



BC CAPACITY INITIATIVE PROPOSAL APPLICATION

Privacy Statement

The collection, use and disclosure of your personal information is required for your participation in the BC Capacity Initiative Program and authorized by program specific legislation. We will collect, use, disclose and protect your personal information in accordance with the *Privacy Act* (<http://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.aadnc-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 aadnc.aiprpdemande-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.

Office Use Only: BCCI 2021 -

A. Applicant Information

First Nation or Organization Name

Mailing Address (Number/Street/Apartment/P.O. Box)

City/Town	Province/Territory	Postal Code
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Telephone Number	Extension	Email Address
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Primary Contact - Project Manager

Given Name	Family Name	Title/Position
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Telephone Number	Extension	Email Address
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Secondary Contact

Given Name	Family Name	Title/Position
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Telephone Number	Extension	Email Address
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B. Project Information

Project Title

Project Brief Summary

Project Start Date (YYYYMMDD)	Project End Date (YYYYMMDD)	BCCI Funding Requested (\$)
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Is this a Regional Project? Yes No If "Yes", indicate the recipient of this project if funded ►

BC Capacity Initiative Project Categories: Select 1-2 categories that applies to your project from the list below

- | | | |
|---|--|--|
| <input type="checkbox"/> Planning Capacity | <input type="checkbox"/> Information Capacity | <input type="checkbox"/> Cultural Capacity |
| <input type="checkbox"/> Training and Skills Capacity | <input type="checkbox"/> Operational and Organizational Capacity | <input type="checkbox"/> Other Capacity: |



Project Description

1. Reconciliation Discussions

Explain how this project will prepare the First Nation to negotiate treaties, agreements and other constructive arrangements relating to Section 35 rights.

2. Connection to Plan for Self-determination

- i. Are you developing a plan for self-determination through this project? Yes No
- ii. Indicate how this project connects the community's plans for self-determination. Please provide specific references to pages in the community's existing plan. Ensure relevant portions of the existing plan are emailed with this application.

3. Community Engagement

Describe how the wider community will be engaged in this project.

4. Knowledge Transfer

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).

5. Connection to Past Projects

If relevant, list any connections between this project and past projects, and explain how this project will build on these past projects.

C. Work Plan (Identify a supporting document that will be provided for each activity with the Final Report)

Activity	Number of Days	Human Resources (individual responsible for ensuring this task is completed)	Cost Estimate (BCCI \$)

Supporting Documents (Identify supporting documents that will be provided for this activity)

Title

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.

Partners (Attach letter of support for each partner)

Will partners be involved in this project? Yes No



Note: Enter each Partner's contribution details in the Partners section of the Budget Summary table on the last page.

Organization Name	Contact Name	Telephone Number	Submission Method

E. Required Documents

Your application package must include the following (check when completed):

- Resolution from the applicant (i.e. a Current Band Council or Tribal Council Resolution); or, 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.
- 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).

Declaration

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

Given Name		Family Name	
Title			Date (YYYYMMDD)

Submitting Your Proposal

- Email all BC Capacity Initiative Proposal Application documents to aadnc.BCmail.aandc@canada.ca.
- If there are large attachments, email them separately and clearly link all emails to the same application.
- Maximum size of attachment that is acceptable is 5 MB.
- An automatic email confirmation will be sent back to the sender of the email upon receipt.
- If you are having difficulty in emailing your attachments, or have not received an email confirmation after submitting your application, please contact the BCCI Secretariat at (604) 396-6420 or aadnc.BCCDcapacity.aandc@canada.ca.



Budget Summary Table - BCCI Funding

Source	BCCI Funding					
	Name/Title	Description	Rate or Cost (\$)	Unit	Quantity	Cash Total (\$)
Cost Category						
Project Administration						
Honoraria						
Capital Acquisitions						
Project Supplies and Materials						
Employees						
Salaries and Benefits						
Travel Expenses						
Consultants						
Fees						
Travel and Other Expenses						
Other Costs						
Other Expenditures						
BCCI Funding Request Total:						



Budget Summary Table - Applicant and Partners Contributions

Source	Applicant			Partner(s)		
	Description	Cash (\$)	In-Kind (\$)	Description	Cash (\$)	In-Kind (\$)
Cost Category						
Project Administration						
Honoraria						
Capital Acquisitions						
Project Supplies and Materials						
Employees						
Salaries and Benefits						
Travel Expenses						
Consultants						
Fees						
Travel and Other Expenses						
Other Costs						
Other Expenditures						
Applicant Contribution Total:				Partners Contribution Total:		