

Indigenous Services Canada

Crown-Indigenous Relations
and Northern Affairs Canada

Guidelines for British Columbia Capacity Initiative

For Use in the 2021-2022 Call for Proposal



Government
of Canada

Gouvernement
du Canada

Canada

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British Columbia Capacity Initiative

OBJECTIVE

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

ELIGIBILITY - WHO CAN APPLY

To be eligible, applicants must represent a First Nations group, which includes:

- An Indian Band/First Nation;
- A Tribal Council; or
- An incorporated First Nation organization

Note: Only one application will be accepted for each First Nations group. An individual First Nation/Indian 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 their community. BCCI projects fall into one of the following categories:

| Type of Project | Description |
|---|--|
| Planning Capacity | Long-term planning related to self-determination. |
| Information Capacity | Collecting, compiling, analyzing and creating data to be used in negotiations or discussions |
| Cultural Capacity | Revitalizing cultural practices in support of self-determination |
| Operational and Organizational Capacity | Developing organizational and operational capacities to support participation in negotiations or discussions |
| Other Capacity | Other forms of capacity (please provide details) |

Examples of eligible projects are: strategic planning, land use planning for traditional territories, resource planning, intergovernmental relations, GIS management, database creation, traditional

laws and governance studies, archaeological and cultural site research, and development of self-government structures, policies and procedures.

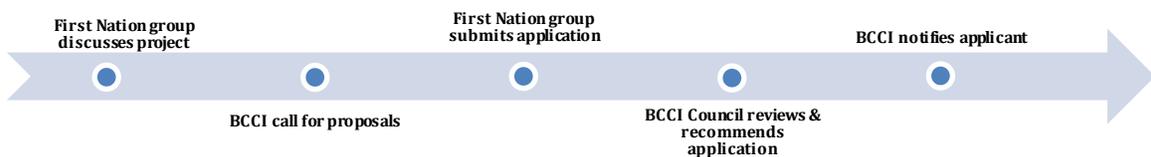
For list of previously approved projects, please visit http://bcccapacity.org/documents_list.aspx.

INELIGIBLE PROJECTS

The following types of projects are ineligible for BCCI funding:

- Projects or portions of projects where other sources of federal funding are available
- Proposal/Application development
- Economic development activities
- Land management and planning for reserve lands

PREPARING AND SUBMITTING APPLICATIONS



Deadline to apply for 2021-2022 funding (for the period from April 1, 2021 to March 31, 2022) is **December 11, 2020**. Receipt of applications will be acknowledged within two weeks of submission.

DEVELOPING A PROPOSAL

First Nations groups are responsible for selecting and designing a BCCI project. The project proposal must include: a defined purpose, project objectives and outcomes, activities required to complete the project, a project work plan, project deliverables and budget estimates. Please identify the person(s) responsible for the project and for each activity. Applicants should review these guidelines in their entirety and the proposal instructions (PAW 5702745.BC) located at <https://www.sac-isc.gc.ca/eng/1571829044381/1571829074923> before submitting the proposal. Incomplete proposal applications delay the review process and might not be considered for funding.

A completed proposal must have the following documents:

- Resolution from the applicant (i.e. a 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 participating actively in or contributing financially or in-kind to this project. Amounts or scale of participation must be identified in the letter;
- Quotes from each participating consultant or estimates for similar tasks;
- A current proposal form (PAW #5702745.BC);
- Relevant sections of the long-term plan (e.g. strategic plan, community plan, land use plan, land and resources plan, governance plan) that are linked to the project (this is not required for projects that are intended to develop a new long-term plan).

DEVELOPING A PROJECT BUDGET

The BC Capacity Initiative provides short-term, project-based funding. The funding cannot be used to support existing staff or initiatives for a First Nations group. First Nations groups that submit a proposal with missing or limited budget information will be asked for further information.

Proposals submitted must include a detailed budget that provides cost breakdowns by category.

ELIGIBLE EXPENSES

Only project-related expenses are eligible. These may include:

- **Project Administration:** includes overhead costs for the use of office facilities, computers, telephone, telecommunications, printers, photocopiers, utilities, and office supplies (maximum 10% of BCCI total funding requested)
- **Employee Salaries and Benefits:** for new or contract employees hired only to work on the BCCI project
- **Honoraria:** time-limited remuneration for volunteer service or participation in the project, are for non-salaried individuals who are essential to fulfilling the BCCI project objectives. Honoraria may be provided but are not limited to guest speakers, Knowledge Keepers and Elders. The maximum honorarium is \$200 per day, or \$27 per hour for each individual.

