

## Checklist for projects with Northern Village (NV) as the sponsoring institution

To be a project manager demands a few responsibilities and roles. When you apply for a project where the NV is the sponsoring institution, there are several things to keep in mind.

The steps below will help you have a successful project:

1. Project manager must present the project to the Mayor and Secretary Treasurer, who must agree to take on the project as the sponsoring institution.
2. Project manager must present the project to council and get a resolution, and send it to Ungaluk with the application form.
3. If the project is approved, the Mayor will sign the funding agreement.
4. Project manager and Secretary Treasurer should both have a copy of the signed Ungaluk Funding Agreement and Approval Letter, and keep it in a file (paper copy and electronic).
5. Before the project begins, there will be a conference call between the project manager, the Secretary Treasurer and the Ungaluk staff member to make sure that everybody has the same understanding of the budget and roles/responsibilities.
6. Project manager and Secretary Treasurer must determine their roles:
  - a. As the NV is the sponsoring institution of the project, the NV can pause or stop the project at any time if they feel there is an issue with the project manager. The NV must notify the Ungaluk staff member beforehand.
  - b. Project manager is responsible for keeping track of the budget.
  - c. Expenses should be pre-authorized by the Secretary Treasurer to assure that the expense is within the budget.
  - d. Project manager must make sure that expenses made are the same as those listed in the budget in the Ungaluk funding agreement.
  - e. If the Secretary Treasurer is unsure of authorizing certain expenses, they can contact the Ungaluk staff member and they will review the funding agreement and budget together.
  - f. Secretary Treasurer is responsible for documenting all of the expenses and producing a project income detail for the mid-term and final project reports.
  - g. The Secretary Treasurer will open a special specific project for Ungaluk. If there are other funders funding the project, the Secretary Treasurer will open another special project for the other funders.
  - h. Secretary Treasurer will keep a file for project managers with copies of all the invoices, receipts related to the project, and give it to the project manager when needed
    - i. Secretary Treasurer will also keep the invoices, receipts, etc. in the supplier file
  - i. Project manager will be responsible for asking the Secretary Treasurer for an expenses list every so often to make sure they do not go over budget

- j. Secretary Treasurer should meet with Project manager every so often to make sure the project is not going over budget and the expenses match the funding agreement
- 7. If there are any changes made to the project, the Project manager must first get permission from the Ungaluk staff member before making any changes. After, the Project manager must notify the Secretary Treasurer.
- 8. Project manager and Secretary Treasurer must work together to complete:
  - a. Financial report for Ungaluk so that the Ungaluk financial report matches the budget in the Ungaluk funding agreement and the project income detail
- 9. If the Project Manager leaves the project, he/she is responsible for transferring all documents and provide a training to the new Project Manager, and will have to inform the Secretary Treasurer and the Ungaluk staff member.

\* Ungaluk staff can be contacted at any time for assistance.