

CAPACITY-BUILDING FUNDING REQUEST TOOL

PAW number/Fiscal year:
1271719 (2024-2025)

Purpose:

This Capacity-building Funding Request Tool and a companion Capacity-building Funding Budget Tool have been developed to provide funding applicants with important guidelines, instructions and examples to submitting capacity-building funding proposals. Reference to these Tools is strongly encouraged for all prospective applicants in order to guide the development of Capacity-building Funding Request Proposals, or workplans, and budgets.

Capacity-building funding requests submitted to engagementetparternariatsengagementandpartnerships@sac-isc.qc.ca for evaluation and assessment must include:

- a proposal or workplan,
- a budget outlining expenditures linked to proposal or workplan activities, and
- applicable eligibility records.

Funding proposals, or workplans, and budgets may be submitted in the format of the applicant’s choice however, **both records should include the level of detail outlined in both this Tool as well as the companion budget Tools.**

Field definitions:

Field	Definition
SECTION 1	
Provide the identified contact information for the proposal applicant as well as each group represented in the proposal; where the <i>applicant</i> is the <i>represented group</i> complete tables A and B only.	
A. Applicant information	
Applicant name	The name of the individual or group completing the formal application. Applications may be completed on behalf of one or more funding recipients.
<ul style="list-style-type: none"> - Mailing address (Number/Street/Apartment/P.O. box) - City/Town - Province/Territory - Postal code - Telephone number - Extension - Email address - Website (if applicable) 	The applicant’s address information including mailing address, city/town, province/territory and postal code; telephone and extension number; email address; website (if applicable).
Primary contact or Project Manager	
<ul style="list-style-type: none"> - Given name - Family name - Title/Position - Telephone number - Extension 	The given name, family name, position title, telephone number and email address (if applicable) of the person who can be contacted for further information about the application.

Field	Definition
- Email address	
Secondary contact	
<ul style="list-style-type: none"> - Given name - Family name - Title/Position - Telephone number - Extension - Email address 	The given name, family name, position title, telephone number and email address (if applicable) of an alternate person who can be contacted for further information about the application.
B. Eligible recipient	The individual or group responsible and accountable for the use of the funds provided: All Indigenous groups, communities or peoples that hold rights recognized and affirmed by section 35 of the Constitution Act, 1982; Indigenous governing bodies, as defined under the act, and; National Indigenous Organizations, in order to advance culturally appropriate reform of child and family services.
Is the recipient a section 35 rights-bearing First Nation, Métis or Inuit group?	Is the recipient a section 35 rights-bearing First Nation, Métis or Inuit group? Answer "Yes" or No".
Is the recipient an Indigenous group with a signed self-government agreement or Modern Treaty (etc.)?	Is the recipient an Indigenous group with a signed self-government agreement or Modern Treaty (etc.)? Answer "Yes" or No".
Are you a council, government or other entity that is authorized to act on behalf of an Indigenous group, community or people that holds rights recognized and affirmed by section 35 of the Constitution Act, 1982?	<p>Are you a council, government or other entity that is authorized to act on behalf of an Indigenous group, community or people that holds rights recognized and affirmed by section 35 of the Constitution Act, 1982? Answer "Yes" or No".</p> <p>Proof of your ability and authority to act on behalf of a section 35 rights-bearing First Nation, Métis or Inuit group, or an Indigenous group with a self-government agreement or Modern Treaty must be provided.</p> <p><i>Indigenous Services Canada accepts various forms of signed authorization including, but not limited to, a Band Council Resolution, a letter, a board resolution, or a referendum.</i></p>
C. Groups represented	Provide the identified contact information for each group represented in the capacity-building funding proposal.
Indigenous group's name	The name of the Indigenous group represented in the capacity-building funding proposal.
<ul style="list-style-type: none"> - Mailing address (Number/Street/Apartment/P.O. box) - City/Town - Province/Territory - Postal code - Telephone number - Extension - Email address 	The group's address information including mailing address, city/town, province/territory and postal code; telephone and extension number; email address; website (if applicable).

