



AIP CATEGORY

NOMINATION GUIDE 2019

Up to \$500,000 will be awarded to up to four teams to implement their projects.

The “AIP” category is intended for diverse teams who have provided a truly exceptional and innovative plan to implement knowledge (traditional, scientific research, or practical) into relevant and real world action for the benefit of the people and communities of the Canadian North.

Nominations in this prize category do not need to request the full \$500,000. The amount requested can be much smaller depending on the project and its needs. Laureate projects will receive the amount of funds requested in their nomination. How large or small a project is does not influence selection: Laureates are selected based on merit and potential impact.

Teams are advised to submit a nomination in the prize category that best fits their project. Proposed projects in the “AIP” category should aim to have a significant impact in a larger or smaller geographic area in the Canadian Arctic, preferably in the long term.

IMPORTANT DEADLINES

This Nomination Guide includes important information that should be carefully reviewed and considered before submitting a nomination. A project is required to fulfill all of the Eligibility Criteria to be included in the selection process. The Regional and National Selection Committees use the Selection Criteria to choose Finalists and Laureates out of all eligible projects, so make sure to review all criteria closely.

Letter of Intent (Optional):

September 9, 2019 at 11:59 p.m. PT

Nomination Package:

October 15, 2019 at 11:59 p.m. PT

WHAT IS THE ARCTIC INSPIRATION PRIZE?

The Arctic Inspiration Prize is by the North, for the North, with the support of the South. It encourages, enables and celebrates the achievements of Northerners.

The Arctic Inspiration Prize inspires team building and encourages the development of projects that deliver near-term benefit to Arctic communities. By enabling teams to carry out projects and celebrating their achievements, others can be inspired to do the same.

Since its launch in 2012, the Arctic Inspiration Prize has grown to become an annual prize of up to \$3 million awarded across three categories: the \$1 Million category (\$1 million for one team), the AIP category (up to \$500,000 each for up to four teams), and the Youth category (up to \$100,000 each for up to seven youth teams).

RELEVANCE TO THE NORTH

The Arctic Inspiration Prize addresses any opportunities or challenges that are of importance to the people and communities of the Canadian Arctic. A project can have one or more focus areas including, but not limited to, education, training, health and wellness, the environment and climate change, recreation and tourism, culture, and economic development.

The impacts of the proposed project should be within the eligible region of the Arctic Inspiration Prize (specifically Yukon, the Northwest Territories, the Inuvialuit Settlement Region, Nunavut, Nunavik, and Nunatsiavut).

TEAM BUILDING

The Arctic Inspiration Prize brings people together from different disciplines and backgrounds to break down barriers, collaborate, and harness collective strengths. Diverse teams can consist of Northerners and Southerners, youth and elders, and include different people from northern communities, grassroots organizations, industry, governments, and the research, philanthropic, culture, and education sectors.

TRANSFORMING KNOWLEDGE INTO INNOVATIVE ACTION

The Arctic Inspiration Prize transforms knowledge into innovative action with direct and lasting impacts in northern communities.

- Knowledge can be traditional knowledge, scientific research, and/or practical knowledge.
- Outcomes are secular, non-ideological and have a direct and lasting impact in northern communities.
- Actions are innovative and are not simply a continuation, expansion, or repetition of an established project/program in a new location. Actions are not to be one-time events (such as a conference). If building on an existing initiative, the proposed project should bring substantial new team members, partners, objectives and deliverables.

ADDRESS CAUSES INSTEAD OF SYMPTOMS

The Arctic Inspiration Prize addresses causes of Arctic issues, rather than their symptoms, to support the meaningful and sustainable improvement of life in the Canadian North. For example, a project that aims to prevent oil spills addresses the cause, and would therefore qualify for the Arctic Inspiration Prize. A project that intends to clean up oil spills addresses the symptoms, and would therefore not qualify. This applies to all projects - including those of a socioeconomic and human health nature.

WHAT ARE THE DIFFERENT PRIZE CATEGORIES?

