



# **Comprehensive Community Planning**

## ***Funding Tips and Ideas***

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## Introduction

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Comprehensive Community Planning (CCP) is a process that engages community members in planning and implementing the long term vision for their community. It includes the development of objectives, goals and/or a plan of action to work towards fulfilling the vision. Many First Nations communities across British Columbia are already engaged in planning and are experiencing great success.

CCP is a community-based, community-driven planning process that includes meaningful membership involvement throughout. This all-encompassing approach to planning is what is making CCP so successful. Unfortunately, First Nations are telling us it is also what is making it difficult to find adequate sources of funding. Many sources are narrow in their scope and only cover aspects of the community planning process. As a result, communities tend to seek funding from multiple sources to support their planning process.

This document has been put together to highlight some of the potential funding sources for various components of a comprehensive community planning process.

## Tips for Preparing a Successful Proposal

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Proposal writing is a key component to access funding for comprehensive community planning. Since there are many different aspects of a community plan, there are also many different funding sources that can be accessed to support that plan. Each of these funding sources will require a proposal, a letter of intent or a project outline, including and knowing the goals, objectives and outcomes of the project. Here are a few tips to remember as you prepare a proposal to any of the funders listed in this guide:

### **1. Be sure there is a good match between the funding agency's priorities and your project.**

Funds generally have a particular focus with specific types of projects or activities that they will fund. They also come with very specific terms and conditions on what is to be delivered by the applicant. Make sure both the focus of the fund and these conditions are consistent with your projects goals before you apply.

### **2. Discuss your proposal idea and intention to submit a proposal with your Department Head, Chief and Council or Chief Executive/Financial Officer.**

It is important to have administration and Chief and Council support for your project. Many funders require a Band Council Resolution or letters of support to be included with your application.

### **3. Know your audience.**

Be aware if the funding agency is targeting technical scientific proposals, or strategic or capacity building proposals. Each review committee will want to see different details in the proposals they review. Reach out to the contact person mentioned in the call for proposals and ask questions to help you prepare your proposal. Are there any projects that might be considered a priority? This will also help you determine in what areas of your proposal you should put the most detail (ie. Capacity Building, partnerships etc.)

### **4. Be sure that all parts of the application have been completed and are in the format required.**

While some funding agencies will contact applicants to provide additional information to supplement their proposal, a lot will consider it incomplete, and without the necessary information will move onto the next proposal. Most funds will be reviewing a large amount of proposals for a limited budget.

## 5. Review your budget.

Be sure that costs in all categories are realistically estimated. Inattention to details, unrealistic cost estimates, and budget padding will probably result in your proposal not being funded. Your narrative should explain why you are requesting the items in your project budget. Some applications may include a separate budget narrative.

## 6. Timing.

Do not wait until the last minute to write a proposal. All of the steps to preparing a good proposal take time. Having your application ready ahead of time will allow you to have a colleague, a manager, or even the program funder review your proposal for completeness, accuracy and clarity.

## No Funding? No Problem!

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Comprehensive Community Planning is a long term commitment to planning, and involves a lot of people, and a lot of activities. While there are bound to be large projects tied to your community's priorities, there are probably a number of smaller activities that may not need external funding at all. Here are just a few examples of activities that can be done with little or no funding at all:

- Sign up for the CCP Facebook group (CCP: First Nations in BC) and start networking with other communities/planners
- Check out the resources, tools and community plans at [FNBC.info/ccp](http://FNBC.info/ccp)
- Write a CCP article for your community's newsletter, website, or blog -- or develop your own!
- Add a CCP component to a planned community event (annual picnic, administration open house, etc.)
- Attend and participate in meetings that are regularly scheduled (example: get on the agenda of the bi-weekly elders' meeting)
- Use example Planning Committee "terms of reference" to develop one for your community
- Arrange time in your community's school to talk about planning and have the kids talk about (or draw) what they would like their community to look like
- Find example community surveys to help you start thinking about and building your own
- Begin drafting a Communications Plan and/or an Engagement Plan to guide Community involvement in the planning process
- Attend the annual CCP Workshop held every fall



