

Urban Communities Partnering for Reconciliation

2019 Pilot Program & Application Guide

1. Introduction

The Off-Reserve Aboriginal Action Plan (ORAAP) was created as a multi-stakeholder, community driven approach focused on improving the socio-economic outcomes for British Columbia's urban Indigenous communities, including Métis populations.

A Provincial Coordination Team (PCT) was created to guide, develop, implement and report on the impact of ORAAP. The PCT acknowledged the need to increase engagement between local governments and the urban Indigenous people that are an integral part of local communities. A pilot funding program was identified to support Indigenous people's right to cultural self-determination within the context of an urban environment and to align with the provincial government's efforts to strengthen the public's understanding of reconciliation as a key to help influence positive change in the lives of Indigenous citizens.

Urban Communities Partnering for Reconciliation pilot program

The Urban Communities Partnering for Reconciliation (UCPR) pilot program is intended to support events and activities that 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. Funding is available to eligible Indigenous organizations and local governments who want to create opportunities for in-person dialogue and relationship building which can help advance collaborative reconciliation plans, protocols, agreements or future projects.

2. Eligible Applicants

Eligible applicants are:

- Legally incorporated Indigenous societies that are in good standing (limited to [Friendship Centres](#) and organizations representing Métis members) in BC;
- Local governments (municipalities and regional districts) in BC.

Eligible applicants may submit one application.

3. Eligible Projects

In addition, to qualify for funding, projects must:

- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year from the date of grant approval;



- Include direct participation by elected officials and/or senior staff from the local government;
- Include direct participation of Indigenous societies;
- Where appropriate, include and compensate cultural leaders, elders, traditional knowledge keepers and/or artists when they are scheduled to speak, present or teach.

4. Eligible & Ineligible Costs & Activities

The UCPR pilot program is based on the recognition that relationships play an important part in reconciliation and that collaboration between Indigenous peoples including Métis communities and the public would help strengthen these relationships. To reflect this, applicants are encouraged to propose a reconciliation engagement event or activity that supports an opportunity for dialogue and to explore, in a safe space, learning and relationship building while considering the community's capacity, history and unique identities.

Events and activities such as storytelling and dialogue can explore the shared history of Indigenous peoples in those local communities to help build a deeper understanding of individual and collective roles. Meaningful engagement can help gain insight into how past experiences and practices relate to current societal realities and begin a shared commitment to putting reconciliation into action.

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the UCPR pilot program, eligible activities must be cost-effective and may include:

- Education and awareness activities, such as:
 - Using arts and culture to raise awareness and generate dialogue on reconciliation;
 - Delivering informative and experiential workshops;
- Supporting youth dialogue to explore common goals and opportunities for action, exchange of community ideas and challenges to improve systemic processes and shared capacity building;
- Cultural events and community gatherings that feature connection, engagement, participation, cultural sharing and skills development, such as:
 - Healing/talking circles;
 - Culture camps and/or gatherings of participants with a focus on incorporating cultural elements and language into the dialogue;
 - Performances;
 - Feasts;
 - Resilience and strength-themed events or programs, including activities that speak to sense of self, sense of family, sense of community and sense of culture, language and connection to land.

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Honoraria for cultural leaders, elders, traditional knowledge keepers and/or artists when they are scheduled to speak, present or teach;
- Consultant costs;
- Incremental applicant staff and administration costs;
- Public information costs.

Ineligible Costs & Activities

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

- Feasibility studies, reports or plans;
- Regular salaries of applicant staff or partners;
- Existing programs with established, designated funding from other sources;
- Infrastructure projects, construction, renovations or the purchase of tangible capital assets, including specialized equipment, computers and software.

5. Grant Maximum

The UCPR pilot program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$10,000.

In order to ensure transparency and accountability in the expenditure of public funds, all revenue and/or 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 application deadline is May 24, 2019. Applicants will be advised of the status of their application within 60 days of the application deadline.

Required Application Contents

All applicants are required to submit:

- Completed application form;
- Detailed project budget;
- Written confirmation of partners;
- Optional: Up to 3 letters of support from local organizations or agencies.

If the applicant is a local government, the following must also be submitted:

- Council or Board resolution indicating support for the current proposed activities and willingness to provide overall grant management.

If the applicant is an Indigenous society, the following must also be submitted:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management;
- Current Certificate of Good Standing.

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: lqps@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.

Following this, all eligible applications will be reviewed and scored by an Evaluation Committee, which will include representatives from the PCT. Scoring considerations and criteria include the following:

- Alignment with the intent and objectives of the UCPR pilot program;
- Anticipated outcomes;
- Demonstrated understanding of the relationship history between the urban Indigenous community and the local government;
- Partnerships and demonstrated community support, including local First Nations, community service organizations, other local governments and the public;
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province, and funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC
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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

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

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 are awarded in two payments: 50% at the approval of the project and 50% when the project is complete and UBCM has received the required final report and a financial summary.

Progress Payments

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date;
- Description of funds expended to date;
- Written rationale for receiving a progress payment.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form and an updated Council or Board resolution or society motion;
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs over and above the approved grant amount unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

8. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form;
- Financial summary;
- Optional: photos of the project, media clippings and/or any reports or documents developed or amended with grant funding.

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

Review of Final Reports

UBCM will review all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC

9. Additional Information

For more information on the funding program or submitting an application, contact UBCM at lgps@ubcm.ca or 250 356-5193.

For additional information, refer to:

- [Reconciliation at the heart of relationship with Aboriginal peoples](#). Province of BC.
- [Friendship Centres: Touching Lives, Shaping Futures](#). National Association of Friendship Centres.
- [The Métis: A New Canadian Nation](#). Canada's First Peoples website.