**YOUTH CATEGORY**

**Nomination Template 2023**

Thank you for deciding to submit a nomination in the Youth category of the Arctic Inspiration Prize! We look forward to learning more about your project and team, and the positive changes you could have in your communities and across the North.

# This template will help guide you through the nomination.

# Nomination Guidelines

The nomination is divided into four sections:

* Section 1: Nomination Letter
* Section 2: Administrative Information and Budget
* Section 3: Project Information
* Section 4: Letters of Recommendation and Partner Support (if applicable)

While Sections 1 and 2 must be completed in writing, teams have the option to answer the questions in Section 3 in writing or in a video.

**GUIDELINES FOR WRITTEN CONTENT**

* Write your answers directly into this template and make sure you answer all questions. If you use any acronyms, make sure you tell us what they mean.
* Don’t forget that you will need to submit the following letters as part of your nomination package (ideally as a single file, if possible):
	+ Nomination letter
	+ Letters of recommendation
	+ Letters confirming partner support (if applicable)

**GUIDELINES FOR VIDEO CONTENT (IF INCLUDED)**

* Videos should be submitted in .MP4 or .MOV format.
* Don’t worry about the production or professional quality of the video. Focus more on your answers and telling the AIP about your project idea.
* Make sure your video answers all questions in the order they are included in the Nomination Template.

# Nomination Checklist

Use this checklist to confirm that all sections of the Nomination Template are complete. Only complete nominations will be accepted. When completing each section, follow the detailed description and address each component in the order that they are provided. Content may be less than – **but not exceed** – the maximum limit for each section.

|  |  |  |
| --- | --- | --- |
|  | **SECTION** | **LIMITS** |
| □ | 1 | NOMINATION LETTER | 1 page |
|  |  |  |  |
|  |  |  |  |
| □ | 2 | ADMINISTRATIVE INFORMATION AND BUDGET |  |
| □ | A | Administrative Summary | N/A (table) |
| □ | B | List and Role of Team Members | 150 words per team member |
| □ | C | Project Execution Plan and Expected Outcomes | 500 words |
| □ | D | Budget | N/A (table) |
| □ | E | Budget Justification | N/A (table) |
| □ | F | Accountability of Project Execution | 250 words  |
| □ | G | Checklist | N/A (checklist)  |
|  |  |  |  |
|  |  |  |  |
| □ | 3 | PROJECT INFORMATION |  |
| □ | A | Project Objectives and Summary | 250 words or 60 seconds |
| □ | B | Activities and Results | 500 words or 2 minutes |
| □ | C | Knowledge Base | 250 words or 60 seconds |
| □ | D | Sustainability | 200 words or 45 seconds |
| □ | E | Communications | 200 words or 45 seconds |
|  |  |  |  |
|  |  |  |  |
| □ | 4 | LETTERS |  |
| □ | A | Letters of Recommendation | 5 (1 page each) |
| □ | B | Letters Confirming Partner Contributions | N/A (if needed) |
|  |  |  |  |
|  |  |  |  |

**Section 1: Nomination Letter**

**MAXIMUM 1 PAGE**

Include a Nomination Letter here. This letter must:

* Be an original document signed by both the Nominator (who is also an **official AIP Ambassador/Nominator**) and Team Leader;
* Include brief information about the Nominator; and
* Outline the Nominator’s rationale for nominating the project and team.

In signing the letter, **the Nominator confirms that the nominated team has the capacity to carry out the proposed project, the project is relevant for the North, and the initiative will have impact in the target community or communities**.

# Remember: The Nominator cannot be connected to the project and team in any way. Projects nominated by team members, individuals from connected organizations or groups, or individuals who are in any way connected to the activities, outputs, funding or management/administration of the project will not be eligible.

