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INUIT ENGILGAAGNITTANIK TIGUMIAKTIKHANIK  
INUIT HERITAGE TRUST INC

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## **Guidelines Heritage Leadership Program**

Budget/ participant: \$ 3000/ participant per 12 month or \$250/ participant per 1 month

If applicants intend to take shorter programs the budget will be broken down to the number of months or weeks that the student will be enrolled in such a short-term program.

### Participants

Number of participants/ year: 3

### Eligibility of participation

- Only Nunavut Land Claims Beneficiaries
- Interest in enrolling in any post secondary education that can be applied to the promotion or preservation of Nunavut's indigenous heritage (examples are but not limited to: archaeology, cultural anthropology, Inuit studies, collections management and conservation, museum studies, linguistics). Students of other disciplines (ex. law, tourism, education, arts) are encouraged to send in their application as long as they can satisfactorily show that their intended personal career will have a strong impact on keeping Nunavut's Inuit culture alive.
- No age limit
- Be enrolled as a full-time student in the upcoming semester.
- The applicants intended educational path will finish with at least a post secondary degree(Diploma, B.A., M.A., doctorate)

### Application documents

- Enrollment or acceptance letter from an appropriate accredited institution (accredited college, university, technical or adult education program.)
- Letter of intent including your intended studies, motivation to chose that particular kind of studies, previous experience in that field, long term goals/ potential employment interests
- Timeline and rough budget estimate for your education
- List all other funding sources and the amounts of their contributions
- At least 2 letters of reference that prove your determination and ability to successfully complete your studies (preferably: letters from affiliated supervisors, teachers, employers)

## Application Process

- **call for applications from May 1 until first Friday of July in the same year.**
- Submit all required documents in time to IHT project manager
- Later applications will not be accepted
- IHT project manager will give advice for and guidance through the application process until the very last day before the deadline ends

## Approval Process

- A committee of IHT Project Manager, Heritage Manager, Executive Director, and 2 IHT board members will review the applications
- Approval criteria see eligibility
- In the case of several applicants fulfilling all eligibility criteria those applicants who demonstrated the strongest intention to enter the Nunavut heritage workforce will be given preference
- If something in the application needs clarification IHT will contact the respective applicant during the review process
- To ensure that applicants can register in their desired courses/ programs at their post secondary institution of choice the approval committee will make a **decision** at the latest by **August 1**.

## Contract

### *IHT's expectations from participants*

- To enter into the Heritage Leadership Program with the full commitment and intention to complete the Learning Agreement as set out
- Carry out set tasks and programs in a timely and dedicated manner
- Meet the grade average minimum of 75% / C+
- Report upon each step of your progress, supplying receipts, copies of certificates, etc...as proof of your completion
- To identify professional and personal development needs and goals
- Be the main driver in formulating an action plan to achieve goals
- Seek regular guidance and advice on effective approaches to practice
- Accept responsibility for personal decisions and actions and maintain confidentiality

### *Participants' expectations from IHT*

- Advice on heritage career planning
- identifying post-secondary education programs available;
- helping with applications for these programs and funding sources (if needed);
- supporting students by helping to problem-solve around non-academic challenges
- providing support throughout the year through regular emails, telephone calls and where possible, face-to-face visits;
- arranging meaningful and relevant employment opportunities, with competitive compensation, throughout the summer;
- giving each student up to \$3000 per year for costs not covered by other funding programs (ex. Upgrading courses, specialized equipment, bus passes, daycare, etc...)

- applicants who seek funding for less than 1 full year will receive funding per month of their studies.
- Applicants who seek funding for more than a full year plus X receive funding for 1 year plus \$250 for every additional month.
- Continuing to advocate for a Nunavut heritage center which would eventually employ these new leaders.
- T4 for the previous funding period
- To have experience and/or general awareness of the topics you are studying
- To clearly communicate in a timely manner so the program and individual learning plan can be understood
- To be an advocate for your training and for Inuit heritage training in Nunavut in general
- To be available for consultation about personal concerns relating to the course outside class (not professional long-term counseling)
- To be respectful of you as a learner and keep personal issues discussed in confidence unless it results in large adjustments or the termination of the Learning Agreement. The only other people that may learn of general personal issues if it affects the Learning Agreement is IHT management or board, no one else outside of IHT.

#### Funding timeframe

- Minimum duration of studies suggested by the respective post secondary institution of enrollment for achieving next higher educational degree (ex. B.A., M.A., ...)
- For PhD programs 5 years.
- Reapplications to further proceed with educational degrees are possible and shall be encouraged. Reapplication within a PhD program is not possible.
- For multi-year funding please consider “Continuous program support in accordance with the content of the contract is always subject to the yearly funding budget of IHT. Significant changes of overall budget allocations to IHT are very unlikely but could occur and thus jeopardize IHT’s capability in providing the granted funding. If that will be the case the program participant may be asked to continue his/ her studies without IHT funding. Once IHT has a large enough budget to fund the HLP again all applicants who were impacted by IHT’s budget cuts and who are still studying towards the same graduation goals as outlined in their original contract with IHT will be contacted by IHT and can upon confirmation of their funding needs automatically (without re-applying) receive the maximum amount of funding that IHT will be able to pay by then.”

#### Yearly budget/ participant; payment schedule

- The first payment will only be granted after IHT has received a prove of the participants acceptance to his/ her intended education
- Later payments will be made the first day of that month when the new school year starts and only after the applicant/ participant has proven his/ her continuous successful participation in his/ her secondary education.

- A school year is herewith defined as 'a consecutive learning unit that ends with some sort of achievement evaluation which determines either the need to repeat certain learning content and consequently remain on the previous learning level or the acceptance to continue to the next level of education'. The length of the learning unit depends on the educational institution and the intended level of graduation. Examples are quarters, trimesters, semesters, academic terms/sessions, and a full year.

#### Areas of investment

IHT funding can be used very flexible. The financial contribution is understood as a general relief of Nunavut students from a pressuring financial situation while continuing with their very important education.

Money cannot be spent for gambling or any illegal activities e.g. buying drugs.

In case IHT has serious concerns of its money being spent inappropriately IHT reserves itself the right to withhold any additional payments until the misuse of funding has stopped, to terminate the contract immediately, or even to reclaim all funding that was allocated to the program participant up to the date of the contract termination.

#### Financial reporting

- At the end of each school year submission of the IHT budget chart (how was the previous funding spend)
- receipts of materials purchased, services paid with IHT funding (ex. transportation tickets, nanny, kindergarten) are required

#### Educational progress reporting

- at the end of each school year/ semester send prove about meeting the grade average minimum of 75%/ C+
- include 2-3 page report on courses taken, programs participated, learning benefits and vision for next school year
- Report upon each step of your progress, sending in proves of grades, sufficient amount of credit points or similar evaluation indicators that prove the successful continuation to the next educational level, final certificates.