



# BC Capacity Initiative 2017/2018

## PROPOSAL GUIDELINES

**PROPOSAL CLOSING DATE:**

**4:30 PM on Monday, December 5, 2016**

**EMAIL your application and all supporting documents to [BCmail@aandc.gc.ca](mailto:BCmail@aandc.gc.ca) .**

- 1. Copy the following text in the email subject line: BCCI 2017/2018 Application: *[Enter Applicant Name]*.**
- 2. 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) 396-6420  
EMAIL: [BCCDcapacity@aandc.gc.ca](mailto:BCCDcapacity@aandc.gc.ca)  
WEBSITE: [www.bccapacity.org](http://www.bccapacity.org)

---



## TABLE OF CONTENTS

<b><u>1. ABOUT THE BC CAPACITY INITIATIVE</u></b> .....	<b>1</b>
Guiding Principles .....	1
Types of Proposals.....	2
Project Sectors.....	2
Project Activities.....	3
Funding Term and Amounts .....	4
<b><u>2. ELIGIBILITY REQUIREMENTS</u></b> .....	<b>5</b>
<b><u>3. WHAT CAN BE FUNDED</u></b> .....	<b>6</b>
• Administrative, clerical and other overhead costs .....	6
• Employee salaries and benefits .....	6
• Honoraria.....	6
• Course fees and training services.....	6
• Information and software costs .....	6
• Consulting fees .....	6
• Supplies and materials.....	7
• Capital expenditures .....	7
<b><u>4. SCREENING CRITERIA</u></b> .....	<b>8</b>
Project Description .....	8
Link to Related Initiatives .....	8
Link to Strategic Plan (or long term plan) .....	9
Community Participation.....	9
Commitment to Retain Capacity .....	9
Partnerships.....	9
Sound Budget .....	10
Deliverables.....	10
Other Financial Contributions.....	11
Proper Proposal Application Documentation .....	11

<b>5. APPLICATION PROCESS .....</b>	<b>12</b>
<b>PHASE 1 .....</b>	<b>12</b>
Step 1: Prepare your Proposal Application .....	12
Step 2: Submit your Application.....	13
<b>PHASE 2 .....</b>	<b>13</b>
<b>BC Capacity Initiative Proposal Review Process Summary .....</b>	<b>14</b>
November 2016.....	14
December 2016.....	14
January to February 2017 .....	14
March 2017 .....	14
April 2017 .....	14
<b>6. BASIS AND TIMING OF PAYMENTS .....</b>	<b>15</b>
<b>7. DELIVERABLES TO THE BC CAPACITY INITIATIVE .....</b>	<b>15</b>
Reporting.....	15
Mid-term Project Reviews.....	15
<b>8. NEED MORE INFORMATION? .....</b>	<b>16</b>



## 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 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 Capacity Initiative Council (CIC) provides the overall broad direction for the BC Capacity Initiative, assesses the merit of capacity building proposals, and recommends proposals for funding. The Capacity Initiative Council includes members from First Nations communities and organizations.

BC Capacity Initiative is administered by the Capacity Initiative Secretariat (CIS) office which exists within the Governance & Capacity Development unit of the Community Development directorate, 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.
- A First Nation's community vision of where it wants to be in the future should drive their capacity building.
- Capacity building integrates community participation that is sensitive to aboriginal values and culture.
- 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.
- Education, training and practical experience in land and resources are integral to capacity building.



## Types of Proposals

Proposals that are land and resource-related capacity building initiatives may be submitted to the BC Capacity Initiative on behalf of one First Nation community (Single applicant), several First Nations communities (Regional applicant), or a First Nation organization.