# Section 2: ADMINISTRATIVE INFORMATION AND BUDGET

## **2.A Administrative Summary**

## Please complete all of the fields in the summary table below:

|  |  |
| --- | --- |
| **Project Title** |  |
| **Prize Category** | Youth Arctic Inspiration Prize – Category 3 |
| **Team Leader** *Who is the team leader?* | Name:Title/Position/Organization:Mailing Address:E-mail Address:Phone Number: |
| **Nominator** *Who is nominating your project?* | Name:Title/Position/Organization:Mailing Address:E-mail Address:Phone Number: |
| **Geographic Scope***What is the community (or communities) and region/regions of the Canadian Arctic where your project will take place and have impacts?* ***Remember****: Proposed projects are required to be carried out and have impact**within the regions eligible for the Arctic Inspiration Prize: Yukon, the Northwest Territories, the Inuvialuit Settlement Region, Nunavut, Nunavik, and Nunatsiavut.* |  |
| **Total Project Cost***This includes the amount requested from the AIP plus any additional cash or in-kind contributions from partners and/or team members.* |  |
| **Total Amount Requested from the Arctic Inspiration Prize*****Remember:*** *This can be any amount up to a maximum of $100,000 in the Youth category.* |  |

## **2.B List and Role of Team Members**

**MAXIMUM 150 WORDS PER TEAM MEMBER**

Using the table below (add rows as required), list the team members for the project including the following information. **Remember:** The Team Leader and the majority of team members are required to be Northerners.

* Full name and contact information (community/town/city, mailing address, phone number and email, if available); and
* Description of their role in the proposed project and any experience, achievements, knowledge and/or skills that will be important to the successful delivery of the proposed project.
* Date of birth of the Team Leader and all of the team members 30 years of age or younger.

|  |  |  |
| --- | --- | --- |
| **Name and Contact Info** | **Description** | **Date of Birth** **(for youth members)** |
| Name:Mailing address:Phone number:E-mail: | * Description of role
* Relevant experience, knowledge, skills
 | Month XX, XXXX |
| Name:Mailing address:Phone number:E-mail: | * Description of role
* Relevant experience, knowledge, skills
 | Month XX, XXXX |

*NOTE: If selected as a laureate, all team members listed in section 2.B – List of Team Members – for projects working with vulnerable peoples will be required to complete an Enhanced Criminal Record Check (ECC) via the Arctic Inspiration Prize.*

## **2.C Project Execution Plan and Expected Outcomes**

**MAXIMUM 500 WORDS**

The proposed project plan, as outlined in the sections below, should be developed in collaboration with project partners (if there are any).

Develop a **project execution plan** and be sure to describe the activitiesthe team is proposing to carry out and the **expected results**.

The plan, outlining the proposed activities, should include:

* Timelines and expected completion dates;
* The geographical scope of project activities (i.e. where the activities will take place);
* Clear details of each of the activities; and
* The expected results.

## **2.D Budget**

Complete the following budget table to indicate the total cost, team and partner contributions (cash & in-kind), and the specific amounts requested from the Arctic Inspiration Prize. Add rows as required.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Duration: <month, year> to <month, year> | Total Cost | Team and Partner Contributions | Amount Requested from the AIP  |
| Items | (Cash + In-kind + AIP Amount = Total Cost) | Cash | In-Kind |  |
| **1. Salaries & Benefits** |
| 1. Team members
 |  |  |  |  |
| 1. Other salaries (please specify)
 |  |  |  |  |
| **Total Salaries & Benefits**  |  |  |  |  |
| **2. Equipment/Facility** |
| 1. Purchase or rental
 |  |  |  |  |
| 1. Operating costs
 |  |  |  |  |
| **Total Equipment/Facility** |  |  |  |  |
| **3. Materials & Supplies** (please specify) |
| * 1. (please specify)
 |  |  |  |  |
| **Total Materials & Supplies** |  |  |  |  |
| **4. Travel** |
| 1. Meetings
 |  |  |  |  |
| 1. Team representatives to attend the Awards Ceremony in 2024 (location TBC)
 |  |  |  |  |
| 1. Other (please specify)
 |  |  |  |  |
| **Total Travel** |  |  |  |  |
| **5. Communications** (please specify) |
| 1. Workshops/Meetings
 |  |  |  |  |
| 1. Other (please specify)
 |  |  |  |  |
| **Total Communications** |  |  |  |  |
| **6. Project Activities (excluding workshops and meetings)** |
| 1. (please specify)
 |  |  |  |  |
| **Total Project Activities** |  |  |  |  |
| **7. Other Items** |
| 1. (please specify)
 |  |  |  |  |
| **Total Other Items**  |  |  |  |  |
| PROJECT SUBTOTALS |  |  |  |  |
| 8. Impact Assessment (4% from AIP)\* |  |  |  |  |
| **TOTAL PROJECT COSTS** |  |  |  |  |

*\*The AIP will retain an amount equal to 4% of the subtotal of the Amount Requested from the AIP to conduct an impact visualization/evaluation of the Laureate projects. The visualization will be used to communicate the successes and lessons-learned from Laureates. The results of the visualization will be made available to Laureate teams and can assist them in obtaining additional funding from AIP Sustainability Partners, governments, and others.*

## **2.E Budget Justification**

To better understand your budget, provide us with a justification and detailed breakdown for each amount in the budget table, including an explanation of cash and in-kind contributions from partners/team members. Please make sure that each amount mentioned in the Budget Justification corresponds to the same amount in the Budget Table.

