PROFESSIONAL AND INSTITUTIONAL DEVELOPMENT PROGRAM FUNDING APPLICATION

PAW Number/Fiscal Year:
638262 (2023-2024)

Purpose:
First Nations or Organizations seeking funding under the Professional and Institutional Development Program are required to provide an application that indicates all activities to be undertaken and expected results and outlines the proposed budget for governance capacity development activities.

Due Date:
The due date will be communicated through call letter.

Field Definitions:

Field	Definition
Identification	
Applicant Name	The name of the community, institution, organization or other group applying for the grant and/or contribution(s) as per the legal name that will appear on the funding agreement.
Applicant Number	The attribution number for the community, institution, organization or other group as shown in the Department's Financial Management Manual (Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)/Indigenous Services Canada (ISC) internal use).
Region	From the drop-down list, select the CIRNAC/ISC region to which this application is being submitted.
Contact	
Given Name Family Name Title/Position Mailing Address (Number/Street/Apartment/ P.O. Box) City/Town Province/Territory Postal Code Telephone Number Facsimile Number Email Address	The name and contact information of the person who can be contacted for further information about the application. 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, ### ### ####. A valid facsimile number includes the 3 digit area code in the format ### ### ####. A valid email address may be in upper or lower case in the format a@a.a.
Application Information	
Application Title	Provide the title of the application for funding. The title reflects the nature of the project.

Field	Definition
Application Summary	Provide a brief description of the application for funding. This implies an identification of the main purpose and a description of key activities, tasks and deliverables associated with the funding request, sufficient for departmental officials to evaluate the application against program objectives, regional or national considerations, criteria on eligibility, expenditures, etc. If the funding will flow through to a partner, please include that information here.
Start Date of Proposed Activities (YYYYMMDD)	Enter the planned or actual start and end dates for the activities. If there are different start and end dates, enter the earliest and latest dates.
End Date of Proposed Activities (YYYYMMDD)	
Is this a continuing project?	Indicate (Yes or No) if this is a continuing project. If yes, provide a brief description of additions to the original project (activities, task, deliverables, etc).
Budget Summary	
Budget Item	Enter all budget items that are applicable to your proposal directly into the table. Add a new row (click [+] on the left side) for each additional item. • Tuition and training fees; • Salaries and wages; • Travel, transportation and accommodation; • Office supplies and printing; • Professional services; • Community information initiatives; • Systems designs, implementation and maintenance; • Hardware and software needed to support data collection, analysis and reporting; • Other
Description	Provide a brief description of the function provided by each budget item, activity or sub-activity.
Rate or Cost ($)	The rate or cost of the budget item. Amount in the format $0.00 (dollar value only)
Unit	Select unit or rate (if applicable): •per hour; • per day; • per month; • per person; • per family; • not applicable (N/A)
Quantity	Enter the quantity in number format (unit value only).
Cash Total ($)	Total dollar value ($) for each budget item is calculated automatically.
Total Budget Amount ($)	The total dollar amount ($) inclusive of all other sources of funds is calculated automatically.

Field	Definition
Total Requested Amount ($)	The total dollar amount ($) requested from ISC.
Comments	Provide any comments relating to the Budget Summary section.
Other Funding	
Have you received or requested any other funding to address this need?	Indicate (Yes or No) if you have received or requested any other funding to address this need.
Source	If yes, please list all sources of funding that have been applied to. Add a new row (click [+] on the left side) for each additional source.
Description	Provide a description of what is being (or what has been requested to be) funded.
Outcome	Indicate the outcome of your funding request from the drop-down list. Select one of the following: • Approved • Waiting on decision
Amount ($)	Enter the amount of other governmental funding received/requested. If the amount received was an in-kind contribution and you know its value, you can enter the amount. The currency is automatically formatted.
Supporting Documents (if applicable)	
This table allows you to identify the supporting document(s) being submitted and the method of submission.	
Document Type	Select one of the document types from the drop-down list: - 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.

Field	Definition
Submission Method	From the drop-down list, select the method by which additional documents will be submitted. The options include: - Attachment - Email - Facsimile - Mail - By Hand/Courier 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 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	
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'.