



# BC Capacity Initiative

## 2009/2010

### PROPOSAL GUIDELINES

**PROPOSAL CLOSING DATE:**  
**4:30 PM on Tuesday, November 4, 2008.**

1. **EMAIL** your application and all supporting documents to [bcltscapacity@inac.gc.ca](mailto:bcltscapacity@inac.gc.ca) .
2. Copy the following text in the email subject line: **BCCI 2009/2010 Proposal Submission: [Applicant Name]**.
3. Please review **Proposal Guidelines, Section 5. Application Process** for detailed instructions.

BC Capacity Initiative Secretariat  
Suite 600 - 1138 Melville Street  
Vancouver BC  
V6E 4S3

TEL: (604) 775-5118

WEBSITE: [www.bccapacity.org](http://www.bccapacity.org)

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BC Capacity Initiative 2009/2010

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## 1. ABOUT THE BC CAPACITY INITIATIVE

The national component of the BC Capacity Initiative is the Negotiation Preparedness Initiative. The BC Capacity Initiative is a proposal-driven funding initiative developed to enhance BC First Nations' capacity to prepare for consultation, negotiation, implementation or management of land and resources components of current or future aboriginal title settlement agreements. First Nations' communities identify their priority capacity needs and submit proposals for projects to develop the land and resources expertise needed in their organizations.

The delivery of the BC Capacity Initiative is the joint responsibility of the Capacity Initiative Council and the Capacity Initiative Secretariat.

The Capacity Initiative Council (CIC) provides the overall broad direction for the BC Capacity Initiative, establishes policy guidelines, assesses the merit of capacity building proposals and recommends proposals for funding. The Capacity Initiative Council is composed of ten members including eight from First Nations communities and organizations, and one each from industry and labour organizations.

The day-to-day administration of the BC Capacity Initiative is carried out by the Capacity Initiative Secretariat (CIS) office administering out of the Governance & Capacity Building unit of Lands and Trusts Services, BC Region.

### Guiding Principles

The following principles have been adopted by the Capacity Initiative Council to guide their oversight of the BC Capacity Initiative.

- First Nations' communities control their capacity building.
- Mutually beneficial partnerships with non-First Nations organizations are an important element of capacity building. There must be a clear transfer of knowledge to the community.
- There is a demonstration of long-term capacity development in land and resources with an emphasis on the retention of capacity once it is developed.
- Capacity building maximizes benefits to the participating First Nations.
- Capacity building enhances First Nations' independence and inter-connections.
- A First Nation's community vision of where it wants to be in the future should drive their capacity building.
- Capacity building integrates participatory or consultative approaches that demonstrate sensitivity to aboriginal values and culture.



- Education, training and practical experience in land and resources are integral to capacity building.
- Capacity building is tied to, and built upon, opportunities that are real and achievable.

### Types of Proposals

Proposals may be submitted to the BC Capacity Initiative on behalf of one First Nation community or organization, or on behalf of several First Nations communities who are working together on a regional capacity building initiative.

Regional proposals provide an opportunity for First Nations to combine available skills and resources to deal with broad or complex issues that are beyond the capacity of a single community to address or require inter-community or regional coordination. Proposals submitted for regional projects must demonstrate efficiencies in the use of available resources and maximize benefits to the several participating First Nations communities.

### Types of Activities

The BC Capacity Initiative can support a broad range of activities that contribute to First Nations' capacity to consult, negotiate, implement or manage land and resources components of current or future aboriginal title settlement agreements. Below are categories of activities supported:

- Comprehensive community planning to establish the strategic foundation for where a community wishes to be once aboriginal title settlement agreements have been achieved.
- Developing land and resources governance structures and regulatory frameworks that are linked to land and resources consultation, negotiation or management.
- Developing land and resources skills through sector-specific training by accredited institutions and on-the-job assignments, or professional skills development in key areas that support consultation, negotiation and management of land and resources.
- Surveying, inventory and recording of traditional land use and resource management knowledge.

