

TRIBAL COUNCIL FUNDING WORK PLAN

PAW number/Fiscal year:
5677670 (2024-2025)

Purpose:

This form represents the minimum work plan information required to receive Tribal Council Funding. Tribal councils are encouraged to collaborate with their member First Nations to develop more detailed and comprehensive work plans which describe any and all programs, services and activities to be undertaken by the tribal council.

Note:

- Any and all prospective sources of funding for activities identified in this work plan, inclusive of all federal, provincial or other government sources that are expected to be received must be declared and provided as an attachment to this form.
- Tribal councils are encouraged to provide details to inform their member First Nations, and can provide attached documents that contain expenditure, activity, and/or endorsement information, as an alternative to providing that information directly on this form.

Due date:

Contact your regional office to confirm the due date of the work plan.

Field definitions:

Field	Definition
Identification	
Recipient name	The legal name of the community, institution, organization or other group responsible for administering the program as outlined in the funding agreement.
Contact	
<ul style="list-style-type: none"> - Given name - Family name - Telephone number 	The given name, family name and telephone number of the person who can be contacted for further information about the work plan. A valid telephone number includes the 3 digit area code in the format ###-###-####.
Work plan information	
A) Core administrative costs	
Provide details for member First Nations?	Yes or no
Planned expenditures (A)	The amount of planned expenditures of Tribal Council Funding, in dollars. These costs are generally related to salaries and wages, and office overhead and rent.
Details	Tribal councils are encouraged to provide details about core administrative costs to inform their member First Nations, and can provide this information directly in this section of the form.
Amount (\$)	The amount of planned expenditures for core administrative costs, in dollars.
B) Delivery of CIRNAC/ISC funded services	
Provide details for member First Nations?	Yes or no

Field	Definition
Planned expenditures (B)	<p>These costs include any of the types of costs described under core administrative costs, where they are required to support the delivery of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)/Indigenous Services Canada (ISC) funded services (major programs) managed by the tribal council. They cannot include activities and related expenditures funded by another program area.</p> <p>If the tribal council does not provide funded services, this field should have a dollar amount of zero (0).</p>
Details	Tribal councils are encouraged to provide details about the delivery of CIRNAC/ISC funded services to inform their member First Nations, and can provide this information directly in this section of the form.
Amount (\$)	The amount of planned expenditures for delivery of ISC/CIRNAC funded services, in dollars.
C) Capacity development of member First Nations	
Planned expenditures (C)	<p>The amount of planned expenditures for capacity development of member First Nations is automatically calculated.</p> <p>This table repeats a row for each capacity development activity</p>
Activity	<p>Capacity development activities may include one or both of the following activity types:</p> <ul style="list-style-type: none"> i. Capacity development projects where there is a transfer of knowledge and where there is an expectation that First Nation employees will now be able to deliver a specific service or complete a specific task based on their newly acquired skills or knowledge. Projects in this category are not ongoing and therefore do not require ongoing funding. ii. Advisory services type support which provides specialized services, by either internal or external experts, with an economy of scale that is not available to any individual member First Nation. For this activity type, the service in question may be ongoing and funding may be requested on an ongoing basis. <p>The title or short description of the capacity development activity to be undertaken with Tribal Council Funding. The tribal council may also enter 'see attached' to reference their work plan.</p>
Description	A narrative description of the capacity development activity to be undertaken. The description must specify the member First Nation(s) that will benefit from the

Field	Definition
	activity, and one or more ways that the results will be measured. The tribal council may also 'see attached' if this information is available elsewhere.
Amount (\$)	The amount of planned expenditures for capacity development, in dollars.
Total planned expenditures (A+B+C)	The total planned expenditures amount of Tribal Council Funding is automatically calculated.
Member First Nation endorsement	Work plans must be endorsed by each member First Nation identified in the Tribal Council Funding Application. This table repeats a row for each member First Nation. The determination of what individual or body can provide endorsement of a work plan or report is based on each tribal council's unique governance structure.
Member First Nation name	The name of the member First Nation.
Endorsement	The name of the body or the name and title of the individual endorsing the work plan on behalf of the member First Nation. The tribal council may also enter 'see attached'.
Signature (if applicable)	Signature of individual, if applicable.
Supporting documents (if applicable)	This table allows you to identify the supporting document(s) being submitted and the method of submission.
Document type	<p>Select one of the document types from the drop-down list. The options include:</p> <ul style="list-style-type: none"> - band council resolution - budget - capacity development plan - financial statements - cash flow - letter of support - quotes/estimates - strategic plan - other (please specify)
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 left side of the Adobe application to see</p>

Field	Definition
	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.
Declaration	
<ul style="list-style-type: none"> - 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'.