This chart provides you with an overview of the different prize categories and will help you choose which category best fits the scope of your project. More information on the other categories can be found in the respective Nomination Guides.

	\$1 MILLION	AIP	YOUTH
How many prizes will be awarded?	Up to 1	Up to 4	Up to 7
How much can a team apply for?	\$1 million CAD (no more, no less)	Up to \$500,000 CAD	Up to \$100,000 CAD
Do all team members need to be Northerners?	No, but it is preferred that the Team Leader and the majority of team members are Northerners	No, but the Team Leader and the majority of team members are required to be Northerners	No, but the Team Leader and the majority of team members are required to be Northerners
Are there any age restrictions for team members?	No, all ages can apply	No, all ages can apply	Yes, the Team Leader and majority of the team are required to be 30 years of age or younger
How diverse does the team need to be in terms of background, disciplines, etc.?	Broadly diverse	Diverse	Preferably somewhat diverse
What kinds of impact will the project have in northern communities?	Long-term impact across a large geographic area or a profound impact in a smaller area	Impact in a larger or smaller geographic area (preferably in the long term)	Impact at the community level or beyond Submissions in this category can also be for activities that would prepare a team to submit a nomination for a \$1 Million or AIP prize in 2020
Are in-kind or financial commitments from other partners and team members expected for project sustainability?	Yes, significant support from partners and preferably from team members is expected	Yes, support from partners and preferably from team members is expected	Some support from team members and potential partners is preferable

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LETTER OF INTENT (OPTIONAL)

If you have any questions about the eligibility of your team and/or project, you can submit a Letter of Intent to receive feedback. This is the opportunity to have your questions answered and get tips that can help strengthen your nomination and make sure you are headed in the right direction. The Letter of Intent will not be used in the selection process in any way.

The Letter of Intent should include the following components:

- The prize category in which the team intends to submit the nomination;
- A description of the proposed team (team member backgrounds/sectors);
- An outline of the proposed project;
- An overview of the activities, goal(s) and intended impact(s) of the proposed plan;
- Where the proposed activities would take place; and
- Contact information for where feedback from the Arctic Inspiration Prize office should be sent.

Please keep Letters of Intent to a maximum of **two pages**.

The last day you can submit a Letter of Intent for the 2019 Arctic Inspiration Prize is September 9, 2019 at 11:59 p.m. PT

Letters should be submitted to the Arctic Inspiration Prize office by e-mail to aip@rhf-frh.ca

Letters of Intent can be submitted **at any time until the final deadline**. Teams can **submit up to two Letters of Intent for the same project**.

The Arctic Inspiration Prize will confirm receipt of submitted Letters of Intent within one week. The office will respond with written feedback within two weeks.

Once the final deadline to submit a Letter of Intent has passed, the Arctic Inspiration Prize office cannot provide feedback regarding a potential nomination's eligibility.

ELIGIBILITY CRITERIA

In order to be included in the Arctic Inspiration Prize selection process, nominations are required to fulfill all of the Eligibility Criteria listed below. Fulfilling these criteria does not guarantee that a team will receive an Arctic Inspiration Prize.

TEAM DIVERSITY

The Arctic Inspiration Prize aims to inspire team building and empower Northerners to address challenges and opportunities relevant to their communities.

1. The Arctic Inspiration Prize is an award for diverse teams. Individuals alone cannot be nominated. Since the Arctic Inspiration Prize is about teambuilding, nominated teams should be diverse (i.e. include Northerners and Southerners; youth and elders; people from communities, grassroots groups, industry and governments; and/or people from the research, philanthropy, culture, and education communities, etc.). Teams that are not diverse are not eligible.
2. The Team Leader and the majority of the team are required to be Northerners. Northerners should have meaningful engagement in the project plan, since the Arctic Inspiration Prize is about inspiring Northerners to build their own solutions. A Northerner is defined as:
 - An Indigenous person of the North working and preferably residing in the North; or
 - A non-Indigenous person working and residing in the North.
3. There are no age requirements for the "AIP" category. Youth (30 years of age or younger) are eligible as well.

