



# INSTRUCTIONS FOR COMPLETING A PROJECT REQUEST

*Concerning the needs of a non-specific group of children  
or aimed at improving your organization's services.*

We can guide you in developing your Child First Initiative (CFI) Nunavik project proposal and ensure that your application is complete. Before submitting your request to CFI, you must have explored and assessed all other available funding options. As a last resort, we are here to support you throughout the CFI process and help you validate your project thoroughly from the beginning.

**Step 1:** Download and complete the *Supplementary CFI Project Document*, outlining the objectives, context of your request, and the history of steps taken. Document available on the website: <http://nrbhss.ca/en/nrbhss/out-region-services/child-first-initiative-cfi-nunavik/cfi-request-forms>

**Step 2:** Complete the online form once you have gathered all the necessary documents and information required to process your request. Please note that this form cannot be saved or resumed later.

## **Prepare Required Documents and Information**

- A detailed estimate of the projected costs
- A letter from your immediate management supporting your request to CFI Nunavik
- A letter written by a certified health professional who is a member of a recognized order
- The *Supplementary CFI Project Document* outlining the objectives, context of your request, and the history of steps taken. Document available on the website: <http://nrbhss.ca/en/nrbhss/out-region-services/child-first-initiative-cfi-nunavik/cfi-request-forms>

## **STEP 1: SUPPLEMENTARY CFI PROJECT DOCUMENT**

### **HOW TO COMPLETE THE SUPPLEMENTARY CFI PROJECT DOCUMENT**

The *Supplementary CFI Project Document*, available on the website, must be attached to the online form. Please provide detailed explanations by expanding on the following elements:

## THE OBJECTIVES OF THIS REQUEST

### The needs to be addressed

**Example:** Our request aims to meet the specific needs of children facing academic difficulties in Nunavik. Currently, these children lack educational resources tailored to their individual needs. The proposed program will provide educational tools and personalized support for each child.

### Expected results or benefits

**Example:** We anticipate this program will greatly improve the children's academic performance. The expected benefits include a better understanding of school subjects, increased motivation and student engagement, and a reduction in dropout rates.

### Expected direct impacts

**Example:** The children will directly benefit from teaching that is more tailored to their needs, which will lead to improved academic results and increased self-esteem.

### Expected indirect impacts

**Example:** The families of the children will see an improvement in their children's well-being and motivation, which can also strengthen family cohesion. Teachers will benefit from new tools and resources to better support their students, which can enhance the overall school environment.

## CONTEXT OF THE REQUEST:

**If your request pertains to a program, you must detail what the program entails.**

**Example:** Our request concerns a specialized educator position for the ABC Child Program. The ABC Child Program is a home support initiative designed for children in difficulty. The educator will assist families daily by implementing an intervention plan, providing tools tailored to the family, and more.

**Explain the context and situation of your request to CFI Nunavik, taking into account the specific northern and cultural context, as well as any unique characteristics of the Nunavik region.**

**Example:** Nunavik is distinguished by its northern and cultural context. Children in this region face specific challenges, such as geographic isolation, intergenerational trauma, and the preservation of Inuit language and traditions within a school system modeled after Southern frameworks. These factors can lead to a loss of interest in studies or even school dropout, contributing to lower success rates compared to other regions of Quebec. Therefore, it is essential to consider these realities when developing tailored initiatives that address the needs of Nunavik's children, while supporting their academic success and valuing their culture.

**Demonstrate the lack or absence of services**

**Example:** Currently, there is a significant lack of specialized educational services in the Nunavik region, particularly those that are adapted to the Inuit cultural and linguistic realities. Available resources are limited, and teachers, often from outside the region, may not always have the tools or training needed to provide personalized and culturally relevant support to students in difficulty. Additionally, families have limited access to extracurricular programs suited to their lifestyle and community needs, which exacerbates educational and social disparities.

**Demonstrate the urgency of the request**

**Example:** The urgency of this request is heightened by the high dropout rates and loss of interest in studies observed in the Nunavik region. Without prompt intervention, many children risk not reaching their full potential, which could have serious repercussions not only on their personal future but also on the long-term well-being and development of the communities. It is crucial to act quickly to provide Nunavik's children with equitable opportunities while respecting their culture and identity.