Please also visit [www.bccapacity.org](http://www.bccapacity.org) where a list of BC Capacity Initiative funded projects is available for download.



## Funding Term and Amounts

Proposals are considered for funding in the fiscal year April 1, 2009 to March 31, 2010. Funding commitments are for one fiscal year (Contribution Funding), and are subject to the appropriation of funds for the BC Capacity Initiative. The Capacity Initiative Council fully allocates all 2009-2010 BC Capacity Initiative funds when recommending the proposals in March 2009.

The maximum amount of funding available for a proposal submitted on behalf of one First Nation community or organization is **\$75,000**. The maximum funding available for a regional proposal submitted on behalf of several First Nation communities (two or more) is **\$200,000**.



## 2. ELIGIBILITY REQUIREMENTS

Please review the following requirements to find out if your proposal is eligible for support by the BC Capacity Initiative.

- The First Nation(s) participating in the proposed project has/have asserted a land claim or aboriginal title which remains unresolved.
- Proposals must address the building of capacity to prepare for consultation, negotiation, implementation or management of land and resources components of current or future aboriginal title settlement agreements.
- Eligible applicants include Bands, Tribal Councils, registered societies, and incorporated organizations representing First Nations who are working together on a project.
- Applicants must be legal entities representing First Nations or Bands, exclusively, under the Indian Act.
- An applicant's most recent annual audited statement must be accepted by Indian and Northern Affairs Canada.
- One proposal will be accepted per applicant. Please note that First Nations who are participating in a regional proposal may also submit a proposal on behalf of their community.
- Previously-funded applicants must demonstrate progress in their capacity building and explain how this progress will continue to be made through the proposed project.
- There must be no reports outstanding from previously-funded BC Capacity Initiative projects.
- There must be no duplicate funding from other federal sources or programs for portions of the project to be funded by the BC Capacity Initiative. The BC Capacity Initiative can complement parts of projects funded under other programs if these contribute to the purpose and objectives of the BC Capacity Initiative.
- Proposals must include evidence of broad community support for the project in the form of a Band Council Resolution, Tribal Council Resolution, or letter of support for the project from the leadership of participating communities.
- Proposals must be received by the application due date.



### 3. WHAT CAN BE FUNDED

Allowable project costs include, but are not limited to:

- Salaries and benefits
- Honoraria
- Tuition fees and training services
- Information and software needed to support the project
- Consulting services
- Supplies and materials
- Travel

Please note the following guidelines on allowable project costs:

- Consulting fees for the assistance of a consultant on the project must be reasonably and justifiably based on the experience and qualifications of the consultant.
- Honoraria for community cultural advisors will be accepted at a rate of \$50 per person for a half-day, or \$100 per person for a full-day. The total honoraria paid may not exceed 15% of the total BC Capacity Initiative funding request.
- Administrative, clerical and other overhead costs related to the use of office facilities, computers and telecommunications equipment may not exceed 3% of the total BC Capacity Initiative funding request.
- Capital expenditures may not exceed 6% of the total BC Capacity Initiative funding request. Amounts in excess of 6% may be considered on an exceptional basis.

The BC Capacity Initiative will not fund:

- Proposal development
- On-going program operations
- Economic development projects



#### 4. SCREENING CRITERIA

Eligible proposals will be screened on the basis of the following criteria:

##### Project Description

*(Answer Application Question Part B. Project Information. If proposal is regional, answer Question Part B.2 Description of Project also.)*

- The scope of the project must be focussed.
- There is a clear description of what the project is trying to accomplish and how.
- The capacity gaps to be addressed are clearly listed.
- Capacity gaps are well-defined, specific and logically connected together.
- An approach or method to be used to address each of the gaps is clearly identified.
- Key deliverables of the project are listed. These deliverables can be of general outcomes but they must be achievable. The deliverables listed in Part H Deliverables table will be more specific with measurables.
- This applies to both single and regional proposals.

If the proposal is for a Regional Project:

- There is a clear need to carry out the project at the regional level.
- The administrative and technical efficiencies that will be achieved through the regional project are shown.
- A possible recipient for the regional proposal is identified so that the most recent annual audited statement can be checked.
- Define the benefits to the several participating communities.