NOVELTY

The Arctic Inspiration Prize has a focus on innovation and turning knowledge into action.

4. The Arctic Inspiration Prize is about inspiring diverse teams to initiate and implement new, innovative, novel projects with real, relevant impacts. Nominations for the continuation, expansion, or replication in another location of an already established initiative are not eligible.
5. Proposed projects should be based upon traditional knowledge, scientific research, and/or practical knowledge in order to be eligible.

IMPACT

The Arctic Inspiration Prize enables real, relevant, and direct impacts in communities across the North.

6. Teams and projects should address opportunities or challenges that are relevant and of importance to the people and communities of the Canadian Arctic. A project can have one or more focus areas, such as, but not limited to: education, training, health and wellness, environment and climate change, recreation, tourism, culture, economic development, and science.
7. Proposed projects should address the root cause(s) of an Arctic issue, rather than its symptoms. How the project will address the root cause(s) should be clearly outlined in the nomination. For example, a project that aims to prevent oil spills addresses a cause; a project that aims to clean up oil spills addresses a symptom. This applies to all projects - including those of a socioeconomic and human health nature.
8. Proposed projects are required to have direct impacts within the regions eligible for the Arctic Inspiration Prize: Yukon, the Northwest Territories, the Inuvialuit Settlement Region, Nunavut, Nunavik, and Nunatsiavut.
9. Proposed projects should bring knowledge to action with lasting impacts. Therefore, projects that **only** collect and store knowledge (e.g. environmental monitoring, data or knowledge archiving, etc.) are not eligible.

10. Proposed projects should lead to an immediate impact in a larger or smaller geographic area, preferably in the long term. Single, short-term activities such as conferences, workshops and meetings are not eligible unless clearly embedded in a broader action plan.
11. Proposed projects are required to provide solutions that are secular and non-ideological.
12. The Arctic Inspiration Prize **enables** diverse teams to bring innovative and inspiring initiatives to life. Therefore, the total project cost cannot be more than twice the amount requested from the AIP.

SUSTAINABILITY

The Arctic Inspiration Prize is about having impact with the support and engagement of partners and team members.

13. Proposed projects require buy-in from partners and are encouraged to have buy-in from team members. Buy-in can be in the form of in-kind or cash contributions. Buy-in is required to be at least 20% of the amount requested from the AIP, but cannot exceed the total amount requested from the AIP (see criteria 12). For example, a project with a total project budget of \$400,000 that is requesting \$250,000 from the AIP and has \$150,000 of buy-in (60% of the amount requested from the AIP) would be considered strong. Buy-in from partners and team members demonstrates engagement and support for a project and will therefore help to sustain the project beyond its planned duration. It will also help to attract additional funds from AIP Sustainability Partners and others in the long term.

NOTE 1: Only in-kind contributions directly related to the project activities can be counted as buy-in. For example, the in-kind contribution of someone's entire salary can only be counted if all of that individual's work is for the project. Otherwise, only the proportion of time that the individual will spend working on the project can be counted.

NOTE 2: **Letters of Support are required to confirm in-kind or cash contributions from partners listed in the project budget** (section 4.3 of the Nomination Template). If needed, partners or organizations can note in their letters that the contributions are conditional on the team winning the Arctic Inspiration Prize. Any cash or in-kind partner contributions that are not supported by a Letter of Support will not be considered as part of the project buy-in, and having less than 20% confirmed buy-in will result in a nomination's ineligibility.

