Regional Community to Community Forum Program
2019/20 Program & Application Guide

1. Introduction

In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. The success of the event was due to a spirit of goodwill and an open exchange of concerns, ideas, and constructive viewpoints. There was consensus among the participants that regional C2C Forums should be supported.

In most years since 1999, the provincial Ministry of Municipal Affairs & Housing and Indigenous Services Canada have provided funding for the C2C program. In this time, nearly 630 C2C Forums have been held in communities across the province.

Regional C2C Forum Grant Program

The goal of a Regional C2C Forum is increased understanding and improved overall relations between First Nations and local governments. Forum events are intended to provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes.

To qualify for funding, C2C Forums must include direct dialogue between elected officials and/or senior staff of neighbouring First Nations and local governments and work toward one or more of the following objectives:

- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and senior staff
- Advancing First Nations and local governments to more formal relationships through protocols, MOUs, service agreements and/or collaboration on plans or projects
- Supporting local reconciliation efforts and shared capacity building
- Developing or improving coordinated approaches to emergency preparation, mitigation, response and recovery

2. Eligible Applicants

Funding permitting, any local government (municipality or regional district) or First Nation (Treaty First Nation, Band or Tribal Council) may apply to host a Regional C2C Forum. First time and repeat applicants (i.e. those who received funding in previous years) are eligible.

Eligible applicants may submit one application per intake.

3. Eligible Events

In order to qualify for funding:

- Events must occur between April 1, 2019 and March 31, 2020.
- Events must include direct participation by the elected officials and/or senior staff from both First Nation(s) and local government(s).
- Willingness of the elected officials and/or senior staff of the partnering community to participate in the event must be confirmed and provided in writing to UBCM.
- The communities engaging in dialogue must be neighbouring. However, "neighbouring" may mean in the vicinity of, but not necessarily immediately adjacent to each other.

Topic Ideas & Outcomes

Table 1 outlines potential dialogue topics. The following resources may also be helpful:

- UBCM Reconciliation Resources
- Guide to Community to Community Forums in British Columbia
- 2008-2018 Regional Community to Community Forum Status Report

Length and Format

Event length and format are up to the applicant and attendees. In some cases, a day-long event may be preferred to allow participants sufficient time to meet each other and work together to generate ideas and plans for future activities. In situations where the participants do not know one another, an "ice-breaker" event, such as an introductory dinner or reception, may be useful.

Organization and Facilitation

Experience has shown that a major challenge in organizing a C2C Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning, convening and reporting on the forum.

Table 1: Dialogue Topics & Outcomes

Reconciliation & Relationship Building	**Emergency Management** Planning for coordinated and shared:	**Service Delivery & Planning**
• Shared understanding of collective history • Reconciliation Action Plans • Joint elected official and staff capacity building • Dispute resolution	• Preparation and risk mitigation • Emergency response • Recovery efforts	• Service agreements • Joint land use, sustainability or other plans or policies • Agreements for archaeological or culturally significant sites
Economic Development	**Community Development**	**Infrastructure Planning**
• Agreements for improving regional and local economies • Joint interests/initiatives • Community economic development plans	• Age- and accessibility-friendly assessments • Joint youth engagement plans or projects • Agreements for climate action	• Asset Management • Needs assessments • Joint development of infrastructure

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the UBCM, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. An in-kind contribution is one for which no money is paid directly, such as the use of facilities.

Eligible costs can only be incurred from the date of application submission until the final report is submitted. Under the Regional C2C Forum program, eligible activities must be cost-effective and may include:

- Event organization (e.g. invitations, agendas, event planning, etc.)
- Event costs:
  - Meals, snacks and non-alcoholic beverages
  - Venue rentals, including any required audio-visual equipment rentals
  - Facilitation services and/or guest speakers
  - Preparation of materials required for the forum, including printing costs
  - Expenses related to joint visits to participant's facilities, lands or buildings provided the visits occur as part of the forum
- Transportation between communities as required to attend a forum. Mileage estimates and calculations are required for vehicle travel.
- Honoraria for elders only when the elder is a scheduled speaker. If honoraria are included in the event budget, a description of the role(s) of the honoraria recipient(s) in the forum is required.
- Completion of event minutes, reports, etc. including printing costs.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by UBCM is not eligible for grant funding or as the community contribution. This includes:

- Alcohol
- Travel within communities
- Gifts and cultural performances
- Costs related to the development of materials required for broader project development, implementation or assessment, including legal fees, architectural, engineering or other design drawing, studies, etc.