Provide as much justification as required in order to explain your budget but try to keep the descriptions as brief as possible.

**Partners and organizations that have committed cash and/or in-kind contributions (as noted in the project budget) have to provide letters confirming their support (see Section 4.B). If needed, partners or organizations can note in their letters that the contributions are conditional on the team winning the Arctic Inspiration Prize.**

**Remember:** Make sure you include a justification for every line and amount in the budget table. If you added lines to the budget table, make sure you add those lines to the budget justification table as well.

**Justification to be completed:**

|  |  |
| --- | --- |
| Items | Justification/Breakdown/Description/Notes |
| **1. Salaries & Benefits** |
| 1. Team members
 |  |
| 1. Other salaries (please specify)
 |  |
| **2. Equipment/Facility** |
| 1. Purchase or rental
 |  |
| 1. Operating costs
 |  |
| **3. Materials & Supplies** (please specify) |
| * 1. (please specify)
 |  |
| **4. Travel** |
| 1. Meetings
 |  |
| 1. Team representatives to attend the Awards Ceremony (Ottawa, February 2024)
 |  |
| 1. Other (please specify)
 |  |
| **5. Communications** (please specify) |
| 1. Workshops/Meetings
 |  |
| 1. Other (please specify)
 |  |
| **6. Project Activities (excluding workshops and meetings)** |
| 1. (please specify)
 |  |
| **7. Other Items** |
| 1. (please specify)
 |  |

## **2.F Accountability**

**MAXIMUM 250 WORDS**

This section can contain text, tables, or charts. Briefly describe:

* Details on how the project will be managed;
* How the team will oversee the finances of the project and what northern entity will receive the AIP laureate prize funds;
* How progress towards expected outcomes will be monitored; and
* How the project will keep project stakeholders/partners and team members informed and/or connected.

## **2.G Checklist**

Please review and check each box to indicate that the team has read and understood the following items:

* This project has been nominated by an official Arctic Inspiration Prize Ambassador/Nominator who is not connected to the project and team in any way. The nominator is not a team member, connected to partner organizations or groups involved in the project, or connected to the activities, outputs, funding or management/administration of the project.
* Individuals or organizations that are nominated for the AIP (the nominee) and would receive the AIP prize funds are required to be exclusively northern. Non-exclusively northern organizations/individuals, even with a project in the North, are not eligible. Note that this does not mean that southern individuals or organizations cannot be part of the project team or provide support, they just cannot be the nominee or the recipient of the prize funds.
* Any team selected as a Laureate will, in its main elements, e.g. entity of Laureate, leadership, accountability and financial control, team configuration, tasks, schedule etc., carry out the project as described in its nomination, as this was the basis of the project becoming a Laureate. Changes to any major elements of the project require the approval of the AIP in advance.
* If selected as a Laureate, the Arctic Inspiration Prize will retain an amount equal to 4% of the subtotal of the amount requested from the AIP (as indicated in the project budget) to conduct an independent impact visualization/evaluation, with Laureates to provide all information requested. The results of the visualization/evaluation will be given to Laureates and can assist them in obtaining additional funding from Arctic Inspiration Prize sustainability partners and other potential funders.
* Where a project involves working in direct contact with children, youth, individuals with intellectual disabilities and/or complex physical disabilities, and/or the elderly who have cognitive and/or physical disabilities or are in a setting where individuals may be subject to short term cognitive or physical impairment, all team members will be required to complete an Enhanced Criminal Record Check via the Arctic Inspiration Prize.

Does this project involve working in direct contact with the abovementioned groups? **Yes** \_\_ **No** \_\_

NOTE: The response to this question has no impact on the eligibility of a nomination.

# Section 3: Project information

# Teams can either write answers to the questions below in the template or submit a separate video that answers all questions in the order they are asked.

