



Occupational Health and Safety Funding Program

Information Guide

Glossary

Advanced Safe Workplace: Employers who meet WSCC's Safe Workplace criteria and are accredited by a third party occupational health and safety program in the Northwest Territories or Nunavut, such as Certificate of Recognition (COR).

Co-operative Association: A business owned and controlled by its members to provide goods or services to those members.

Cultural Safety Training: Training that focuses on understanding and addressing power imbalances, promoting respectful communication, and fostering inclusive practices to ensure equitable and culturally appropriate services and programming for Indigenous peoples.

Education: Focuses on transferring information to increase understanding. Education raises awareness on a subject and gives context to why something is done the way it is – or not done.

External Funder: An organization that provides only financial or in-kind support to the applicant organization (no operational support for the initiative).

Extra-territorial Corporation: Under the *Business Corporations Act(s)* of Northwest Territories and Nunavut, these are organizations that are based outside of the Northwest Territories or Nunavut that plan to operate temporarily or on a term basis in either of these territories. They do not have to be incorporated to be called an extra-territorial corporation and can be a non-profit, a sole proprietorship, a partnership, a society, or a limited liability company.

Governance Council: The Board of Directors of the WSCC as constituted by section 84 of the *Workers' Compensation Acts*.

Hamlet: A municipal corporation with the status of a hamlet established or continued under the *Hamlets Act(s)*.

In-kind Support: Non-cash contributions of goods or services. Examples: donations of materials, labour, or facilities.

Indigenous Government: In the Northwest Territories: entities that have, or are in the process of, negotiating self-government agreements with both the territorial and federal governments. **In Nunavut:** a formalized structure where Indigenous communities control the administration of their people, land, resources, and related programs and policies through agreements with federal and provincial governments.

Northwest Territories/Nunavut Corporation: A legal entity owned by its shareholders, whose liability is limited to the amount they have invested in the corporation. A corporation has a share structure and can raise capital by selling shares.

Non-Profit Society: An incorporated society that carries out activities for purposes other than the financial gain of its members.

Occupational Health and Safety (OHS) Initiative: An applicant's proposed project or training opportunity to provide an OHS service. An initiative is a finite event or project.

OHS Service Provider: An organization that can provide OHS services to communities in the Northwest Territories and Nunavut.

OHS Service: An occupational health and safety service includes (but is not limited to) safety training and management supports for employers to create a safe workplace. *Examples:* Emergency Preparedness Training, Cultural Safety Training / Programs, and Return to Work Programs.

Partner Organization: An organization that provides support with preparing, promoting, delivering and/or measuring success of an OHS initiative. They may also provide financial or in-kind support to the applicant organization.

Partnership: A business having more than one owner, in which all owners are liable and jointly manage the business.

Program Cycle: Begins in June when the WSCC calls for funding applications. Ends on December 31 of the calendar year following the call for applications.

Program Cycle Calendar Year: The 12-month period when the OHS initiative is delivered, and funds are disbursed, beginning in January and ending in December. Also referred to as the fiscal year.

Proprietorship: A business owned by a single individual.

Safe Workplace Program: A WSCC program that recognizes employers who demonstrate a commitment to making workplace health and safety a core company value.

Start-up: An organization, whether for profit or not-for-profit, that has been operating for 24 months or less.

Training: Hands-on instruction of how to do something. Training includes the application of knowledge in practical settings. Training ensures workers gain specific skills and are able to perform certain tasks.

Town: In NWT: a populated area larger than a village but smaller than a city, with a local government and defined boundaries. **In NU:** a municipal corporation with a status distinct from a city or village, as defined by the *Cities, Towns and Villages Act*.

Village: A small, rural settlement that is larger than a hamlet but smaller than a town, as defined by the *Cities, Towns and Villages Act*.

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Overview:

WSCC's Occupational Health and Safety (OHS) Funding Program

The Workers' Safety and Compensation Commission's (WSCC's) Occupational Health and Safety (OHS) Funding Program offers funding opportunities for providers of OHS services that are designed to improve workplace safety education and support employers in complying with OHS legislation in the Northwest Territories and Nunavut.

The OHS Funding Program will help to advance the WSCC's vision of reducing work-related accidents, injuries, and illnesses. The goals of the OHS Funding Program are to:

- increase the **availability of** OHS initiatives in communities outside of Yellowknife and Iqaluit, and
- increase **accessibility to** OHS initiatives (examples: decrease cost, language barriers).

