

Urban Communities Partnering for Reconciliation

2023 Pilot Funding Program & Application Guide

1. Introduction

According to the National Association of Friendship Centres¹, the Indigenous population in Canada is young, growing, largely urban-based, and includes Indigenous people that were born and raised in urban areas. Indigenous people travel between urban centres and home communities and may reside in urban areas for many reasons, including (but are not limited to):

- Family
- Employment
- Access to health care
- Education
- Engagement with the justice system and incarceration
- Child welfare
- Social supports, among others

A gap exists between the availability and accessibility to services for urban Indigenous community members and poverty remains disproportionately high for urban Indigenous people. The need for culturally safe and accessible urban Indigenous-specific and led community supports is high and continually growing.

The *Declaration on the Rights of Indigenous People Act* (Declaration Act) was unanimously passed by the British Columbia Legislative Assembly in November 2019. The Declaration Act required the development and implementation of an action plan, in consultation and cooperation with Indigenous Peoples, to achieve the objectives of the UN Declaration.

There is an opportunity to increase engagement between local governments and urban Indigenous people in BC, and a legislative commitment by the provincial government to prioritize these needs under the *Declaration Act* Action Plan.

Urban Communities Partnering for Reconciliation pilot funding program

The Urban Communities Partnering for Reconciliation (UCPR) program was created as a multi-partner, community-driven approach focused on improving the socio-economic outcomes for urban Indigenous communities in BC, including Inuit, First Nations and Métis populations. The program aims to support Indigenous people's right to self-determination within an urban context, and to align with the BC government's implementation of the Action Plan.

¹ National Association of Friendship Centres. <https://nafc.ca/about-the-nafc/urban-indigenous>

The 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 support eligible Indigenous organizations and local governments to work together to create opportunities for in-person dialogue and relationship building which can help advance collaborative reconciliation plans, protocols, agreements or future projects.

Urban Indigenous is defined by National Association of Friendship Centres as “First Nation, Inuit and Métis people living in small, medium and large communities, including rural, isolated and remote communities, which are: off-reserve; outside of their home community, community of origin or settlement; or outside of Inuit Nunangat (Inuit Homelands).”²

For the purpose of funding, eligible projects can take place in communities of any size and composition. The intent of the term “urban” is to distinguish the focus on Indigenous peoples living away from their home communities (fluid, full or part time) and is not intended to limit projects to larger urban centres.

2. Eligible Applicants

Eligible applicants are:

- Legally incorporated Indigenous societies that are in good standing in BC
- Local governments (municipalities and regional districts) in BC

Eligible applicants may submit one application.

3. Grant Maximum

The UCPR pilot program can contribute a maximum of 100% of the cost of eligible activities – up 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.

4. Eligible Projects

In addition, to qualify for funding, projects must:

- Be a new project (retroactive funding is not available) or a subsequent phase of an existing project;
- 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 **and** representatives and/or members of the eligible Indigenous societies;
- Include and compensate cultural leaders, elders, traditional knowledge keepers and/or artists when they are scheduled to speak, present or teach.

² National Association of Friendship Centres. <https://nafc.ca/about-the-nafc/urban-indigenous>

5. Requirements for Funding

As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under *the Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

In addition, as part of both the development of the application package and the delivery of the approved project, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with local First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is [available here](#).

6. Eligible & Ineligible Costs & Activities

The UCPR pilot program is based on the recognition that relationship-building plays an integral role in reconciliation and collaboration between Indigenous and non-Indigenous people and communities. To reflect this, applicants are encouraged to propose a reconciliation engagement event, strategy or activity that supports an opportunity for dialogue and to explore 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 for funding, 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 include direct participation by elected officials and/or senior staff from the local government **and** representatives and/or members of eligible Indigenous societies. 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, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates;
- Translation costs and the development of culturally appropriate materials;
- 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 is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g. heating, cooling, and lighting; security; software or service subscriptions or membership fees);
- Routine or ongoing planning costs or planning activities that are not incremental to the project;
- 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.

7. Application Requirements & Process

Application Deadline

The application deadline is April 14, 2023. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

All applicants are required to submit:

- Completed application form;
- Detailed project budget, including itemized costs/activities that will be funded by the grant and separating out any in-kind and/or cash contributions from the applicant(s) or other grant funding;
- 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, 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 by 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.

Following this, an Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that demonstrate :

- Alignment with the intent and objectives of the UCPR pilot program;
- Anticipated outcomes;
- Understanding of the relationship history between the urban Indigenous organization, 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 consider the provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

For the purpose of adjudication, all application materials will be shared with the Province of BC

8. Grant Management & Applicant Responsibilities

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. 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 within 30 days.

Grants are awarded in two payments: 50% after the approval agreement has been returned to UBCM and the eligible remainder when the project is complete and UBCM has received the required final report and a financial summary.

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.

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 approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

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.

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 the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year from the date of the original final report deadline.

9. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion. Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments
- 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

Final reports 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 by e-mail: lgps@ubcm.ca.

In order to review funded activities, all final report materials will be shared with the Province of BC

10. 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:

- [Declaration on the Rights of Indigenous Peoples Act](#) and [Action Plan](#). Province of BC.