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 related to lands and resources defined below:

<b><u>Project Sector Names</u></b>	<b><u>Sector Description</u></b>
<b>Multi-Sectoral Land &amp; Resources</b>	Multi-sectoral land and resources activities (e.g. training, studies and inventories) directly related to land and resource management, consultations or negotiations.
<b>Cultural Heritage</b>	Recording, survey and inventory of traditional land use (TUS), traditional ecological knowledge and archaeological heritage.
<b>Community Vision/Strategic/ Comprehensive Community Plans</b>	Development of strategic/land use/community plans and/or consensus-based community vision in the area of, or directly linked to lands and resources.
<b>Land &amp; Resource Governance</b>	Land use planning and development of governance structures and regulatory frameworks that are directly linked to land and resources consultation, negotiation, implementation or management.
<b>Land &amp; Resource Professional Development</b>	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.



## Project Activities

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

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

Only eligible activities will be considered for BCCI funding.

Examples of some eligible activities are:

- Comprehensive community planning directly linked to lands and resources 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.
- Resolving overlapping issues of traditional territories with neighbouring First Nations.

Examples of some ineligible activities include:

- Economic Development related activities in a proposal (e.g. business plan, feasibility study, or communication plan).
- Governance related activities not related to lands and resource (e.g. election code, by-law development, membership, etc.)



- Land management related activities on reserve land especially if the First Nation is a recipient of Reserve Land Environment Management Program (RLEMP) or First Nation Land Management Initiative (FNLMI) Operational/ Developmental.
- Planning (Strategic and/or Community related) activities related to areas other than lands and resources (e.g. Housing, health, education, business).

Please also visit [www.bccapacity.org](http://www.bccapacity.org) where lists of BC Capacity Initiative funded projects from previous fiscal years are available for download on the Documents webpage.

### Funding Term and Amounts

**NOTE!** There is no maximum limit on the amount of BCCI funding that can be requested for a project. However, applicants must provide a detailed budget and project description that demonstrates strong evidence of expenditure planning and achievability of deliverables within the fiscal year.

BCCI budgets submitted will be reviewed in detail and must provide breakdowns by cost categories (e.g. Project Administration, Honoraria, etc.). Maximum limits do exist on the following cost categories:

- Project Administration: Maximum 3% of BCCI funding total;
- Honoraria: Maximum 15% of BCCI funding total;
- Capital Acquisitions: Maximum 6% of BCCI funding total.

Proposals are considered for funding in the fiscal year April 1, 2017 to March 31, 2018. 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 2017/2018 BC Capacity Initiative funds when recommending the proposals during the BCCI Proposal Recommendation Meeting.

Multi-year funding commitments cannot be made and project funding can only be provided for a given fiscal year; however, efforts will be made to provide funding in subsequent years if progress towards a larger capacity development goal is demonstrated.

### PLEASE NOTE:

The Treasury Board Authority for this program is under review. The status of the review and/or renewal is not known at this time. However, the call will proceed with the anticipation that it will be renewed and the proposal review process for 2017/2018 fiscal year will continue. Information on the review/renewal will be posted on the BCCI website when we are notified of the status.





## 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 future aboriginal title settlement agreements**.
- Applicants must be legal entities representing First Nations exclusively under the Indian Act.
- An applicant's most recent annual audited statement must be accepted by Aboriginal Affairs & Northern Development Canada, AANDC.
- An applicant's audited financial statement demonstrates sound financial management.
- Eligible applicants include Bands, Tribal Councils, registered societies, and incorporated organizations representing First Nations who are working together on a project. This excludes applicants that have signed a modern-day treaty.
- **An applicant can submit one proposal only.** 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. BCR from participating communities showing support for the project 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
- Course 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 BCCI 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 BCCI funding requested.
- **Course fees and training services** for project participants will be accepted. This does not include programs at post-secondary institutions. 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, a certificate of completion, invoices or a summary report must be provided as part of the Final Report in May. Course 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 these types 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.



Proposals 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 not be considered properly justified. If a consultant has not been selected, identify the “area of expertise” that you are seeking from a consultant and estimate the costs in the budget table.

- **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 BCCI 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)
- Planning projects that are not linked to lands and resources
- Membership fees
- Auditor fees
- Post-secondary course fees



#### 4. SCREENING CRITERIA

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

##### Project Description

(Answer Part B.1. If proposal is regional, answer B.2 also.)