Applicants are invited to apply for funding for OHS initiatives they hope to accomplish in the following calendar year.

Who can apply for funding?

The WSCC welcomes applications from both for-profit or non-profit organizations that provide workplace health and safety services or training to communities in the Northwest Territories and Nunavut. Interested parties should review the eligibility criteria in the sections that follow to:

- Determine if they are eligible for funding before applying.
- Understand how to provide evidence of eligibility.

Please reach out to the OHS Funding Program Administrator well ahead of the application deadline if you are unsure about your organization's eligibility.

Eligibility: Lead Organization

To be eligible for this funding, an organization must:

1. **Demonstrate their initiative has a clear goal to provide OHS services in the Northwest Territories and/or Nunavut.**
2. **Offer OHS services that meet one or more of the following criteria:**
 - Supports the WSCC's Vision, Mission, and Values.
 - Provides job-specific training related to OHS requirements as required by OHS legislation.
 - **NOTE:** Training must meet industry standards and instructors must have required credentials.
 - Provides Supervisor OHS Familiarization, or First Aid training.
 - **NOTE:** If you are an OHS service provider applying to provide First Aid or Supervisor OHS Familiarization, you must be approved as a provider by WSCC's Chief Safety Officer (CSO). If you are currently not an approved provider, your application will be referred to the CSO for review and you will be asked to provide additional information, such as affiliation with a recognized agency (e.g., Red Cross or St. John Ambulance), instructor qualifications and quality assurance processes. For more information see: [OHS Education | WSCC | Workers' Safety and Compensation Commission](#).
3. **Meet the following criteria:**
 - The organization, if it reports payroll to the WSCC, is either a Safe Workplace or an Advanced Safe Workplace, according to [the WSCC Safe Workplace Program](#); or, if it does not report payroll to the WSCC, the organization has discussed with the OHS Funding Program Administrator how to provide suitable evidence of the organization's commitment to a safe workplace.
 - **Organizations with a head office in the Northwest Territories or Nunavut must provide documentation showing that:**
 - The organization is compliant with the applicable *Northwest Territories or Nunavut Societies Act, Business Corporations Act, or Co-operative Associations Act*.
 - **Organizations with a head office outside of the Northwest Territories or Nunavut must provide documentation showing that:**
 - The organization is compliant in its province or territory with the equivalent of the *Northwest Territories or Nunavut Societies Act, Business Corporations Act, or Co-operative Associations Act*.
 - The organization has no outstanding financial liabilities with the workers' compensation board of their province or territory.

Organizations That Are Not Eligible

An organization is not eligible for the OHS Funding Program if:

- You or your Partner Organization are applying for funding to provide OHS initiatives that will only be available to your or your Partner Organization's own workers;
- Your or your Partner Organization's core business operations do not include the design or delivery of OHS initiatives;
- Your organization is a federal or territorial government department or agency;
- You are applying on behalf of a city as defined by either the *Northwest Territories or Nunavut Cities, Towns, and Villages Act(s)* and their related regulations; or
- Your organization is a partner or sub-contractor of an organization that is already receiving funds for the same OHS Initiative.

Evidence of Eligibility

Once you have determined that your organization is eligible to apply to the OHS Funding Program, you will need to provide the following supporting documents along with a completed application form to demonstrate your organization's eligibility:

FOR ORGANIZATIONS WITH A HEAD OFFICE IN THE NORTHWEST TERRITORIES OR NUNAVUT:

- 1. Evidence of compliance with the Northwest Territories or Nunavut Societies Act, Business Corporations Act, or Co-operative Associations Act.** *(Please reach out to Corporate Registry in NWT or NU if you are unsure of which document to provide based on your organization's legal status.)*
- 2. A) If your organization reports payroll to the WSCC, please provide:**
 - i. A current Safe Workplace or Advanced Safe Workplace Certificate (Note: instructions for obtaining this certificate are at the end of this guide), OR
 - ii. Evidence/information on actions your organization is taking to achieve a Safe Workplace or Advanced Safe Workplace Certificate.
- 3. B) If your organization DOES NOT report payroll to the WSCC (for example, sole proprietor):**
 - i. Provide suitable evidence of your organization's commitment to a safe workplace (for example: any documents you have that describe your OHS program or practices) OR
 - ii. Reach out to the OHS Funding Program Administrator by email at funding@wsc.nt.ca or funding@wsc.nu.ca or by phone at (867) 920-3843. They can speak with you to determine your organization's commitment to a safe workplace.