**For requests concerning categories such as materials, products and equipment; vehicles; immobilization and infrastructure: Indicate that your organization will be responsible for maintenance, repairs, insurance, or necessary permits, etc.**

**Example:** The health center will be responsible for maintenance, repairs, insurance, and driver permits for the bus funded by CFI.



## HISTORY OF STEPS TAKEN:

### 3.1 Please provide details of the steps you took before submitting a funding request to CFI Nunavik:

- Have you taken any steps within your organization? Please elaborate.
- Have you submitted requests to different funding programs? If yes, which ones and specify the steps taken.
- If applicable, have you submitted a request to the Strategic Regional Plan (SRP)? Please detail your actions.
- If applicable, have you applied to the relevant ministry? Please explain the steps taken.
- If your project was already underway before the CFI request, how was it previously funded, and what changes have occurred since.
- It is essential to demonstrate the provincial financial involvement in your request, regardless of whether the outcome is positive or negative.

### 3.2 Indicate if you have partial but insufficient funding for this project.

- Indicate which other sources of funding you have applied for.
- Specify the amount of the funding that you received.

### 3.3 Demonstrate the actions that will be undertaken during the funding period to secure alternative funding to CFI (sustainability plan):

- How do you plan to involve the various organizations concerned with your project?
- How do you intend to seek alternative funding to CFI?
  - From which organizations or funding sources do you plan to request this support? Please explain your plan
- Are political advocacy efforts being considered as part of this project? If so, what are they?
- Will a working committee be formed to develop solutions? If so, specify the members of this committee and its purpose.
- If you are expecting funding (for example, from the ministry), please provide the expected amounts and the anticipated dates for receiving this funding.

### 3.4 If CFI has already funded this project, since the last request, please explain all the steps taken to find an alternative solution to CFI. Provide as many details as possible.

## ADDITIONAL INFORMATION RELEVANT TO YOUR APPLICATION

- If you have any information that you believe is essential for a proper understanding of the request, please make sure to share it with us.

## STEP 2: ONLINE FORM - HOW TO COMPLETE

Please complete the online form once you have gathered all necessary documents and information required to process your request. This form cannot be saved or resumed later. Please ensure you have all necessary information before starting.

### How urgent is your request?

Please select from the dropdown menu the option that best describes the children.

### Relationship with the children concerned by your project

Select the option that best represents you from the dropdown menu. If your type of relationship is not listed in the drop-down menu, select "Other" and specify the type of relationship.

In filling this request, I attest that my organization is informed of the process I am undertaking.

- Check the box to confirm that you understand. It is essential to follow your organization's internal procedures and the approval from your immediate supervisor is required to submit a request to CFI.

### Are you filling this request as an employee of an organization based in Nunavik or outside Nunavik?

- An organization based in Nunavik  
Please select your organization from the drop-down menu. If your organization is not listed in the list, select "Other" and specify which one.
- An organization based outside of Nunavik  
Please select your organization from the drop-down menu and specify the name of your organization. If your organization is not listed in the drop-down menu, select "Other" and specify which one.

## APPLICANT INFORMATION – THE PERSON SUBMITTING THE REQUEST

- Full name
- Title
- Professional contact information (Full address, phone number/extension, email).
- Contact Preference: Select the communication method by which we should reach you if we have any questions.
- Will the applicant be the contact person for this request?
  - Yes: You will be our contact for any clarifications or additional information.
  - No: You will need to provide the contact information of the contact person for this request (full name, phone number/extension, email, and preferred method of contact).

## PROJECT INFORMATION

- Approximate number of beneficiary children in Nunavik: Please specify the estimated number of children this project is expected to benefit.
- Minimum age of the children in the group: Please specify the approximate minimum age of the children targeted by this project.
- Maximum age of the children in the group: Please specify the approximate maximum age of the children targeted by this project.
- Indicate the expected start date of your project. If you know the exact duration, specify the end date. Please note that funding requests to CFI can **cover a project duration of up to one year**. However, funding may be renewed beyond this period by submitting a new, complete request.

