



BC Capacity Initiative 2010/2011

PROPOSAL GUIDELINES

PROPOSAL CLOSING DATE:

4:30 PM on Wednesday, October 21, 2009.

1. **EMAIL** your application and all supporting documents to bcltscapacity@inac.gc.ca .
2. Copy the following text in the email subject line: **BCCI 2010/2011 Proposal Submission: [Enter 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
EMAIL: bcltscapacity@inac.gc.ca
WEBSITE: www.bccapacity.org



BC Capacity Initiative 2010/2011



TABLE OF CONTENTS

TABLE OF CONTENTS	1
1. ABOUT THE BC CAPACITY INITIATIVE	1
Guiding Principles	1
Types of Proposals	2
Project Sectors	2
Types of Activities	3
Project Activities	3
Funding Term and Amounts	4
2. ELIGIBILITY REQUIREMENTS	5
3. WHAT CAN BE FUNDED	6
▪ Administrative, clerical and other overhead costs	6
▪ Employee salaries and benefits	6
▪ Honoraria	6
▪ Tuition fees and training services	6
▪ Information and software costs	6
▪ Consulting fees	6
▪ Supplies and materials	7
▪ Capital expenditures	7
4. SCREENING CRITERIA	8
Project Description	8
Link to Related Initiatives	8
Link to Strategic Plan	9
Community Participation	9
Commitment to Retain Capacity	9
Applicant's Record of Achievement	9
Partnerships	10
Sound Budget	10
Deliverables	10
Other Financial Contributions	11
Proper Proposal Application Documentation	11
5. APPLICATION PROCESS	12
PHASE 1	12
Step 1: Prepare your Proposal Application	12



Step 2: Submit your Application	13
PHASE 2	13
BC Capacity Initiative Proposal Process Summary	14
October 2009	14
November 2009	14
December 2009	14
January 2010	14
February 2010	14
March 2010	14
April 2010	14
6. BASIS AND TIMING OF PAYMENTS	15
7. DELIVERABLES TO THE BC CAPACITY INITIATIVE	15
Reporting	15
Mid-term Project Reviews	15
8. NEED MORE INFORMATION?	16
9. FREQUENTLY ASKED QUESTIONS - FAQ	17
10. APPENDIX A	20
Program Authority/Applicable Legislation	20
Field Definitions	20
A. APPLICANT INFORMATION	20
B. PROJECT INFORMATION	20
B. PROJECT INFORMATION (con't)	21
C. SUMMARY OF BC CAPACITY INITIATIVE PROJECT DELIIVERABLES	22
D. PREVIOUSLY FUNDED ENDEAVOURS:	22
E. PROJECT PARTNERSHIPS	22
F. OTHER FEDERAL PROGRAM CONTRIBUTIONS	22
G. CONSULTANTS	22
H. LARGER PROJECT	22
I. BC CAPACITY INITIATIVE BUDGET SUMMARY	23
J. SUPPORTING DOCUMENTS	23



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.

Project Sectors

A proposal that meets BCCI objectives must “fit” with one of the project sectors defined below:

<u>Project Sector Names</u>	<u>Sector Description</u>
Forest Resources	Developing forestry resource management arrangements, consultation processes, information and skills to support negotiations.
Aquatic Resources	Developing fisheries or aquaculture resource management arrangements, consultation processes, information and skills to support negotiations.
Wildlife Resources	Developing wildlife resource management arrangements, consultation processes, information and skills to support negotiations.
Multi-Sectoral Land & Resources	Multi-sectoral land and resources activities (e.g. training, studies and inventories) directly related to land and resource management, consultations or negotiations.
Cultural Heritage	Recording, survey and inventory of traditional land use (TUS), traditional ecological knowledge and archaeological heritage.
Community Vision/Strategic /Comprehensive Community Plans	Development of strategic plans and consensus-based community vision.
Land & Resource Governance	Land use planning and development of governance structures and regulatory frameworks that are directly linked to land and resources consultation, negotiation, implementation or management.
Land & Resource Professional Development	Including, formal and practical training in writing, negotiation, conflict resolution and other developmental activities that directly support preparation for land and resource consultations or negotiations.