FOR ORGANIZATIONS WITH A HEAD OFFICE OUTSIDE OF THE NORTHWEST TERRITORIES OR NUNAVUT:

1. **Evidence of compliance in your province or territory with the equivalent of the *Northwest Territories or Nunavut Societies Act, Business Corporations Act, or Co-operative Associations Act.***
2. **A) If your organization reports payroll to the WSCC, please provide:**
 - i. A current Safe Workplace or Advanced Safe Workplace Certificate (*Note: instructions for obtaining this certificate are at the end of this guide*), **OR**
 - ii. Evidence/information on actions your organization is taking to achieve a Safe Workplace or Advanced Safe Workplace Certificate.

B) If your organization DOES NOT report payroll to the WSCC (for example, sole proprietor):

 - iii. Provide suitable evidence of your organization's commitment to a safe workplace (for example: any documents you have that describe your OHS program or practices) **OR**
 - iv. Reach out to the OHS Funding Program Administrator by email at funding@wsc.nt.ca or funding@wsc.nu.ca or by phone at (867) 920-3843. They can speak with you to determine your organization's commitment to a safe workplace.
3. **Proof of 'Good Standing' from your province or territory's workers' compensation board.**

Note: There is an application checklist you can use to ensure you are submitting all required documents with your application.

Partner Organizations

An organization may partner with another organization to prepare, promote, deliver and/or measure the success of proposed initiatives. A Partner Organization may also provide financial or in-kind support.

If your Partner Organization is delivering job-specific training required by safety legislation, the courses being offered must meet industry standards and the instructors must have the necessary qualifications, as determined by WSCC's Chief Safety Officer (CSO).

If they are delivering First Aid or Supervisor OHS Familiarization training, they must be approved by WSCC's CSO. If they are currently not an approved provider, your application will be referred to the CSO for review and you will be asked to provide additional information such as affiliation with a recognized agency (e.g., Red Cross or St. John Ambulance), instructor qualifications and quality assurance processes.

You may not be eligible if you have a Partner Organization who is currently receiving funding from the WSCC for a similar OHS initiative.

Partner Organizations versus External Funders

If an organization is providing only financial or in-kind support to the lead organization, they are considered an **External Funder**.

Applicants must disclose if they are receiving, have already received, or will be receiving funding from External Funders or Partner Organizations to support their proposed initiative(s). Disclosure of the amount of funding received, and a description of the activities that are being or will be covered by this funding is required.

Receiving funding from other sources does not disqualify the application from consideration. However, *non-disclosure* of other funding sources that are related to the proposed initiative(s) could disqualify the application and could jeopardize the consideration of any future WSCC OHS funding for the applicant or the applicant's organization.

Conflict of Interest

Applicants must declare any real or perceived conflict of interest.

Real or perceived conflicts of interest may include, but are not limited to when a WSCC employee or board member has:

- An ownership interest in your or your Partner Organization.
- Employment or business interests associated with your or your Partner Organization.
- A spouse or family member that has a personal or professional interest in a specific outcome.
- Any other interest that could be perceived as a threat to the independence or objectivity of the evaluation of the funding application or, in the event of a successful application, the funding relationship with the WSCC.

If you are aware of a conflict of interest related to your proposed initiative, you will need to declare this in the appropriate place on the application form, and briefly explain the circumstances of this conflict.

Stating a conflict of interest does not necessarily disqualify your application from consideration. However, non-disclosure of a conflict may eliminate your application and could affect the consideration of any future funding for you or your organization. If you are unsure whether you have a conflict, please contact the OHS Funding Program Administrator.

Eligibility: Categories of OHS Initiatives

Please see the following list of categories and examples of OHS initiatives that may be accepted for funding.

1. OHS training that is mandated by the safety legislation of the Northwest Territories and Nunavut.

For example:

- *Supervisor OHS Familiarization*
- *First Aid*

Note: If delivering **First Aid** or **Supervisor OHS Familiarization training**, the course provider must be approved by WSCC's Chief Safety Officer. If delivering any other job-specific training required by safety legislation, the course being offered must meet industry standards and the instructors must have the necessary qualifications.

