

Funding Application Form

Impact Assessment Agency of Canada

Indigenous Capacity Support Program

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1. Applicant

Provide the information of the applicant.

Name of legal entity applying for funding		
Mailing address		
City/Town	Province/Territory	Postal code
Email	Website address	
Telephone number	Fax number	

2. Application Contact Person

Provide the name and information of the contact person in the event there are questions about this application.

Name of the contact person		
Mailing address (if different than in section 1 above)		
City/Town	Province/Territory	Postal code
Email	Website address	
Telephone number	Fax number	
Official language of correspondence: English <input type="checkbox"/> French <input type="checkbox"/>		

Privacy Notice Statement: Your personal information is being collected to assess your participation in the Indigenous Capacity Support Program and is collected pursuant to the *Impact Assessment Act (IAA)*. Providing this information is voluntary however, missing information may affect our ability to favourably assess your application for funding assistance. You have the right to access and correct any of your personal information, held by the Agency. For more details regarding your rights contact atip-aijprp@iaac-aeic.gc.ca and cite Personal Information Bank CEAA PPU 001.

3. Applicant Type and Information

a) Select the box that applies to the Applicant.

- incorporated not-for-profit organization

Provide the name of the federal, provincial or territorial legislation through which the group or organization was incorporated, and the corresponding incorporation number:

Federal/Provincial or Territorial Jurisdiction	Incorporation Number

- unincorporated association, group or organization

Provide the name of the individual, incorporated not-for-profit organization, Band, Indigenous government or trust or limited partnership that is applying on behalf the unincorporated association, group or organization:

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- Band (as defined in the *Indian Act*)

- Indigenous government created from a self-government agreement

b) **Government Sales Taxes / Harmonized Sales Tax Rebate (GST/HST)**

Does the group or organization receive a rebate for GST/HST? Yes No **If yes, please provide:**

Business Identification Number (BIN) (Canada Revenue Agency)	
GST/HST rebate number (#)	
GST/HST rebate percentage (%)	

c) **What Needs to be Included in a High Level Resolution**

You must provide a valid and high level signed resolution (corporate or Band Council) or document authorizing the Applicant to act on behalf of their organization or group for the purpose of this application and, if successful, a Master Contribution Agreement and a Schedule(s) or any other documents required under the Master Contribution Agreement and the Schedule(s). This must be provided at the same time as your application or within two weeks of submitting your application to the Agency.

(Please note that if you have a Master Contribution Agreement with the Agency, you do not have to provide a Resolution.)

Refer to [Appendix A](#) for information on what needs to be included in a valid and high level signed resolution. Please note that the Agency may contact you if further information is required as to the number of member communities your organization is helping to coordinate for this activity.

4. Background on the applicant and interest in the Indigenous Capacity Support Program

Please provide the following:

- Information on your Indigenous community or organization;
- Information on your interest in the Program;
- Demonstrate how your Indigenous community or organization will undertake eligible activities through the Indigenous Capacity Support Program; and
- List which impact assessment, environmental assessment, regional or strategic assessment and/or associated follow-up activities subject to the *Impact Assessment Act* your Indigenous community or organization is currently involved in or is anticipated to be within the next year.

5. Administrative Information

a) Information about other government sources of funding

The Funding Programs (FP) have a 'stacking limit', that is, a maximum permitted amount of combined funding from **federal, provincial, territorial and municipal governments** for participation in the Indigenous Capacity Support Program. Combined funding from governments to a recipient cannot exceed 100% of eligible costs for each activity. The Agency uses the information provided by a successful applicant in the application and in the Detailed Financial Reports to verify that a successful applicant's funding request and Detailed Financial Report conforms to this stacking limit. If the stacking limit is exceeded, the Agency will adjust its level of contribution, and if necessary, seek reimbursement so that the stacking limit is not exceeded. A paragraph regarding the stacking limit forms part of the FP's Contribution Agreement with a successful applicant.

- i. Has your group or organization applied for funds from any other government source(s) to participate in this initiative?
 Yes No **If yes, identify the government source(s) and amount of funding the group or organization has received or will be receiving.**
- ii. Has your group or organization received any funding from the Impact Assessment Agency for other project(s) or engagement activities?
 Yes No **If yes, provide the name(s) of the project(s) or engagement activities.**

6. Budget Proposal

You must provide details on the activities and expenses that you plan on doing, as well as your funding request for these activities and expenses during your participation in the Indigenous Capacity Support Program.

Using the following table, indicate your funding request and explain how your proposed funding will be spent. You must include the amount anticipated, as well as performance indicators. Only complete the cost categories that you intend to use.