If a matching project sector is not found, then the proposal does not meet BCCI objectives and is either revised to fit in one of the sectors or apply to a different funding initiative that better fits the purpose of the proposal.



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.

Project Activities

Activities in a BCCI proposal must be identified with at least one of the project activities defined below:

<u>Project Activity Name</u>	<u>Activities</u>
Education, training and skills development	Activities contributing to the enhancement of human resources capacity (i.e. courses, workshops, co-ops, mentorships, etc.).
Research, studies and database development	Activities contributing to increased information capacity through an improved information base and new data management tools (i.e. inventories, databases, GIS, studies, etc.).
Development of decision-making frameworks, plans and strategies	Activities contributing to the increased governance capacity through the development and documentation of decision-making frameworks, plans and strategies (i.e. land use plans, community vision, comprehensive community based plans, land stewardship plans, community consultations, organizational strategies, constitution, policies, procedures, etc.).
Operational or organizational development	Activities contributing to increased management capacity through new or enhanced operational or organizational arrangements (i.e. positions, offices, partnerships, agreements, MOU's, etc.).

Please also visit 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, 2010 to March 31, 2011. 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 2010/2011 BC Capacity Initiative funds when recommending the proposals in March 2010.

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. First Nations who are participating in a regional proposal may also submit a proposal on behalf of their community. Please note that wide geographic distribution of BCCI funds is a factor that is considered during funding recommendation.
- 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 (BCR), Tribal Council Resolution (TCR), or resolution from a First Nation organization. Letter of support for the project from the leadership of participating communities in the case of regional proposals is recommended.
- Proposals must be received by the application due date.



3. WHAT CAN BE FUNDED

Allowable project costs include, but are not limited to:

- Project Administration
- 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:

- **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 requested.
- **Employee salaries and benefits** are accepted, however not for on-going program operations. BCCI funding is intended as “seed-money”, expended to get new positions started. If a proposal has a large salary component, it is ideal to share the expense among other sources of funding (e.g. Applicant or Partners).
- **Honoraria** for community cultural advisors will be accepted at a rate of \$200 per person for a full-day, or pro-rated based on a 7.5 hour day if a full day is not required. The total honoraria paid may not exceed 15% of the total BC Capacity Initiative funding requested.
- **Tuition fees and training services** for project participants will be accepted. Description of courses, workshops and/or training/mentorships must be provided and individuals benefiting from the training are to be identified. Upon completion of the training, certificate of completion, invoices or a summary report must be provided as part of the Final Report in May. Tuition fees can be listed under “Other Expenditures” and Training services can be listed under “Consulting Fees” or “Other Expenditures”.
- **Information and software costs** related to the project are accepted. Costs in purchasing digital mapping data or a Geographic Information System (GIS) computer software are examples of this type of expenses. Information costs can be listed under “Other Expenditures” and software costs can be listed under “Capital Expenditures”.
- **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.

Proposal must demonstrate how the use of a consultant will contribute to the capacity building and how the transfer of knowledge to the community will take place. If this is not clearly demonstrated in the proposal, then cost of consultants will be considered not properly justified.



Cost for the consultant (i.e. fees, travel and other expenses) must be identified in the budget tables but if the consultant cost totals \$5000 or more, itemized breakdown and description in Budget Tables 5 and 6 (Excel tables) is required or else the budget is not complete. If a consultant has not been selected, identify the duties that you are seeking from a consultant and estimate the costs in the budget tables.

- **Supplies and materials** related to activities in the project are accepted. Project supplies and materials may include training materials, maps and materials for project field camps. Office supplies, telephone, utilities, photocopying and other office-related supplies and materials would be itemized under Project Administration.
- **Capital expenditures** may not exceed 6% of the total BC Capacity Initiative funding requested. Amounts in excess of 6% may be considered on an exceptional basis. Capital acquisitions are durable goods over \$500 (e.g., computer hardware, software, GPS equipment).

All budget information must be identified in the Budget Table (Excel document). This information is essential to the evaluation of each project.