##### Link to Related Initiatives

*(Answer in Application Questions Part B.3 Project Information, and Parts E. Project Partnerships, F. Other Federal Program Contribution, G. Larger Project and H. Budget Summary.)*

- The proposal has the potential to support or advance other land and resources initiatives. Clearly identify what these initiatives are, and how they would work with the BC Capacity Initiative project (*Part B.3*).
- Funding from other sources (e.g. partners, Provincial or other Federal funding) supports parts of the BCCI project (and visa versa). Such parts must be clearly identified in Part B Project Information (*Part B.3*), identified in Parts E and F, Project Partnerships and Other Federal Program Contribution and Part G, Larger Project.
- If the applicant is a previous recipient of BC Capacity Initiative funding (*Part D*), they must have a strong indication that progress will continue to be made on capacities achieved in previously-funded BC Capacity Initiative projects. A clear distinction of the purpose and the deliverables must be made between the current-year proposal and the previous-year project; otherwise the proposal may be reviewed as “a repeat of previous year’s deliverables”.
- If the applicant has been funded previously by the Capacity Initiative, there must be no outstanding required reporting (e.g. Interim Progress and/or Final Reports).



### Link to Strategic Plan

*(Answer in Application Question Part B.4 Project Information.)*

- The project is proposed within the context of a community's or organization's Strategic Plan document (or is for the development of a Strategic Plan). The proposal clearly explains how the project supports strategic planning objectives.
- A copy of the applicant's current Strategic Plan document is provided.
- If there isn't a strategic plan, provide a community's vision or mission statement.

### Community Participation

*(Answer in Application Question Part B.5 Project Information.)*

- Participatory or consultative approaches that demonstrate sensitivity to aboriginal values and culture are integral to the project's methodology. The proposal clearly explains how the community will be involved in the project.
- Includes activities such as involvement of community groups such as youth or Elders, family, clan or communities in consultations, interviews or decision-making.

### Commitment to Retain Capacity

*(Answer in Application Question B.6 Project Information.)*

- There is a long-term commitment to capacity building in land and resources. The proposal explains how the capacity achieved through the project will be retained once it is developed.
- Provide indication to retain or build on results of the BC Capacity Initiative project including elements of project phasing, financial, business planning, employment or other operational support.

### Applicant's Record of Achievement

*(Answer in Application Question Part D Previously Funded Endeavours.)*

- The applicant has had success with previously-funded endeavours. Identify previous BC Capacity Initiative projects and/or projects funded by other programs/initiatives.
- If the applicant has been funded previously by the Capacity Initiative, there must be no outstanding required reporting (e.g. Interim Progress and/or Final Reports).

### Partnerships

*(Answer in Application Questions Parts E. Project Partnerships, F. Other Federal Program Contribution and H. Budget Summary (Excel Table); some details may be described in Part B.1 Project Information.)*

- The proposal incorporates external financial, human resources or in-kind partnerships. There is evidence (letter of support) of commitments by partners explaining what they are prepared to contribute to the project.
- The stronger the commitments by external partners, the better but for Phase 1 of the proposal process indicate the tentative external partnerships. If the proposal is recommended by the Capacity Initiative Council, external partnerships will be confirmed during Phase 2 of the proposal process.



## Sound Budget

*(Answer in Application Question Part B.1 Project Information and Part H. Budget Summary (Excel Table).)*

- The BC Capacity Initiative budget is based on well-documented needs (this to be explained in the budget document or in Part B.1 Project Information).
- The proposal is cost-effective (balance between amount of funding requested to how the proposal will be delivered and the number of deliverables that will be completed).
- The budget table is complete and consistent, and clearly shows what the BC Capacity Initiative funding will be used for.
- Cost allocations emphasize internal capacity building.
- The **BC Capacity Initiative Budget Summary** is provided as an Excel table. This table is where general breakdown for each BC Capacity Initiative expenditure is identified, such as:
  - Expenditure #3 Employee Salaries & Benefits may total at \$30,000, under “BCCI CASH”, in the breakdown table, list the positions it covers (e.g. office staff, community member, technician), individual rate (e.g. \$/hr), duties (job title).
- Consulting fees and salaries are reasonable and justifiable; if further details required, explain in Part B.1 and or in the Budget Summary table.
- If total project costs are shared between the BC Capacity Initiative and the applicant and their partner(s) - identify estimates of funding from other sources in the Excel table.