5. Grant Maximum

The C2C program can contribute a maximum of 50% of the cost of eligible activities – to a maximum of $5,000.00. The applicant is required to provide 50% of the total eligible costs for the forum in cash or in-kind contributions. This may include contributions from the invited First Nation or local government participant.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant

6. Application Requirements & Process

Application Deadline

The Regional C2C program is administered over the course of the fiscal year (April 1 to March 31). Funding permitting, three calls for applications are planned for 2019/20.

Applicants will be notified of the status of their application within 30 days of the following application deadlines:

- March 15, 2019. For events between April 1, 2019 and March 31, 2020
- September 13, 2019. For events between September 30, 2019 and March 31, 2020
- December 6, 2019. For events between January 1 and March 31, 2020

Required Application Contents

- Completed and signed Application Form
- Event budget(s). See below for more information.
- Confirmation of partners. Written confirmations can be submitted after the application, but are needed in order for grant approval.

Information on Event Budgets

An itemized budget for each planned event must be submitted with the application and indicate that a minimum of 50% of the total eligible event cost will be covered by the applicant or invited First Nation or local government participant (in cash or in-kind). Please submit the event budget(s) in the same format as outlined in Table 2.

Budgets and proposed activities are approved as part of the application and any significant changes to a budget or forum event must be approved before an event takes place. Applicants are responsible for any cost over-runs unless a revised budget is submitted and approved before an event takes place.

Table 2: Sample Event Budget

Budgeted Expenditures	Proposed Cost
Event organization	$750
Meals, snacks and beverages (include # of people)	$900
Venue rental costs	$300
Facilitation services	$1,450
Guest Speakers	$650
Forum materials	$1,000
Transportation (include # of km)	$25
Eligible honoraria for elders (include description)	$500
Event minutes or reports	$550
Contingency	$175
TOTAL	**$6,300.00**
FUNDING REQUEST (50%)	**$3,150.00**

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca   Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

UBCM and the First Nations Summit will then review all complete applications.

7.   Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded. All approved applicants are required to return a signed copy of the approval agreement.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Grants payments are issued when the approved event(s) are complete and UBCM has received and approved the required final report and financial summary.

8.   Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report within 30 days of completed C2C event(s) and no later than April 30, 2020, including the following:

- Completed and signed Final Report Form
- Financial summary. See below for more information.
- Attendance list, including name, title and organization of each participants. Please do not submit sign-in sheets.
- Optional:
  - Final agenda, session summaries or minutes and other documents/presentations
  - Photos, media releases and press coverage and other public communications
  - Any other relevant background information (e.g. planning process, context, goals)

Information on the Financial Summary

Financial summaries should be submitted in the same format as the sample summary below.

Table 3: Sample Financial Summary

Actual Expenditures	Budgeted	Actual
Event organization	$750	$700
Meals, snacks and beverages (include # of people)	$900	$925
Venue rental costs	$300	$175
Facilitation services	$1,450	$1,600
Guest Speakers	$650	$0
Forum materials	$1,000	$500
Transportation (include # of km)	$25	$37
Eligible honoraria for elders (include description)	$500	$500
Event minutes or reports	$550	$450
Contingency	$175	
TOTAL	**$6,300.00**	**$4,887.00**
FUNDING REQUEST (50%)		**$2,443.50**

Please note that 'Contingency' is not an eligible final expense and any expenditures made from the funds allocated to contingency in the budget should be allocated to the appropriate line item in the financial summary.

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca   Mail: 525 Government Street, Victoria, BC, V8V 0A8

9.   Additional Information

For information on the C2C Forum program, please contact:

Local Government Program Services
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

Tel: (250) 356-5193
Email: lgps@ubcm.ca

First Nations Summit
#1200 - 100 Park Royal South
West Vancouver, BC, V7T 1A2

Tel: (604) 926-9903
Email: cbraker@fns.bc.ca