

## HOW TO COMPLETE YOUR 2019-2020 BC CAPACITY INITIATIVE APPLICATION FOR FUNDING AND MAXIMIZE YOUR CHANCES OF SUCCESS

This document was created to provide detailed instructions and tips of how to complete an application for funding and increase an application's chance of success.

Please refer to the sample application **ANNEX A – Part 2 of 2** as you go through the following instructions.

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### Application - PAW 5702745.BC (2019-2020)

#### 1 Applicant Information

- Name and information of primary contact for proposal- must be from the band, tribal council or First Nations organization
- Secondary contact- preferably from the band, tribal council or First Nations organization

#### *Tip!*

- ✓ *Proposal contacts should be available and responsive to ISC reviewers as they prepare for the proposal assessment process*
- ✓ *If the proposal contact changes, please let ISC know right away so that project follow up can continue with the band*

#### 2 Project Information

- Choose a short but descriptive project title
- Make sure that the BCCI Funding Requested (\$) box is filled out and matches the total requested in the budget table
- Include the information about the BCR, TCR or First Nations Organization Resolution if possible
- Choose the best possible fit for the project sector and activity lists

#### *Tip!*

- ✓ *It is recommended that the title be meaningful such as "Traditional Land Use Study Phase 1". Please do not use, for example, "BCCI project". It is helpful if the title indicates what phase the project will be, if applicable.*

#### 3 Project Description (Question 1)

#### *Tip!*

- ✓ *Without going over two pages, make sure that your description addresses all six points*

## ANNEX A – Part 1 of 2

- ✓ ***Point form is acceptable***
- ✓ ***Provide information that is specific and relevant to project outcomes***
- ✓ ***Don't forget to describe how consultant and partner knowledge will be transferred to the community***

### 4 Deliverables

- Measurable indicators must be tangible things that can be provided along with your final report
- Costs to achieve the deliverables should be identified in the budget

#### **Tip!**

- ✓ ***For example, a deliverable might be “3 community engagement meetings”. A measurable indicator could include meeting minutes, agendas or notes. “Community engagement” with an indicator of “community meetings” is not specific or tangible enough to be a deliverable and indicator***
- ✓ ***In the budget, using the example of meetings, the cost of each meeting would be in the cash or in-kind box, with a cost breakdown of each meeting in the description***
- ✓ ***Identify how project deliverables link to the purpose of the project in the Project Description***
- ✓ ***More deliverable lines can be added by clicking on the grey “[+] Add Deliverable” box below the table***

### 5 Questions 2-6

- Make sure to fill this section out thoroughly- follow your yes or no answer with reasoning, either in this section, or if it is in the project description, make it clear where to find the information
- Projects must relate to a long term plan, which must be included with your submission - indicate what sections in the plan that relate to your project

#### **Tip!**

- ✓ ***These are important questions so make sure to answer them fully and thoroughly***
- ✓ ***If you do not have a long term plan, a vision or mission statement is an acceptable alternative***

### 6 Project Partnerships and Consultants

- Consultants are not be project partners
- Provide letters of support from partners detailing in-kind or financial contributions towards the project

## ANNEX A – Part 1 of 2

- Quotes from consultants need to have a cost breakdown and consultant tasks
- If a consultant has not been selected by the time of submission, at least one quote with the above mentioned details must be provided
- Cost of consultant must be justified
- Any additional consultant information can be provided in the Schedules section of the Work Plan form

### **Tip!**

- ✓ ***It's important to provide as many details as possible, especially in this section***
- ✓ ***All information must be provided in the application as there is no longer a Phase 2 opportunity to request more information***
- ✓ ***More partners lines can be added by clicking on the grey "[+] Add Organization/Program" box the table***
- ✓ ***More consultant lines can be added by clicking on the grey "[+] Add Consultant Company Name" box below the table***

## **7 Supporting Documents**

- A BCR, TCR or Aboriginal Organization Resolution must be provided with your application- include that it is for BCCI, the project title and amount requested
- Provide a copy of the strategic or community plan related to your project- if the document is large, either send only relevant sections or clearly identify where they can be found within the document
- Letters of support from partners must detail the value of in-kind or financial support

### **Tip!**

- ✓ ***A Vision or Mission Statement must be provided if a long term plan is unavailable***
- ✓ ***If the Resolution isn't ready at the time of submission, clearly state when BCCI can expect to receive it***

## **8 BCCI Budget Summary**

- Ensure each budget item has a description
- For the BCCI budget, project administration cannot exceed 10% of the total budget, and capital acquisitions cannot exceed 6%
- Honoraria maximum has been removed
- Honoraria must be broken down, indicating the value and the number of people and/or days you are providing honoraria for (eg. 2 Elders x \$200/day @ 2 days = \$800)
- Employee salaries and consulting fees must be broken down into an hourly or daily wage and number of hours or days of expected work