## Deliverables

*(Answer in Application Question Part C Project Deliverables.)*

- The proposal has clear, specific and measurable project deliverables.
- Deliverables are tangible items that are produced to complete the project. For example:
  - If a report is the deliverable (e.g. Strategic Plan, Land Use Plan, Comprehensive Community Plan), an executive summary with a table of contents must be provided with the submission of the BCCI Final Report.
  - If individuals are sent to training sessions or workshops, a completion certificate must be included with the submission of the BCCI Final Report.
  - If a series of meetings is to take place, the meeting agenda must be included with the submission of the BCCI Final Report.

## Other Financial Contributions

*(Answer in Application Question Part H. Budget Summary (Excel Table) and Parts E. Project Partnerships, and F. Other Federal Program Contribution.)*

- The financial commitments to the project from sources other than the BC Capacity Initiative (i.e. from the applicant, partners, and/or other federal programs).
- Firm commitments will strengthen the proposal, but tentative contributions will also benefit the proposal in the Phase 1 process.
- Provide letter of support that shows commitment or tentative commitment to provide funding.



## 5. APPLICATION PROCESS

The BC Capacity Initiative proposal process is a two-phase application process. A step-by step description is provided below.

### PHASE 1

#### **Step 1: Prepare your Proposal Application**

The BC Capacity Initiative Application Form is designed to provide a snapshot of what the project is, and how well it fits with the purpose of the BC Capacity Initiative. To prepare your application to the BC Capacity Initiative you will need to:

- Read the Call for Proposals Letter, Guidelines and Application Forms, specific to the current fiscal year, posted on the BC Capacity Initiative website ([www.bccapacity.org](http://www.bccapacity.org)). These documents will give you information that you will need to complete your application.
- To complete your BC Capacity Initiative Proposal Application Form, both the application form and Excel budget table must be answered. Both forms are locked documents; they cannot be edited except for the text fields specific for each question. **TAB** to each text box to enter your response. All text boxes are expandable.
- Keep your responses focused on the questions asked and within a page in length. All answers are to be answered in these two documents. If there is additional information that cannot be included in these documents, please create an additional document that will contain the information and identify the question that the information relates to.
- Review your community's or organization's Strategic Plan document to ensure that there is a clear link between what you propose to do and the capacity needs identified in the Strategic Plan. Identify this link in your proposal. Include a copy of the Strategic Plan.
- Obtain recent Band or Tribal Council Resolution, and letters of community support. If a resolution is provided, please ensure that quorum is reached with signatures.
- Obtain letters of support from external project partners. Please have these letters identify what kinds of support (e.g. in-kind staff, financial support) and identify the amount. This must also be reflected in Part H, Budget Summary table (Excel Table).
- Refer to Section 10. Appendix A, page 17, for definitions of fields in the application form.

If you have been funded previously by the BC Capacity Initiative, review what has been achieved to date, and what gaps remain to be filled. Identify clearly and specifically the new deliverables that the proposal is building upon. BCCI does not fund projects that are repeating themselves. If you do not have the information, please contact the Capacity Initiative Secretariat to request for previously funded project information.



## Step 2: Submit your Application

Your application must be received by the BC Capacity Initiative Secretariat by 4:30 PM on Tuesday, November 4, 2008.

**Email** your application to [bcltscapacity@inac.gc.ca](mailto:bcltscapacity@inac.gc.ca) . Copy the following text in the email subject line: **BCCI 2009/2010 Proposal Submission: [Applicant Name]**.