- The purpose and objectives of the project and its relationship to the initiative's objectives to be described and must be focussed.
- Details of project implementation to be explained.
- The capacity gaps to be addressed are clearly listed, well-defined, specific and logically connected together; and an approach to be used to address each of the gaps.
- Key deliverables of the project are listed. These deliverables can be of general outcomes but they must be achievable. The deliverables listed in the next section, "Project Deliverables", are to be more specific with measurable and tangible products.
- Identify current negotiation(s) that this proposal may support.
- 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).
- Partners and consultants identified here must be included in the BCCI budget table.

For regional proposals, the following are considered in addition to the above:

- There is a clear need to carry out the project at the regional level identified.
- 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.3, Part C and Part E.)

- 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 (*provide details in Question B.1*).
- Identify funding from all other sources (e.g. partners, Provincial and/ or other Federal funding, *Part C and Part E*) which may support parts of this BCCI proposal (and vice versa). Identify links between this proposal to other related funding.
- 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. Final Reports).



### Link to Strategic Plan (or long term plan) (Answer Part B.1 and 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 (*in Question B.4*).
- Provide linkages between this project and the community's plan (*provide details in Question B.1*).
- **A copy of the applicant's current Plan must be provided with either a page reference or specific location in the plan where the proposal links to.**
- 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.1 and B.5.)

- This proposal must clearly explain how the community will be involved in the project (*indicate in Question B.5; provide details in Question B.1*).
- Participatory or consultative approaches that demonstrate sensitivity to aboriginal values and culture are integral to the project's methodology (e.g. interviews, questionnaires, workshops).
- Involvement of community groups such as youths, Elders, clans, communities, or families.

### Commitment to Retain Capacity (Answer Part B.6.)

- Identify in the proposal that there is a long-term commitment to capacity building in land and resources. Explain how the capacity achieved through this proposal is to be retained once it is developed or when the BCCI project has ended (*indicate in Question B.6; provide details in Question B.1*).
- Examples: Project phasing, financial and/or business planning, employment or other operational support.

### Partnerships (Answer Part C and Part E; some details can be provided in Part B.1.)

- Additional funding sources are to be identified in the BCCI Budget Summary table.
- The proposal incorporates external financial, human resources or in-kind partnerships (e.g. organizations, businesses, other First Nations, other government departments).
- The applicant is not considered as a Partner. They are a separate resource in the budget table.
- Provide a letter of support for each contribution; indicate the purpose, the type of contribution (e.g. cash or in-kind) and the value of the contribution (in dollar amount). (*Include the contribution amount in Part E. Budget Summary table.*)



## Sound Budget

(Answer Part B.1 and Part E.)

- The BCCI budget is based on well-documented needs (*budget information in Part E*).
- 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) (*provide details in Question B.1*).
- The budget table is complete and consistent, and clearly shows what the BCCI funding will be used for.
- Cost allocations emphasize internal capacity building.
- The **BCCI Budget Summary table** is where all project costs are identified and broken down by BCCI cost categories, such as:
  - Employee Salaries & Benefits = \$35,000 as a BCCI expenditure; list under “Description” the individual positions that it covers (e.g. community member, GIS technician), their costs (e.g. community member working on questionnaire, \$5000; GIS tech, \$25,000), and rates (e.g. \$/hr).
  - Consulting Fees & Travel = Reasonable and justifiable; provide details in Question B.1 (e.g. duties, what knowledge is being transferred) and in the Budget (e.g. individuals identified and rates).
- Identify contributions from other sources (i.e. Applicant and Partners) for the project in the budget table.

## Deliverables

(Answer Part B. Project Deliverables.)

