

## NOMINATION PACKAGE

### 2016 Competition for the Arctic Inspiration Prize

#### CONTENTS

General Presentation.....	1
Covering Letter.....	2
Section 1: The Team.....	2
1.1 List and Role of Team Members.....	2
1.2 Short CVs.....	2
Section 2: The Knowledge to Action (K2A) Plan.....	2
2.1 Executive Summary.....	2
2.2 The Plan.....	2
2.3 Communications, Sustainability and Leveraging.....	3
2.4 Accountability of Project Execution.....	3
2.5 Explanation of Overlap and Past Achievements of the Team.....	3
2.6 Budget.....	4
2.7 References Cited.....	5
2.8 Acronyms.....	5
Section 3: Meeting Selection Criteria	
Section 4: Letters of Support.....	5
Section 5: Vulnerable Sector Checks (VSC).....	6
Checklist.....	6
Submission and Deadline.....	7
Contact.....	7

#### GENERAL PRESENTATION

Nominators must carefully read the Nomination Guide prior to completing the Nomination Package. The Nomination Guide contains important information on the Nomination Process, Eligibility and Selection Criteria.

The complete Nomination Package consists of a Covering Letter and 5 Sections:

- Section 1: The Team
- Section 2: The Knowledge to Action (K2A) Plan
- Section 3: Meeting the Selection Criteria
- Section 4: Letters of Support
- Section 5: Vulnerable Sector Checks (VSC)

Provide the application in black ink at letter quality, with no more than six lines per inch. Ensure that type size for fonts is no smaller than 12 pts. Condensed type is unacceptable.

Use letter format white paper, 8.5 x 11 inches (21.5 cm x 28 cm), with minimum margins of 3/4 of an inch (1.905 cm) all around. Number the pages consecutively.

Graphs and illustrations may be included, but will count as part of the page limits set out below. Either single or double column presentation of text, graphs, or illustrations is acceptable. **Any extra material will be removed.**

Please note that in order to be considered complete, the nomination must contain all of the elements described below. Each section may be shorter than the proposed maximum pages, especially for smaller scale (local, grassroots) projects, but all sections must nevertheless be completed.

When filling out each section, try to address each point in the order that they are provided in the template. This will help with the evaluation of your Nomination.

### **COVERING LETTER (Max of 2 pages)**

A covering letter, signed by both the nominator and the individual designated as the Leader of the nominated team must be included. The letter should include some general information about the nominator and their rationale for putting forward this nomination.

### **SECTION 1: THE TEAM**

Section 1 consists of freeform text sections. This section should clearly address Selection Criteria 1 listed in the Nomination Guide.

#### **1.1. List and Role of Team Members (No page limit)**

Alphabetically list all of the members in the nominated team. Provide the full contact information (address, phone number & E-mail if available) for all team members. For each team member, provide a short (1/4 page max) description of his/her role in the proposed K2A plan. Emphasize the role and involvement of northern team members in the K2A plan, both as knowledge producers and knowledge users.

#### **1.2. CVs**

Provide a short CV (Max 1 page) for each team member, in the same alphabetical order as above.

### **SECTION 2: THE KNOWLEDGE TO ACTION (K2A) PLAN**

Section 2 consists of freeform text sub-sections as well as a budget table (sub-section 6a). Nominators are expected to interact closely with nominated teams to complete this section.

#### **2.1. Executive Summary (Max 1/2 page)**

Provide a 1/2 page summary clearly describing the goals and objectives of the proposed K2A plan. Please write for a general audience using plain language as the summary may be used for communication purposes, such as press releases.

#### **2.2. The Plan (Max 3 pages)**

The proposed K2A plan should be developed in collaboration with key stakeholders and must integrate users and partners. This sub-section should clearly address Selection Criteria 2 to 5

listed in the Nomination Guide. At a minimum, the plan should:

- Define the priority area(s) addressed by the plan and the anticipated benefits to the Canadian Arctic and its Peoples.
- Indicate in which region(s) of the Canadian Arctic the project will predominantly take place or affect.
- Describe the team's specific goals, objectives and proposed activities used to achieve them. Detail how these activities address the cause of an issue rather than its symptoms.
- Include a description of the expected social, economic and/or health related results, impacts and outcomes, especially in the North, linking these with the proposed activities.
- Include a strategy with respect to engaging the user communities and encouraging collaboration between K2A plan producers and users.