2. Job-specific OHS training, as required by safety legislation.

For example:

- *Asbestos removal and abatement training*
- *Confined space entry training*
- *Fall protection training*

3. Other OHS education or services that align with the WSCC's mission to promote workplace health and safety.

For example:

- *Emergency Preparedness Training*
- *OHS Accreditation Services*
- *General Health and Safety Training / Symposium / Conference*
- *Cultural Safety Training / Programs*
- *Promoting occupational health and safety to youth*
- *Delivering existing OHS services in Indigenous languages*
- *Return to Work Programs*
- *Injury Prevention Programs*
- *Hearing Safety / Hearing Loss Prevention Program*

How much funding is available?

The WSCC has committed to allocating 1% of annual employer assessment revenue to the OHS Funding Program. This amounts to approximately \$1,000,000 each year, some of which may have been previously committed to multi-year initiatives.

Note: 10% of the total available funds for this program may be held back to accommodate rare but emerging OHS service needs outside of the official application period. For example, fireproofing or floodproofing related to a specific event.

In these cases, organizations are encouraged to reach out to the OHS Funding Program Administrator to ask about emergency funds before applying.

Funding Requests

Applicants can request between \$5,000 - \$250,000 per year, per initiative. This could be a single-year initiative, or a multi-year initiative. Multi-year initiatives can range from 2-5 years.

Currently there is no limit on the number of funding applications an organization can submit in one calendar year. However, if the initiatives found in multiple submissions seem very similar, the OHS Funding Program Administrator may request that you resubmit as one application.

Eligibility for Multi-year Funding Requests

Please note that first time applicants, or those who have no prior partnership history with the WSCC, are not eligible for multi-year funding. Multi-year funding requests will only be available to applicants that have a track record of partnership with the WSCC or have received funding in the past.

Multi-year funding applications must clearly show that there is a need for a multi-year commitment, and that their organization has the capacity to complete the initiative(s). The application form allows applicants to demonstrate their capacity by providing a realistic plan, timeline, and budget. Multi-year funding requires your organization to continue to meet all eligibility criteria each year before the WSCC will release new funds.

An organization can re-apply for subsequent funding (single- or multi-year) leading up to the conclusion of their funding term.

Eligibility for Advanced Funding

If your organization is unable to carry out the goals of your proposed initiative(s) without receiving funding in advance of the stated payment schedule, you may be eligible to receive advanced funding.

To request advanced funding, select this option in the application form. Your request must include an explanation of why the proposed initiative(s) require funds upfront. You must also provide a copy of your previous year's audited financial statements to be eligible for advanced funding. If your organization is a start-up in your first year of operations and/or you do not have any historical audited financial statements to submit with your application, the WSCC may conduct a credit check, with your consent.

Credit checks will not be conducted without the consent of applicants, however, failure to consent to a credit check request may prevent the processing of applications.

Advanced funding requests cannot exceed 50% of the total amount awarded and, for multi-year funding, it will be distributed over the funding period.

For example:

Total amount awarded = \$80,000 over 4-year term (\$20,000 per year)

Maximum total allowable advanced funding = \$40,000 (\$10,000 maximum at the beginning of each year provided that the required reporting has been submitted and approved)

Do I need to provide financial statements?

For multi-year funding requests, funding requests of \$50,001 or greater, or advanced funding requests, applicants will be required to submit a copy of their past year's audited financial statements with their application. If your organization is a start-up in your first year of operations and/or you do not have any historical audited financial statements to submit with your application, the WSCC may conduct a credit check, with your consent.

What expenses will be covered by this funding program?

Eligible Expenses: All Applicants

- **Initiative Expenses**, such as:
 - Salaries and benefits / wages for initiative-related work performed in-house. *Note: reimbursement will be based on the actual time incurred on the project, calculated using each individual's current salary rate.*
 - Professional fees or contract services (fees paid to external consultants, contractors, service providers for specialized expertise, technical assistance, or auditors*.)
Note: If you are approved for multiple initiatives where the total fiscal year contribution is \$250,001 or more, you will be required to audit your projects' financial statements, and can add reasonable audit expenses directly into your budget.
 - Honoraria (payments that support program delivery for speakers or facilitators)
 - Rent (facilities, venues, equipment, vehicle)
 - Materials and supplies
 - Advertising and promotion
 - Travel (airfare, hotel, ground transportation, per diem)
 - Other expenses considered on a case-by-case basis

