

# Last Minute Tips + Q&A

# Arctic Inspiration Prize

ARCTIC  
INSPIRATION PRIZE



PRIX INSPIRATION  
ARCTIQUE

# Checklist

•	<b>1</b>	<b>Nomination Letter</b>	1 page
	<b>2</b>	<b>Nomination Summary</b>	
•	2.1	Administrative Summary	N/A (table)
•	2.2	Project Summary	250 words
•	<b>3</b>	<b>List and Role of Team Members</b>	150 words per member
	<b>4</b>	<b>Project Plan and Expected Outcomes</b>	
•	4.1	Objectives	250 words
•	4.2	Activities and Outcomes	1000 words
•	4.3	Knowledge Base and Potential Overlap	250 words
•	4.4	Budget and Budget Justification	N/A (table and justification)
•	<b>5</b>	<b>Sustainability and Lasting Impact</b>	250 words
•	<b>6</b>	<b>Accountability of Project Execution</b>	<input type="checkbox"/> 500 words
	<b>7</b>	<b>Communications Plan</b>	
•	7.1	Communications Plan	250 words
•	7.2	How did we learn about the AIP?	75 words
•	<b>8</b>	<b>References Cited</b>	N/A
	<b>9</b>	<b>Letters</b>	
•	9.1	Letters of Recommendation	Maximum 15 letters, 1 page per letter
•	9.2	Letters Confirming Partner Contributions	As needed
•	<b>10</b>	<b>Short Resumes</b>	500 words per resume
•	<b>11</b>	<b>Checklist</b>	N/A

# Budget

Project Duration <month, year> to <month, year>	Amount Requested from the AIP	Team and Partner Contributions*		Total Cost
Items		Cash	In-Kind	(Amount Requested from the AIP + Cash + In-kind = Total Cost)
<b>1. Salaries &amp; Benefits</b>				
a. Team members				
b. Other salaries (please specify)				
<b>Total Salaries &amp; Benefits</b>				
<b>2. Equipment/Facility</b>				
a. Purchase or rental				
b. Operating costs				
<b>Total Equipment/Facility</b>				
<b>3. Materials &amp; Supplies (please specify)</b>				
a. (please specify)				
<b>Total Materials &amp; Supplies</b>				
<b>4. Travel</b>				
a. Meetings				
b. Team representatives to attend the Awards Ceremony in 2026 (Whitehorse)				
c. Other (please specify)				
<b>Total Travel</b>				
<b>5. Communications (please specify)</b>				
a. Workshops/Meetings				
b. Other (please specify)				
<b>Total Communications</b>				
<b>6. Project Activities (excluding workshops and meetings)</b>				
a. (please specify)				
<b>Total Project Activities</b>				
<b>7. Other Items</b>				
a. (please specify)				
<b>Total Other Items</b>				
<b>PROJECT SUBTOTALS</b>				
<b>8. Impact Assessment **</b>	\$15,000			\$15,000
<b>TOTAL PROJECT COSTS</b>				
	<p><i>NOTE: In the AIP category, the total amount requested from the AIP cannot be more than \$500,000.</i></p>		<p><i>NOTE: Since the AIP is about having impact with the support and engagement of partners and team members, the buy-in amount provided by partners is required to be at least 20% of the amount requested from the AIP.</i></p>	<p><i>NOTE: Since the AIP aims to inspire diverse teams to initiate innovative projects with social impact, the total project costs cannot be more than twice the amount requested from the AIP.</i></p>

\* Only partner 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. Only contributions from non-team members count towards the 20% minimum.