### **2.3. Communications, Sustainability and Leveraging (Max 1 page)**

This sub-section should clearly address Selection Criteria 6 to 8 listed in the Nomination Guide.

- Describe the planned communications activities that will help make the K2A project and its recognition by the AIP reach a wider audience.
- Describe how the project will have an impact/legacy in the long term. What are the plans to carry the project beyond the proposed K2A plan period?
- What are the plans to leverage the AIP award and Prize money to secure additional cash or in-kind commitments towards the budget of your K2A plan?
- How can your project encourage people/organizations to develop similar ideas/projects so that your K2A plan might act as an incubator for future projects carried out by others?

### **2.4. Accountability of Project Execution (Max 1 page)**

This sub-section should clearly address Selection Criteria 9 listed in the Nomination Guide.

- Provide details on how project leadership and management will be conducted.
- How will users of the K2A plan be included in project management?
- Provide a clear project time-line (you may use a chart such as a Gantt chart).
- Laureates of the AIP will be required to provide at least 2 progress reports during the course of their K2A project, explain how the team will measure progress of their project and report on progress (in text, photos, or video clips, etc.). Progress reports will be posted on the AIP web page and could be used for media and/or presented during a future AIP award ceremony.

### **2.5. Explanation of Overlap (if applicable) and Past Achievements of the Team (Max 1 page)**

- Where there is significant overlap or reasonable cause for perceived redundancy between the proposed K2A plan and other ongoing K2A activities conducted by the team, provide a short explanation describing the differences between the proposed plan and the current activities.
- Describe how the proposed K2A plan will complement or build on other ongoing initiative(s).
- Describe the significance and impact of team member's achievements and how they will be used to successfully deliver your proposed K2A plan.

## 2.6. Budget

The budget information is requested to help the Selection Committee define the amount of the award associated with each Prize. It also helps the Selection Committee assess the accountability, management skills and level of planning of the nominated Team and their K2A plan.

### 2.6a. Budget Table

Using the Table below, describe the estimated total costs & partner contributions (cash & in-kind) associated with the proposed Knowledge to Action (K2A) plan for a maximum of 2 years (from 01 January 2017 to up to 31 December 2018). Indicate the resulting amount requested from the Arctic Inspiration Prize (Total Project Cost minus Partner Contributions = Amount requested from AIP).

DIRECT COSTS OF K2A PLAN (First 2 years)	Total Cost (\$)		Partner Contributions (\$)		AI Prize (\$)
	Cash & In-Kind	Cash	In-kind	Requested from AIP	
1) Salaries & benefits					
a) Team members					
b) Other salaries (Please specify)					
2) Equipment/Facility					
a) Purchase or rental					
b) Operating costs					
3) Materials & Supplies					
4) Travel					
a) Meetings					
b) Other					
5) Communications (Please specify)					
a) Workshops/Meetings					
b) Other (Please specify)					
6) Knowledge to Action activities, excluding workshops and meetings (please specify)					
a)					
b)					
7) Other items (Specify)					
a)					
b)					
<b>8) Total for first 2 years</b>					

### **2.6b. Budget Justification (no page limit)**

- Provide a justification, with comprehensible details and breakdowns, for each budget line item in the table above, including cash and in-kind contributions from partners (if any).
- The nature and extent of the confirmed financial and/or in-kind commitments to the nominated team by stakeholders/partners should be well defined in the letters of support.

### **2.6c. Budget Management and Contingency (Max 1 page)**

- Briefly describe (max 1/4 page) the track record of the organization/individual that will oversee the finances of the K2A project. Additional information on the financial oversight from the organization/individual can be provided in the form of a letter of support.
- Indicate how you could deliver the proposed K2A plan (adjustment/additional fund-raising, etc.) if only a portion of the amount requested from the Arctic Inspiration Prize was allocated.