GENERAL

14. Teams are required to use the Nomination Template and complete all sections. Incomplete nominations are not eligible.
15. Submit the nomination electronically to the Arctic Inspiration Prize office by the deadline. Nominations received after the deadline will not be accepted.
16. Any team selected as a Finalist must provide Vulnerable Sector Checks (VSCs) for every member of the proposed team if the project involves working with vulnerable people (i.e. children, people with disabilities, the elderly).
17. Teams are required to be nominated by an **official Ambassador** of the Arctic Inspiration Prize who is independent from the project and team. Projects nominated by team members, individuals from connected organizations or groups, or individuals who are in any way connected to the activities, outputs, or management/administration of the project will not be eligible.
18. Arctic Inspiration Prize Trustees, staff, and Selection Committee members and Rideau Hall Foundation staff and Board members are not eligible to be nominees or nominators for the Arctic Inspiration Prize during their terms, and for six months following the end of their term.

SELECTION CRITERIA

The following criteria will be used during the selection process by the Regional and National Selection Committees to assess eligible nominations and select Finalists and Laureates:

1. TEAM DIVERSITY

- Degree of team diversity and extent of meaningful participation of Northerners;
- Extent to which those who will benefit from the project are included in the team; and
- Capacity of the team as a whole to successfully carry out the proposed project.

2. PROJECT NOVELTY

- Degree of project innovation and novelty.

3. IMPACT

- Degree of impact (geographically or in depth) in the target communities (preferably in the long term) and degree of relevance for the target communities;
- Adherence to addressing the cause(s) of a northern issue rather than its symptoms; and
- Degree to which anticipated project outcomes reflect the effort (time and funds).

4. SUSTAINABILITY

- Degree of buy-in (in-kind and cash contributions) from partners and team members; and
- Extent to which being a Laureate of the Arctic Inspiration Prize can be leveraged for the sustainability of the project and its impacts; and the potential to inspire others to develop their own projects.

5. PROJECT ACCOUNTABILITY

- Degree of accountability (leadership, management, finances, project timelines); and
- How progress will be measured and reported.

6. ABILITY TO HIGHLIGHT NORTHERN ACHIEVEMENTS

- Degree of the team's ability to highlight inspiring northern achievements and innovations in the North and South; and
- Degree of the team's ability to leverage the recognition of being a Laureate (media coverage, social media, etc.) to the benefit of the North.

ABOUT TEAM NOMINATORS

Teams need to be nominated by an **official Ambassador** of the Arctic Inspiration Prize who is independent from the project team. Nominators should be aware of both the team and project, and be able to confirm the value, quality and relevance of the proposed project by completing and signing a **Nomination Letter**.

- Nominators are required to be **official Ambassadors** of the Arctic Inspiration Prize (see list here: www.arcticinspirationprize.ca/nomination/ambassadors.php).
- Nominators are required to be independent from the team. Nominators **cannot** be team members,

belong to organizations or groups connected to the project, nor be in any way connected to the activities, outputs, or management/administration of the proposed project.

- Arctic Inspiration Prize Trustees, staff, and Selection Committee members and Rideau Hall Foundation staff and Board members are not eligible to be nominees or nominators for the Arctic Inspiration Prize during their terms, and for six months following the end of their term.

More information about Ambassadors, as well as successful past nominations, is available on the website (www.ArcticInspirationPrize.ca).

FREQUENTLY ASKED QUESTIONS

WILL THE ARCTIC INSPIRATION PRIZE OFFICE PROVIDE SUPPORT FOR THE PREPARATION OF A NOMINATION?

Nominators and teams should not expect the Arctic Inspiration Prize office to assist in the preparation of a nomination beyond giving general advice concerning the regulations and proper use of the nomination materials. The Arctic Inspiration Prize office will not offer opinions as to a nomination's chance of success.

ARE ARCTIC INSPIRATION PRIZE AWARDS TAXABLE?

Prize recipients should contact the Canada Revenue Agency or their provincial/territorial revenue department with any tax-related questions.

CAN A NOMINATION BE RESUBMITTED FROM A PREVIOUS YEAR?

Nominations are not carried over from year to year. All teams have to submit a revised nomination for their project each year they want to be considered. Be sure to review the Nomination Template for the new prize year – there may be revisions, and not using the appropriate template and format will result in a nomination's ineligibility.