## FUNDING SOURCES FOR THE PLANNING PROCESS

<b>First Nations Infrastructure Fund (FNIF)</b>	
Information	FNIF is comprised of funding from the Gas Tax Fund (GTF) and the Building Canada Fund (BCF). Approximately 25% of the annual allocation will be dedicated to support Comprehensive Community Planning.
\$ Available	Below maximum amount payable (\$10,000,000 per recipient per year).
Who can apply	There is no need to apply. Projects are identified, reviewed and selected by INAC regional offices. See website to determine criteria of eligibility.
Website	<a href="https://www.aadnc-aandc.gc.ca/eng/1100100010656/1100100010657">https://www.aadnc-aandc.gc.ca/eng/1100100010656/1100100010657</a>
<b>British Columbia Capacity Initiative (BCCI)</b>	
Information	The objective of the BC Capacity Initiative is to enhance the capacity and expertise of First Nations who have asserted Aboriginal title to prepare for negotiations on the land and resource components of their comprehensive claims settlements. Land and Resource components of a CCP are eligible for BCCI funding. Land use should be a substantial component within CCP.
\$ Available	There is no maximum limit on the amount of BCCI funding that can be requested for a project. See website for details.
Deadline	See website and FAQ for more resources.
Website	<a href="http://www.bccapacity.org">www.bccapacity.org</a>
Contact	Chiara Taylor or Alice Wong or Chelsea Leung, emails and phone numbers available on website.
<b>Community Opportunity Readiness Program (CORP)</b>	
Information	Provides project based funding to support community economic development opportunities. The program is a consolidation of Community Economic Opportunities Program (CEOP) of the other similar community based programs.
\$ Available	Funding will not exceed two thirds of total project cost for economic infrastructure projects or 80% of the total project costs for all other project types. Recipients must provide at least 10% of eligible project expenditures.
Deadline	Package due in January, check back on website for official dates.
Website	<a href="http://www.aadnc-aandc.gc.ca/eng/1100100033414/1100100033415">http://www.aadnc-aandc.gc.ca/eng/1100100033414/1100100033415</a>
Contact	Lands and Economic Development Directorate, Torrine Johnson, 604-775-6066, <a href="mailto:torrine.johnson@aadnc-aadnc.gc.ca">torrine.johnson@aadnc-aadnc.gc.ca</a>
<b>Professional &amp; Institutional Development (P&amp;ID Program)</b>	
Information	The objective of the P&ID Program is to develop the capacity of First Nations and Inuit communities to perform core functions of government, by funding governance-related projects at the community and institutional levels. A Governance Capacity Assessment Planning tool pilot is available upon request from the program administrator.
\$ Available	There is no stated maximum. Typically the average project is \$20-\$30k range.
Deadline	See website for deadlines and requirements. The program may intake applications after the deadline, if the annual P&ID budget allocation is not completed.
Website	<a href="http://www.aadnc-aandc.gc.ca/eng/1100100013815">http://www.aadnc-aandc.gc.ca/eng/1100100013815</a>
Contact	Mariana Wong, 604-775-5100, <a href="mailto:mariana.wong@aadnc-aadnc.gc.ca">mariana.wong@aadnc-aadnc.gc.ca</a>

<b>New Relationship Trust</b>	
Info	The New Relationship Trust (NRT) is an independent non-profit organization dedicated to strengthening First Nations in BC through capacity building. A key goal of NRT's Capacity Initiatives is to provide BC First Nations with access to information and knowledge that is essential to successful Nation building.
\$ Available	Maximum \$25,000 per First Nation or \$50,000 per three First Nations' Partnership
Deadline	Intake is ongoing until the Annual Budget is fully utilized. Funded until 2014.
Website	<a href="http://www.newrelationshiptrust.ca/funding/for-first-nations/direct-support">http://www.newrelationshiptrust.ca/funding/for-first-nations/direct-support</a>
Contact	Matt Cook-Contois, Senior Project Officer, <a href="mailto:Mcookcontois@nrtf.ca">Mcookcontois@nrtf.ca</a>
<b>Community to Community Forum</b>	
Info	The C2C Forum is a provincially and federally sponsored program in which "host" communities that hold a forum can get half of allowable costs covered. The program is administered by UBCM and supported by First Nations Summit. C2C forums are about opening lines of communication and building relationships between neighbours. In this case, the neighbours are local governments and First Nations. Across BC, many of these communities already share schools, stores, recreation areas, roads and highways, and sewer and water services. They have used C2C forums to develop closer working relationships, provide or share services, work jointly on issues and look for opportunities to partner on new projects. Regular communication and cooperation has led to the establishment of formal agreements between communities that cover a range of subjects – from sharing infrastructure and services to long-term economic development.
\$ Available	50% of Allowable Costs to host a Forum
Deadline	Calls for applications twice a year: Spring and Fall. Details on following websites.
Websites	<a href="http://www.ubcm.ca/EN/main/funding/lgps/community-to-community-forum.html">http://www.ubcm.ca/EN/main/funding/lgps/community-to-community-forum.html</a>
Contact	Local Government Program Services, (250)356-5134, <a href="mailto:lgps@ubcm.ca">lgps@ubcm.ca</a> , or Colin Braker (First Nations Summit), (604)926-9903, <a href="mailto:cbraker@fns.bc.ca">cbraker@fns.bc.ca</a>
<b>Treaty Related Measures</b>	
Information	The federal government is negotiating treaties in British Columbia (B.C.) because it is unfinished business that must be completed for historical, legal, economic and social reasons. Ultimately, the goal of treaties is to resolve questions of uncertainty with respect to land ownership and usage, the management and regulation of lands and resources, and the application of laws.
Website	<a href="https://www.aadnc-aandc.gc.ca/eng/1100100016437/1100100016438">https://www.aadnc-aandc.gc.ca/eng/1100100016437/1100100016438</a>