

CAPACITY DEVELOPMENT PLAN

Note ► This template is for use by the following departments: Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) and Indigenous Services Canada (ISC).

Privacy Statement

This statement explains the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection and use of personal information are in accordance with the [Privacy Act](https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html) (https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html). In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the *Privacy Act*. The collection and use of your personal information for the Governance Capacity Programs are authorized by the [Department of Indigenous Services Act \(S.C. 2019, c. 29, s. 336\)](https://laws-lois.justice.gc.ca/eng/acts/I-7.88/index.html) (https://laws-lois.justice.gc.ca/eng/acts/I-7.88/index.html), the [Department of Crown-Indigenous Relations and Northern Affairs Act \(S.C. 2019, c. 29, s. 337\)](https://laws-lois.justice.gc.ca/eng/acts/C-49.8/index.html) (https://laws-lois.justice.gc.ca/eng/acts/C-49.8/index.html) and s. 122 (1), 123 (1) and 124 (1) of the [Financial Administration Act](https://laws-lois.justice.gc.ca/eng/acts/F-11/page-1.html) (https://laws-lois.justice.gc.ca/eng/acts/F-11/page-1.html) and required for your participation. We will use your personal information for evaluation purposes in order to respond to your Capacity Development Plan. The information collected is described in Personal Information Bank [AANDC PPU 300](https://www.aadnc-aandc.gc.ca/eng/1353081939455/1353082011520) (https://www.aadnc-aandc.gc.ca/eng/1353081939455/1353082011520), and will be retained for a period of 30 years and then the records are transferred to the Library and Archives Canada. As stated in the *Privacy Act*, you have the right to access your personal information and request changes to incorrect information. Contact the departmental Public Enquiries Contact Centre at 1-800-567-9604 to notify us about incorrect information. For more information on privacy issues and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

Planning Horizon: Year 1 (YYYY) Year 5 (YYYY)

Identification

Recipient Name	Recipient Number
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Contact

Given Name	Family Name	Title	Telephone Number	Email Address
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Plan Information

Identify your community's capacity needs and provide a summary of the projects which could address each need. Include information sufficient for departmental officials to evaluate the proposed project against program objectives, criteria on eligibility and eligible expenditures. Provide a narrative which describes the following: Capacity Needs; Fiscal Year; Priority; Capacity Development Projects; Description/Objectives; Start and End Date of Each Project and Contact Person; Detailed Costs; Indicators; and Expected Outcomes. The following is a suggested format for your capacity development plan; you may also choose to submit another format so long as the above-mentioned criteria are captured.

Identify Capacity Needs	Fiscal Year	Priority	Capacity Development Projects	Description/Objectives	Start Date (YYYYMMDD)	End Date (YYYYMMDD)	Contact Person	Detailed Costs	Indicators	Expected Outcomes

Supporting Documents (if applicable)

Title	Submission Method

Declaration

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

Given Name	Family Name	Title	Date (YYYYMMDD)
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