



AIP

NOMINATION GUIDE 2017

Up to \$500,000 CAD may be awarded annually to up to four outstanding nominations.

The Arctic Inspiration Prize (AIP) category has to be based on knowledge (traditional, scientific research or practical, e.g. from a small pilot project) and is intended for diverse teams who have provided a truly exceptional and innovative plan to implement this knowledge into relevant and real world applications for the benefit of the Canadian North and its peoples.

Nominations for this prize category do not need to request the full \$500,000. The amount requested can be much smaller, depending on the project. The scale of the project does not influence selection. The AIP is awarded on merit and potential impact.

A proposed project plan will have a significant impact in a larger or smaller geographical area in the Canadian Arctic, preferably in the long term.

IMPORTANT DEADLINES

Nominators and teams should carefully read the information in this guide and understand exactly what is required. Eligibility Criteria are mandatory for eligibility and the Selection Criteria will be used during the selection process to choose up to four winners out of those eligible projects.

Optional Letter of Intent:
June 30, 2017 11:59 p.m. PT

Nomination Package:
October 23, 2017 11:59 p.m. PT

WHAT IS THE PURPOSE OF THE AIP?

The AIP is for the North and by the North, with generous support from the South. It encourages, enables and celebrates achievements of the peoples of the North.

The AIP inspires team building and encourages these teams to develop innovative projects that provide a near-term benefit to Arctic communities. It enables teams to carry out projects, celebrates their achievements and, in so doing, inspires others to follow suit.

RELEVANCE TO THE NORTH

The AIP covers any opportunities or challenges that are of importance to the Canadian Arctic and its peoples. A project can have one or more focus areas such as, but limited to, education, training, health and wellness, environment and climate change, recreation, tourism, culture and economic development.

TEAM BUILDING

The AIP brings together people from different disciplines and backgrounds to break down barriers, collaborate and harness collective strengths. These diverse teams can consist of Northerners and Southerners, Youth and Elders, Northern communities, grassroots groups, industry, governments, and the research, philanthropy, culture and education communities.

KNOWLEDGE TO INNOVATIVE ACTION

The AIP transforms knowledge into immediate, impactful and innovative action with a direct and lasting effect in Northern communities.

- Knowledge can be based in traditional knowledge, scientific research and/or practical knowledge, e.g. from a small pilot project.
- Outcomes are secular, non-ideological and have a direct and lasting impact in Northern communities.
- Actions are innovative and not simply a continuation, expansion or repetition in another location of an already established project/program or a one-time event such as a conference. If building on an existing initiative, the proposed expansion needs to bring substantial new team members, partners, objectives and deliverables.
- Geographically, the impact of the proposed action plan needs to take place in the Yukon, the Northwest Territories, the Inuvialuit Settlement Region, Nunavut, Nunavik and Nunatsiavut.

CAUSE INSTEAD OF SYMPTOMS

The AIP addresses the cause of an Arctic issue rather than its symptoms. For example, a project that aims to prevent an oil spill addresses the cause, and therefore would qualify for the prize. Alternatively, a project that intends to clean up an oil spill would not qualify, as it seeks to address the symptoms. This also applies to socioeconomic and human health issues.

WHAT ARE THE DIFFERENT PRIZE CATEGORIES FOR 2017?

This chart provides you with an overview of the differences between the new prize categories for 2017. It will help you to choose which category best fits the scope of your project. Once you have reviewed it, go to the respective Nomination Guides to find more details on the other two categories.

	\$1 MILLION AIP	AIP	YOUTH AIP
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 Team Leader and majority of team members are preferably Northerners	No, but Team Leader and majority of team members are Northerners	No, but Team Leader and majority of team members are Northerners
Are there any age restrictions of team members?	All ages can apply	All ages can apply	Team Lead and majority of the team are 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 kind of impact will the project have in Northern communities?	Long-term impact, either 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 It can also be a preparation for an application for an AIP prize in 2018 with future impact
Are in-kind or financial commitments from other partners and team members expected for project sustainability?	Yes, broad and significant support from partners and preferably from team members	Yes, from partners and preferably team members	Preferably some from team members and potential partners

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OPTIONAL LETTER OF INTENT

If you have any questions about your team's and/or project's eligibility for the AIP category, you have the option of submitting a Letter of Intent to the AIP Office.

Submitting a Letter of Intent is the only means by which your team can receive feedback on your eligibility. The purpose of the Letter of Intent is to guide your potential nomination in the right direction and provide your team with a means of gauging the eligibility of your project. The Letter of Intent will not be used in the selection process in any way.

The Letter of Intent should outline the structures of your team and its project for nomination. It will provide an overview of the activities, goal(s) and intended impact of the proposed plan, and where the majority of the activities will take place.

Please keep letters to a maximum of two pages, and ensure you include contact information for a reply.

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

Deadline to submit is:
June 30, 2017 11:59 p.m. PT

A representative of the Arctic Inspiration Prize Office will respond with comments in writing as soon as it is possible after receipt of the Letter.

