



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) (<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.aiprdemande-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)

City/Town		Province/Territory	Postal Code
Telephone Number	Extension	Facsimile Number	Email Address

Primary Contact - Project Manager (Main Contact for Proposal)

Given Name	Family Name	Title/Position
Telephone Number	Facsimile Number	Email Address

Secondary Contact (If applicable)

Given Name	Family Name	Title/Position
Telephone Number	Facsimile Number	Email Address

Proposal Written by

Given Name	Family Name	Title/Position
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B. Project Information

Project Name (Brief descriptive title. Long titles will be shortened.)	BCCI Funding Requested (\$)
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.

1st 2nd Project Activity Name

- 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:

- 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?

This "Project Description" should also contain information that would further clarify Questions 2 to 6. The points above can be addressed in point form.

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".

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 BCCI Final Report submission in May.

	Deliverable	Measurable Indicator
Deliverable		
Deliverable		
Deliverable		
Deliverable		
Deliverable		

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

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.

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.

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 (limited to two lines)	BCCI Cash	Applicant Description (limited to two lines)	Applicant		Partner(s) Description (limited to two lines)	Partner(s)		Total Cost
				Cash	In-Kind(\$)		Cash	In-Kind (\$)	
Cost Category									
Project Administration (Max 10% BCCI \$)									
Honoraria									
Employees									
Employee: Salaries & Benefits									
Employee: Travel & Other Expenses									
Consulting									
Consulting: Fees									
Consulting: Travel & Other Expenses									
Other Costs									
Capital Acquisitions (Max 6% BCCI \$)									
Project Supplies & Materials									
Other Expenditures									
Totals:									