Eligible expense category	Details on activities and expenses	Funding request (Tax included)
Reporting costs	<p>Expenses could include:</p> <p>Staff salaries If an employee of the applicant will coordinate or contribute to the Applicant's participation, provide the employee's name, his/her duties related to the Indigenous Capacity Support Program (the Program), the daily or hourly rate of the employee and amount of time required for the activities to be undertaken.</p> <p>By signing the application, the applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in the Program.</p> <p>Insert details here:</p> <p>Administrative costs and office supplies / telephone charges Expenses relating to administration and reporting on funding to the Agency. Note: Normal office supplies and overhead are not eligible for funding under the Program.</p>	

	<p>Insert details here:</p> <p>Rental of office space / meeting rooms Must be external to the Applicant's existing facility. Provide details on the purpose for which the office or meeting room is being rented. Insert details here:</p> <p>Local collection/ distribution of information Explain the need to collect or distribute information. Indicate from and to whom the information will be distributed and collected. How will this action contribute to the Program. Insert details here:</p> <p>General media advertising/ promotion Specify planned advertising for the purpose of publicizing the Applicant's meetings and activities related to the Program. Insert details here:</p> <p>Specify other expenses that are not covered by any of the other categories and that might be covered by this category. Insert details here:</p>	
<p>Professional services</p>	<p>Expenses could include:</p> <p>Professional fees (i.e. consultants) Identify the professional's name, expertise and contribution to the Program. Specify the daily or hourly rate and amount of time required for the Program. Insert details here:</p> <p>Legal fees Provide the legal advisor's name. Describe the nature of work and its pertinence to the Program. Specify the daily or hourly rate and amount of time required for the Program. Insert details here:</p>	

Travel expenses (in accordance with federal government travel directives)	Identify the name of the traveller, the purpose of the travel and a breakdown of the travel expenses . Note: The breakdown of travel expenses should include the points of origin and destination, mode of transportation, the number of kilometres travelled, the number of travel days as well as the accommodation rate per night. Insert details here:	
Honoraria and ceremonial offerings	Provide the honoraria rate , the nature of the meeting/function, and its contribution to the Program. Describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to the Program. Insert details here:	
Total (tax included)		

7. Certification Declaration

I/we hereby certify that the information provided in the attached Funding Programs Application (the Application) and all supporting documentation is true, accurate and complete. I/we understand that if any information provided in the Application is false or misleading, the applicant may be denied funding or may be required to reimburse all or part of funding received.

I agree that **the information provided in this application is accurate to the best of my knowledge.**

Given Name	Family Name	Title	Date: (YYYYMMDD)
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8. Supporting documents

List the supporting documents submitted with this application in the following table, if applicable:

Type of Supporting Document (i.e., resolution)	Name of Supporting Document	Method of Submission (mail, email)	Date of submission

Appendix A - What Needs to be Included in a Resolution

Note: This must be provided at the same time as your application or within two weeks of submitting your application to the Agency.

You must provide a valid signed resolution (corporate or Band Council) or document authorizing the Applicant to act on behalf of their organization for the purpose of this application and, if successful, a Master and Schedule, or Contribution Agreement.

A valid and signed resolution should include:

- The [Name of the governance body] (i.e. Board of Directors, Governing Council, Band Council, etc.):
- Authorize [Name of the applicant] to enter into a Contribution Agreement with the Canadian Environmental Assessment Agency; and
- Designate the duly authorized signatory(ies) to be [enter name or names here], on behalf of [Name of the applicant], for the purposes of signing the application for funding, the Contribution Agreement, or any other documents required under the Contribution Agreement.

Note: *If the signing authority is given to more than one individual, please specify what documents each of the individuals is authorized to sign on behalf of the Applicant; and if more than one individual is designated to sign a specific document, please specify whether one signature would be sufficient or if each of the individuals must sign.*

Signature block: should include signature(s) and title(s) of authorized signatory(ies) and the date of signature.

What Needs to be Included
in a High Level Resolution

Appendix B - Checklist for Completing the Funding Application Form

- The complete application is submitted on or before the application deadline.
- Section 2 (Applicant Contact Person) is complete.
- A category in Section 3 (Applicant Type and Information) has been selected.
- If the Applicant represents an unincorporated organization or Indigenous group, supporting documentation (resolution) identifying the Applicant as the representative of the organization or group is attached to the application.
- Section 4, Background on the organization or First Nation and interest in the Indigenous Capacity Support Program, is complete.
- Section 5 (Administrative Information) is complete.
- Section 6 (Budget Proposal) is complete by indicating your funding request and explaining how your proposed funding will be spent.
- The funding requested in Section 6 (Public Participation Opportunities) **does not exceed** the maximum funding available.
- There are no calculation errors in the budget and supporting information is provided corresponding with the detailed budget breakdown.
- Budget calculations are clearly explained where appropriate (e.g. daily/salary rates, number of hours).
- A signed resolution is attached to this application or will be provided to the Agency within two weeks of submitting this application.
- Section 7 (Certification Declaration) is complete.