



YOUTH CATEGORY

NOMINATION GUIDE 2019

Up to \$100,000 will be awarded to up to seven outstanding youth teams to implement their projects.

Youth teams can be nominated for any amount up to a maximum of \$100,000. How large or small a project is does not influence the selection process. The Arctic Inspiration Prize is awarded based on the merit of the team and proposed project. To be eligible, the Team Leader and the majority of the team need to be Northerners 30 years of age or younger.

A youth team can be nominated for:

- A knowledge-to-action project with an immediate and direct impact in the North; or
- Activities that build capacity and support the preparation of a nomination in the "\$1 Million" or "AIP" category in 2020.

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 11:59 p.m. PT

Nomination Package:

October 15, 2019 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 \$ 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).

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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 northern youth to address challenges and opportunities relevant to their communities.

1. The Arctic Inspiration Prize is an award for teams. Individuals alone cannot be nominated. Since the Arctic Inspiration Prize is about teambuilding, it is recommended that nominated teams 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.). A Youth team might preferably reach out to one or more of these additional groups.
2. The Team Leader and the majority of the team are required to be Northerners. 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. Team Leaders and the majority of team members must be 30 years of age or younger at the nomination deadline.

NOVELTY

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

4. The Arctic Inspiration Prize is about inspiring 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 impacts. Therefore, projects that only collect and store knowledge (e.g. environmental monitoring, data or knowledge archiving, etc.) are not eligible and single-short-term activities (e.g. conferences, workshops and meetings) are not eligible unless clearly embedded in a broader action plan.
10. Proposed projects are required to provide solutions that are secular and non-ideological.

SUSTAINABILITY

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

11. Projects preferably have some buy-in from partners and/or from team members, which can be in-kind or cash contributions towards the project. 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. Contributions from partners, listed in the project budget (section 4.3 of the Nomination Template), should preferably be confirmed in Letters of Support. It can be mentioned in the letters that contributions are conditional on the team winning the AIP.

GENERAL

12. Teams are required to use the Nomination Template and complete all sections. Incomplete nominations are not eligible.
13. Submit the nomination electronically to the Arctic Inspiration Prize office by the deadline. Nominations received after the deadline will not be accepted.
14. 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).
15. 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.
16. 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 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 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
- 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).

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 4% 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 YOUTH NOMINATION TEMPLATE

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

The Youth Arctic Inspiration Prize 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)