The BC Capacity Initiative will not fund:

- Proposal development
- On-going program operations (e.g. continued salary expenses)
- Economic development projects (e.g. business or communication plans, energy projects)
- Membership fees
- Auditor fees



4. SCREENING CRITERIA

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

Project Description

(Answer Part B. Project Information, Question B.1. If proposal is regional, answer Question B.2 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 C table, Summary of BC Capacity Initiative Project Deliverables, will be more specific with measurables.
- If there are partners and/or consultants involved, identify the individuals and/or groups and describe how they are contributing to this project (e.g. roles and responsibilities, transfer of knowledge taking place).
- Budget information on partners and/or consultants identified in this question must be provided in the Excel Budget Table document.
- 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 Part B. Project Information, Question B.3 and Part E. Project Partnerships, Part F. Other Federal Program Contributions, Part H. Larger Project and Part I. Budget Summary – Excel document.)

- 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 (*Question B.3*).
- If this proposal is part of a larger project, identify the larger initiative and explain how this proposal links to it (*Part H. Larger Project*).
- Identify funding from other sources (e.g. partners, Provincial or other Federal funding, *Parts E and F*) which may support parts of this BCCI proposal (and visa versa). Identify the link between this proposal to other related funding (*Question B.3*).
- If the applicant was a recipient of BC Capacity Initiative funding in the past, capacities achieved in previously-funded BC Capacity Initiative projects must be identified, particularly if there are capacities that are continuing to be enhanced in this proposal. A clear distinction of the purpose and the deliverables must be made between the current-year proposal and the previous-year project; a strong indication that progress will continue to be made is essential in this situation; 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 Part B. Project Information, Question B.4)

- 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 must demonstrate how the project supports strategic planning objectives.
- Provide linkages between this project and the community's plan.
- 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 instead; demonstrate that the proposal is linked to the community's long term goals. In this case, the next BCCI proposal suggestion is to develop a strategic plan.

Community Participation

(Answer Part B. Project Information, Question B.5.)

- Participatory or consultative approaches that demonstrate sensitivity to aboriginal values and culture are integral to the project's methodology. This proposal must clearly explain how the community will be involved in the project.
- Include activities such as involvement of community groups such as youth or Elders, family, clan or communities in consultations, interviews or decision-making.
- If "we will include the community in the process" is provided as an answer to indicate community participation, this will be considered as an incomplete response.
- If "we will include the community in this proposal by holding 6 consultation meetings, participation in a questionnaire and circulating a monthly newsletter" is provided as an answer, this is considered as properly answering the community participation question.

Commitment to Retain Capacity

(Answer Part B. Project Information, Question B.6)

- Identify in the proposal that there is a long-term commitment to capacity building in land and resources. The capacity achieved through this proposal must explain how it is to be retained once it is developed.
- Provide indication of what will take place to retain the capacity that will be built, for example, project phasing, financial and/or business planning, employment or other operational support.
- This proposal must clearly explain how the community will retain the capacity that will be built in this project.

Applicant's Record of Achievement

(Answer Part D. Previously Funded Endeavours)

- Identify applicant's success with previously-funded endeavours.
- Identifying previous BC Capacity Initiative projects is not necessary because this information is kept by the BCCI Secretariat.
- List of past BCCI funded projects is available upon request to the BCCI Secretariat.
- 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 Part E. Project Partnerships, Part F. Other Federal Program Contribution and Part I. BCCI Budget Summary (Excel Table); some details may be provided in Part B. Project Information, Question B.1)

- The proposal incorporates external financial, human resources or in-kind partnerships. Provide evidence in a form of a letter of support where commitments made by partners identifying what or how much they are prepared to contribute to the project.
- The stronger the commitments by external partners, the better. If the proposal is recommended by the Capacity Initiative Council, external partnerships will be confirmed during Phase 2 of the proposal process.
- Description of what partners are contributing to the proposal in terms of in-kind partnerships.

