**INDIGENOUS ADVISORY AND MONITORING COMMITTEE (IAMC) FOR THE TRANS MOUNTAIN EXPANSION AND EXISTING PIPELINE (TMX)**

**2021 CALL FOR PROPOSALS – APPLICATION FORM**

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| **Section 1 - Recipient Information (all fields are mandatory)** | | | | | | | | |
| Recipient Name (Name of First Nation, Indigenous Community or Organization) | | | | | | | | |
| Mailing Address | |  | Province | | Postal Code | | | |
| Business / GST Number | Incorporation  Federal 󠄀  in the Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 󠄀  N/A | | | Date of Incorporation | | | |
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| **Section 2 - Coordinator/Project Lead and Contact Person (all fields are mandatory)** | | | | |  | | | |
| Name | | Job Title | | |  | Telephone Number | | |
| Email Address | |  | | |  | | | |
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| **Section 3 - Project Information**  This application form is specifically used for the Community Call for Proposals or Projects under $50,000 (i.e. maximum amount is $49,999). For all other Capacity Funding proposals, please complete the standard [proposal template](https://iamc-tmx.com/funding/).  Please select **one** of the three focus areas and complete all relevant project information as outlined in the application form:   * Focus Area 1 – Planning Activities (complete Sections 4a, 5-8) * Focus Area 2 – Equipment Purchase (complete Sections 4b, 5-8) * Focus Area 3 – Training and Skills Development (complete Sections 4c, 5-8)   Please select the Application Stream (Emergency Management, Marine Shipping, Socio-economic Effects or Indigenous Monitoring) when presented with a drop down menu. You must **use the same application stream** throughout the proposal. Should your project fall under more than one Application Stream, choose the one which best applies.  If you are submitting a multi-community application, please include band council resolutions or letters of support from participating communities and/or organizations (see Section 5).  Please refer to the Application Guide for detailed information on how to complete the application form. | | | | | | |

**Section 4a - Focus Area – Planning Activities**

***Project Title***

Building Community Capacity Needs to Advance Indigenous Issues In Choose a Stream – Planning Activities

***Project Description***

To hire a consultant to Advance Indigenous Issues In Choose a Stream, as it relates to TMX.

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| **Mandatory** - Provide additional details on the planning activities (e.g. describe consultation work to be undertaken) and how the work relates to the Trans Mountain Expansion Project.  *Example of eligible planning activities:*   1. *Contracting of professional services to develop, review and/or update a community Emergency Response Plan* 2. *Contracting of professional services to conduct a social, economic and/or cultural impact assessment of TMEP* 3. *Paying salary, professional services and/or hospitality costs, etc. to facilitate Elder or community engagement in relation to Indigenous Monitoring/Protecting Sites of Indigenous Significance*   *See the Application Guide for more examples.* |
| **Provide Details Below on the type of Professional Services to be Undertaken:** |

***Expected Deliverables***

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| **Mandatory** - Provide additional details on expected Project Deliverables (e.g. updated community emergency response plan; emergency response needs analysis).  *Example of expected deliverable:*   1. *This project will analyze and review the community’s Emergency Response Plan as well as provide advice and guidance to the community to better prepare for emergencies.* 2. *This project will identify the social and economic impacts of TMX.* 3. *This project will support the development of community protocols for the protection of Sites of Indigenous Significance.* |
| **Provide Details Below on the Expected Deliverables:** |

***Expected Benefits -*** For at least one of the following indicators, please identify the numeric value of the expected outcome.

