

BC CAPACITY INITIATIVE - PROPOSAL APPLICATION

PAW Number/Fiscal Year:

5702745.BC (2019-2020)

Purpose:

Proposals for the Negotiations Preparedness Initiative will be accepted on the Proposal Application Form 2019-2020 only.

Reporting Period:

As specified in the terms and conditions of the offer

Instructions:

- Email all BC Capacity Initiative proposal documents to 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 British Columbia Capacity Initiative (BCCI) Secretariat at (604) 396-6420 or 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.

Field Definitions:

Field	Definition
A. Applicant Information	
Applicant Name	The name of the band, tribal council or First Nation organization.
Mailing Address (Number/Street/Apartment/P.O. Box) City/Town Province/Territory Postal Code Telephone Number Extension Facsimile Number Email Address	The general contact information of the applicant. A valid postal code is in upper case in the format, A#A #A#. A valid telephone number includes the 3 digit area code in the format, ###-###-####. If there is an extension, it has a maximum of 5 digits and is in the format #####. A valid facsimile number includes the 3 digit area code in the format ###-###-####. A valid email address may be in upper or lower case in the format a@a.a.
Primary Contact – Project Manager	
Given Name Family Name Title/Position Telephone Number Facsimile Number Email Address	The name and contact information of the project manager (main contact for proposal). A valid telephone number includes the 3 digit area code in the format ###-###-####. A valid email address may be in upper or lower case in the format a@a.a.

Field	Definition
Secondary Contact (if applicable)	
Given Name Family Name Title/Position Telephone Number Facsimile Number Email Address	The name and contact information of the secondary contact person. A valid telephone number includes the 3 digit area code in the format ###-###-####. A valid email address may be in upper or lower case in the format a@a.a.
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 British Columbia Capacity Initiative funding requested.
Project Start Date (YYYYMMDD)	The scheduled project start date, format of Year-Month-Day.
Project End Date (YYYYMMDD)	The scheduled project completion date, format of Year-Month-Day.
Project Synopsis	A brief description of how this project will 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. May include key project deliverables.
Resolution by Band, Tribal Council or First Nation Organization or First Nation Organization - Resolution Number OR - Signed Date (YYYYMMDD)	The resolution must be specific to this project and recent. Provide either the reference resolution number and/ or date of resolution when signed. Dates are in the format of Year-Month-Day.
BC Capacity Initiative Project Sectors	Select one sector from the list of main sectors that is most applicable to your proposal. <ul style="list-style-type: none"> • Community Vision/Strategic/Comprehensive Community Plans • Cultural Heritage • Land & Resource Governance • Land & Resource Professional Development • Multi-Sectoral Land & Resources

Field	Definition
BC Capacity Initiative Project Activities	<p>Select one primary (1st) and one secondary (2nd), if applicable, activities that are most applicable to your proposal.</p> <ul style="list-style-type: none"> • Education, training and skills development • Research, studies and database development • Development of decision-making frameworks, plans and strategies • Operational or organizational development

Project Description

<p>1. Provide a summary of the proposal that addresses the following points:</p>	<p>Recommended 1 page in length, maximum 2 pages.</p> <ul style="list-style-type: none"> - What is this project about? - 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? (E.g., list any current negotiations that your community is involved in and provide a brief description of how this proposal supports each of them.) - Why does the community need to do this project? Identify the capacity gaps to be addressed. - Who will be participating in this project? Identify Partners and consultants involved and how they are involved (e.g. roles and responsibilities, transfer of knowledge taking place). - What are the anticipated impacts/benefits on the community from this project? <p>This 'Project Description' should also contain information that would further clarify Questions 2 to 6. The points above can be addressed in point form.</p>
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Project Deliverables

Deliverables are specific, measurable and tangible items that must be produced to complete the project. List key deliverables of the project and include a brief description of methods, products and outcomes for each as the 'Measurable Indicator'. For each Measurable Indicator, indicate specific support documents (e.g. meeting minutes for meeting held, invoices for training and/or equipment purchases, posting for Land Manager position) that will be included with the British Columbia Capacity Initiative Final Report submission in May.

Deliverable	<p>A specific, measurable and tangible item that is a product when the project is completed. Example: Monthly meetings (10) with community, draft a wildlife report for Council approval, collection of data for GIS database, or training of Lands Coordinator with new referral system.</p>
Measurable Indicator	<p>A description of the project deliverable. Identify tangible products that will result when the project is completed. Support documents must be included with submission of the Final Report in May.</p>

Field	Definition
2. This project is a Regional project (2 or more First Nations participating)	Yes/No If 'No', then this is a Single First Nation community project. 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?	Yes/No If 'Yes', describe in Question 1: Project Description.
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. 'British Columbia Capacity Initiative Budget Summary' table.

Organization/Program	The organization name involved in the project partnership.
Contact Name and Title Telephone Number	The name and telephone information of the contact. A valid telephone number includes the 3 digit area code in the format ###-###-####.

D. Consultants

Identify consultants that are participating in this British Columbia Capacity Initiative 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. "British Columbia Capacity Initiative Budget Summary" table.

Consultant Company Name	The name of the consultants that are participating in this British Columbia Capacity Initiative proposal.
Area of Expertise	Identify the main task(s) the Consultant will be working on.
Contact Name Telephone Number	The name and telephone information of the contact. A valid telephone number includes the 3 digit area code in the format ###-###-####.

Field	Definition
BC Initiative Budget Summary	
<p>The Budget Summary shows amounts budgeted for project expenditures. This summary is to be completed in the Budget Summary table on the final page of the application and will include contributions made by the British Columbia Capacity Initiative, the Applicant (funds/in-kind) and Partners (funds/in-kind). Provide a one to two description for each amount.</p>	
Cost Category	
<p>Project Administration (Maximum 10% BCCI \$) Honoraria Employees Employee Salaries & Benefits Employee Travel & Other Expenses Consulting Consulting Fees Consulting Travel & Other Expenses Other Costs Capital Acquisitions (Maximum 6% BCCI \$) Project Supplies & Materials Other Expenditures Totals (Calculated automatically)</p>	<ul style="list-style-type: none"> • British Columbia Capacity Initiative Description (two lines) • British Columbia Capacity Initiative Cash • Applicant Description (two lines) • Applicant <ul style="list-style-type: none"> - Cash - In-Kind (\$) • Partner(s) Description (two lines) • Partner(s) <ul style="list-style-type: none"> - Cash - In-Kind(\$) • Total Cost (Calculated automatically)
Supporting Documents	
<p>Proposal Application Package must include the following (in digital format).</p>	
<p>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</p>	<p>Check the box indicating which document is being submitted.</p> <ul style="list-style-type: none"> • For a First Nation and/or Tribal Council, provide either Band Council or Tribal Council Resolutions (BCR/TCR) OR • For an Aboriginal Organization, provide a Certificate of Incorporation, a signed Resolution and Band Council Resolutions from each First Nation benefitting and/or participating in the project • A copy of the current Strategic or Community Plan or Vision/Mission Statement if there is no plan. • Letters of support from partners contributing financially or in-kind to the project.
Declaration	
<p>Given Name Family Name Title Date (YYYYMMDD)</p>	<p>The given name, family name and position title of the person who acknowledged the accuracy of the information, and the date on which it was completed. Dates are in the format of Year-Month-Day.</p>