



BC Capacity Initiative: Application Guidelines

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OBJECTIVE

The BC Capacity Initiative (BCCI) funds projects that enhance First Nations capacities and readiness to negotiate treaties, agreements and other constructive arrangements relating to Section 35 rights. Applicants must show how the proposed activities align with their overall plan for self-determination.

APPLICATION DEADLINE

Deadline to apply for 2020-2021 funding (for the period from April 1, 2020 to March 31, 2021) is **November 29, 2019**. Receipt of applications will be acknowledged within two weeks of submission.

ELIGIBILITY - WHO CAN APPLY

To be eligible for funding, applicants must represent a First Nations group (i.e. a band, tribal council, or incorporated First Nation organization). Only one application will be accepted for each First Nations group. However, a First Nation Band can submit their own application, and also be part of a joint application with a larger group.

Applicants are **not eligible** if they:

- Do not represent a First Nations group
- Are signatories to a modern treaty
- Submit multiple applications on behalf of the same First Nations group

ELIGIBLE PROJECTS

Projects must demonstrate a strong connection between the capacity being built and the group's long-term plan for self-determination. BCCI projects often fall into one of the following general project categories:

- Planning Capacity - Planning related to self-determination
- Information Capacity - Creating data to be used in negotiations
- Cultural Capacity - Revitalizing cultural practices in support of self-determination
- Training and Skills Capacity - Providing training that will support participation in negotiations
- Operational and Organizational Capacity - Developing organizational and operational capacities that will support participation in negotiations

For list of previously approved projects, please visit http://bcccapacity.org/documents_list.aspx.

Projects that do not directly facilitate preparation for negotiations of treaties, agreements and other constructive arrangements relating to Section 35 rights will not be eligible for BCCI funding. Examples of ineligible projects and activities for BCCI funding are the following:

- Projects that do not reference First Nations plan for self-determination
- Proposal/Application development
- Economic development activities
- Land management and planning for reserve lands
- Projects or portions of projects where other sources of funding are available in the federal system

ELIGIBLE EXPENSES

Proposals submitted must include a detailed budget that provides cost breakdowns by category. Only project-related expenses are eligible. These may include:

- Administrative costs (maximum 10% of BCCI total funding requested)
- Staff overtime, new position or contract employees when job description is limited to BCCI project completion
- Honoraria
- Course fees and training services
- Information management services and expenses
- Software costs
- Consultant and Professional costs (if the funding request for this category is greater than 20% of BCCI total funding requested, the cost must be clearly detailed and justified)
- Supplies and materials
- Capital expenditures (maximum 6% of BCCI total funding requested)
- Travel costs

Ineligible expenses include those that are outside the scope of the project:

- Fees incurred for the purposes of litigation
- Fees related to a person obtaining a post-secondary degree or diploma
- Regular employee salaries and wages
- Operational and maintenance expenses (e.g. subscriptions, on-going rent)

PROJECT COMPLETION

All recipients will be contacted in September 2020 to report if the activities are “progressing as planned”. If a one-year project cannot be completed by March 31, 2021, carry-over of unspent funds to the next fiscal year must be pre-approved by the BCCI Project Coordinator.

If there is a possibility that your current year (2019-2020) BCCI funding may not be expended by end of this fiscal year, please contact the office to discuss potential carry-over of unexpended fund before submitting a new application for the 2020-2021 fiscal year.

Final Report is due on May 31, 2021.

HOW TO APPLY

Applicants should review these guidelines in their entirety before submitting an application, as incomplete or ineligible applications will not be considered.

A complete application must have the following documents:

- Resolution from the applicant (i.e. a Current Band Council or Tribal Council Resolution); or, First Nations Organizations must provide a Certificate of Incorporation, a signed Resolution, and Band Council Resolutions from
- each First Nation benefitting in or participating in the project.
- Letters of support from partners contributing financially or in-kind to this project. Amount must be identified in the letter.
- Quotes from each participating consultant or estimates for similar tasks.
- A completed BCCI Application form.
- Relevant sections of the long-term plan that the project links to (not necessary for projects that are developing a new long-term plan).

EVALUATION CRITERIA

The BC Capacity Initiative funds projects that have clear objectives and measurable results.

BC Capacity Initiative Council, an external advisory council, has been created to assist in the development of program guidelines and evaluation criteria. The Council meets annually to review proposals and make funding recommendation. A list of the current members is available at <http://www.bccapacity.org/council.aspx>.

The BC Capacity Initiative application evaluation process considers the following criteria:

1. Strength of the connection between the proposed project and preparation for negotiations (e.g. discussions with governments, other First Nations and organizations)
2. How well the project complements the community plan for self-determination
3. Where appropriate, evidence that the broader community is involved in the project development and implementation
4. Evidence that the project will facilitate a transfer of knowledge into the core administration, the community, or among community members
5. Partner contribution to the project
6. The quality of the application – work plan with clear activities and detailed budget
7. Groups that are engaged in negotiations with the Government of Canada on treaties, agreements and other constructive arrangements relating to Section 35 rights.
8. Innovative projects or projects that use traditional knowledge to build capacity

Other factors that are considered during proposal evaluation:

- Past projects and related initiatives: The proposal builds upon capacities from previous projects without duplicating past activities and deliverables.
- The project has the potential to complement and support other existing or proposed capacity or research initiatives.
- The Applicant has not received BCCI funding in the past 2-3 years.
- The recipient has sound financial management practices as demonstrated by their audited financial statement.
- The Applicant has met all BC Capacity Initiative reporting requirements for their projects.
- Completion of BCCI projects.
- Geographic distribution of funding.

FUNDING

Successful applicants will be notified by April 2020. If the applicant already has an existing funding agreement, an amendment will be generated for signature. Payments will be issued based on the regular monthly payment schedule. For more information, please contact the BCCI Project Coordinator.

CONTACT

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