ELIGIBILITY CRITERIA

Meeting the following criteria is mandatory for a nomination to be considered eligible for the up to \$500,000 AIP category. Meeting the eligibility criteria allows teams to be included in the selection process of the Arctic Inspiration Prize. It does not, however, guarantee that they will receive a prize.

TEAM DIVERSITY

1. The AIP is about teambuilding; therefore, a single individual cannot be nominated. A diverse team might consist of (just as examples): Northerners and Southerners, Youth and Elders, Northern communities, grassroots groups, industry, Governments, and the research, philanthropy, culture and education communities. A nomination with a team of only one group would not be considered “diverse” and therefore will not be eligible.
2. The team needs to include both knowledge producers (e.g. project organizers) and knowledge users, (e.g. beneficiaries of the project) in order to be eligible.
3. The AIP is about inspiring Northerners to find their own solutions, therefore Northerners will lead the team and form a majority of team members. Otherwise, a team is not eligible.
4. There are no age requirements for this AIP category. Youth (those 30 years of age or younger) can apply as well.

NOVELTY

5. The AIP is about innovation, therefore a nomination just for a continuation, expansion or repetition in another location of an already established project is not eligible.
6. An action plan/project has to be based on knowledge which can be traditional knowledge, scientific research and/or practical knowledge, e.g. from a small pilot project.

IMPACT

7. Proposed initiatives must have direct impact within the Canadian North. For the purposes of the Prize, the North includes the Yukon, the Northwest Territories, the Inuvialuit Settlement Region, Nunavut, Nunavik and Nunatsiavut.
8. The AIP covers any opportunities or challenges that are relevant and of importance to the Canadian Arctic and its peoples. 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 and economic development.
9. The AIP addresses the cause of an Arctic issue rather than its symptoms. For example, a project that aims to prevent an oil spill addresses the cause, and would therefore qualify for the prize. Alternatively, a project that intends to clean up an oil spill would not be eligible, as it seeks to address the symptoms. This also applies to socioeconomic and human health issues.
10. Proposed plans will transform knowledge into action with a real impact. Therefore, just an addition or storage of knowledge is not eligible. (e.g. environmental monitoring, data or knowledge archiving)
11. The proposed plan will lead to an immediate impact in a larger or smaller Northern area, preferably in the long term. Therefore single, short-term activities such as conferences, workshops and meetings are not eligible unless clearly embedded in a longer-term action plan.
12. Projects need to address worldly issues, providing solutions that are secular and non-ideological.

SUSTAINABILITY

13. Projects need to have buy-in from partners and preferably from team members, which can be in-kind or cash. For example, your project budget might be \$600,000 and require \$300,000 from the AIP. This demonstrates strong buy-in. On the other hand, if your project buy-in is less than 20% of the amount requested from the AIP, this would be weak buy-in and the project would not be eligible. Buy-in of partners and team members demonstrates engagement and support and will therefore help sustain the project beyond the planned project duration. It will also help to attract additional funds from AIP sustainability partners and others in the long term.

GENERAL

14. Teams need to be nominated by arms-length third parties. The AIP does not accept self-nominations.
15. Arctic Inspiration Prize Trustees, Staff and members of the Selection Committees are not eligible to be nominees or nominators for the Prize during their terms, and for six months following the end of their term.
16. All sections of the Nomination Template need to be completed.
17. The complete Nomination has to be sent electronically to the Arctic Inspiration Prize office by the deadline date. Incomplete nominations, or those received after the deadline date will not be accepted in fairness to the other nominations submitted on time.

SELECTION CRITERIA

The following criteria will be used during the selection process to assess eligible Nominations and to choose the Laureate(s):

1. TEAM DIVERSITY

Degree of team diversity, meaningful participation of Northerners and inclusion of project beneficiaries. Capacity of the team as a whole to successfully carry out the proposed plan.

2. NOVELTY

Degree of project novelty.

3. IMPACT

Degree of (preferably) long term impact either geographically and/or in depth and relevance for the target communities. Does the project outcome reflect the projects effort (time and funds)?

4. SUSTAINABILITY

Degree of buy-in (commitment) from partners and team members and use of leverage potential (as an AIP Laureate) for sustainability beyond the project duration proposed for the AIP. Potential to inspire others to develop their own projects.

5. ACCOUNTABILITY

Degree of accountability regarding leadership, management, finances, project timelines and how progress is measured and reported.

6. VISIBILITY

Degree of ability to highlight Northern achievements in the North and South by using the recognition of being an AIP Laureate (media coverage, social media, visibility in public).

ABOUT THE NOMINATORS OF A TEAM

Nomination is an essential part of the Arctic Inspiration Prize. Nominators know the team and the proposed project and confirm the value, quality and relevance of it by completing and signing a **Nomination Letter** that is submitted with the Nomination.

