

NEGOTIATIONS PREPAREDNESS INITIATIVE PROPOSAL APPLICATION

PAW Number/Fiscal Year:

790644 (2019-2020)

Purpose:

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

Reporting Period:

As specified in the terms and conditions of the offer

Due Date:

Proposals must be received by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) no later than March 15, 2019. The sooner we obtain your request, the quicker we can review your initiative and confirm the funding amount that will be allocated. Also, keep in mind that funding resources are limited and demands are increasing. Should proposals be received after this date, there is no guarantee that funding will be available.

Notes:

Refer to the Negotiations Preparedness Initiative Proposal Guidelines before completing the funding Proposal Application Form. If you have questions or need more copies of the Proposal Guidelines or Application Form, contact Marie-Josée Boudreau at (819) 743-1531.

Applicants will be advised in writing of the outcome of the proposal recommendation process.

Approved proposals will be funded using DIAND contribution agreements.

Field Definitions:

Field	Definition
Section A. Organization Information	
Organization Name	The name of the First Nation, tribal council or First Nation organization.
Contact	
Given Name Family Name Mailing Address (Number/Street/Apartment/P.O. Box) City/Town Province/Territory Postal Code Telephone Number Facsimile Number Email Address	The name and contact information of the contact for the First Nation, tribal council or First Nation organization. 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, ###-###-####. 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.

Field	Definition
Initiative Manager	
Given Name Family Name Title Telephone Number Email Address	The given name, family name, position title, telephone number and email address (if applicable) of the initiative manager.
Section B. Supporting Documents	
One (1) copy of the following documents is provided	Check the box indicating which document is being submitted with the proposal application package: <ul style="list-style-type: none"> • Band Council or Tribal Council Resolutions (BCR/TCR) indicating community support or <ul style="list-style-type: none"> • Board of Directors Resolution indicating support for the initiative • Copy of current Strategic Plan document (If the document is large, a digital copy can be provided on disk instead of a hard copy.) • Copy of supporting documentation (e.g. agreements, background information, maps, etc.) • Certificate of Incorporation (Only for First Nation businesses, societies or organizations.)
Section C. Initiative Information	
Initiative Name	The main title of the initiative.
Start Date (YYYYMMDD) End Date (YYYYMMDD)	The scheduled start and completion dates of the initiative, in the format of Year-Month-Day.
Initiative Description	Please describe the objectives of the initiative.
Section D. Summary of Negotiations Preparedness Initiative Deliverables	
Activity Deliverable	A brief description of the key activities and deliverables. Note: Deliverables are specific, measurable and tangible items that must be produced to complete the initiative.
Measurable Indicator	A brief description of the measurable indicators. Note: Indicators are specific data that describe observable and measurable characteristics showing how deliverables have been achieved
Section E. Initiative Partnerships	
Identification of partners, including provincial government, who will contribute financial, human resources or in-kind support to the initiative (include letters of support)	
Organization	The name of the organization involved in the initiative partnership.
Contact Name and Title Telephone Number	The name, title and telephone information of the contact. A valid telephone number includes the 3 digit area code in the format ###-###-####.

Field	Definition
Section F. Other Federal Program Contributions	
Identification of other federal programs that are contributing funds for any portion of the Negotiation Preparedness Initiative in fiscal year 2019-2020	
Federal Program	The federal program that is providing other contributions to this initiative.
Contact Name and Title Telephone Number	The name, title and telephone information of the contact. A valid telephone number includes the 3 digit area code in the format ###-###-####.
Section G. Previously Funded Endeavours	
Identification of previously funded endeavours related to this initiative	
Organization/Program	The organization name or program involved in previously funded endeavours.
Contact Name and Title Telephone Number	The name, title and telephone information of the contact. A valid telephone number includes the 3 digit area code in the format ###-###-####.
Section H. Associated Larger Initiative	
Initiative Description	If the NPI funding will be used to support a portion of a larger initiative, a description of the larger initiative and how the NPI proposal will contribute to the larger initiative .
Declaration	
Given Name Family Name Title Date (YYYYMMDD)	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.
Section I. Negotiation Preparedness Initiative (NPI) Budget Summary 2019-2020	
The Budget Summary provides a roll-up showing amounts budgeted for initiative expenditures (calculated automatically). The source of funding includes contributions under NPI, the Applicant (cash/in-kind) and Partners (cash/in-kind). Refer to the Proposal Guidelines for details on eligible expenditures.	
Initiative Administration (Maximum 7% of NPI \$) Honoraria Employee Salaries and Benefits Employee Travel Expenses Contracted Professional and Consulting Fees Contracted Professional and Consulting Travel/ Other Expenses Capital Acquisitions (Maximum 6% NPI \$) Initiative Supplies & Materials Other Expenditures Total	<ul style="list-style-type: none"> • Total Cost Breakdown • NPI Cash • Applicant <ul style="list-style-type: none"> - Cash - In-Kind (\$) • Partner(s) <ul style="list-style-type: none"> - Cash - In-Kind (\$) <ul style="list-style-type: none"> • Balance (Total Cost Breakdown Minus Funding)