- Select if your project will take place in Nunavik or outside of Nunavik:
  - The project will take place in Nunavik: Select from the dropdown menu the community or region in Nunavik where the project will take place.
  - The project will take place outside Nunavik: specify the city where the project will take place.
- Is this the first funding request submitted to CFI for this service or equipment?  
Indicate whether this is the first funding request submitted to CFI for this project.
  - If this is not your first request for the same project, please specify the ISC file number associated with the project.

## GOAL AND CONTEXT

Please select from the dropdown menu the reason for your funding request that best matches your situation. If none of the options apply, select "Other" and provide details about the reason.

### Goal of the Project

Briefly explain how this request meets the children's needs by providing a clear and concise summary in the online form.

### Context of the Project

Provide a clear and concise summary of the context for this project request in the online form.

## PRODUCTS / SERVICES REQUESTED

You can add multiple different services or products within a single project request. Please complete the fields for each requested service or product.

You can add services or products using "+Add service" at the bottom of the box. You can remove a service by clicking on the trash icon located to the right.

### Select the service or product requested for your project from the dropdown menu.

*If the requested service or product is not listed in the dropdown menu, select "Other" and specify what it is.*

Example:      Service 1: Professional Services  
                 Service 2: Product, Material, and Equipment  
                 Service 3: Travel Expenses

### Total service cost: Indicate the total cost of the requested service or product including taxes, shipping etc.

Example:      Service 1:      \$130,000.00  
                 Service 2:      \$1,600.00  
                 Service 3:      \$12,000.00

### Specify the services or products covered by the requested amount.

*Please provide all details justifying the amount requested.*

Example:      Service 1: Salary for a specialized educator, including per diem for 1 year.  
                 Service 2: Educational materials (laminator, pictograms, books, shipping, etc.)  
                 Service 3: Round-trip airfare to Nunavik, hotel accommodation, and per diem for meals.

Please attach to the online form a document detailing all costs related to the project.

Example of financial detail required for processing your request

Financial breakdown needed			Total \$
Professional services	<b>Salary</b> Hourly rate* hours*weeks	45\$/hr, 35 hrs/wk x 52 weeks	81 900,00 \$
	<b>Northern premiums</b> per educator	500\$/week x 52 weeks	26 000,00 \$
Travel expenses	<b>Flight tickets</b> Amount and cost per ticket	Travel South-North + return = 4000\$ x 4 Travel North-North x 10 (1000\$/travel) for clinical support and training	16 000,00 \$ 10 000,00 \$
	Accommodation	1000\$ for hotel per stay X10	10 000,00 \$
	Product, material and equipment	Support Materials	Office furniture, toys for activities, etc.
Total amount required			145 900,00\$
Funding from other sources			0 \$
Requested funding from CFI			145 900,00\$

## UPLOADING DOCUMENTS

You can upload as many documents as needed in each upload category.



### Support letter from the management of your organization and a professional under an order

A dedicated tool for recommendation letters is available on our website

- A letter of support from your immediate management endorsing your project and approving the submission of your request.
- A recommendation letter written by a certified health professional, who is a member of a recognized professional order and who supports your project.

### Quote for services or product

Financial details of all project costs

### Invoices for services and products (if applicable)

Invoice for services or products for which costs have already been incurred

### Any other relevant document

- **Supplementary CFI Project Document** detailing the objectives and context of your request (available on the website).
- If you have a document that you believe is necessary for the proper understanding of the request, please feel free to submit it here.

## COMMENTS

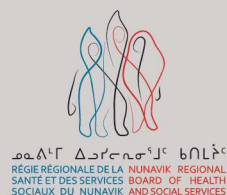
Use this space to provide any comments regarding the uploaded documents or include the password if a document is protected.

## FINAL REVIEW

Before signing, please ensure that the summary information of your request, as shown in the table on the online form, is accurate. If you notice any errors, return to the previous sections of the form to make the necessary corrections.

Before completing your request, if you have any questions, feel free to contact us by email, phone, or schedule an appointment through the booking platform.

Booking platform:	<a href="https://bit.ly/CFI-Booking">https://bit.ly/CFI-Booking</a>
Online form:	<a href="https://application.cfi.nrbhss.ca">https://application.cfi.nrbhss.ca</a>
Phone:	833-405-1234
Email:	<a href="mailto:cfi.nrbhss@ssss.gouv.qc.ca">cfi.nrbhss@ssss.gouv.qc.ca</a>



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