- Nominators need to be at arm's-length from the team. Nominators may **not** be team members, nor should they be involved or in any way connected to the activities, outputs, or management/administration of the proposed plan.
- A nominator may actively seek out teams and projects, and mentor teams with their nomination.
- Nominating a team does not prevent an individual or organization from being part of a team that is nominated by another Nominator.
- Teams are encouraged to choose an official AIP Ambassador as its Nominator, however anyone may act as a Nominator. More information about Ambassadors is available on the AIP website (ArcticInspirationPrize.ca) under the *Ambassador* section. Nominators who have been involved in successful AIP Nominations in the past can also be found within the *Finalist* and *Laureate* sections of the website.

FREQUENTLY ASKED QUESTIONS ABOUT THE NOMINATION PROCESS

WILL THE AIP OFFICE PROVIDE SUPPORT FOR PREPARATION OF THE NOMINATION?

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

ARE AIP AWARDS TAXABLE?

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

MAY AN APPLICATION BE RE-SUBMITTED FROM PREVIOUS YEARS?

Nominations are not carried over from year to year. All nominations must be re-submitted annually in order to be considered.

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

A nomination can be submitted to only one Prize category. Nominators and Team Leaders are encouraged to carefully choose the most appropriate category to apply for in terms of budget and stage of development of the proposed project.

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 (in .PDF) of the complete Nomination has to be submitted to the Arctic Inspiration Prize office by:

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

by **October 23, 2017 11:59 p.m. PT.**

The Arctic Inspiration Prize Office will confirm receipt of the nomination with the Nominator and Team Leader by email within one week of receipt.

Once again, please submit only the Nomination. Extra material (reports, videos, etc.) will not be included in the selection process in fairness of other Nominations.

CONTACT:

Kevin Kablutsiak, *Arctic Inspiration Prize*,
Rideau Hall Foundation

9 Rideau Gate, Ottawa, ON K1M 1M6

e: kevin.kablutsiak@rhf-frh.ca | t: 613-914-5172

REVIEW AND SELECTION PROCESS

- Arctic Inspiration Prize staff first screen all Nomination received by the deadline for eligibility and completeness.
- Eligible and complete nominations will enter a two-stage review and selection process. Information about the process and Selection Committee is available on the AIP website at ArcticInspirationPrize.ca/Selection. The webpage will periodically be updated with information about an improved selection process which is currently in progress.
- To choose the up to four AIP Laureates, the Selection Criteria will strictly be used during the entire process.
- The Selection Committee will choose up to four Laureates in this AIP category depending on the amount and quality of the nominations and the funds available.
- All nominated teams and Laureates, will be informed of the decisions during the Selection Process shortly after the selections have been made.
- The Laureates will be acknowledged in the media, on the AIP website, and at the Prize Ceremony.
- Where there is uncertainty about the requirements or processes for the Prize, the Arctic Inspiration Prize organization retains the right to interpret the contents of the nomination package and guidelines.
- Decisions of the Selection Committee are final. There is no appeal process.

WHAT IS REQUIRED FROM WINNING TEAMS?

Any team, with the submission of its application, agrees with the following should it become an awardee of the AIP:

- It will allow photographs of, and public information about themselves to be used for the promotion of the Prize and in other Arctic Inspiration Prize promotional initiatives. Representatives of the team also agree to participate fully in all award activities, including media conferences, ceremonies and receptions.
- Awardees and Nominators will not reveal the results of the Prize competition until the Arctic Inspiration Prize makes its official announcement at the award ceremony.
- Awardees are required to share all media coverage of their winning project with the Arctic Inspiration Prize office during the duration of the winning project and they will in all of their communications clearly mention that they have been a 2017 AIP Awardee.
- AIP Laureates will be expected to conduct monitoring of their projects and provide periodic progress reports. They will also provide communications content in order to help the AIP with its communications objectives.
- Officers and Selection Committee members of the AIP reserve the right to visit the awarded team/projects during the proposed duration of the winning project.
- The AIP will hold back 3% of the total prize amount awarded to conduct an evaluation of future Laureate projects. The AIP is about the impact its Laureate projects have in Northern communities. The evaluation will be used to broadly communicate the successes and lessons from AIP Laureate projects. The results of the evaluation will be made available to Laureate teams to assist them with obtaining further funding from AIP Sustainability Partners, Government and others.

THE AIP NOMINATION TEMPLATE

Only after you have reviewed the Nomination Guide carefully should you download the Nomination Template.

The AIP Nomination Template is in Microsoft Word format and provides very specific details on what to include in your Nomination and how it should be organized. It is designed so that you could complete the template and submit it as part of your Nomination. In order to be considered eligible for the AIP, all Sections outlined in the template need to be completed.

Please download the nomination templates at:
[ArcticInspirationPrice.ca/
Nomination](https://ArcticInspirationPrice.ca/Nomination)



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www.ArcticInspirationPrize.ca

Rideau Hall Foundation
9 Rideau Gate, Ottawa, ON
K1M 1M6