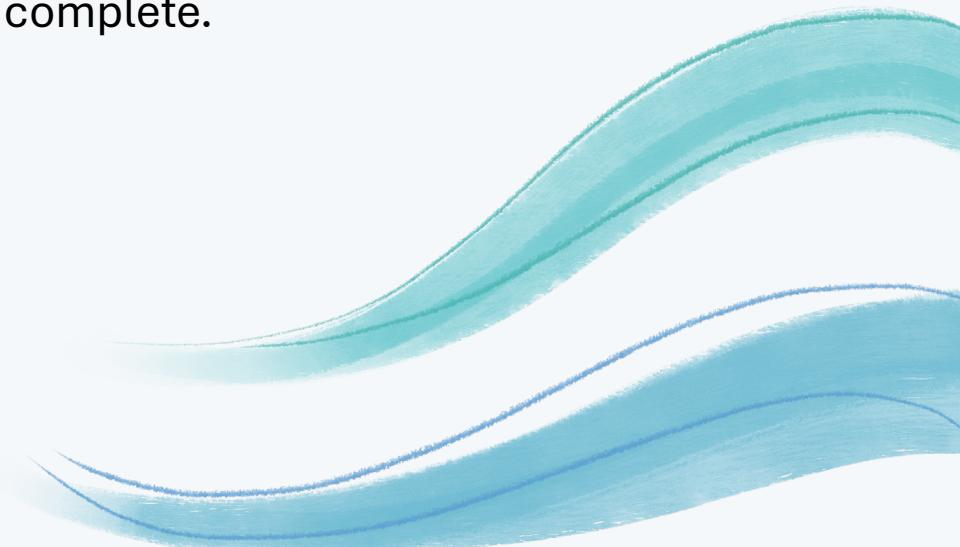
# Nomination Guidelines

The Nomination Template is provided as a workable digital file that must be used to complete the nomination. ([arcticinspirationprize.ca/nomination-selection/nomination-guides-and-templates/](http://arcticinspirationprize.ca/nomination-selection/nomination-guides-and-templates/))

In order to be considered eligible, all sections of the template must be complete.

Nomination packages must follow the format described below:

- Letter-size (8.5 x 11 inches, 21.5 cm x 28 cm);
- Use black text;
- Minimum font size of 12 pts (excluding tables);
- Minimum margins of  $\frac{3}{4}$  inch (1.905 cm) on all sides;
- Pages numbered consecutively;
- Define any acronyms upon first use within the text;
- Extra or supporting materials (reports, videos, etc.) will not be accepted, and will not be included for consideration in the selection process; and
- All nominations must be submitted electronically as a **single file** (as a PDF or Word document), including all Letters of Recommendation and Partner Support, Nomination Letter, etc.



# 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.
- The National Selection Committee reviews all Finalist nominations and makes the final decision on Laureates.
- Decisions made by the Regional and National Selection Committees are based solely on the Arctic Inspiration Prize's weighted Selection Criteria (as listed on page 11 of the Nomination Guide or on our website).
- Finalists and 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.

# Selection Criteria

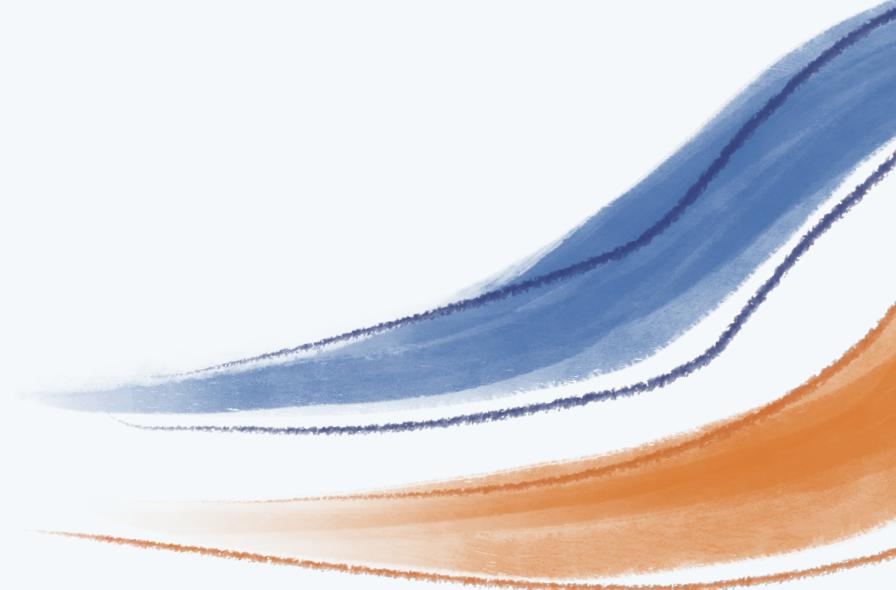
Our Regional and National Selection Committees carefully assess all eligible nominations using a set of weighted selection criteria. The higher the weight, the more important the factor is in the final decision.

The specific criteria may vary slightly depending on the category. See our website for the detailed description of the criteria for each category.

[arcticinspirationprize.ca/nomination-selection/selection-criteria](http://arcticinspirationprize.ca/nomination-selection/selection-criteria)

## OVERVIEW

- Team Diversity (weight = 2)
- Project Novelty (weight = 1)
- Impact (weight = 5)
- Sustainability (weight = 3)
- Project Accountability (weight = 2)



# Reach out for help!

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**For general inquiries, please contact:**

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# Submit your Nomination on time

Submit your  
Nomination by  
**January 19, 2026**  
at 11:59 pm PT



**Someone is going to win this.  
Why not your team!**



[arcticinspirationprize.ca](http://arcticinspirationprize.ca)