Choose a number of information sharing and community discussions facilitated

Choose a number of communities with increased capacity in environmental monitoring and emergency planning

Choose a number of communities supported by the development of frameworks, plans and strategies

Choose a number of communities with increased access to employment and/or business opportunities

***Estimated Project Costs***

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description** | **Estimated Cost** | **Maximum Allowable Cost** |
| Salary Costs | *Mandatory - Identify the nature of the work to be completed (as identified above)* |  |  |
| Professional Services Costs | *Mandatory - Identify the nature of the work to be completed (as identified above)* |  | $45,454 |
| Travel expenses, including accommodation, meals, and allowances | *Mandatory – Breakdown of Travel costs in accordance with National Joint Council*  [*https://www.njc-cnm.gc.ca/directive/d10/en*](https://www.njc-cnm.gc.ca/directive/d10/en) |  |
| Facility/transportation rentals | *Mandatory – Breakdown of Facility rentals* |  |
| Administration  (up to 10% of eligible expenditures) | *Expenses related to administration and reporting on the funding from NRCan (office supplies and overhead are not eligible)* |  | $4,545 |
| **Total Requested from NRCan** | |  | $49,999 |

***Please go to Section 5 to complete the remaining required sections of the Application***

**Section 4b - Focus Area – Equipment Purchase**

***Project Title***

Building Community Capacity Needs to Advance Indigenous Issues In Choose a Stream – Equipment Procurement

***Project Description***

To purchase equipment to improve and modernize the community’s capacity needs to advance Indigenous Issues in Choose a Stream, as it relates to TMX.

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| **Mandatory** – Provide details on equipment to be purchased and details on how this equipment relates to TMX (e.g. list equipment to be purchased along with the estimated costs for each item, with a description of how it will be used). |
| **Provide Details Below on Equipment to be Purchased:** |

***Expected Deliverables***

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| **Mandatory** - Provide additional details on Expected Project Deliverables (e.g. emergency preparedness equipment purchased)  *Example of Expected Deliverable:*   1. *This project will identify and purchase equipment needed to improve the community’s capacity in Emergency Preparedness and Response.* 2. *This project will identify and purchase equipment needed to enhance the community’s capacity to access economic benefits, such as employment and career development opportunities, related to the Trans Mountain Expansion Project.* 3. *This project will identify and purchase equipment needed to enhance the community’s capacity for effective Indigenous monitoring.* |
| **Provide Details Below on the Expected Deliverables:** |

***Expected Benefits -*** For at least one of the following indicators, please identify the numeric value of the expected outcome.

Choose a number of information sharing and community discussions facilitated

Choose a number of communities with increased capacity in environmental monitoring and emergency planning

Choose a number of communities supported by the development of frameworks, plans and strategies

Choose a number of communities with increased access to employment and/or business opportunities

***Estimated Project Costs***

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description** | **Estimated Cost** | **Maximum Allowable Cost** |
| Equipment and Machinery Costs | *Mandatory -– Provide total estimated cost of equipment and/or machinery to be purchased (as listed above)* |  | $45,454 |
| Administration  (up to 10% of eligible expenditures) | *Expenses related to administration and reporting on the funding from NRCan (office supplies and overhead are not eligible)* |  | $4,545 |
| **Total Requested from NRCan** | |  | $49,999 |

***Please go to Section 5 to complete the remaining required sections of the Application***

**Section 4c - Focus Area 3 – Training and Skills Development**

***Project Title***

Building Community Capacity Needs to Advance Indigenous Issues In Choose a Stream – Training

***Project Description***

To provide training to community members to increase awareness and knowledge related to Choose a Stream, as it relates to TMX.

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| **Mandatory** – Provide additional details on the type of training and skills development (e.g. type of training provided, number of people trained, other associated costs, etc.) and details on how this relates to TMX.  *Examples of eligible training and skills development activities:*   1. *Training on incident command system* 2. *Training on community safety and situational awareness* |
| **Provide Details on Proposed Training Below:** |

***Expected Deliverables***

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| **Mandatory** - Provide Additional Details on Expected Project Deliverables (e.g. emergency response or situational awareness training for 4 community members)  *Example of Expected Deliverable:*   1. *This project will identify and provide the type of training needed to improve the community’s capacity in Emergency Preparedness and Response.* 2. *This project will identify and provide the type of training needed to address ongoing concerns regarding the safety of Indigenous people, as it relates to the influx of temporary workers.* |
| **Provide Details Below on the Expected Deliverables:** |

***Expected Benefits -*** For at least one of the following indicators, please identify the numeric value of the expected outcome.

