



## NEGOTIATIONS PREPAREDNESS INITIATIVE PROPOSAL APPLICATION

### Privacy Statement

The collection, use and disclosure of your personal information is required for your participation in the Negotiation Preparedness Initiative (NPI) Program and authorized by program specific legislation. We will collect, use, disclose and protect your personal information in accordance with the *Privacy Act* (<https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>) 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 Info Source (<https://www.aandc-aandc.gc.ca/eng/1353081939455/1353082011520>). 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 [aandc.aiprdemande-atiprequest.aandc@canada.ca](mailto:aandc.aiprdemande-atiprequest.aandc@canada.ca). To inquire about applicable legislative authority or to withdraw participation from this program, contact your Regional Office or the departmental Public Enquiries Contact Centre at 1-800-567-9604. If you require clarification about this *Privacy Act* Statement, contact our Access to Information and Privacy Office at 1-819 997-8277. 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, contact the Privacy Commissioner at 1-800-282-1376.

### A. Organization Information

Organization Name

#### 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

#### Initiative Manager

Given Name

Family Name

Title

Telephone Number

Email Address

### B. Supporting Documents

One (1) copy of the following documents is provided

- Band Council or Tribal Council Resolutions (BCR/TCR) indicating community support

**OR**

- Board of Directors Resolution indicating support for the initiative
- Copy of current Strategic Plan document
- Copy of supporting documents
- Certificate of incorporation

### C. Initiative Information

Initiative Name

Start Date (YYYYMMDD)

End Date (YYYYMMDD)



Initiative Description

**D. Summary of Negotiations Preparedness Initiative Deliverables**

List the key activities/deliverables of the initiative

	Activity	Deliverable	Measurable Indicator

**E. Initiative Partnerships**

Organization	Contact Name and Title	Telephone Number

**F. Other Federal Program Contribution**

Federal Program	Contact Name and Title	Telephone Number

**G. Previously Funded Endeavours**

Organization/Program	Contact Name and Title	Telephone Number

**H. Associated Larger Initiative**

Describe any larger associated initiative.

**Declaration**

The information provided is accurate to the best of my knowledge.

Given Name		Family Name	
Title			Date (YYYYMMDD)



**I. Negotiations Preparedness Initiative (NPI) Budget Summary 2020-2021**

		Sources of Funding					
		NPI	Applicant		Partner(s)		Balance
Expenditures	Total Cost Breakdown	Cash	Cash	In-Kind (\$)	Cash	In-Kind (\$)	Cost Minus Funding
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% of NPI \$)							
Initiative Supplies and Materials							
Other Expenditures							
<b>Total</b>							



**J. Expense Report**

**J-1 ADMINISTRATION COSTS** (Administration is the overhead or initiative management cost which is not to exceed 7% of NPI funding)

Cost Breakdown			Source of Funding				
Item Description	Total Cost	NPI	Applicant		Partners		
			Cash	In-Kind	Name	Cash	In-Kind
	Total					Total	

**J-2 HONORARIA**

Cost Breakdown			Source of Funding					
Position	Activity	Total Cost	NPI	Applicant		Partners		
				Cash	In-Kind	Name	Cash	In-Kind
	Total					Total		



**J-3 EMPLOYEE SALARIES AND BENEFITS**

Cost Breakdown			Source of Funding					
Position	Activity	Total Cost	NPI	Applicant		Partners		
				Cash	In-Kind	Name	Cash	In-Kind
Total						Total		

**J-4 EMPLOYEE TRAVEL, ACCOMMODATION AND RELATED EXPENSES**

Cost Breakdown			Source of Funding					
Position	Activity	Total Cost	NPI	Applicant		Partners		
				Cash	In-Kind	Name	Cash	In-Kind
Total						Total		



**J-5 CONTRACTED PROFESSIONAL/CONSULTANT FEES**

Cost Breakdown			Source of Funding					
Position	Activity	Total Cost	NPI	Applicant		Partners		
				Cash	In-Kind	Name	Cash	In-Kind
Total						Total		

**J-6 CONTRACTED PROFESSIONAL TRAVEL**

Cost Breakdown			Source of Funding					
Position	Activity	Total Cost	NPI	Applicant		Partners		
				Cash	In-Kind	Name	Cash	In-Kind
Total						Total		



**J-7 CAPITAL ACQUISITIONS** (Durable goods over \$500, not to exceed 6% of total NPI funding)

Cost Breakdown		Source of Funding					
Item Description	Total Cost	NPI	Applicant		Partners		
			Cash	In-Kind	Name	Cash	In-Kind
Total					Total		

**J-8 PROJECT SUPPLIES AND MATERIALS**

Cost Breakdown		Source of Funding					
Item Description	Total Cost	NPI	Applicant		Partners		
			Cash	In-Kind	Name	Cash	In-Kind
Total					Total		



**J-9 OTHER EXPENDITURES**

Cost Breakdown		Source of Funding					
Item Description	Total Cost	NPI	Applicant		Partners		
			Cash	In-Kind	Name	Cash	In-Kind
Total					Total		