## ANNEX A – Part 1 of 2

- Specify each item individually in the ‘Other Expenditures’ category

### **Tip!**

- ✓ *Applicants can contribute to the project administration costs if they require more than the 10% allowed in the BCCI budget*
  - ✓ *Make sure cash and in-kind contributions are in their respective budget columns*
  - ✓ *Check to make sure the total on page 1 of the application under BCCI Funding Requested (\$) matches the total at the bottom of the budget*
  - ✓ *Each line can be expanded for multiple cost items by clicking on the [+] in the blue boxes to the left of each row – best practice is to have one cost item per line*
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## Work Plan Document

### **1 Project Work Plan (Page 1)**

- Project activities must be specific and clear
- ‘Final Deliverable to be Created’ must link back to deliverables listed in the application

### **2 Education, Training and Skills Development Plan (Page 2)**

#### **Tip!**

- ✓ *This section might not apply to all projects – if it doesn’t, indicate this by putting N/A in the first box*

### **3 Schedules (Page 3)**

- Other Federal Government Funding Sources is to record if the proposed BCCI project is part of a larger project that is funded by a government entity, Indigenous Services Canada or otherwise

#### **Tip!**

- ✓ *It’s important to complete all parts of the ‘Identification of Contracted Professional & Consulting Services’ box, and to include the necessary attachments – the box also gives opportunity for more information to be provided about the consultants*
- ✓ *Not all boxes in this section may apply to all projects – if it doesn’t indicate this by writing N/A*



ANNEX A – Part 2 of 2

BC CAPACITY INITIATIVE PROPOSAL APPLICATION

Privacy Act Statement

The collection, use and disclosure of your personal information is required for your participation in the BC Capacity Initiative Program and authorized by program specific legislation. We will collect, use, disclose and protect your personal information in accordance with the Privacy Act for Financial Management for the purposes of administering Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) financial management and recipient funding agreements in meeting compliance and accountability requirements and for purposes and uses judged to be consistent with that purpose. In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the Privacy Act. Should you decide not to provide the personal information requested, we will not be able to provide you with the service, program or funding requested. The personal information collected under this initiative is referenced in Personal Information Bank AANDC PPU 300 detailed at InfoSource (http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040). You have the right to access personal information that we hold about you and to request correction of erroneous personal information about you. Should you wish to do so, please write to the Director of Access to Information and Privacy at the following address: Access to Information and Privacy, 10 Wellington Street, 18 Floor, Section A, Ottawa, ON K1A 0H4. You may also write by email at aadnc.aiprpdemande-atiprequest.aandc@canada.ca. To inquire about applicable legislative authority or to withdraw participation from this program, please contact your Regional Office or the Public Enquiries Contact Centre at 1-800-567-9604. If you require clarification about this Privacy Act Statement, please contact our Access to Information and Privacy Office at 1-819 997-8277. Please note that you have a right to file a complaint to the Office of the Privacy Commissioner of Canada regarding our handling of your personal information. To do so, please contact the Privacy Commissioner at 1-800-282-1376.

Office Use Only: BCCI 1920 -

A. Applicant Information

Applicant Name

Mailing Address (Number/Street/Apartment/P.O. Box)

Table with 3 columns: City/Town, Province/Territory, Postal Code

Table with 4 columns: Telephone Number, Extension, Facsimile Number, Email Address

Primary Contact - Project Manager (Main Contact for Proposal)

Table with 3 columns: Given Name, Family Name, Title/Position; Telephone Number, Facsimile Number, Email Address

Secondary Contact (If applicable)

Table with 3 columns: Given Name, Family Name, Title/Position; Telephone Number, Facsimile Number, Email Address

Proposal Written by

Table with 3 columns: Given Name, Family Name, Title/Position

B. Project Information

Table with 2 columns: Project Name (Brief descriptive title. Long titles will be shortened.), BCCI Funding Requested (\$)

Table with 2 columns: Project Start Date (YYYYMMDD), Project End Date (YYYYMMDD)

Project Synopsis (Brief summary of proposal, maximum 100 words, approximately 4 lines)

Resolution by Band, Tribal Council or First Nation Organization (Provide a copy of the Band/Tribal Council or First Nation Organization Resolution that authorizes the activities of the proposal.)



Resolution Number OR Signed Date (YYYYMMDD)

BC Capacity Initiative Project Sectors

Select one sector from the list of main sectors that is most applicable to your proposal.

- Community Vision/Strategic/Comprehensive Community Plans
Cultural Heritage
Land & Resource Governance
Land & Resource Professional Development
Multi-Sectoral Land & Resources

BC Capacity Initiative Project Activities

Select one primary (1st) and one secondary (2nd), if applicable, activities that are most applicable to your proposal.

- Education, training and skills development
Research, studies and database development
Development of decision-making frameworks, plans and strategies
Operational or organizational development

Project Description (Recommended 1 page in length, maximum 2 pages)

- 1. Provide a summary of the proposal that addresses the following points:
1.- What is this project about?
2.- How will this project enhance capacity to prepare for consultation, negotiation, implementation or management of lands and resources components of current and future aboriginal title settlement agreements?
3.- Why does the community need to do this project? Identify the capacity gaps to be addressed.
4.- Who will be participating in this project? Identify Partners and consultants involved and how they are involved
5.- What are the anticipated impacts/benefits on the community from this project?
6. This "Project Description" should also contain information that would further clarify Questions 2 to 6.