Eligible Expenses: Start-Ups & Non-Profits

- **Administrative expenses** associated with the maintenance and administration of the organization on a day-to-day basis. *Note: These expenses cannot exceed 15% of the total funding request.*

Administrative expenses include:

- Rent
- Utilities
- Telecommunications
- Vehicle expenses (maintenance, registration, insurance)
- Office supplies
- Salaries and benefits/wages (*Note: Salaries and benefits / wages must only be claimed in proportion to the amount of time spent working directly on the initiative. Reimbursement will be based on the actual time incurred on the project, calculated using each individual's current salary rate.*)

Non-Eligible Expenses

- Expenses that will not be considered include (but are not limited to):
 - Vehicle purchase
 - New construction, major renovation, or alteration of facilities
 - Formal or elaborate meals, paid entertainment, and gifts

When and How Can I Apply for OHS Funding?

When

The application period for the OHS Funding Program is open each year, from June to August. The specific date and time of the application deadline will be announced prior to the beginning of each application cycle.

How

APPLICATION PROCESS

Step 1: Confirm your organization's eligibility to apply for funding.

See section **Eligibility: Lead Organization** in this document for the eligibility criteria.

Note: Applications will not be considered if the applicant does not meet the eligibility criteria.

Step 2: Complete the Application Form

The Application Form is available on the [WSCC website](#) as a fillable PDF. You will need to download the form to complete. The application form includes the following sections:

- A – Contact Information
- B – Organization Information
 - B – Part 1: Lead Organization Information
 - B – Part 2: Partner Organization Information (if applicable)
 - B – Part 3: External Funder Information (if applicable)
- C – OHS Initiative Information
 - C – Part 1: Description and Purpose
 - C – Part 2: Initiative Plan *
 - Preparation
 - Promotion
 - Delivery
 - Measuring Success

- C – Part 3: Timeline
- C – Part 4: Delivery Team
- C – Part 5: Budget Proposal Worksheet (including revenue from other sources)**
- D – Declaration of Conflict of Interest (if applicable)
- E – Terms and Conditions of Appli
- Delivery
- Measuring Success
 - C – Part 3: Timeline
 - C – Part 4: Delivery Team
 - C – Part 5: Budget Proposal Worksheet
- D – Declaration of Conflict of Interest (if applicable)
- E – Terms and Conditions of Application
- F – Declarations
- G – Signatures

If you need more space to complete any sections of the application form, please note on the application form that you are including extra pages with your submission. Please use the same format as in the application form itself.

Note: If your initiative doesn't align with the format of the **C-Part 2: Initiative, please reach out to the OHS Funding Program Administrator well ahead of the deadline to discuss how to submit your Initiative Plan*

*** Note: You can strengthen your application by providing details about the unique expenses in each budget category broken down by event or by community. Reach out to the OHS Program Administrator well ahead of the deadline if you have questions.*

After filling out all applicable sections of the application form, ensure that the application is signed by you and by your organization's Chief Executive Officer or equivalent if the funding request is \$50,001 or more. Digital signatures are accepted.

An **application checklist** is available as part of the application package as an optional tool to help you ensure you have completed the required steps of the application process and have included all necessary supporting documents.

Note: Incomplete funding applications will not be considered by the WSCC. It is the applicant's responsibility to ensure that their application is complete and accurate.

You can also add additional supporting documents that you feel will help strengthen your application(s). For example: additional letters of support; evaluations from past participants; surveys or questionnaires you will use to evaluate your initiative.

If applying for **multiple initiatives**, please complete a separate application form for each initiative. If your initiatives seem very similar, the OHS Funding Program Administrator may request that you resubmit as one application. Please reach out well in advance of the deadline if you would like help to determine the best approach for your initiative(s).

Step 3: Submission

When you are ready to apply, submit your complete application (the signed form, any extra pages, and all supporting documents) one of the following ways:

- **Email:** Attach your complete application to an email. Send the email to the OHS Funding Program Administrator at funding@wsc.nt.ca (NWT) or funding@wsc.nu.ca (Nunavut).
- **Mail:** Send to the address below. If you are mailing your application, be sure to send it well before the due date to ensure it arrives in time for consideration.