Choose a number of information sharing and community discussions facilitated

Choose a number of communities with increased capacity in environmental monitoring and emergency planning

Choose a number of communities supported by the development of frameworks, plans and strategies

Choose a number of communities with increased access to employment and/or business opportunities

Choose a number of people trained

***Estimated Project Costs***

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| --- | --- | --- | --- |
| **Category** | **Description** | **Estimated Cost** | **Maximum Allowable Cost** |
| Training and Skills Development Costs | *Mandatory - Provide total cost of training to be undertaken (as listed above)* |  | $45,454 |
| Travel expenses, including accommodation, meals, and allowances | *Mandatory – Breakdown of Travel costs in accordance with National Joint Council*  [*https://www.njc-cnm.gc.ca/directive/d10/en*](https://www.njc-cnm.gc.ca/directive/d10/en) |  |
| Facility/transportation rentals | *Mandatory – Breakdown of Facility rentals* |  |
| Administration  (up to 10% of eligible expenditures) | *Expenses related to administration and reporting on the funding from NRCan (office supplies and overhead are not eligible)* |  | $4,545 |
| **Total Requested from NRCan** | |  | $49,999 |

***Please go to Section 5 to complete the remaining required sections of the Application***

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| **Section 5 – Additional Information** |

* 1. Is there more than one community or organization participating in this project?
     1. NO (Continue to Section 6)  YES
  2. IF YES, how many are participating in this project? Choose a number.

IF YES, list the names of **all** participating communities or organizations below. Please include a Band Council Resolution (or similar) or Letter of Support from **each** participating community as part of your application package. All supporting documents may be submitted by email as attachments.

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| **Provide list of all participating communities and/or organizations:** |

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| **Section 6 - Project Dates** |

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| --- | --- | --- | --- |
| Project Start Date:  (No earlier than application date) | Click or tap to enter a date. | Project End Date:  (No later than March 31st, 2022) | Click or tap to enter a date. |

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| **Section 7 – Advance Payment** |

1. Do you require an advance payment?

**YES** – An advance (up to 50%) will be provided. Please complete, **sign**, and submit via email (as an attachment) the cash flow forecast template.



**(Double-click image to access template)**

**Mandatory** - Provide a rationale for why an advance payment is required below:

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|  |

**NO** – You will be reimbursed based on actual expenses incurred (up to the total requested amount) upon completion of the project when a claim is submitted.

1. Have you previously received funding from NRCan through a Contribution Agreement?

**YES**

**NO** – Please complete and submit this vendor form to receive payment.



**(Double-click image to access template)**

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| **Section 8 – Information Sharing and Certification** |

1. The information entered here on all supporting documents, as well as any other information collected by or on behalf of Natural Resources Canada (NRCan) to process proposals for grants and contributions, is collected pursuant to the *Department of Natural Resources Act* and the *Financial Administration Act*.
2. The information provided to NRCan will be treated in accordance with the Access to Information Act and the Privacy Act. The information is secured from unauthorized access.
3. There is no obligation to provide the requested information but failure to do so may prevent NRCan from considering the application.
4. I authorize NRCan to make inquires required to assess this proposal, and consent to the collection of information.
5. I consent to the sharing of the information collected with other federal and provincial departments and agencies for the administration of the grants and contributions program.
6. I consent to the use of the information for policy analysis, research and/or evaluation of NRCan programs.
7. I certify that the information provided is, to the best of my knowledge and ability, complete, true and correct, and this will apply to all information provided in the future in connection with the assessment of the proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| I have read and understood the above Information Sharing and Certification. I consent to the collection; use and disclosure of information as described, make the certification as stated and authorize the actions indicated. | | | |
| Given Name | Family Name | Title | |
| Signature of Authorized Official  **X** | | | Date (YYYYMMDD) |

**Additional signature box (if required)**

|  |  |  |  |
| --- | --- | --- | --- |
| I have read and understood the above Information Sharing and Certification. I consent to the collection; use and disclosure of information as described, make the certification as stated and authorize the actions indicated. | | | |
| Given Name | Family Name | Title | |
| Signature of Authorized Official  **X** | | | Date (YYYYMMDD) |