Sound Budget

(Answer Part B. Project Information, Question B.1 and Part I. Budget Summary, Excel document)

- The BC Capacity Initiative budget is based on well-documented needs (budget figures will be in the budget tables and the need for all BCCI expenditures are to be explained in Part B. Project Information, Question B.1).
- The proposal is cost-effective (balance between amount of funding requested to how the proposal will be delivered and the content of what each deliverable will complete). This is not a measure of how many deliverables one can complete in a proposal, more is not better in this proposal. It is the weight and effect that is achieved from the completion of each deliverable that is being evaluated.
- 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.
- The Excel Budget table is where all project costs are identified and broken down by BCCI cost categories, such as:
 - Cost Category 3, Employee Salaries & Benefits = \$35,000 as a BCCI expenditure; list the individual positions that it covers (e.g. community member, GIS technician) and each of their costs (e.g. \$5000 for community member working on questionnaire and \$25,000 for GIS tech). Individual rate (e.g. \$/hr) is optional.
- Consulting fees and salaries are reasonable and justifiable; provide details in Question B.1 (e.g. duties, what knowledge is being transferred) and in the Budget Summary tables (e.g. individuals identified and their rate).
- 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 Part C. Project Deliverables.)

- The proposal has clear, specific and measurable project deliverables.
- Deliverables are tangible items that are produced to complete the project.
- Example 1:
 - Deliverable: a report (e.g. Strategic Plan, Land Use Plan, Comprehensive



- Community Plan);
- Measurable Indicator: a plan that has been completed and accepted by Chief and Council;
- Support documents: an executive summary with the table of contents that would accompany the submission of the BCCI Final Report in May.
- Example 2:
 - Deliverable: individuals sent to training sessions or workshops;
 - Measurable Indicator: # of individuals trained;
 - Support documents: # of completion certificates that would be included with the submission of the BCCI Final Report.
- Example 3:
 - Deliverable: a series of CCP meetings is to take place;
 - Measurable Indicator: meeting notes and next steps in planning will be determined;
 - Support documents: meeting agenda and/or summary of meeting notes will be included with the submission of the BCCI Final Report.

Other Financial Contributions

(Answer Part I. Budget Summary (Excel Table) and Parts E. Project Partnerships, and F. Other Federal Program Contribution.)

- The level of financial commitments to the project from sources other than the BC Capacity Initiative (i.e. from the applicant, partners, and/or other federal programs) is considered.
- Firm commitments (e.g. contribution, either cash or in-kind, are identified and confirmed) will strengthen the proposal; tentative contributions will also benefit the proposal in the Phase 1 process.
- This is similar to the “Partners” criterion but not the same. The proportion of “Other Financial Contribution” is compared to the total cost of the project.
- Firm or tentative commitments of contribution must be identified in letters from partners.

Proper Proposal Application Documentation

(This is not an actual evaluation criteria, however, failure in providing the required documents will result in the proposal not proceeding in the review and recommendation process.)

- Required documents are identified in Part J. Supporting Documents.
- If any of the required documents are not submitted with the application form, the application submission will be considered as incomplete and the proposal will be pulled out of the review and recommendation process.
- If there are delays in submitting a required document, please notify the Capacity Initiative Secretariat by email to bcltscapacity@inac.gc.ca.



5. APPLICATION PROCESS

The BC Capacity Initiative proposal process is a two-phase application process. A step-by-step description is provided below. All submissions will participate in the Phase 1 application process. Only the proposals that are recommended by the Capacity Initiative Council will continue onto the Phase 2 process.

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). These documents will give you information that you will need to complete your application. Past proposal application forms may be similar but **they are not valid application forms**.
- To complete your BC Capacity Initiative Proposal Application Form, both the application form and Excel budget table must be completed. Both forms are locked documents; they cannot be edited except for the text fields where the response will be entered. **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 separate document and identify the question that the information is answering.
- 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 (BCR), Tribal Council (TCR) or Organization Resolution, and letters of community support. If a resolution is provided, please ensure that quorum is reached with signatures. Proposals cannot proceed in the Phase 1 process without one.
- 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. Amounts in the letters must also be reflected in Part I, Budget Summary table (Excel Table).
- Refer to Section 10. Appendix A, 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 this proposal is building upon. BCCI does not fund projects that are repeating themselves. List of past BCCI funded projects is available upon request from the BCCI Secretariat.

Step 2: Submit your Application

Your application must be received by the BC Capacity Initiative Secretariat by 4:30 PM on Wednesday, October 21, 2009.

Email your application to bcltscapacity@inac.gc.ca . Copy the following text in the email subject line: **BCCI 2010/2011 Proposal Submission: [Applicant Name]**.

