

Urban Communities Partnering for Reconciliation

2024/25 Pilot Program and Application Guide

OPEN INTAKE

The 2024/25 Urban Communities Partnering for Reconciliation pilot program will have an open intake. Funding permitting, eligible applicants can submit one application between September 1, 2024 and August 31, 2025 using the [LGPS Online Application Tool](#).

1. Introduction

Background

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.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

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

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.

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.

Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

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 per intake.

3. Grant Maximum

The UCPR pilot program can contribute a maximum of 100% of the cost of eligible activities – up to a maximum of \$15,000.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue that is generated from activities that are funded by the UCPR pilot program.

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

4. Eligible Projects

To be eligible for funding, applicants are required to demonstrate that proposed activities will support relationship building between local governments and urban Indigenous Peoples or organizations and advance local reconciliation efforts.

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.

5. Requirements for Funding

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

As part of the Approval Agreement, approved applicants must meet the following requirements for funding:

- 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.

6. Eligible and Ineligible Costs and 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.

Local government applications are encouraged to review the [Regional Community to Community \(C2C\) program](#) guide. C2C offers funding to support the advancement of First Nation/local government reconciliation and relationship building through forums, development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies and joint review of bylaws and/or policies.

Eligible Costs and 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.

Table 1 identifies examples of activities that are eligible for funding. Other activities that support the intent of the program may be considered for funding. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding
1. Education and awareness
<ul style="list-style-type: none"> • 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.
2. Cultural events and community gatherings that feature connection, engagement, participation, cultural sharing and skills development
<ul style="list-style-type: none"> • 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.
3. Other activities and events that meet the intent of the pilot program
<ul style="list-style-type: none"> • Supporting local events for: <ul style="list-style-type: none"> ○ National Day for Truth and Reconciliation. ○ Louis Riel Day.

- Métis week
- National Indigenous Peoples Day

Additional Eligible Costs and Activities

The following **expenditures** are also eligible provided they relate directly to the eligible activities identified in Table 1:

- Incremental applicant staff and administration costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g. planning events) consultant rates are expected to be commensurate with the type of activity being undertaken
- Engagement with experts (e.g., knowledge keepers, health authorities), the community (e.g., equity-denied populations), Indigenous Nations, other local governments, or modern Treaty First Nations, etc.
- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, etc.) and the community (e.g., equity-denied populations, Indigenous organizations, Indigenous Nations, local governments, etc.)
- Translation costs and the development of culturally appropriate materials
- Presentation to Council and Board, community organizations, etc.
- Public information costs.

Ineligible Costs and Activities

Any activity that is not outlined in Table 1 or the 'Additional Eligible Costs and Activities' section is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g. heating, cooling and lighting costs; security; software or service subscriptions or membership fees).
- Regular salaries and/or benefits of applicant staff or partners.
- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Purchase of hardware, software or software licences.
- Fundraising, lobbying, or sponsorship campaigns.
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.
- Major capital improvements to existing facilities and/or construction of new, permanent facilities.
- Long-term, permanent capital investments including the purchase of land and/or buildings.
- Purchase of vehicles.

- Feasibility studies, reports or plans.
- Existing programs with established, designated funding from other sources.

7. Application Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 2](#) for full information.

Application Deadline

The 2024/25 UCPR pilot program will have an open intake. Funding permitting, eligible applicants can submit one application between September 1, 2024 and August 31, 2025.

Applicants will be advised of the status of their applications within 60 days of submission.

Required Application Contents

As of July 1, 2024 applicants will have the option to submit a resolution OR a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding.

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Detailed budget that indicates the proposed **expenditures** from the UCPR pilot program and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- 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:

- Local government Council or Board resolution, **OR** letter of support from, CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate 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 Application

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet and required attachments: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information on the new process and the information that will be required to be submitted during each step, including the application questions.

Worksheets and required attachments should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All materials 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.

As required, the Evaluation Committee will assess and score all eligible applications. 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.

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.

The Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous funding. 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 and Applicant Responsibilities

Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are 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. The Approval Agreement 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 the [Interim Report Form](#).