If there are documents that cannot be emailed, please clearly mark the documents with the same subject line, "**BCCI 2009/2010 Proposal Submission: [Applicant Name]**", so that they can be compiled together. Do not send duplicate documents. If you have sent a document by email, do not mail the same document and visa versa. Mail the documents **postmarked by the closing date** to:

BC Capacity Initiative Secretariat  
Suite 600 - 1138 Melville Street  
VANCOUVER, BC  
V6E 4S3

A confirmation of receipt will be emailed to the applicant before the end of November.

A letter of decision for recommendation for funding will be sent to the identified contact person at the end of February or early March of the following year.

Proposals which have been recommended for funding will proceed to **Phase 2, Project Plan Development**.

### PHASE 2

In Phase 2, applicants develop their project and budget details that are necessary to prepare funding arrangements.

Examples of project details to be developed in Phase 2 include:

- A detailed project work plan
- A detailed budget breakdown of project costs
- An expenditure plan that identifies the monthly disbursement of BC Capacity Initiative funding
- Training plans for any proposed job-shadowing, mentorship or on-the-job training
- Firm partnership agreements including specifics of partner contributions
- Information to fill minor gaps in the Application Form submitted in the Fall

Additional project details may be required for Regional Projects.



## BC Capacity Initiative Proposal Process Summary

### NOVEMBER 2008

- Applications are received on Tuesday, November 4, 2008 by 4:30 pm by email, [bcltscapacity@inac.gc.ca](mailto:bcltscapacity@inac.gc.ca).
- Applications are first screened for eligibility before continuing on in the proposal process.
- Applications are then entered in the BC Capacity Initiative Database.
- A confirmation of receipt letter will be sent out at the end of November.
- Eligible applications are then evaluated and assessed for merit by Phase 1 Reviewers. This will continue until January 2009.

### DECEMBER 2008

- Continuation of the proposal review and evaluation by the Phase 1 Reviewers.

### JANUARY 2009

- Wrapping up of the proposal review and evaluation by the Phase 1 Reviewers.
- Preparation for the Proposal Recommendation Council Meeting begins.

### FEBRUARY 2009

- Capacity Initiative Council meets for the 2-day Proposal Recommendation Council Meeting.
- Applicants will be advised of the results of recommendation in late February or early March 2009.

### MARCH 2009

- Development of detailed project and budget information (Phase 2 of the review process) of recommended proposals takes place.
- Phase 2 Reviewers work with First Nations on their project plan.

### APRIL 2009

- Selected proposals will be recommended for funding, subject to completion of detailed project and budget information for the Phase 2 Review in April 2009.
- Applicants that complete the Phase 2 Review will be advised by letter with details of the BC Capacity Initiative terms, conditions and reporting requirements.

## 6. BASIS AND TIMING OF PAYMENTS

Indian and Northern Affairs Canada (INAC) will release project funds on a monthly basis according to the expenditure plan (see above). Please note that no more than 50% of the project budget can be disbursed before interim progress reports (halfway point of the project) are received by the BC Capacity Initiative Secretariat. Also, be advised that funding will be released only after funding arrangements have been agreed to, and agreements are signed. Project can begin on April 1 or as soon as the agreement is signed, but BCCI funding will be released at the earliest on June 1. All BC Capacity Initiative project funds must be expended by March 31.



## 7. DELIVERABLES TO THE BC CAPACITY INITIATIVE

Each funding arrangement will include Terms and Conditions for financial and narrative reporting. In addition, recipients will be asked to contribute deliverables that can be shared with other First Nations to support First Nations inter-connections and learning from each other.

### Reporting

Narrative Reports	
<b>Interim Progress</b>	An Interim Progress Report is required by September 30 <sup>th</sup> .  Projects that begin after September will not submit an Interim Progress Report.
<b>Final</b>	Projects must be completed by March 31 <sup>st</sup> , a Final Report is required by the following May 31 <sup>st</sup> .