If there are documents that cannot be emailed, please clearly mark the documents that are to be mailed with the same subject line, "**BCCI 2010/2011 Proposal Submission: [Applicant Name]**", so that they can be compiled together by the Secretariat. Do not send duplicate documents. If you have sent a document by email, do not mail the same document and vice versa. Mail the documents **postmarked by the closing date** to:

Indian and Northern Affairs Canada
Suite 600 - 1138 Melville Street
VANCOUVER, BC
V6E 4S3
Attention: BC Capacity Initiative Secretariat

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. The Secretariat must be notified by email of any changes to the contact person.

Proposals that 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

OCTOBER 2009

- Applications are received on Wednesday, October 21, 2009 by 4:30 pm by email to 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.

NOVEMBER 2009

- Applications are continued to be 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 into January.

DECEMBER 2009

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

JANUARY 2010

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

FEBRUARY 2010

- 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.

MARCH 2010

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

APRIL 2010

- Selected proposals will be recommended for funding, subject to completion of detailed project and budget information for the Phase 2 Review in April.
- Applicants that complete the Phase 2 Review will be advised by email communications.



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 (identified in Phase 2, Project Plan Development). Please note that no more than 50% of the project budget can be disbursed before the Interim Progress Reports are received (halfway point of the project) by the BC Capacity Initiative Secretariat. Also, be advised that funding will be released only after funding arrangements/amendments have been signed and approved by INAC. BCCI funding may be released as early as June 1. This can be confirmed by the Secretariat. All BC Capacity Initiative project funds must be expended by the end of the fiscal year, 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	
Interim Progress	An Interim Progress Report is required by September 30 th . Projects that begin after September will not submit an Interim Progress Report.
Final	All Projects must be completed by March 31 st or earlier, a Final Report is required by the following May 31 st .

The Capacity Initiative Secretariat will provide report templates to all approved BCCI projects by email. There will be two report templates: Interim Progress (template available in September) and Final Report (templates available in March). 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 or visit 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:

Indian and Northern Affairs Canada
Suite 600 - 1138 Melville Street
VANCOUVER, BC
V6E 4S3
Attention: BC Capacity Initiative Secretariat

TEL: (604) 775-5118

Email: bcltscapacity@inac.gc.ca

Please also visit our website at www.bccapacity.org.



9. FREQUENTLY ASKED QUESTIONS - FAQ

Q: Who is eligible to apply?

A: Bands, Tribal Councils, registered societies, and incorporated organizations representing First Nations only who are working together on a project are 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.

Q: What types of activities are funded?

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.

Q: Can we have more than one BCCI proposal?

A: One proposal will be accepted per applicant. Please note that individual First Nation band that is also participating in a regional proposal (e.g. proposal from a Tribal Council or First Nation organization) may also submit a proposal on behalf of their community as long as the project is not being duplicated. Please note that the Capacity Initiative Council does consider how BCCI funding is geographically distributed in BC.

Q: How much can we apply for?

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. There are no multi-year funding proposals.



FREQUENTLY ASKED QUESTIONS (CON'T)

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

- 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 Section 3. What can be Funded, for further details on maximum amounts and allowable costs.

Q: When does the project have to be done?

- A: Projects must be completed within one fiscal year (i.e. Project for fiscal year 2010/2011 can begin on or after April 1st, 2010, and must be completed by March 31st, 2011, or earlier).

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.

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 2010.

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.

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

- A: Contact the BC Capacity Initiative Secretariat, at bcltscapacity@inac.gc.ca to request for a summary of the review comments made on your proposal during the proposal review process.

Q: Is there an appeal process?

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



FREQUENTLY ASKED QUESTIONS (CON'T)

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 Wednesday, October 21, 2009.** The proposal will not be accepted and reviewed if it is late.

Support documents that are mailed should arrive shortly after this date. Please contact the Secretariat if support documents will be arriving much later, there will be some flexibility on this.

