

BC CAPACITY INITIATIVE - PROPOSAL APPLICATION

PAW Number/Fiscal Year:

5702745.BC (2022-2023)

Purpose:

Proposals for the British Columbia Capacity Initiative (BCCI) will be accepted on the Proposal Application Form 2022-2023 only.

Reporting Period:

As specified in the terms and conditions of the offer

Instructions:

- Email all BC Capacity Initiative proposal documents to bccdcapacity@sac-isc.gc.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) at (604) 679-0652 or bccdcapacity@sac-isc.gc.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) 506-4384 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	
First Nation or Organization 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 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 email address may be in upper or lower case in the format a@a.a.
Primary Contact - Project Manager (required)	
Given Name Family Name Title/Position Telephone Number Extension Email Address	The name (given and family) and contact information of the project manager (main contact for proposal). 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 #####.

Field	Definition
	A valid email address may be in upper or lower case in the format a@a.a.
Secondary Contact (required)	
Given Name Family Name Title/Position Telephone Number Extension Email Address	<p>Note: Each proposal must have two contacts.</p> <p>The name (given and family) and contact information of the secondary contact person.</p> <p>A valid telephone number includes the 3 digit area code in the format ###-###-####.</p> <p>If there is an extension, it has a maximum of 5 digits and is in the format #####.</p> <p>A valid email address may be in upper or lower case in the format a@a.a.</p>
B. Project Information	
Project Title	The main title of the project. Maximum 100 characters (approximately 15 words).
Project Summary (approximately 110 words) Briefly outline what the project intends to accomplish. Include a defined purpose, project objectives and outcomes.	Briefly outline what the project intends to accomplish. Include a defined purpose, project objectives and outcomes. Maximum 700 characters (approximately 110 words).
Project Start Date (YYYYMMDD)	The scheduled project start date, in the format 'Year Month Day'.
Project End Date (YYYYMMDD)	The scheduled project completion date, in the format 'Year Month Day'.
BCCI Funding Requested (\$)	Enter the amount of British Columbia Capacity Initiative funding being requested (dollar value only). This amount must match the 'BCCI Funding Request Total' from the 'Budget Summary Table – BCCI Funding'.
Is this a Regional Project? - Yes or No - If "Yes", indicate the recipient of this project, if funded.	Identify if the applicant is a single First Nation or a regional applicant (i.e. a group of two or more First Nations, Tribal Council, or a First Nation organization). If the applicant is regional, name the recipient that will administer the funding if the project is funded.
BC Capacity Initiative Project Categories (Select 1-2 categories that apply to your project from the list below)	
<ul style="list-style-type: none"> - Planning Capacity - Information Capacity - Cultural Capacity - Operational and Organizational Capacity - Other Capacity (specify) 	Select one to two categories that apply to your project (refer to guidelines for more details). For Other Capacity, specify the capacity.
Project Description	

Field	Definition
<p>1. Connection to Negotiations</p> <p>Explain how this project will prepare the First Nation to negotiate treaties, agreements and other constructive arrangements relating to Section 35 rights. Provide examples of project outcomes.</p>	<p>How does this project prepare the First Nation to negotiate treaties, agreements and other constructive arrangements relating to Section 35 rights? Provide examples of project outcomes. Maximum 1500 characters.</p>
<p>2. Connection to a Long Term Plan</p> <p>Explain how this project links to a long-term plan for your community. Please highlight the relevant sections of this plan.</p> <p>If your community does not have a long term plan, and the purpose of your proposal is to develop a long term plan, please explain that here.</p>	<p>Explain how this project links to a long-term plan for your community. Please highlight the relevant sections of this plan.</p> <p>If your community does not have a long-term plan, and the purpose of your proposal is to develop a long term plan, explain that here. Maximum 1500 characters.</p>
<p>3. Community Engagement</p> <p>Describe how the wider community will be engaged in this project.</p>	<p>Describe how the wider community will be engaged in this project. Maximum 500 characters.</p>
<p>4. Knowledge Transfer</p> <p>Identify how knowledge will be transferred into the community through this project. If training is provided, indicate the training provider, cost, and number of trainees for each type of training (include in Budget table).</p>	<p>Identify how knowledge will be transferred into the community through this project. If training is provided, for each type of training please indicate who is providing the training, how much it costs, and how many people will be trained. Include costs details in the Budget Summary table. Maximum 1000 characters.</p>
<p>5. Connection to Past Projects</p> <p>If relevant, list any connections between this project and past projects, and how this project will build on these past projects.</p>	<p>If relevant, list any connections between this project and past projects, and explain how this project will build on these past projects. Maximum 1000 characters.</p>
<p>C. Work Plan</p>	
<p>Activity (brief description)</p>	<p>An activity is a key event, action or task that is planned in order to complete a project. Maximum 400 characters.</p>
<p>Human Resources (individual responsible for ensuring this task is completed)</p>	<p>Title/position of the person required for specific Human Resources to perform the activity (i.e. staff or participants name and/ or position). Maximum 40 characters.</p>
<p>Cost Estimate (BCCI \$)</p>	<p>An estimate of BCCI cost to complete the activity.</p>
<p>Activity Start Date (YYYYMMDD)</p>	<p>The scheduled Activity start date, in the format 'Year Month Day'.</p>
<p>Activity End Date (YYYYMMDD)</p>	<p>The scheduled Activity completion date, in the format 'Year Month Day'.</p>
<p>Number of Days</p>	<p>Required number of days to complete the activity, in ### format.</p>
<p>Deliverables Will this Activity result in a Deliverable?</p>	<p>Deliverables are specific, measurable and tangible products or outcomes that report on the</p>

Field	Definition
Deliverables (brief description)	<p>activities. Not every activity will result in a deliverable. Maximum 400 characters.</p> <p>Select “Yes” or “No”.</p> <p>If “No”, skip to next Activity or Section.</p> <p>If “Yes”, a support document for each Deliverable must be submitted with the Final Report.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Activity: Monthly meetings (10) with community; Deliverable - 10 Meeting agendas - Activity: Draft a wildlife report for Council approval; Deliverable - sample pages of the report - Activity: Collection of data for GIS database; Deliverable - sample list of data or screenshot of database

D. Budget Summary

The Budget Summary shows amounts budgeted for project expenditures, grouped by Cost Category, e.g. Project Administration, Honoraria, etc. This table is on the last page of this form. This table includes contributions made by the BC Capacity Initiative, the Applicant (cash/in-kind) and Partners (cash/in-kind).