Field	Definition
Section J. Expense Report	
This section provides a detailed budget breakdown of initiative costs by expense category, including specifics for the NPI, applicant and other partner contributions.	
J1 Administration Costs	
The overhead costs related to the use of office facilities, existing computers, telecommunications equipment (telephones and facsimile machines), and rental of office equipment of the NPI. The administration costs should not exceed 7% of the total projected cost of the NPI.	
Cost Breakdown	
Item Description	The type of good/equipment purchased.
Total Cost	The total cost for the office expenditures.
Source of Funding	
NPI	The amount of NPI program funding being requested.
Applicant: Cash Applicant: In-Kind	The amount of funding to be provided by the First Nation whether it be cash or in-kind.
Partners: Name Partners: Cash Partners: In-Kind	The name of a third party and the funding they will provide whether it be in cash or in-kind.
J2 Honoraria	
The remuneration paid only to Elders and to Chief and Councilors, who are not in receipt of a salary paid through funding received from the department, to represent the First Nation on a committee related to the initiative.	
Cost Breakdown	
Position	The title of the position.
Activity	The forum for which the Elders, Chiefs or Councilors will be participating in on behalf of the First Nation.
Total Cost	The total cost for each position.
Source of Funding	
NPI	The amount of NPI program funding being requested.
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Partners: Name Partners: Cash Partners: In-Kind	The name of a third party and the funding they will provide whether it be in cash or in-kind.
J3 Employee Salaries and Benefits	
Salaries and Benefits for employees and may be based on the experience and qualifications of the individual(s) considered for the position(s). For example, the salary for an initiative manager who is an employee is entered in this section.	
Cost Breakdown	
Position	The title of the position.

Field	Definition
Activity	A short summary of the activities related to the position.
Total Cost	The total cost for each position.

Source of Funding

NPI	The amount of NPI program funding being requested.
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Partners: Name Partners: Cash Partners: In-Kind	The name of a third party and the funding they will provide whether it be in cash or in-kind.

J4 Employee Travel, Accommodation and Related Expenses

Expenses must be justified within the context of the initiative and may not exceed Treasury Board of Canada rates.

Cost Breakdown

Position	The title of the position.
Activity	A short summary of the activities related to the travel.
Total Cost	The total cost for the travel.

Source of Funding

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Partners: Name Partners: Cash Partners: In-Kind	The name of a third party and the funding they will provide whether it be in cash or in-kind.

J5 Contracted Professional/Consultant Fees

Fees must be reasonable and justifiable based on the experience and qualifications of the consultant. Complete information on contracted resources must be submitted with your application package. Please submit a letter from each consultant which identifies the consultant's qualifications, experience working on similar land and resource management initiatives and any other proposals the consultant is preparing for this NPI funding.

Cost Breakdown

Position	The title of the position.
Activity	A short summary of the initiatives or proposals that the consultant is working on.
Total Cost	The total cost for each consultant.

Source of Funding

NPI	The amount of NPI program funding being requested.
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Field	Definition
Partners: Name Partners: Cash Partners: In-Kind	The name of a third party and the funding they will provide whether it be in cash or in-kind.

J6 Contracted Professional Travel

Expenses must be justified within the context of the initiative and may not exceed Treasury Board of Canada rates.

Cost Breakdown

Position	The title of the position.
Activity	A short summary of the activities related to the travel.
Total Cost	The total cost for the travel.

Source of Funding

NPI	The amount of NPI program funding being requested.
Applicant: Cash Applicant: In-Kind	The amount of funding to be provided by the First Nation whether it be cash or in-kind.
Partners: Name Partners: Cash Partners: In-Kind	The name of a third party and the funding they will provide whether it be in cash or in-kind.

J7 Capital Acquisitions

Capital acquisitions are durable goods over \$500 including items such as computer hardware or software. These expenses should not exceed 6% of total NPI funding.

Cost Breakdown

Item Description	The type of good purchased.
Total Cost	The total cost of all goods purchased.

Source of Funding

NPI	The amount of NPI program funding being requested.
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Partners: Name Partners: Cash Partners: In-Kind	The name of a third party and the funding they will provide whether it be in cash or in-kind.

J8 Initiative Supplies and Materials

Costs may include training materials, maps, GPS rental, and materials for field camps. Please note that costs for office supplies, telephones, utilities, photocopying, etc., must be included as part of initiative administration costs, under J1.

Cost Breakdown

Item Description	The name of the item purchased.
Total Cost	The total cost of all items purchased.

Source of Funding

Field	Definition
NPI	The amount of NPI program funding being requested.
Applicant: Cash Applicant: In-Kind	The amount of funding to be provided by the First Nation whether it be cash or in-kind.
Partners: Name Partners: Cash Partners: In-Kind	The name of a third party and the funding they will provide whether it be in cash or in-kind.

J9 Other Expenditures

Expenditures may include items or services not otherwise covered, workshop/seminar costs not covered in another category. Details must be provided.

Cost Breakdown

Item Description	The title of the activity/or service purchased
Total Cost	The total cost of all items purchased/services purchased.

Source of Funding

NPI	The amount of NPI program funding being requested.
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Partners: Name Partners: Cash Partners: In-Kind	The name of a third party and the funding they will provide whether it be in cash or in-kind.