Eligibility for Salaries, Wages, and Honoraria:

Does the individual already receive a full-time salary from your First Nation group?

If yes, they are not eligible for salaries, wages or honoraria; their services are considered an in-kind contribution.

Does the individual already receive part-time salary from your First Nation group?

If yes, they are eligible for wages or honoraria to compensate for hours worked on BCCI project activities.

Will the individual work exclusively on BCCI project activities?

If yes, they are eligible for salary, wages or honoraria.

- **Employee Travel Expenses:** for employees and/or consultants working on the BCCI projects. This includes transportation, accommodation, and meals, consistent with the Government of Canada travel rates.
- **Capital Acquisitions:** maximum 6% of BCCI total funding requested.
- **Project Supplies and Materials:** may also include materials for community consultation such as brochures, posters, maps and video.
- **Consultant and Professional Costs – Fees, Travel and Other Expenses:** 20% of BCCI total funding requested, (if the funding request for this category exceeds 20%, the cost must be clearly detailed and justified).
- **Other Expenditures:** for project costs that may not fit in the other categories
 - **Facility rental and hospitality expenses:** used for community engagement activities such as meetings, workshops, small groups, large gatherings, and circles.
 - **Course Fees and Training:** required to complete the project or to develop capacity to engage in negotiations or discussions related to treaties agreements or other constructive arrangements. This is not for any Consultant costs.
 - **Software Costs:** may include purchases, costs of installation and training. Subscription and software updates are not included.

INELIGIBLE EXPENSES

Ineligible expenses are those outside the scope of BCCI funded projects:

- Fees incurred for the purposes of litigation
- Fees related to education towards a post-secondary degree or diploma
- Salaries and wages of individuals already employed by the First Nations group (see explanatory box above)
- Ongoing operational and maintenance expenses (e.g. subscriptions, rent, utilities)

OTHER SOURCES OF PROJECT CONTRIBUTION

First Nations groups may develop project budgets that include contributions from the applicant and partners (e.g. provincial and other federal government departments, First Nation and third party) to complement the BCCI project funding. Examples of contributions

(cash or in-kind) are: salaries, honoraria, hospitality, use of facilities or supplies. Other contributions showing evidence of long-term partnerships will be considered.

CHANGING A PROPOSAL AFTER APPROVAL

If a change to approved activities or the budget is unavoidable, due to unforeseen circumstances or needs, the First Nation group should notify the BCCI Project Coordinator as soon as possible at aadnc.BCCDCapacity.aandc@canada.ca. The First Nation group may need to answer questions regarding the proposed project changes, and occasionally may need to revise and resubmit the proposal form.

PROJECT COMPLETION

All recipients will be contacted in September 2021 to report if the activities are progressing as planned.

If the one-year project will have unexpended or surplus funds remaining on March 31, 2022 due to either savings being realized when the project is completed, or the project not being completed, the recipient may retain the surplus funds to expend in the next fiscal year but must obtain pre-approval from the BCCI Project Coordinator. The recipient must agree to use the unexpended funds for purposes consistent with the program objectives and the obligations and objectives set out in the funding agreement.

PROPOSAL EVALUATION

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

The BC Capacity Initiative proposal evaluation process considers the following:

- How well the project prepares the First Nation to negotiate treaties, agreements and other constructive arrangements relating to Section 35 rights.
- How well the project links to a long-term plan or develops a plan for the community.
- Where appropriate, evidence that community members are engaged in the project, and the level of that engagement.
- Evidence that the project will facilitate a transfer of knowledge into the core administration, the community, or among community members.
- Evidence of significant partner contribution to the project.
- Innovative projects or projects that use traditional knowledge to build capacity.
- The quality of the application – work plan with clear activities and detailed, reasonable budget.

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.
- There is no limit to how many times the Applicant can receive BCCI funding; however, consideration will be given to Applicants that have 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 BCCI reporting requirements for their projects.
- Completion of all funded BCCI projects.
- Whether the project would be more appropriately funded through a different federal program.

The 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 recommendations. A list of the current members is available at <http://www.bccapacity.org/council.aspx>.

NOTIFICATION OF FUNDING

Successful applicants will be notified by April 2021. 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 US

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ANNEX A: FREQUENTLY ASKED QUESTIONS

1. When is the call for proposals?

The call for proposals for the 2021-2022 year is usually sent out in early November to all BC First Nations groups.