MAY A NOMINATION BE SUBMITTED TO MULTIPLE PRIZE CATEGORIES IN THE SAME YEAR?

No, a nomination can only be submitted in one Arctic Inspiration Prize category. Team Leaders and Nominators are encouraged to carefully choose the most appropriate category to apply for (in terms of budget and stage of development).

IS THE INFORMATION IN THE APPLICATION PROTECTED?

The Arctic Inspiration Prize will protect personal information as required by the *Privacy Act*. The *Canadian Privacy Act* gives individuals the right to access and request correction of personal information about themselves. All information may be accessible to others under the *Access to Information Act*.

SUBMITTING YOUR NOMINATION

An electronic copy of the complete nomination should be submitted to the Arctic Inspiration Prize office by:

- E-mail: aip@rhf-frh.ca
OR _____
- File upload:
ArcticInspirationPrize.ca/Nomination

by **October 15, 2019 11:59 p.m. PT**

The Arctic Inspiration Prize office will confirm receipt of the nomination within one week of receipt by e-mail to the Team Leader and Nominator.

CONTACT:

Arctic Inspiration Prize
9 Rideau Gate, Ottawa, ON K1M 1M6
e: aip@rhf-frh.ca | t: 613-277-4074

REVIEW AND SELECTION PROCESS

- Arctic Inspiration Prize staff review all nominations, and forward all eligible nominations to the Regional Selection Committees.
- The Regional Selection Committees review all eligible nominations submitted from their region and decide on the Finalists who are sent to the National Selection Committee who makes the final decision on Laureates.
- Decisions made by the Regional and National Selection Committees are based solely on the Arctic Inspiration Prize's Selection Criteria (as listed above).
- Laureates will be acknowledged and celebrated in media releases, on the Arctic Inspiration Prize website, and at the Awards Ceremony.
- Decisions of the Selection Committees are final. There is no appeal process.

WHAT IS REQUIRED FROM WINNING TEAMS?

Any team, with the submission of its nomination, agrees with the following should it become a Laureate of the Arctic Inspiration Prize:

- Photographs and information about the team and proposed project can be used for the promotion of the Arctic Inspiration Prize and other promotional activities (i.e. on the Arctic Inspiration Prize website, social media channels, in media releases, etc.).
- Representatives of the team agree to participate in all Arctic Inspiration Prize activities, including regional promotion of the Prize, media conferences, ceremonies and receptions.
- Laureate teams and their Nominators will not reveal the results of the Arctic Inspiration Prize selection process until the Arctic Inspiration Prize makes its official announcement at the Awards Ceremony.
- Laureates will share all media coverage of their winning project with the Arctic Inspiration Prize office regularly and without request for the duration of the winning project, and on a voluntary basis beyond that.
- Laureates will clearly note that they are 2019 Arctic Inspiration Prize Laureates in all communications.
- Arctic Inspiration Prize Staff, Trustees, and Selection Committee members may visit the winning team/project during the proposed duration of the project.
- The Arctic Inspiration Prize will hold back 3% of the total awarded prize amount to conduct an independent impact evaluation, with Laureates to provide all information requested. The impact evaluations can be used by Laureates to communicate the successes and lessons learned. The results of the evaluation will be given to Laureates and can assist them in obtaining additional funding from Arctic Inspiration Prize Sustainability Partners, governments, and others.

THE AIP NOMINATION TEMPLATE

Before starting to complete the Nomination Template, ensure you have carefully reviewed this Nomination Guide.

The AIP Nomination Template is a tool to help you develop a nomination, and includes specific details regarding elements that a nomination is to include and how a nomination should be organized. The Nomination Template is provided as a workable digital file that can be used to complete the nomination. In order to be considered eligible, all sections of the template are to be complete.

Please download the Nomination Templates at:
[ArcticInspirationPrize.ca/
Nomination](https://ArcticInspirationPrize.ca/Nomination)