- Enter all budget items for each Cost Category that is applicable to your project directly into the table.
- Add a new row (click [+] on the left side) for each additional item and budget breakdowns.

Budget Summary Table - BCCI Funding

<p>Cost Category</p> <ol style="list-style-type: none"> 1. Project Administration (Max 10% BCCI \$) 2. Honoraria 3. Capital Acquisitions (Max 6% BCCI \$) 4. Project Supplies & Materials <p>Employees</p> <ol style="list-style-type: none"> 5. Salaries & Benefits 6. Travel Expenses <p>Consultants</p> <ol style="list-style-type: none"> 7. Fees 8. Travel & Other Expenses <p>Other Costs</p> <ol style="list-style-type: none"> 9. Other Expenditures <p>BCCI Funding Request Total</p>	<p>For each applicable Cost Category, Employees, Consultants, Other Costs, fill the table with budget details:</p> <ul style="list-style-type: none"> - Name/Title - Description: Maximum 120 characters. - Rate or Cost: Amount in the format \$0.00 (dollar value only). - Unit: Select unit <ul style="list-style-type: none"> - per hour (/hr) - per day (/d) - per month (/mnth) - not applicable (N/A) - Quantity: Number in the format ### (unit value only). - Cash Total (\$) (dollar value only) <p>Total for each row is calculated automatically.</p>
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Field	Definition
	BCCI Funding Request Total is calculated automatically.
Budget Summary - Applicant and Partners Contributions	
<p>Cost Category</p> <ol style="list-style-type: none"> 1. Project Administration 2. Honoraria 3. Capital Acquisitions 4. Project Supplies & Materials <p>Employees</p> <ol style="list-style-type: none"> 5. Salaries & Benefits 6. Travel Expenses <p>Consultants</p> <ol style="list-style-type: none"> 7. Fees 8. Travel & Other Expenses <p>Other Costs</p> <ol style="list-style-type: none"> 9. Other Expenditures <p>Applicant Contribution Total</p> <p>Partners Contribution Total</p>	<p>For each applicable Cost Category, Employees, Consultants, Other Costs, fill the table with budget details:</p> <ul style="list-style-type: none"> - Description: Describe what the contribution supports for both Applicant and Partner. Include name of Partner with Partner Description. Maximum 110 characters. - Contribution: Amount in the format \$0.00 (dollar value only). <ul style="list-style-type: none"> - Cash (\$) - In-Kind (\$) <p>Applicant Contribution Totals and Partners Contribution Totals are calculated automatically.</p>
Partners	
<p>Will Partners be involved in this project?</p> <ul style="list-style-type: none"> - Yes - No <p>Note: Enter each Partner's contribution details in the Partners section of the Budget Summary table on the last page.</p>	<p>Select "Yes" or "No".</p> <p>If "No", skip to Section E. Required Documents.</p> <p>If "Yes", attach a Letter of Support from each Partner that identifies what their contribution to the project is and include:</p> <ul style="list-style-type: none"> - A dollar-value of the contribution; and, - Type of contribution, Cash or In-Kind. <p>Provide contact information for each partner and enter each Partner's contribution details in the Partner section in the Budget Summary table.</p>
Organization Name	The organization name involved in the project partnership.
Contact Name	The name of the contact.
Telephone Number	A valid telephone number includes the 3 digit area code in the format ###-###-####.
Submission Method for Support Letter	<p>From the drop-down list, select the method by which support letters will be submitted. The options include:</p> <ul style="list-style-type: none"> - Attachment - Email - Facsimile - Mail - By Hand or Courier <p>If you select 'Attachment' as the submission method, an 'Attach File' button will appear.</p>

Field	Definition
	<p>Selecting this button allows you to select a file that will be attached to the form. After attaching the file you can click on the paper clip icon on the left side of the Adobe application to see the attached file. Once the file is attached, the “Attach File” button changes to “Remove File”. To remove the file only, select this button. To clear all fields for a single document and remove the associated file, select the [-] button.</p>

E. Required Documents

<p>Your application package must include the following (check when completed):</p> <ul style="list-style-type: none"> - Resolution from the applicant - Letters of support from partners contributing financially or in-kind to this project. Amount must be identified in the letter. - Quotes from each participating consultant or estimates for similar tasks. - A completed BCCI Application form - Relevant sections of the long-term plan that the project links to (not necessary for projects that are developing a new long-term plan). 	<p>For a First Nation and/or Tribal Council, provide either Band Council or Tribal Council Resolution (BCR/TCR)</p> <p>OR</p> <p>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. Contribution amount must be identified in the letter of support from Partners.</p> <p>Quotes or estimates for required consultant work must be from consultants. General estimates are not acceptable.</p> <p>All sections of the BCCI Application form that are applicable to the project must be completed within the form.</p> <p>Sections or pages from a long term plan are acceptable if the plan is a large file. Reference specific location in the plan where the project links to.</p>
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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>
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