- The proposal has clear, specific and measurable project deliverables.
- Multi-phase projects and/or previously funded applicants must clearly describe **new** deliverables in the current proposal. BCCI does not fund project with deliverables that have been funded in past projects. Lists of past BCCI funded projects are available upon request from the BCCI Secretariat.
- Deliverables are tangible items that are produced to complete the project. A sample document for each deliverable (i.e. support document) must be submitted with the final report due in May as part of fulfilling the BCCI reporting requirements.
- Example 1:
  - Deliverable: Land Use Plan
  - Measurable Indicator: The plan will be accepted by Chief and Council
  - Support documents: A cover page of the Land Use Plan with an executive summary and a table of contents.
- Example 2:
  - Deliverable: 8 members attending a mapping training session
  - Measurable Indicator: 8 individuals trained with certification
  - Support documents: 8 certificates scanned
- Example 3:
  - Deliverable: A series of CCP meetings with the community
  - Measurable Indicator: Meeting agenda, notes and next steps in planning will be determined
  - Support documents: Meeting agenda and/or summary of meeting notes.



## Other Financial Contributions

(Answer Parts C and Part E.)

- The level of financial commitments to the project from additional funding sources other than BCCI is considered. This is contribution from the applicant, partners, and/or other government programs.
- Firm commitments (e.g. contribution, either cash or in-kind, are identified and confirmed) by way of support letters, will strengthen the proposal; tentative contributions will be considered.

## Proper Proposal Application Documentation

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

- Required documents are identified in Part F. Supporting Documents.
- If any of the required documents are not submitted with the application submission, the application will be considered as incomplete.
- If there are delays in submitting a required document, please notify the Capacity Initiative Secretariat by email to [BCCDcapacity@aandc.gc.ca](mailto:BCCDcapacity@aandc.gc.ca).



## 5. APPLICATION PROCESS

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

### PHASE 1

#### STEP 1: PREPARE YOUR PROPOSAL APPLICATION

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

- Read the Call for Proposals Letter, Guidelines and Application Forms, **specific to the current fiscal year**, posted on the “Documents” page of the BCCI website ([www.bccapacity.org](http://www.bccapacity.org)). These documents will give you information that you will need to complete your application. **DO NOT USE** proposal application forms from previous years.
- Complete the BCCI Proposal application form (PAW #5702745) and include the required and applicable support documents (detailed in Part F of the PAW form).
- PAW #5702745 can also be downloaded from <http://www.aadnc-aandc.gc.ca/eng/1386610826543/1386610899912>. The application can be found under the heading, "Acts, Agreements, and Treaties".
- **Keep your responses focused on the questions asked** and within specified length. Provide all responses within the form. If there is additional information that cannot be included in these documents, please include in a separate document. Ensure that this is noted in the application and that the document is clearly labelled.
- **Include your community's or organization's Strategic/Land Use/Community Plan.** This is a mandatory document. Ensure a clear link between the proposal and the plan is identified in the application (i.e. by page number or section reference).
- **A current Band (BCR), Tribal Council (TCR) or Organization Resolution that identifies the BCCI proposal and amount requesting must be provided.** This is a mandatory document that can be submitted at a later time but no later than January 31, 2017. Proposals without this are not eligible for funding.
- If the applicant is a First Nation Organization, a copy of their **current Certificate of Incorporation** must accompany the proposal submission. Also include resolutions from First Nations participating in the project.
- Obtain **letters of support of partner's contribution to the project.** These letters must identify the type of support (e.g. staff or equipment) and identify its value (e.g. \$ value of in-kind staff or cash). Amounts quoted in these letters must also be reflected in the BCCI Budget Summary table.





- Refer to attached PAW Instruction within the PAW PDF application, for definitions of fields in the application form.

#### STEP 2: SUBMIT YOUR APPLICATION

Your application must be received by the BCCI Secretariat by **4:30 PM on Monday, December 5, 2016**.

**Email** your application to [BCmail@aandc.gc.ca](mailto:BCmail@aandc.gc.ca) . Include the following title in your email subject line: **BCCI 2017/2018 Application: [Applicant Name]**.

Please do not send any zip files, e-mail with zip files do not get delivered properly.

