

Do you need to amend your Contribution Agreement?

When do I need an Amendment?

An Amendment is required when at least one of the following applies:

1. You have used or are planning to use Brighter Futures funding for programs/ initiatives other than those listed in your Contribution Agreement.
2. Your actual expenditures for one or more programs/ initiatives exceeds your original budget.
3. You had expenses under one or more programs/ initiatives that do not fit into the sub-categories listed in Schedule B of your Contribution Agreement.



Example:

Schedule B of your Contribution Agreement lists a youth workshop. The sub-categories are facilitator's fee, travel, accommodation, and food. You also had expenses for hall rental and supplies, but your Contribution Agreement does not list these sub-categories.

Why do I need an Amendment?

- ◆ Brighter Futures funding can only be used for activities or programs that are listed in Schedules A and B of your Contribution Agreement.
- ◆ Brighter Futures does not pay for expenditures that exceed a program's/ initiative's budget.

Through an Amendment,

- ◆ You can make projects/ activities that are not listed in your Contribution Agreement eligible for funding, and
- ◆ You may make expenditures that exceed a program's/initiative's original budget, eligible for funding.

What is an Amendment?

An Amendment is a legal document that:

1. Replaces, or is added to, Schedule A of your Brighter Futures Contribution Agreement,
and/or
2. Replaces, or is added to, Schedule B of your Brighter Futures Contribution Agreement.

What documents do I need to submit for a Brighter Futures Amendment?

1. Take your Brighter Futures Contribution Agreement
2. Open Schedule B of your Contribution Agreement. Schedule B is the budget you sent to the Department of Health and Social Services when you applied for Brighter Futures funding.
3. Delete all programs/initiatives that are listed in Schedule B but will not be implemented this fiscal year.
4. Add all programs/initiatives that are not listed in Schedule B but will be funded under Brighter Futures this fiscal year.
5. If you had expenses under any project/activity that do not fit in the given sub-categories, add relevant sub-categories and budgets.
6. If you had expenses under any program/ activity that exceed your budget, adjust your budget to actual expenditures.
7. Make sure that your revised budgets do not exceed the overall budget of your Contribution Agreement. If you increase the budgets of existing or add new projects/activities, cancel or decrease the budgets of other projects/ activities.
8. Now open Schedule A of your Contribution Agreement. Schedule A is the workplan you sent to the Department of Health and Social Services when you applied for Brighter Futures funding.
9. Delete the descriptions of all programs/initiatives that are listed in Schedule A but will not be implemented this fiscal year.
10. Add descriptions of all programs/initiatives that are not listed in Schedule A but will be funded under Brighter Futures this fiscal year.

11. Compare the information provided in your revised Schedules A and B:
- ◆ Are all projects/ initiatives listed in your revised Schedule B described in your revised workplan (Schedule A)?
 - ◆ Are all projects/ initiatives described in your revised workplan (Schedule A) listed in your revised Schedule B?
12. Finally, make sure that the figures in your revised budget are added up correctly.

Where do I send the documents?

Send your revised workplan and budget to the:

Wellness Planner
Prevention Services Unit
Department of Health & Social Services
Government of the Northwest Territories
6th Floor, Centre Square Tower - Box 1320
Yellowknife, NT X1A 2L9
Phone: (867) 920-3000
Fax: (867) 873-7706

What happens next?

The Wellness Planner at the Department of Health and Social Services will review your revised workplan and budget. If the documents are complete, an Amendment will be prepared and sent to your Band Council/Community Corporation for signature. Once the Band Council/Community Corporation and the Department have signed the Amendment, it either replaces or is added to Schedule A and/or B of your Brighter Futures Contribution Agreement.

Where can I get more information?

If you need more information or assistance, contact the Wellness Planner at the above address.