The Capacity Initiative Secretariat will provide report templates to all approved BCCI projects by email. There will be two report templates: Interim Progress and Final Report templates. A recipient's Final Report is public information and INAC may publish it in an Annual Report.

### Mid-term Project Reviews

Projects may be asked to participate in a brief telephone interview during the fiscal year. These interviews are informal and will provide an opportunity for the Secretariat to better respond to First Nations' requests and inform projects of the Initiative's requirements.

## 8. NEED MORE INFORMATION?

Please review the Fact Sheet for frequently asked questions (Section 9. Frequently Asked Questions - FAQ). If you have any more questions on what is required to submit a proposal to the BC Capacity Initiative, please contact:

BC Capacity Initiative Secretariat  
Suite 600 - 1138 Melville Street  
VANCOUVER, BC  
V6E 4S3

TEL: (604) 775-5118  
Email: [wongal@inac-ainc.gc.ca](mailto:wongal@inac-ainc.gc.ca)

Please also visit our website at [www.bccapacity.org](http://www.bccapacity.org).



## 9. FREQUENTLY ASKED QUESTIONS - FAQ

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**Q: Who is eligible to apply?**

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A: Bands, Tribal Councils, registered societies, and incorporated organizations representing First Nations only who are working together on a project is eligible to apply. Applicants must be legal entities representing First Nations or Bands under the Indian Act. Please refer to the Capacity Initiative Proposal Guidelines for further details.

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**Q: What types of activities are funded?**

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A: The BC Capacity Initiative can support a broad range of activities that contribute to First Nations' capacity to consult, negotiate, implement or manage land and resources components of current or future aboriginal title settlement agreements. Below are categories of activities supported:

- Comprehensive community planning to establish the strategic foundation for where a community wishes to be once aboriginal title settlement agreements have been achieved.
- Developing land and resources governance structures and regulatory frameworks that are linked to land and resources consultation, negotiation or management.
- Developing land and resources skills through sector-specific training by accredited institutions and on-the-job assignments, or professional skills development in key areas that support consultation, negotiation and management of land and resources.
- Surveying, inventory and recording of traditional land use and resource management knowledge.

Please refer to the Capacity Initiative Proposal Guidelines for further details.

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**Q: Can we have more than one BCCI proposal?**

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A: One proposal will be accepted per applicant. Please note that First Nations who are participating in a regional proposal (e.g. proposal from a Tribal Council) may also submit a proposal on behalf of their community (e.g. proposal from a member band) as long as the project is not being duplicated.

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**Q: How much can we apply for?**

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A: The **maximum** amount of funding that can be requested for a proposal that is submitted on behalf of one First Nation community or organization is \$75,000 for one fiscal year. The **maximum** funding available for a regional proposal that is submitted on behalf of several First Nation communities is \$200,000 for one fiscal year.

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**Q: What costs are allowable? What costs are not allowable?**

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A: Allowable project costs include, but are not limited to:

- Salaries and benefits
- Honoraria
- Tuition fees and training services
- Information and software needed to support the project
- Consulting services
- Supplies and materials
- Travel

Please refer to the Capacity Initiative Proposal Guidelines for further details and maximum amounts for some of the costs.



## FREQUENTLY ASKED QUESTIONS (CON'T)

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**Q: When does the project have to be done?**

A: Projects must be completed within one fiscal year (i.e. Project for fiscal year 2009/2010 can begin on or after April 1<sup>st</sup>, 2009, and must be completed by March 31<sup>st</sup>, 2010, or earlier).

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**Q: What happens after we submit our proposal by closing date?**

A:

- Applicants will receive a letter of receipt of application in December from the Capacity Initiative Secretariat.
- Applications are then screened for eligibility. Applicants of ineligible applications will be notified. Eligible applications are then evaluated and assessed for merit by the Capacity Initiative Council. Applicants will be advised of the results of this evaluation process by a letter of decision in February or early March.
- Selected proposals will be recommended to INAC for funding approval in March, subject to submitting detailed project and budget information.