### **2.7. References Cited**

Provide a bibliography of all references cited in the nomination package.

### **2.8. Acronyms**

Provide an alphabetized list of all acronyms used in the nomination package.

## **SECTION 3: MEETING THE SELECTION CRITERIA (Max 2 pages)**

In a maximum of 2 pages, please clearly indicate how your proposed nomination and K2A plan meets each of the 9 Arctic Inspiration Prize selection criteria listed and described in the Nomination Guide. Note that meeting criteria 1 to 5 is mandatory for eligibility, while criteria 6 to 9 are used to rate the quality and value of the projects.

## **SECTION 4: LETTERS OF SUPPORT (Max of 15 letters, each max 2 pages)**

Letters of support are a crucial element of nomination packages. Nominations should include letters of support from the major partners contributing to, or benefiting from, the K2A plan either as funding partners, K2A producers, K2A users or other stakeholders.

The letters should be addressed to the Selection Committee and confirm support, participation and/or expected new incremental in-kind or cash contributions.

Nominations reflecting large scale (national level) and/or southern driven K2A plans should place particular attention in including letters of support from northern organizations and stakeholders, demonstrating their involvement and the value of the plan for the Arctic at the local and/or regional level.

Letters of support should:

- Describe potential involvement and/or added-value of the proposed K2A plan to the stakeholder's current and future activities;
- Come from a senior executive with signing authority for the contributions being committed (if applicable);
- Indicate the level, duration, and nature (cash and/or in-kind) of anticipated support for the proposed plan;

- Indicate current and past associations with team members if applicable;
- Not be template formatted by the Nominator; and
- Be original documents, clearly addressed towards the Nomination to the Arctic Inspiration Prize for 2016.

If a member of the nominated Team is also a principal of a collaborating or supporting organization, another senior official must sign on behalf of that organization.

## **SECTION 5: VULNERABLE SECTOR CHECKS (VSC)**

Any K2A plan that involves working with vulnerable members of society such as minors, the elderly or persons with disabilities are required to provide Vulnerable Sector Checks (VSC) for every member of their proposed team without exception. Such nominations without VSCs for each team member will not be considered for the Arctic Inspiration Prize. Information and guidelines for obtaining a VSC are available at: [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca). It is the role of the nominators and nominated team leaders to make sure that VSCs are obtained for all team members before the nominations submission deadline.

## **CHECKLIST**

Each section must be submitted in the following order. The page limit for each section is indicated in brackets.

Covering Letter (Max 2 Pages)

Section 1: The Team

1.1 List and Role of Team Members (No Page Limit)

1.2 CVs (Max 1 Page per CV)

Section 2: The Knowledge to Action (K2A) Plan

2.1. Executive Summary (Max 1/2 Page)

2.2. The Plan (Max 3 Pages)

2.3. Communications, Sustainability and Leveraging (Max 1 Page)

2.4. Accountability of Project Execution (Max 1 Page)

2.5. Explanation of Overlap and Past Achievements of the Team (Max 1 Page)

2.6. Budget (Budget Table and All Budget Sub-Sections, No Page Limit)

2.7. References Cited

2.8. Acronyms

Section 3: Meeting Selection Criteria (Max 2 pages)

Section 4: Letters of Support (No more than 15 Letters, Each Max 2 Pages)

Section 5: Vulnerable Sector Checks (VSC) (For All Nominated Team Members)

## **SUBMISSION AND DEADLINE**

The deadline for submission of the full Nomination Package is **Friday, 30 September 2016**.

- One hard-copy of the complete Nomination Package (all sections), with original, signed letters of support, must be submitted to the Arctic Inspiration Prize office by mail and postmarked by **30 September 2016**. If sent close to the deadline, the application must be sent by overnight courier.
- One electronic copy (in .PDF format) of the complete Nomination Package (all sections together in one single file) must be submitted to the Arctic Inspiration Prize office by E-mail by **30 September 2016**.

The Arctic Inspiration Prize Office will confirm receipt of the nomination with the nominator and team leader within one week of receipt.

## **CONTACT**

### **Mailing Address**

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