Field	Definition
- Website (if applicable)	
Primary contact or Project Manager	
<ul style="list-style-type: none"> - Given name - Family name - Title/Position - Telephone number - Extension - Email address 	The given name, family name, position title, telephone number and email address (if applicable) of the person who can be contacted for further information about the proposal.
SECTION 2	
Proposal information	<p>Identify the capacity-building proposal type and review the descriptions to inform the development of your proposal or workplan.</p> <p>The proposal, or workplan, should highlight the funding recipient’s story of exploring readiness to exercise jurisdiction. Proposal objectives and activities should be described in detail sufficient for departmental officials to evaluate it against criteria on funding eligibility.</p>
Proposal type	Indicate if the proposal is for a single year agreement or a multi-year agreement.
Objectives	<p>Describe each objective of the proposal or workplan (using the “Add an objective” button as needed). Identify the community need(s) such as, the risk factors in the community, the high number of children in care, the lack of parenting or prevention support, etc.</p> <p>Describe how capacity-building funding would address meeting each objective and link objective(s) to your broader self-governance plans/priorities where applicable.</p> <p>Example:</p> <ul style="list-style-type: none"> • The community intends to assume authority and responsibility of child and family services. • The community will draft legislation to inform child and family service delivery.
Activities and delivery methods	<p>Describe the activities required for each objective and outline the steps that will be taken to meet them. Activities should be specific, measurable, realistic and relevant to the proposal’s objectives.</p> <p>Example:</p> <ul style="list-style-type: none"> • The community will engage professional services to draft legislation. • The community will plan community member and stakeholder consultations.
Timelines and milestones	<p>Outline the various steps or milestones that reliably show your expected progress and plans to complete the activities on time and within budget.</p> <p>Example:</p>

Field	Definition
	<ul style="list-style-type: none"> • A first draft of the legislation will be complete within six months of project start. • Community member and stakeholder consultations will take place within three months of the completion of the first draft. • A final draft of the legislation will be complete within one year of project start.
Expected outcomes	<p>Describe the expected tangible result(s) of each activity.</p> <p>Example:</p> <ul style="list-style-type: none"> • The first draft of the legislation will be reviewed by community leaders upon completion. • A report of the community member and stakeholder consultations will be provided within a month of the last consultation. • The final draft of the legislation will be reviewed and approved by community leaders.
Performance measurement indicators	Where applicable, describe the evaluation method or the performance measurement process and outcomes of the activities.
SECTION 3	
Supporting documents	This table allows you to identify the supporting documents being submitted and the method of submission.
Title	Enter the name of the supporting document.
Submission method	<p>From the drop-down list, select the method by which additional documents will be submitted. The options include:</p> <ul style="list-style-type: none"> - attachment - email - facsimile - mail - by hand/courier <p>If you select 'Attachment' as the submission method, an 'Attach file' button will appear. 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 right 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>
Submission checklist	

Field	Definition
<ul style="list-style-type: none"> - Section 1 complete - Supporting eligibility records included in submission - Proposal or workplan included in submission - Budget included in submission 	<p>Please check each box to ensure that each step was completed.</p> <p>Provide proof of ability and authority identifying a council, group or other entity as the Indigenous governing body on behalf of a section 35-rights-holding First Nation, Inuit or Métis group.</p> <p>Indigenous governing body refers to a council, government or other entity that is authorized to act on behalf of an Indigenous group, community or people that holds rights recognized and affirmed by section 35 of the Constitution Act, 1982.</p> <p>Proof of your ability and authority to act on behalf of a section 35 rights-bearing First Nation, Métis or Inuit group, or an Indigenous group with a self-government agreement or Modern Treaty must be provided.</p> <p>Indigenous Services Canada accepts various forms of signed authorization including, but not limited to, a Band Council Resolution, a letter, a board resolution, or a referendum.</p>
Declaration	
<ul style="list-style-type: none"> - Given name - Family name - Title - Date (YYYYMMDD) 	<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.</p> <p>Dates are in the format of 'Year-Month-Day'.</p>