

Regional Community to Community Forum Program

2022/23 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. There was consensus among the participants that regional C2C Forums should be supported.

Since then, the provincial Ministry of Municipal Affairs and Indigenous Services Canada have provided funding for the C2C program. In this time, more than 680 C2C Forums have been held in communities across the province.

With the Truth and Reconciliation Commission of Canada releasing its Executive Summary of findings and 94 Calls to Action in 2015, and BC and Canada both adopting the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the C2C program has taken on ever greater importance as First Nations and local governments use the modest grant to focus their increased efforts for reconciliation.

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, UNDRIP, and shared capacity building
- Developing or improving coordinated approaches to emergency preparation, mitigation, response and recovery, including recovery from the impacts of climate change and the COVID-19 pandemic.

2. Eligible Applicants

Funding permitting, any local government (municipality, regional district or the Islands Trust) or First Nation (Treaty First Nation, Band, Tribal Council or National Government) may apply to host a Regional C2C Forum. Eligible applicants may submit one application per intake.

3. Grant Maximum

The C2C program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$5,000.00.

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.

4. Eligible Events

In order to qualify for funding:

- Events must occur between April 22, 2022 and March 31, 2023.
- 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.

Table 1: Dialogue Topics & Outcomes

<p>Reconciliation & Relationship Building</p> <ul style="list-style-type: none"> • Shared understanding of collective history • Reconciliation Action Plans • Joint cultural safety and cultural humility training • UNDRIP, Treaties and Aboriginal rights, Indigenous law and Crown-Indigenous relations 	<p>Emergency Management</p> <ul style="list-style-type: none"> • Planning for coordinated and shared: <ul style="list-style-type: none"> ○ Risk mitigation ○ Emergency response ○ Recovery efforts • Joint training to support partnerships with Indigenous communities during times of emergency. • COVID-19 response 	<p>Service Delivery & Planning</p> <ul style="list-style-type: none"> • Service agreements • Joint land use, sustainability or other plans or policies • Agreements for archaeological or culturally significant sites
<p>Economic Development</p> <ul style="list-style-type: none"> • Agreements for improving regional and local economies • Joint interests/initiatives • Community economic development plans • COVID-19 recovery 	<p>Community Development</p> <ul style="list-style-type: none"> • Age- and accessibility-friendly assessments • Joint youth engagement plans or projects • Agreements for climate action 	<p>Infrastructure Planning</p> <ul style="list-style-type: none"> • Asset Management • Needs assessments • Joint development of infrastructure

Topic Ideas & Outcomes

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

- [2019 Guide to Community to Community Forums in British Columbia](#)
- [2008-2018 Regional Community to Community Forum Status Report](#)
- [First Nations Health Authority Policy Statement on Cultural Safety and Humility](#)
- [Truth and Reconciliation Commission of Canada: Calls to Action](#)
- [UBCM Reconciliation Resources](#)

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.

Taking the forum out into the community can be a valuable way to learn about an area’s shared history. This could include a tour of traditional territories or joint visits to participant’s facilities, lands, buildings or infrastructure.

The C2C Forum program can also support virtual events, however, the purchase of software or licenses are not eligible expenses.

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.

Facilitators can also be very useful in helping communities talk about difficult issues, such as the history and legacy of residential schools or inter-generational trauma. In such events, hiring a facilitator with specific expertise in creating culturally safe spaces and dialogue may be of immense value.

5. 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.

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/virtual 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

- Expenses related to local cultural protocols (e.g. gifts, ceremonies and/or cultural performances such as dancing or drumming). Please note: expenditure related to local cultural protocols are limited to no more than 10% of the total grant request.
- Honoraria for elders or traditional knowledge keepers. If honoraria are included in the event budget, a description of the role(s) of the honoraria recipient(s) in the forum is required.
- Transportation between communities as required to attend a forum. Mileage estimates and calculations are required for vehicle travel.
- 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. This includes:

- Alcohol
- Travel within communities
- 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.
- Purchase of software, software licences, service subscriptions, or membership fees.

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 2022/23.

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

- April 8, 2022. For events between April 22, 2022 and March 31, 2023
- September 2, 2022. For events between September 26, 2022 and March 31, 2023
- December 2, 2022. For events between January 1 and March 31, 2023

Required Application Contents

All applicants are required to submit an electronic copy of the complete application, including:

- 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. 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	\$350
Meals, snacks and beverages (include # of people)	\$450
Venue/virtual rental costs	\$300
Facilitation services/guest speakers	\$1,450
Forum materials	\$250
Joint visits to participant's facilities, lands or buildings	\$475
Local cultural protocols (no more than 10% of total grant request)	\$400
Honoraria (include description)	\$200
Transportation (include # of km)	\$25
Event minutes or reports	\$250
Contingency	\$175
TOTAL FUNDING REQUEST	\$4,325

Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB. All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

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. All funding decisions will be made by UBCM.

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. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

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, 2023, 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 participant. 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

An itemized financial summary for each completed event must be submitted with the final report. Please submit the financial summary(ies) in the same format as outlined in Table 3.

Table 3: Sample Financial Summary

Actual Expenditures	Budgeted	Actual
Event organization	\$350	\$325
Meals, snacks and beverages (include # of people)	\$450	\$430
Venue/virtual rental costs	\$300	\$175
Facilitation services/guest speakers	\$1,450	\$1,450
Forum materials	\$250	\$0
Joint visits to participant’s facilities, lands or buildings	\$475	\$475
Local cultural protocols (no more than 10% of total grant request)	\$400	\$400
Honoraria (include description)	\$200	\$200
Transportation (include # of km)	\$25	\$37
Event minutes or reports	\$250	\$135
Contingency	\$175	
TOTAL	\$4,325	\$3,627

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

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB. All reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

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) 387-4470
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