key phases of the program: Response & Recovery. Each phase has three funding pillars.



EFP: Response Phase

During active emergencies, applications will be accepted on an open ended basis as funds are available.

An example of an active emergency would be if a community was evacuated due to climate crisis such as a fire, or flood. We understand that during these times there is a great need for financial support to community members and in order to reach these demands immediately, eligible organizations can apply for funds immediately.

Objectives under the Response Phase are:

- To provide immediate support to NWT community members experiencing challenges due to emergencies;
- To decrease barriers to NWT community members navigating emergencies;
- To increase individual supports for NWT community members navigating emergencies; and
- To provide support to vulnerable populations during NWT emergencies.



The three funding pillars under the Response Phase are:

1. **Creating Organizational Capacity:** Helping organizations to be better equipped in addressing the immediate emergent needs of the communities they serve during emergencies.
2. **Providing Direct Aid:** Helping organizations to be able to provide direct aid to individuals, families, community members, and animals during emergencies.
3. **Addressing Gaps:** Supporting gaps identified by communities and organizations that are being impacted by emergencies or emergency orders for projects or initiatives that are not likely to be covered by existing governmental (territorial or federal) programs.

The Response Phase funding applications are currently closed.

EFP: Recovery Phase

Following active emergencies, applications will be accepted monthly, until funds have been exhausted or a full year has passed.

An example of following active emergencies would be when community members return home after an evacuation order.

Objectives under the Recovery Phase are:

- To develop better practices, resources and services to NWT community members during emergencies;
- To provide individual supports to NWT community members recovering from emergencies;
- To improve services and supports from NWT community organizations who are supporting NWT people following emergencies; and
- To decrease systemic barriers for community organizations to recover from emergencies.

The three funding pillars under the Recovery Phase are:

1. **Rebuilding Communities:** Supporting the rebuilding of community infrastructure and community organizations that have been impacted by emergencies or emergency orders.
2. **Supporting Recovery:** Supporting communities and organizations to care for the recovery needs of those returning home following emergencies or emergency orders.
3. **Addressing Gaps:** Supporting gaps identified by communities and organizations that have been impacted by emergencies or emergency orders for projects or initiatives that are not covered by existing governmental (territorial or federal) programs.

The Recovery Phase funding applications are currently open, following the 2023 Wildfire Season.



Eligible organizations

The Emergency Funding Program will accept applications from Community Organizations who fall within the following categories:

- Registered Charities
- Qualified Donees registered with Canada Revenue Agency, including impacted municipalities
- Indigenous Governments
- Incorporated Non-Profit Organizations
 - Non-profit Organizations who do not hold charitable status are eligible to apply so long as they have a registered charity or qualified donee that agrees to serving as a fiscal agent.

Ineligible organizations

The Emergency Funding Program will not accept applications from Community Organizations that are:

- For-profit organizations;
- Registered businesses;
- Universities and/or colleges; and
- Territorial government entities, unless they are acting as a fiscal agent for an eligible applicant.



Eligible Projects

Eligible projects differ depending on the phase and pillar to which you are applying.

Under the Recovery Phase, all projects must address one of the objectives indicated:

- To develop better practices, resources and services to NWT community members during emergencies;
- To provide individual supports to NWT community members recovering from emergencies;
- To improve services and supports from NWT community organizations who are supporting NWT people following emergencies; and
- To decrease systemic barriers for community organizations to recover from emergencies.

Pillar 1: Rebuilding Communities

Applications under this pillar are to support the rebuilding of community infrastructure and community organizations that have been impacted by emergencies or emergency orders.

Examples of eligible projects include, but are not limited to:

- Rebuilding a local children's playground that was destroyed in a wildfire;
- Covering overhead costs for community organizations that had unexpected expenses or lost income due to emergency orders;
- Fire mitigation efforts for future emergency prevention and planning in a small community;
- Cleaning up, painting and redoing the landscaping outside of a local women's shelter that was partially destroyed in a flood or fire.

United Way NWT cannot provide any assurances or confirmation to successful applicants that funding will not impact their ability to access other funding, including government funding.

Pillar 2: Supporting Recovery

Applications under this pillar are to support the recovery needs of NWT communities after emergencies or emergency orders. These projects often include direct aid components, but are not required to. Recovery needs may include addressing basics such as food, hygiene products or clothing, or may include addressing additional needs such as cultural or emotional wellness.

Examples of eligible projects include, but are not limited to:

- Distributing grocery gift cards to women and families in poverty who were impacted by wildfires;
- Hosting a community gathering that provides opportunities for community members impacted by a major flood to share stories and heal;



- Implementing a temporary trauma counselling program for residents who lost their homes in a wildfire to access free mental health support;
- Community organization requesting funds to recover costs related to providing direct aid to individuals that they incurred during an emergency;
- Hiring a temporary systems navigator to help unhoused clients navigate funding and support programs across the territory following an emergency;
- Purchasing winter clothing and distributing to families who lost their homes in a flood;
- Providing one-time rent subsidies to individuals who had a loss of income and were unable to access existing government programs to offset costs during evacuations;
- Offering food and household good hampers to local seniors who had to refill their pantries after returning home following an evacuation order.