Address: Attention: OHS Funding Program Administrator

Workers' Safety and Compensation Commission
PO Box 8888, 5022 49th Street
5th Floor Centre Square Tower
Yellowknife NT, X1A 2R3

- **Fax:** If you prefer to fax your application, WSCC's Fax number is 1-867-873-4596. Applicants submitting by fax are encouraged to confirm their application has been received by contacting the OHS Funding Program Administrator by email at funding@wsc.nt.ca or funding@wsc.nu.ca or by phone at (867) 920-3843.
- **In person:** Available upon request. Please arrange this with the OHS Funding Program Administrator by email at funding@wsc.nt.ca or funding@wsc.nu.ca or by phone at (867) 920-3843.

Notes: Late funding applications will not be considered by the WSCC.

Applicants will be notified that their application has been received within 5 business days of submission.

Application Support

If you have any questions or require support completing the application form(s), please contact the OHS Funding Program Administrator well in advance of the deadline by email at funding@wsc.nt.ca or funding@wsc.nu.ca or by phone at (867) 920-3843.

How will the WSCC review and approve funding requests?

Applications for the OHS Funding Program will go through a multi-stage review process before the WSCC's Governance Council will make their final decisions on which initiatives to fund. Each stage of review is explained below.

Initial Review

The review and approval process starts with intake of submissions. The OHS Funding Program Administrator will conduct a preliminary review to verify that:

- your organization meets all eligibility criteria,
- all required fields are completed in the application form, and
- all required supporting documentation is included in the submission.

To ensure that your application is complete and eligible, consider submitting your application well in advance of the deadline.

Review of Legislated Training by Chief Safety Officer

The WSCC's Chief Safety Officer will review any applications that include the delivery of training required by safety legislation to ensure that they meet industry standards, and that the instructors have the necessary qualifications to deliver the training. The Chief Safety Officer will then make recommendations based on this assessment.

Review of Organization's Financial Statements

Organizations requesting funds of \$50,001 or more, or requesting multi-year funding, or advanced funding, are required to submit a copy of your organization's past year's audited financial statements. The WSCC's Finance unit will review these statements to make recommendations regarding your organization's financial viability.

Note: If your organization is a start-up in your first year of operations and/or does not have any historical audited financial statements to submit with your application, the WSCC may conduct a credit check. Credit checks will not be conducted without the consent of applicants, however, failure to consent to a credit check request may prevent the processing of the application.

Funding Evaluation Committee Review

All eligible applications will be reviewed by the WSCC Funding Evaluation Committee.

The Committee will consider recommendations from the WSCC's Chief Safety Officer and Finance unit and will use a criteria-based scoring process to ensure that all applications are evaluated objectively and consistently.

The Committee will review applications against criteria such as, but not limited to:

- Alignment with the goals of the OHS Funding Program: to **increase availability** of OHS initiatives in communities outside of Yellowknife and Iqaluit, and to **increase accessibility** to OHS initiatives by decreasing barriers such as cost, connectivity issues, and language differences.
- Alignment with WSCC priorities and vision, mission, and values.
- The location of the organization's office(s). Priority will be given to organizations with a head office or operations office in NWT/NU.
- The financial viability of the organization to support and complete the initiative.
- The capacity and competency of the organization to support and complete the initiative.
- The clarity of the initiative's description and purpose.
- The demonstrated need for the OHS service(s) being provided through the initiative.
- A clear, organized, and feasible plan and timeline for preparing for, promoting, delivering, and measuring the success of the initiative
- The availability of the OHS services to all relevant stakeholders (employers, community members, youth, etc.)
- The experience and expertise of the team responsible for the delivery of the initiative.
- The team's cultural awareness.
- The clarity and reasonableness of the proposed budget.

Once the scoring process is complete, the Funding Evaluation Committee will make a recommendation as to which initiatives to recommend for funding.

Governance Council Review and Final Decision

The Evaluation Committee will send this recommendation, along with a package of evaluated and scored applications to the WSCC Governance Council (GC). The GC will review the recommendations and make the final decision on which initiatives will receive funding.

The GC may decide to approve only a portion of the amount requested, or only fund some of the initiative activities proposed in the original application

Notice of Decision

Each year, all applicants will receive a Notice of Decision from the WSCC by November 30, or the next business day if November 30 falls on a weekend.

Notice of Regret: If your application is unsuccessful, you will receive a Notice of Regret. You may contact the OHS Funding Program Administrator to ask about your score and learn why your application was not approved.

Notice of Award: If your application is successful, you will receive a Notice of Award. After this, the OHS Funding Program Administrator will work with you to complete a contribution agreement.

How will I receive the funds?