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**Q: How do we know if we have been approved?**

A: Applicants will receive a letter of recommendation indicating that a Funding Agreement is being generated for signature by both INAC and the recipient. Applicants may receive this letter as early as April 2009.

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**Q: When will funding begin if I have been approved?**

A: If the Contribution Agreement is signed by the recipient's Chief and Council and returned to INAC in a timely manner, funding will begin as early as June, unless otherwise planned. If expenses will be incurred during April and May, please plan for June's disbursement to cover the costs for all three months.

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**Q: What do I do if my proposal was not approved/funded?**

A: Contact the BC Capacity Initiative Secretariat, Alice Wong, at [wongal@inac-ainc.gc.ca](mailto:wongal@inac-ainc.gc.ca) or (604) 775-5118, to request a summary or discuss the evaluation comments made on the proposal during the proposal review process.

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**Q: Is there an appeal process?**

A: No. BC Capacity Initiative funding is fully allocated each year during the Council Proposal Recommendation Meeting.

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**Q: What if my proposal does not arrive at 1138 Melville by the closing date and time?**

A: **The proposal application must arrive at 1138 Melville by 4:30 pm on Tuesday, November 4, 2008.** The proposal will not be accepted and reviewed if it is late.

Supporting documents that are mailed should arrive on the same date. Please contact the Secretariat if supporting documents will be arriving later, there will be some flexibility on this.

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**Q: Who do I contact if I have questions about the proposal process?**

A: Contact the BC Capacity Initiative Secretariat, Alice Wong, at (604) 775-5118.



10. APPENDIX A

Program Authority/Applicable Legislation

Funding is provided under the authority: Contributions to support the negotiation process for comprehensive, specific and special claims and self-government initiatives.

Field Definitions

Field	Definition
<b>A. APPLICANT INFORMATION</b>	
<b>Applicant Name</b>	The name of the band, tribal council or First Nation organization.
<b>Applying on behalf of</b>	The Band or First Nation name on whose behalf the application is being made.
<b>Address, Telephone, Fax, Email</b>	The contact information of the applicant. A valid postal code is in upper case in the format X9X9X9. A valid telephone number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999. A valid fax number includes the 3 digit area code in the format 9999999999.
<b>PRIMARY CONTACT - Project Manager: Given Name, Family Name, Title/Position, Telephone, Email</b>	The name and contact information of the project manager. A valid telephone number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999. A valid email address may be in upper or lower case in the format a@a.ca.
<b>SECONDARY CONTACT: Given Name, Family Name, Title/Position, Telephone, Email</b>	The name and contact information of a secondary contact person. A valid telephone number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999. A valid email address may be in upper or lower case in the format a@a.ca.
<b>Proposal written by : Given Name, Family Name, Title/ Position</b>	The name and title/position of the proposal writer.
<b>B. PROJECT INFORMATION</b>	
<b>Project Name</b>	The main title of the project.
<b>BCCI Funding Requested (\$)</b>	The amount of BC Capacity Initiative funding requested for one fiscal year. Single First Nation applicant can apply for maximum, \$75,000; two of more First Nations or First Nations organizations can apply for maximum, \$200,000.
<b>Project Start Date</b>	The scheduled start date of the project, in the format of YYYY-MM-DD. The start date can be April 1, 2009 or later. This date must be within one fiscal year of the end date.
<b>Project End Date</b>	The scheduled completion date of the project, in the format of YYYY-MM-DD. The end date can be March 31, 2010 or earlier. This date must be within one fiscal year of the start date.