## **3.A Project Objectives and Summary**

**MAXIMUM 250 WORDS (WRITTEN) OR 60 SECONDS (VIDEO)**

Give a brief summary of your project, the activities you plan on doing and what you hope to achieve. This is your 60 second grocery store pitch and your opportunity to be creative, share your team’s passion for your project, your community and why you want to do this work. Be as clear as you can. This information could be used in other AIP materials (press releases, website, social media, traditional media etc.). Think about structuring this response by answering the *who*, *what*, *when*, *where*, *why* and *how* about your proposed project.

**Remember:** 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.

## **3.B Activities and Results**

**MAXIMUM 500 WORDS (WRITTEN) OR 2 MINUTES (VIDEO)**

In this section, tell us about what you plan on doing, how you’ll do it and what you hope to achieve.

**Activities**

* Describe the activities that will be part of your project.

**Results**

* Who will benefit from the project? How?
* What “things” will be developed as part of your project plan? (e.g.products, services, resources, programming that will be developed or completed)
* What changes do you expect to achieve with your project? (e.g. changes in behavior, practice, awareness, access, knowledge, and/or skills at the individual, group, or community level. Can be expressed in terms such as: increased/decreased, improved, enhanced, strengthened, reduced, etc.)
* How will you know your project has been successful?

## **3.C Knowledge Base**

**MAXIMUM 250 WORDS (WRITTEN) OR 60 SECONDS (VIDEO)**

Tell us about the knowledge that you are using for your project (e.g. this could be traditional knowledge, research, previous experience, etc.).

* Where did your project idea come from?
* How do you know your project is needed?
* What have you learned from other people, past initiatives or personal experience that helped to guide your project?

## **3.D Sustainability**

**MAXIMUM 200 WORDS (WRITTEN) OR 45 SECONDS (VIDEO)**

Tell us about what comes after your project is completed.

* Will your project have an impact over the long term? If so, how?
* Does your project build local capacity?
* Do you have plans to keep the project going beyond your proposed timeline?
* How would being an AIP Laureate help you to raise even more money? From whom?

## **3.E Communications**

**MAXIMUM 150 WORDS (WRITTEN) OR 30 SECONDS (VIDEO)**

Tell us how you’ll communicate about your project.

* What individuals and groups will you try to reach in the North and South?
* How would you communicate being recognized as an AIP Laureate?
* What media platforms would you use (social media, e-mail, website, print, etc.)?

# Section 4: Letters

## **4.A Letters of Recommendation**

**MAXIMUM 5 LETTERS OF RECOMMENDATION (EACH MAXIMUM ONE PAGE)**

Letters of Recommendation can be provided by organizations or individuals that are aware of the nominated team and its proposed project plan, and are able to confirm (1) the ability of the team to deliver on the proposed project and (2) the relevance of the proposed project outcomes and impact in the target communities.

Letters of Recommendation should:

* Be original signed documents;
* Be addressed to the Arctic Inspiration Prize Selection Committees;
* If applicable, indicate current and/or past associations with team members; and
* Not exceed one page.

In the place of a Letter of Recommendation, transcribed verbal testimony or short videos provided by individuals (such as elders, young children) for whom composing a written letter would be challenging, will be accepted.

## **4.B Letters Confirming Partner Contributions**

**PARTNER CONTRIBUTIONS ARE NOT REQUIRED IN THE YOUTH PRIZE CATEGORY. HOWEVER, A LETTER IS REQUIRED FROM EACH INDIVIDUAL OR PARTNER LISTED IN THE BUDGET (SECTIONS 2.D AND 2.C) CONFIRMING THEIR CASH OR IN-KIND CONTRIBUTIONS.**

Although nominations in the Youth prize category do not require that teams have contributions from other partners (organizations or individuals), if your project does have one or more in-kind or cash contribution from a partner (or partners) listed in the project budget (sections 2.D and 2.E), a letter has to be provided by each individual or organization and:

* Confirm the amounts of the in-kind or cash contributions (as noted in the project budget) and confirm that these amounts will be provided to the team if they are selected as a Laureate;
* Explain why they chose to partner with your project; and
* Explain their role and function as a partner within the project.

**If needed, partners or organizations can note in their letters that the contributions are conditional on the team winning the Arctic Inspiration Prize.**