Successful applicants will receive funding based on the conditions defined in the applicant's contribution agreement with the WSCC. The following four steps must be completed for an organization to receive payments:

Step 1: WSCC Vendor Account Setup

The OHS Funding Program Administrator will ensure you have a WSCC vendor account.

The WSCC issues funding payments by direct deposit. You will be provided with a direct deposit form to complete.

If direct deposit is not an option for you, please contact the OHS Funding Program Administrator to discuss alternative payment options.

Step 2: Contribution Agreement & Invoice for Advanced Funding (if applicable)

Successful applicants must finalize and sign a contribution agreement with the WSCC before any funds can be released. The contribution agreement is a key component of a successful applicant's initiative(s), as it will outline important information including, but not limited to, reporting requirements, payment schedules, and insurance requirements.

The OHS Funding Program Administrator will work with the recipient to finalize the contribution agreement, including the workplan, deliverables and performance indicators, and initiative budget.

Recipients must agree to, sign, and submit the agreement by mid-December.

Note: The WSCC may withhold or reduce any payments if the successful applicant operates outside of the terms of their contribution agreement.

Successful applicants who were approved for advanced funding will submit the invoice for the advanced funding dated January 1 (or later) of the Program Cycle Calendar Year along with the signed Contribution Agreement.

Step 3: Complete Deliverables, Submit Reports

Funding recipients are required to report on their initiative(s) **twice** in each program year of their funding term: once mid-way through, and once at the end of the year. More information on what applicants are required to report on can be found below in the “Reporting Requirements” section of this guide.

Step 4: Recipient Issues Invoice(s) to WSCC

Twice a year, recipients will issue invoices to the WSCC for expenses incurred, up to the maximum amount of the funded contribution. Invoices will be submitted along with the interim and year-end financial reports.

For example: If an applicant applies in the current year’s application period and is successful, funds will be released after the interim performance and financial reports have been submitted and reviewed in the following year, and then again after the year-end reports have been submitted and reviewed.

The WSCC shall pay each invoice by direct deposit within thirty (30) calendar days after receipt, provided that the reporting requirements for the reporting period are complete and sufficient as determined by the WSCC.

Can I reallocate money to a different expense category?

Subject to prior approval by the WSCC, reallocation of funds from one expense category to another may be allowed for up to 10% of the total value for the original expense category. No prior approval is required from the WSCC if the amount to be reallocated from one expense category to another is less than \$5,000.

Advanced Funding Payments

Organizations that have been approved through the application process to receive partial funding in advance must have a signed contribution agreement, and vendor number. They can then issue an invoice (dated no earlier than January 1 of the program delivery year) to the WSCC to initiate the release of advance funds.

Note that the advanced funding request cannot exceed 50% of the total amount awarded, and for multi-year funding, it will be distributed over the funding period.

For example: If an applicant is approved for a \$30,000 initiative and for \$15,000 advanced funding to pay for immediate expenses, they can invoice the WSCC for \$15,000, referencing the Contribution Agreement number.

It’s important to note that the advanced release of funds does not automatically guarantee that the remaining funds or difference owing will be provided to the recipient. The receiving organization will still need to submit all necessary performance and financial reports according to the schedule in the contribution agreement.

If you do not use all of the funding advanced to you, the remaining money must be returned to the WSCC within 60 days after submission of the final financial report.

Other Requirements for Successful Applicants

Insurance Requirements

Funding recipients will be required to obtain, maintain and pay for applicable insurance. Examples of types of insurance may include:

- Workers' Compensation Insurance
- Employer's Liability Insurance
- Motor vehicle, watercraft, and snow craft standard liability insurance
- Commercial General Liability Insurance
- Professional Liability Insurance

More details on the exact type and amount of insurance and what the WSCC will require as evidence of insurance will be outlined in your contribution agreement.

Reporting Requirements

To receive funds, organizations must submit interim (Jan 1 – June 30) and year-end (Jan 1 to Dec 31) performance and financial reports as per the schedule listed in their contribution agreement. The OHS Funding Program Administrator will provide performance and financial report templates to funding recipients, and will be available to assist with the reporting process.