United Way NWT cannot provide any assurances or confirmation to successful applicants that distributing direct aid to recipients will not impact individuals' abilities to access other funding, including government funding.

Pillar 3: Addressing Gaps

Applications under this pillar are for specific community requests to support an unexpected cost that the Territorial and Federal Government do not cover.

All requests under this third pillar will be reviewed by our Emergency Management Committee and may require supporting documentation from the applicant for review.

This pillar is to cover the unique needs that are unprecedented during times of emergency and each request will be reviewed carefully to determine fundability. Requests under this pillar are important as they help to inform our advocacy to the Territorial and Federal Government on the unique needs of Northern community organizations.

Ineligible Projects

Examples of in eligible activities under the Emergency Funding Program include but are not limited to:

- Purchase of land or buildings
- Partisan, political or election related activities
- Projects or activities that generate a profit
- Direct fundraising activities or events
- Projects that benefit only private interests



Application Requirements

Organizations can apply for the Recovery Phase funding program by completing the online application form on the UWNWT website.

Alternatively, organizations can submit the following information via email, via text message or arrange a phone/video call to submit the information verbally.

Application Questions

1. Name of Community Organization:
2. Primary Contact Name (full name):
3. Role/Title:
4. Phone:
5. Email:
6. Organization Address:
 - a. Street address:
 - b. PO BOX (optional):
 - c. Community:
 - d. Postal Code:
7. Organization Website: (if applicable)
8. Organization Type:
 - a. Registered charity, and charitable number
 - b. Indigenous governing body
 - c. Other qualified donee (as per the CRA)
 - d. Incorporated Non-profit
 - i. If you do not have charitable status, please provide:
 - The name of the charity or qualified donee that will serve as a fiscal agent; and
 - The contact information of primary contact
9. Which pillar you are applying under
10. Amount of funds requested
11. Project description, including how you plan to use the funds
12. Project timeline, including any end date
13. Other sources of funding, if applicable

Maximum Amount of Funds to Request

There is no minimum or maximum application request, but this does not mean that the UWNWT will be able to support every request to the maximum amount requested.

We recommend that organizations seeking more than \$25,000 contact us at ed@nwt.unitedway.ca to discuss their project prior to applying.

This is to ensure that the funds donated to UWNWT are redistributed equitably to all communities affected.



Application Deadlines & Timelines

Applications will be reviewed on the 25th of each month as long as there is funding available, and the Fund remains open.

All applications will receive a notice of their application review whether they are approved or not. Unapproved requests will also highlight the reason for denial and ways to improve their application should they want to reapply. Unapproved applications can also choose to appeal.

Application Assessment

All applications from eligible community organizations will be reviewed and all applicants will receive notice of the outcome of their application.

We aim to assess all applications fairly and equitably, based on current needs, the severity of the situation and available funds.

Due to the nature of this funding all applications may not be funded and/or may only be able to receive partial funding for projects.

Assessment Criteria

1. The proposed project is reasonable, will be delivered in a timely manner to address emerging needs of community members facing and recovering from emergencies;
2. The applying community organization has the capacity to execute the financial oversight and management of the project and provide sufficient reporting upon completion;
3. The proposed project will support NWT community members under the objectives outlined under each pillar;
4. The proposed project is aligned with the mission and goals of the United Way NWT and the purpose of this funding;
5. In the case that the application falls under the Addressing Gaps pillar, all other funding possibilities have been explored and supporting documents have been provided demonstrating such;
6. Other criteria as deemed appropriate and/or necessary by United Way NWT Staff or Committee.

Unapproved Applications

In the case where an application is not approved, organizations may re-apply with a stronger application.

Alternatively, organizations may submit a request for an appeal to the Committee within thirty days of receiving notice that their application was not approved.



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To submit an appeal, an organization shall send, over email to support@nwt.unitedway.ca, a document outlining:

- The name of the organization;
- Contact information for a representative of the organization;
- Rationale as to why United Way NWT should be re-consider your application;
and
- Any additional information that you think is important.



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Reporting

Successful applicants' names will be posted on the United Way NWT website sixty days following the awarding of funds.

Successful applicants shall be required to submit a report to the United Way NWT following the project. In the case of a project that extends beyond 12-months, applicants shall be required to submit an interim report.

Reports shall include, at minimum, a financial report and a narrative report. Successful applicants will be expected to maintain financial records for up to seven years following the project. Some additional reporting requirements may be identified when funding is awarded.

Any reporting requirements will be outlined in the grant agreement signed by the successful applicant.



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Contact Information

To contact the United Way NWT's Emergency Management team, you can:

- Email us at ed@nwt.unitedway.ca