- Description of activities completed to date
- Description of funds expended to date (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#))
- Written rationale for receiving a progress payment

Changes to Approved Projects (Amendment Requests)

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 or to a new or expanded location.

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 30 days to review.

To propose changes to an **approved project**, approved applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated, Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), required attachments, and an updated resolution;
- Written rationale for proposed changes to activities and/or **expenditures**.

Applicants are responsible for any costs above the approved grant 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.

The [Interim Report Form](#) will be required to be submitted for all extensions request over 6 months. Extensions will not exceed one year from the date of the original final report deadline.

9. Interim and Final Report Requirements and 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.

Interim Reports

The [Interim Report Form](#) will be required in support of any extension requests over six months.

Final Reports

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

- Completed Final Report Form with all required attachments
- Detailed financial summary that indicates the actual **expenditures** from the UCPR pilot program and other sources (if applicable) and that aligns with the actual activities outlined in the final report form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)
- Examples of any materials produced with grant funding
- Photos of funded activities and/or completed projects
- Links to media related to the funded project

Submission of Reports

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 by e-mail: email

Review of Final Reports

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

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

10. Additional Information

Union of BC Municipalities

E-mail: lgps@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Approved Project: Activities included in the approved application and costs included in the approved budget.

Community Contribution: Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant. This can be in cash or in-kind but must be an eligible expenditure. LGPS programs do not have stacking rules in regard to other funding sources.

Expenditures: Direct costs properly and reasonably incurred and paid for with money by the approved applicant as part of the approved project. For example, catering and consultant fees can be expenditures.

In-Kind Contribution: The use of resources of the approved applicant for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved applicant can be an in-kind expenditure.

Urban Indigenous: 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) (National Association of Friendship Centres)

Appendix 2: LGPS Online Application Tool

As outlined in Section 7 above, applications are required to be submitted in two steps within 30 days of submitting your online application form:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet and required attachments: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu)
2. Name of the Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps
3. Primary and secondary contact information: name, position, phone, email
4. Applicant mailing address
5. Project title
6. Proposed start and end date
7. Estimated total project budget
8. Estimated total grant request
9. Other funding amount and source
10. Project summary (provide a brief summary, no more than 500 characters).
11. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream
12. Certification that the information is complete and accurate
13. Name and email of person submitting the online application

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Name of Applicant (local government or Indigenous Society/Organization).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).
3. Proposed participants: list the Indigenous Society/Organization and local government(s).
Written confirmation from each invited local government and/or eligible Indigenous society/organization from which elected officials and/or senior staff have agreed to attend and

participate in the proposed event or activity. Confirmation can be in the form of a letter or e-mail. Written confirmations can be submitted after the application but are required for grant approval.

4. Demonstrated understanding of the relationship history between the urban Indigenous community and the local government: description of the historic and current relationship between urban Indigenous Peoples and/or agencies and the local government in your community.
5. Proposed event(s) and/or activities: description of the specific event(s) and/or activities that will be undertaken as part of the proposed project, including proposed format, topics, speakers, etc. If more than one event is proposed, please include a rationale for multiple events and a description of each. Refer to Section 6 of the *Program and Application Guide* for eligibility.
 - a) Education and awareness
 - b) Cultural events and community gatherings that feature connection, engagement, participation, cultural sharing and skills development
 - c) Other activities and event that meet the intent of the pilot program
6. Alignment with funding stream: description of how the proposed event(s) and/or activities align with the intent of the funding stream to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or advance tangible outcomes.
7. Intended outcomes and deliverables: description of how the proposed events and/or activities address the historic and current relationships outlined in Question 4. Please describe the specific reconciliation outcomes and deliverables that your event or activities will work towards.
8. Partnership and demonstrated community support: list all partners that will support the proposed activities (e.g. local First Nations, community service organizations, other local governments, etc.) and indicate the specific role they will play.
9. Additional information: share any other information you think may help support your submission.

Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Detailed budget that indicates the proposed expenditures from the UCPR program and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);
- Local government Council or Board resolution, **OR** letter of support from, CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management.