- **Performance reports:** These reports will include the results of the initiative(s) based on the plan for measuring success that was outlined in your contribution agreement.
- **Financial reports:** These reports will detail all the eligible expenses incurred while meeting your agreement objectives. These expenses must align with the budget and expense categories in your approved submission. You will be required to include a Transaction Detail Report along with the year-end report. Details of what needs to be included will be provided in the Contribution Agreement.
- **Audited financial statements:** If you are applying for multiple initiatives where the total fiscal year contribution is \$250,001 or more, you will be required to include an audited financial statement for the initiative at year end.

Note: When carrying out the objectives outlined in your contribution agreement, it is important to track and record all eligible expenses. While you will not be required to submit receipts to the WSCC, you are required to retain your receipts for at least seven (7) years after the funding term ends, as all agreements may be subject to an audit by the WSCC.

It is important to note that the WSCC will disburse payments only after the submission and review of these documents. If you fail to provide any required reports it may result in the withholding of payments until they are submitted. If you are unable to demonstrate in your performance reports or financial reports that you have met your agreed-upon objectives outlined in the contribution agreement, or you did not submit a change request to the OHS Funding Program Administrator in advance, the WSCC may not release the funding.

Not meeting reporting requirements may result in ineligibility to apply for future funding opportunities and will be kept as a matter of record when evaluating future submissions.

Funding Acknowledgment Requirements

Acknowledgement is a way for you to publicly recognize that your initiative is supported by WSCC funds.

The following message should be included on all publicity related to your funded activities:

This project was made possible, in part, with funding from the Workers' Safety and Compensation Commission (WSCC).

A partnership logo and guidelines for usage on marketing materials will be provided to all successful applicants.

How do I provide timely feedback about the OHS Funding Program?

We're always looking for ways to improve our programs. At the end of the funding term, funding recipients will be sent a survey that is designed to find out how the WSCC may improve the effectiveness and efficiency of the OHS Funding Program.

You can also directly email the OHS Funding Program Administrator with your concerns, comments, and suggestions at funding@wsc.nt.ca or funding@wsc.nu.ca or call (867) 920-3843.

How will the information I submit be used or shared?

Personal information that is collected for this process is required to communicate with funding applicants and to help determine their eligibility for the OHS Funding Program. All personal information collected is protected and managed in accordance with the applicable NWT or Nunavut *Access to Privacy and Protection of Information Act (ATIPP)*.

It is important to be aware that the WSCC, for reasons of accountability and transparency, will post your name, the contribution amount and information on the initiative to the relevant section of its website.

You have the right to the correction of, access to, and protection of your personal information under the *ATIPP*, as well as the right to file a complaint with the Privacy Commissioner(s) of NWT or Nunavut regarding the handling of your personal information.

By signing the application form, the applicant authorizes the WSCC to disclose any information received in the application within the WSCC or to outside entities for the following purposes:

- to reach a decision on the application,
- to administer and monitor the implementation of the initiative,
- to perform audits in the event of successful applications, or
- to evaluate the results of the initiative after completion.

WSCC records may be disclosed in accordance with the *ATIPP*. The *ATIPP* provides the public with the right of access to records held or controlled by public bodies including the WSCC. The *ATIPP* also provides for the protection of personal information, and any information collected will only be released in accordance with the requirements of this legislation.

If you have questions regarding the privacy of your personal information, please contact the OHS Funding Program Administrator.

Instructions for obtaining a Safe Workplace or Advanced Safe Workplace Certificate:

Visit [the Safe Workplace page](#) on *WSCC Connect* where you can log in to your organization's account. If you do not have access, you can request access from your organization's WSCC Access Administrator.

Next, click on the **Safe Workplace Dashboard**. Here you will have access to which criteria your organization meets and which you don't. Any unmet criteria will have a red drop-down arrow next to it. If you have any unmet criteria, you can follow directions on the site to meet the criteria.

Once you have achieved Safe Workplace or Advanced Safe Workplace status, you will see an option to print or download the Safe Workplace Certificate.

If you need assistance with this, or if you are not yet registered with the WSCC, the OHS Funding Program Administrator can provide assistance. Please reach out by email at funding@wsc.nt.ca or funding@wsc.nu.ca or by phone at (867) 920-3843.

Who do I contact with questions about the program?

Contact: OHS Funding Program Administrator

Phone: (867) 920-3843

Toll-Free: (800) 661-0792

Email: funding@wscc.nt.ca or funding@wscc.nu.ca

Mail: Attention: OHS Funding Program Administrator
Centre Square Tower, 5th Floor
5022 49 Street
Box 8888, Yellowknife, NT X1A 2R3
Canada