Project Deliverables

Deliverables are specific, measurable and tangible items that must be produced to complete the project. List key deliverables of the project below and include a brief description of methods, products and outcomes for each as the "Measurable Indicator".

Table with 2 columns: Deliverable, Measurable Indicator. Rows 1-5.

2. This project is a Regional project (2 or more First Nations participating) Yes No

If "Yes", identify:



- a) Who are the other participating First Nation communities?
- b) How will the project maximize benefits to the several participating First Nations?
- c) Who would administer the Regional project?
- d) Who (the recipient) will be administering the funding should this project be funded?

3. Is this project a continuation of past or other capacity building projects?  Yes  No  
 If "Yes", provide the brief descriptive title of the project(s).

4. Does this project relate to a completed/existing Strategic/Community Plan?  Yes  No  
 If "Yes", include a copy of the plan.

5. Does the project have community consultation and/or community involvement of Elders (or mentorship) and community members? If "Yes", describe in Question 1: Project Description  Yes  No

6. Is there a commitment to retain capacity of the project after the fiscal year?  Yes  No  
 If "Yes", provide details of your commitment.

**C. Project Partnerships**

Identify all partners, including Provincial government and other Federal departments, who will contribute financial and/or human resources/ in-kind support to the project. Include letters of support from each partner or program, identifying each partner's contribution and its value. Partners identified in this table must also be included in Part E. "BCCI Budget Summary" table.

Organization/Program	Contact Name and Title	Telephone Number

**D. Consultants**

Identify consultants that are participating in this BCCI proposal. Include letters from each consultant that identify their duties or "Area of Expertise" in this proposal.

If a Consultant has not been selected, indicate the "Area of Expertise" that you are seeking. Consultants (and/or area of expertise) identified in this table and their fee/cost must be included in Part E. "BCCI Budget Summary" table.

Consultant Company Name	Area of Expertise	Contact Name	Telephone Number

**E. BC Capacity Initiative Budget Summary**

**\*See Budget Table, Section 8\***

The Budget Summary shows amounts budgeted for project expenditures, grouped by Cost Category, e.g. Project Administration, Honoraria, etc. This summary is to be completed in the Budget Summary table on page 5. This summary includes contributions made by the **BC Capacity Initiative**, the **Applicant** (cash/in-kind) and **Partners** (cash/in-kind). Provide a one to two word description for each amount.



**F. Supporting Documents**

Proposal Application Package **must include (in digital format):**

- For a First Nation and/or Tribal Council: **Current Band Council or Tribal Council Resolutions (BCR/TCR)**

**OR**

- For an Aboriginal Organization: **Certificate of Incorporation, a signed Resolution and BCR's from each First Nation benefitting and/or participating in the project**

**AND**

- Current Strategic or Community Plan document or Vision/Mission Statement**

Include, if applicable:

- Letters of support** from partners contributing financially or in-kind

**Declaration**

The information provided is accurate to the best of my knowledge.

Given Name

Family Name

Title

Date (YYYYMMDD)

**Submitting Your Proposal**

Email all BC Capacity Initiative proposal documents to [aadnc.BCmail.aandc@canada.ca](mailto:aadnc.BCmail.aandc@canada.ca).

If there are large attachments, email them separately and clearly link all emails to the same proposal. **Maximum size of attachment that is acceptable is 5 MB.** If you are having difficulty in emailing your attachments, please contact the BCCI Secretariat at (604) 396-6420 or [aadnc.BCCDcapacity.aandc@canada.ca](mailto:aadnc.BCCDcapacity.aandc@canada.ca).

An automatic email confirmation will be sent back to the sender of the email upon receipt. If an email confirmation was not received, please call 604-396-6420 and leave a message identifying the applicant of the proposal and the email address it was sent from and this matter will be checked.

Thank you and good luck!





BCCI Budget Summary (2019-2020)					Applicant Name				
Source	BCCI Description	BCCI Cash	Applicant Description	Applicant		Partner(s) Description	Partner(s)		Total Cost
	(limited to two lines)		(limited to two lines)	Cash	In-Kind(\$)	(limited to two lines)	Cash	In-Kind (\$)	
<b>Cost Category</b>									
1	Project Administration (Max 10% BCCI \$)								
2	Honoraria								
<b>Employees</b>									
3	Employee: Salaries & Benefits								
4	Employee: Travel & Other Expenses								
<b>Consulting</b>									
5	Consulting: Fees								
6	Consulting: Travel & Other Expenses								
<b>Other Costs</b>									
7	Capital Acquisitions (Max 6% BCCI \$)								
8	Project Supplies & Materials								
9	Other Expenditures								
	<b>Totals:</b>								