Confirmation of receipt of your application will be sent when your Proposal Submission email has been received at INAC. Decisions for funding will be emailed to the identified contact person. Notify the Secretariat of any changes to the proposal/project contact information.

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

If there are any questions with regards to submission, decisions or contact changes, please email them to [BCCDcapacity@aandc.gc.ca](mailto:BCCDcapacity@aandc.gc.ca) .

#### PHASE 2

Applicants that have been recommended to proceed to Phase 2 will be notified by the BCCI Secretariat and provided with a Phase 2 package.

In this phase, applicants must confirm that their proposed deliverables and BCCI budget has not changed since their submission and develop the project details that are necessary to prepare funding arrangements, such as:

- A detailed project work plan
- 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
- Copy of a current Certificate of Good Standing for First Nation Organizations

Additional project details may be required for Regional Projects.



## BC Capacity Initiative Proposal Review Process Summary

### NOVEMBER 2016

BCCI 2017/2018 Call for Proposal is posted. Application package can be downloaded from the BCCI website, [www.bccapacity.org](http://www.bccapacity.org).

Applicants are preparing their BCCI proposal application package.

### DECEMBER 2016

Applications are emailed to [BCmail@aandc.gc.ca](mailto:BCmail@aandc.gc.ca) by **Monday, December 5, 2016, by 4:30 pm.**

- Applications are first screened for eligibility before continuing on in the proposal process.
- Applications are then sent through the BCCI Phase 1 proposal review process.
  - Eligible applications are evaluated and assessed for merit by BCCI Reviewers.

### JANUARY TO FEBRUARY 2017

- Applications continue to be evaluated and assessed.
- Preparation for the Proposal Recommendation Council Meeting.

### MARCH 2017

- Capacity Initiative Council meets for two days to make proposal recommendations.
- Applicants will be advised of the funding decisions shortly after the meeting.
- Phase 2 process begins.
- Confirmation that there are no changes in the project deliverables and recommended BCCI budget.
- Applicants provide workplan, training plan (if applicable) and any required documents specified by the Phase 2 Reviewer.

### APRIL 2017

- Phase 2 continues.
- Secretariat begins funding amendment preparation when Applicants complete their Phase 2 documentations.
- **Approval for BCCI funding will be in the form of a funding amendment that is sent to the recipient's Chief and Council for signature.**



## 6. BASIS AND TIMING OF PAYMENTS

Aboriginal Affairs & Northern Development Canada (AANDC) will release project funds on a monthly basis. Funding will be released only after the funding amendment has been signed by the recipient of the project, returned to AANDC by specified due date, and approved by AANDC. This can be confirmed by the BCCI Secretariat. All BCCI project funds must be expended by the end of the one fiscal year, March 31<sup>st</sup>.

## 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

<b>Narrative Reports</b>	
<b>Final Report (Annual)</b>	<p>Annual report is the final report that is due on the following May 31<sup>st</sup>. All Projects must be completed and funding spent by March 31<sup>st</sup>. Unexpended BCCI funds will be recovered in the 2017/2018 INAC audit process.</p> <p>Final reporting also includes the BCCI Addendum form and supporting documents for each project deliverable. These documents <b>MUST</b> be submitted otherwise reporting is incomplete.</p> <p><u>Report Template</u>: Activities and Expenditures Report (AER) DCI #4548549.</p>

The Activities and Expenditure Report (AER) and the BCCI Addendum forms will be emailed to all projects in March by the BCCI Secretariat.

The template can be downloaded at AANDC's Recipient Reporting Guide website, <http://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677>, in the section of the appropriate fiscal year and under the heading "Various Programs".

### 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 at [www.bccapacity.org](http://www.bccapacity.org). If you have any more questions on what is required to submit a proposal to the BC Capacity Initiative, please contact:

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

TEL: (604) 396-6420

Email: [BCCDcapacity@aandc.gc.ca](mailto:BCCDcapacity@aandc.gc.ca)

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