2. How do we obtain a BCCI application form?

First Nations groups can obtain the proposal form and Guidelines from:

- The BCCI website at www.bccapacity.org/application.aspx; or,
- The ISC “Proposals, Applications, Work Plans (PAW)” website, <https://www.sac-isc.gc.ca/eng/1571829044381/1571829074923> and enter “BC Capacity” in the “Filter items” box; or,
- You can also contact the BCCI Project Coordinator at aadnc.BCCDCapacity.aandc@canada.ca.

3. How do we submit the proposal form and other supporting documents?

Complete the proposal and Band Council Resolution/ Directors’ Resolution. Submit them and other supporting documents to the BCCI Coordinator: aadnc.BCCDCapacity.aandc@canada.ca. If unable to submit by e-mail, submit by fax to BCCI Project Coordinator at (604) 775-7149.

4. What is the deadline for proposals?

The call for proposals will contain a deadline for BCCI proposal submissions. First Nations will have approximately one month to complete and submit their proposal.

5. How should we prepare the proposal? What if we have questions?

Review the BCCI Guidelines and the proposal instructions. If you have questions, contact the BCCI Coordinator at aadnc.BCCDCapacity.aandc@canada.ca or call **(604) 506-4384**. Provide all the required information and materials listed under the Developing a Proposal section in these Guidelines.

6. How much can we apply for?

There is no maximum limit on the amount of BCCI funding that can be requested for a one-year project. However, applicants must provide a detailed budget and project description that demonstrates strong evidence of expenditure planning and achievability of activities for a one year project.

7. How does the First Nations group determine a consultant/professional fee?

BCCI recommends that a First Nations group who plan to hire a consultant follow the links below to determine the amount of funding available for a consultant.

Project Management Consultants

https://buyandsell.gc.ca/cds/public/2017/05/30/149c6901b1b20b83c68cd8bde8c9e2f6/AB.ES.PROD.PW_ZT.B015.E31561.EBSU000.PDF

Technical Consultants

<https://www.acec-bc.ca/media/74125/acecbcfeguide19.pdf>

8. How do we calculate eligible Travel Expenses?

Travel expenses for transportation, accommodation, and meals should follow the Government of Canada travel rates. These rates change at least twice a year. Rates can be found at the following sites:

Kilometric Rates

<http://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>

Accommodation and Car Rental Directory

<http://rehev-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx>

Meal Rates

<http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>

9. Can we submit a proposal for multi-year projects?

BCCI proposals are for a single fiscal year only. However, First Nations groups may consider a proposal that has phases. If a First Nations group is considering a phased project it is recommended the First Nation group contact the BCCI Coordinator to discuss the project. If, for example, the initial phase of a project is subsequently approved, there is no guarantee of funding for other phases of the project in subsequent fiscal years.

10. Can we change a project once it has been approved?

If a change to activities, budget, or work plan is unavoidable due to unforeseen circumstances or needs, the First Nation group must notify and receive approval from the BCCI Coordinator. The First Nation group may need to answer questions in regard to the proposed project changes and additionally may need to revise and resubmit the proposal form. The First Nation group may not change a project without approval.

11. How will we find out if our project has been approved?

Each First Nation that submits a proposal will be notified as to whether their proposal has been accepted or rejected.

12. If our proposal is declined, can we apply with the same project in the next fiscal year?

Yes. You should discuss with the BCCI Coordinator about any amendments to the project proposal that would improve the proposal and about appropriate timing.

13. What reports or deliverables do we have to provide?

A final report must be submitted by May 31st accompanied with supporting documents for each completed activity. Supporting documents must be specific, measurable and tangible. Here are some support document examples:

- For data base training activity could include a copy of the training manual, the training curriculum and a list of participants.
- For creating or drafting a long term plan, provide a copy of the plan or a few pages from the plan, e.g. cover page, table of contents.

14. Where do we send all the reports and deliverables?

Submit all reports and deliverables to: aadnc.BCreports.aandc@canada.ca.

15. What happens if delivery requirements are not met or there is a breach or default of the agreed upon terms or conditions?

In cases where there has been a breach or default of the agreed upon terms and conditions within the Funding Agreement that cannot be remedied by the recipient, ISC may request the return of the funds provided or the balance of unexpended funds provided at the time of such breach or default (recovery of funds).