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

A: Contact the BC Capacity Initiative Secretariat, either by email at bcltscapacity@inc.gc.ca or 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
A. APPLICANT INFORMATION	
Applicant Name	The name of the band, tribal council or First Nation organization.
Applying on behalf of	The Band or First Nation name on whose behalf the application is being made.
Address, Telephone (Extension), Fax, Email	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.
PRIMARY CONTACT - Project Manager: Given Name, Family Name, Title/Position, Telephone, Email	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.
SECONDARY CONTACT: Given Name, Family Name, Title/Position, Telephone, Email	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.
Proposal written by : Given Name, Family Name, Title/ Position	The name and title/position of the proposal writer.
B. PROJECT INFORMATION	
Project Name	The main title of the project.
BCCI Funding Requested (\$)	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.
Project Start Date	The scheduled start date of the project, in the format of YYYY-MM-DD. The start date can be April 1, 2010 (2010-04-01) or later. This date must be within one fiscal year of the end date.



B. PROJECT INFORMATION (con't)	
Project End Date	The scheduled completion date of the project, in the format of YYYY-MM-DD. The end date can be March 31, 2011(2011-03-31) or earlier. This date must be within one fiscal year of the start date.
Resolution by Band, Tribal Council or First Nation Organization	Each proposal must be accompanied by a Band Council Resolution (BCR), a Tribal Council Resolution (TCR) or a First Nation Organization Resolution to authorize the activities of the proposal that is being submitted. Original resolution is not required. Resolutions must be identified in the proposal application by a Resolution Number or Signed Date.
BC Capacity Initiative Project Sectors	Select one "main sector" (i.e. area of study) from the eight listed sectors that is most applicable to the proposal. Click one box only. If none of the sectors from the list fits the proposal, then the proposal does not meet BC Capacity Initiative objectives.
BC Capacity Initiative Project Activities	Identify two "main activities" from the four listed activities that are being performed in the proposal and then rank the activities according to the primary activity, "1 st ", and the secondary activity, "2 nd ". Click one box under the "1 st " column if the proposal has only one activity. If a proposal activity is not found in the list, then the activity does not meet BC Capacity Initiative objectives. A second activity in the proposal is optional.
Project Questions	<p>In the following areas, an explanation of how this project will:</p> <ul style="list-style-type: none"> ▪ 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. ▪ If applicable, what coordination is involved and what are the benefits of being organized as a regional project. ▪ If applicable, an explanation of how this project would advance other capacity building project (past or present). ▪ Relate to the community's Strategic Plan (or vision). ▪ Involve the community. <p>An explanation of how the capacity developed through this project will be retained after the project is completed.</p>
Deliverable	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.



C. SUMMARY OF BC CAPACITY INITIATIVE PROJECT DELIVERABLES	
Measurable Indicator	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 Measurable 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)
D. PREVIOUSLY FUNDED ENDEAVOURS: Identification of previously funded endeavours	
Organization/Program	The organization name or program involved in previously funded endeavours.
Contact	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.
E. PROJECT PARTNERSHIPS: Identification of partners, including Provincial government, who will contribute financial, human resources or in-kind support to the project. Include letters of support.	
The organization name involved in the project partnership.	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.
F. OTHER FEDERAL PROGRAM CONTRIBUTIONS: Identification of other federal programs that are contributing funds for any portion of the BCCI proposal in fiscal year 2009-2010.	
Federal Program	The federal program that is providing other contributions.
Contact	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.
G. CONSULTANTS: Identification of consultants that are participating in this BCCI proposal.	
Consultant Company Name	The name of the consulting company providing their services.
Contact	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.
H. LARGER PROJECT	
Larger Project description	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.



I. BC CAPACITY INITIATIVE BUDGET SUMMARY: (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.	
Expenditures/Sources	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”.
J. SUPPORTING DOCUMENTS	
Supporting Documents	Check the box indicating which document is being submitted: <ul style="list-style-type: none"> • Band Council or Tribal Council Resolutions (BCR/TCR) indicating community support or; • Certificate of Incorporation (for First Nation businesses, societies or organizations only); • Letters of support from Community Leaders; • A copy of the current Strategic Plan document. (Digital copy is preferred; document can be provided on disk instead of a hard copy); • 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).
Approval Block	
Given Name, Family Name, Title, Date	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.

::ODMA\PCDOCS\VANCOUVR\1393013\1