Field	Definition
<b>Description of Project</b>	<p>In the following areas, an explanation of how this project will:</p> <ul style="list-style-type: none"> <li>▪ Enhance capacity and expertise of Aboriginal group to prepare for consultation, negotiation, implementation or management of lands and resources components of current or future aboriginal title settlement agreements. Include (1) the capacity gaps to be addressed; (2) the approach or method used to address these gaps and; (3) the key deliverables of the project.</li> <li>▪ If applicable, what coordination is involved and what are the benefits of being organized as a regional project.</li> <li>▪ If applicable, an explanation of how this project would advance other capacity building project (past or present).</li> <li>▪ Relate to the community's Strategic Plan (or vision).</li> <li>▪ Involve the community.</li> </ul> <p>An explanation of how the capacity developed through this project will be retained after the project is completed.</p>
<b>C. SUMMARY OF BC CAPACITY INITIATIVE PROJECT DELIIVERABLES</b>	
<b>Deliverable</b>	A brief description of the deliverables. Note: Deliverables are specific, measurable and tangible items that must be produced to complete the project. There are boxes for five deliverables to be listed. If there are more, list the remaining ones on a separate page.
<b>Measurable Indicator</b>	A brief description of the measurable indicators for each deliverable. Examples of "Measurable Indicators" are, number of people trained, list the reports or plans drafted or completed, list the courses or workshops that funding was applied to, number of meetings held. Proof of completion of Measureable Indicators are provided in the Final Report (e.g. for meetings held, an agenda or meeting minutes is provided; for courses, copy of a certificate of completion is provided)
<b>D. PREVIOUSLY FUNDED ENDEAVOURS:</b> Identification of previously funded endeavours	
<b>Organization/Program</b>	The organization name or program involved in previously funded endeavours.
<b>Contact</b>	The name and telephone information of the contact. A valid telephone number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999.
<b>E. PROJECT PARTNERSHIPS:</b> Identification of partners, including Provincial government, who will contribute financial, human resources or in-kind support to the project. Include letters of support.	
<b>The organization name involved in the project partnership.</b>	The name and telephone information of the contact. A valid telephone number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999.



Field	Definition
<b>F. OTHER FEDERAL PROGRAM CONTRIBUTIONS:</b> Identification of other federal programs that are contributing funds for any portion of the BCCI proposal in fiscal year 2009-2010.	
<b>Federal Program</b>	The federal program that is providing other contributions.
<b>Contact</b>	The name and telephone information of the contact. A valid telephone number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999.
<b>G. LARGER PROJECT</b>	
<b>Larger Project description</b>	If the BC Capacity Initiative funding will be used to support a portion of a larger project, describe the larger project and how your BCCI proposal is part of this.
<b>H. BC CAPACITY INITIATIVE BUDGET SUMMARY:</b> (Separate Excel spreadsheet table) The Budget Summary provides a roll-up showing amounts budgeted for project expenditures. This summary includes contributions made by the BC Capacity Initiative, the Applicant (cash/in-kind) and Partners (cash/in-kind). Refer to the Proposal Guidelines for details on eligible expenditures. Further breakdown (a brief description) of each "BCCI CASH" item identified below is required to provide clarification of how the monies will be allocated. A brief description is also needed for any Applicant and/or Partner contributions. Support letters or documentation is beneficial.	
<b>Expenditures/Sources</b>	For each of the expenditures below under "BCCI CASH", provide a general breakdown for each amount identified in a separate tab in the Excel spreadsheet. For example, Employee Salaries may total \$30,000, under "BCCI CASH", in Tab 3, list the people involved (e.g. office staff, community member), each of their rate (e.g. \$/hr), and their duties (job title). If such details are unavailable, indicate "no details available".
<b>I. SUPPORTING DOCUMENTS</b>	
<b>Supporting Documents</b>	Check the box indicating which document is being submitted: <ul style="list-style-type: none"> <li>• Band Council or Tribal Council Resolutions (BCR/TCR) indicating community support or;</li> <li>• Certificate of Incorporation (for First Nation businesses, societies or organizations only);</li> <li>• Letters of support from Community Leaders;</li> <li>• A copy of the current Strategic Plan document. (Digital copy is preferred; document can be provided on disk instead of a hard copy);</li> <li>• Copies of any supporting documents. (e.g., agreements, background information, maps, etc.) (Digital copy is preferred; document can be provided on disk instead of a hard copy).</li> </ul>



Field	Definition
<b>Approval Block</b>	
<b>Given Name, Family Name, Title, Date</b>	The given name, family name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged. Dates are in the format of YYYY-MM-DD.

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