



# INDIGENOUS ADVISORY AND MONITORING COMMITTEE FOR ENERGY INFRASTRUCTURE PROJECTS - TRANSMOUNTAIN EXPANSION PROJECT EMERGENCY PREPAREDNESS AND RESPONSE CALL FOR PROPOSALS – APPLICATION GUIDE

## Overview

The Indigenous Advisory and Monitoring Committee's (IAMC or the Committee) 2020-21 budget includes \$14.5M for the Capacity Funding Program, which supports Community and Committee-led initiatives. Due to the global COVID-19 pandemic, the Committee looked at how to best disperse funds to Indigenous communities effectively and quickly to respond to emergency management needs using an all-hazards approach.

The access to additional funding to enhance the community-based capacity for emergency response capabilities, will allow for a more resilient community in the event of any type of emergency. By enhancing emergency response capability, for the community as whole, the community will be better able to engage with Trans Mountain, in response and recovery in the event of an incident, and ensure community concerns are understood and addressed by Trans Mountain..

The Committee decided on a Call for Proposal for Projects less than \$50K aligned with the Committee priority of Emergency Preparedness and Response. This Call for Proposals has a streamlined application, review and evaluation process, which will allow for a quick disbursement of funding for approved projects to the communities.

The IAMC has set aside \$3.25M of the budget for this Call for Proposals. **The deadline to submit a funding application is August 31, 2020.**

## Eligibility

Eligible Recipients of the funding are the **129 Indigenous communities potentially impacted by the Trans Mountain Expansion Project**. The list of eligible communities can be found [here](#). Tribal Councils or Not-For-Profit organizations are also eligible to receive funding if they are applying on behalf of the 129 potentially impacted Indigenous communities.

## Single Community or Multi-Community Application

This Call for Proposal is limited to **\$49,999 per community**; therefore, applicants must select one of two options (not both) to access funding:

1. Submit an application of no more than \$49,999 for a single eligible community, **or**
2. Submit an application for multiple communities, where the total funding request does not exceed \$49,999 per community. For example, the maximum funding request for two communities - \$99,998, three communities - \$149,997, four communities - \$199,996, etc.



## Mandatory Supporting Documents for your Application

Single Community Application	Multi-Community Application
<ol style="list-style-type: none"> <li>If application is not signed by the Chief or Authorized Financial Officer, please include Band Council Resolution, Board Resolution or E-mail from the Chief (or equivalent) in support of the project</li> <li>Signed Cash Flow Forecast (if an advance is requested)</li> </ol>	<ol style="list-style-type: none"> <li>Band Council Resolution, Board Resolution or E-mail from the Chief (or equivalent) from each participating community. This should clearly indicate support of the community's \$49,999 to flow through the applicant.</li> <li>The most recent audited consolidated financial statements of the applicant if the statements are not available online on the <a href="#">First Nations Financial Transparency Act</a> website.</li> <li>Signed Cash Flow Forecast (if an advance is requested)</li> <li>Certificate of Incorporation (only applicable to Not-for-Profit organizations or other entities applying for the communities)</li> </ol>

## Instructions for Completing the Application Form

### 1. Recipient Information

Complete this section with the legal name and address of the applicant (e.g. the Band, Metis organization or Tribal Council) applying for funding.

### 2. Coordinator/Project Lead and Contact Person

Provide the name and contact information of the individual leading the project.

### 3. Project Information

Complete this section by selecting **one** of the following four streams related to Emergency Preparedness and Response and completing all required project information:

**Stream 1: Planning Activities**

**Stream 2: Equipment Purchase**

**Stream 3: Training and Skills Development**

**Stream 4: Other**

For a single community application combining multiple streams or for a multi-community application, please select **Stream 4**.

Depending on the Stream chosen, the application form includes prefilled **Project Title, Project Description, Expected Deliverables** and **Expected Benefits**. Text boxes are available to provide additional information on the project and a text box labeled **mandatory must be completed** with additional details on the project.



In the **Estimated Project Costs Section**, please provide a description of the project costs and an estimate for the budget line item as noted in the budget table. The estimated cost cannot exceed the maximum allowable (i.e. \$49,999 per community).

Note:

For Indigenous communities who have not identified specific needs for training, equipment or salaries, the IAMC Emergency Management Working Group recommends the contracting of professional services to develop, update or renew their community's Emergency Response Plan. Select **Stream 3**.

Members of the Emergency Management Working Group have offered to consult with communities who may want guidance or advice on possible emergency management projects or services. Please contact Alex Barone ([alexandra.barone@canada.ca](mailto:alexandra.barone@canada.ca)) for further information.

**4. Project Date**

Provide the start date of when project activities are expected to begin and the end date of when project activities will be completed. The start date must be after the application date and the end date must be no later than March 31, 2021. Expenditures incurred after the project end date are **not** eligible.

Recipients can only incur costs after notification that the project has been approved. Expenditures incurred before the project has been approved are **not eligible**.

**5. Payment**

Recipients can request an advance payment (up to 80% of total funding request) or receive reimbursement of costs when the project is complete and a claim (financial report) is submitted. Recipients requesting advance payment will need to submit a signed cash flow forecast, which will determine the advanced amount. At the end of the project, advance payments will be reconciled against actual expenditures based on receipts/invoices.

Recipients will be reimbursed based on actual expenditures when a financial report (i.e claim) is submitted. Supporting documentation (e.g. invoices, receipts, cancelled cheques, etc.) may also be requested. In the financial report, recipients are required to provide a written note on how administration expenses are incurred.

If the recipient has not previously received funding from NRCan, please complete the new vendor form to set up electronic deposit of payments. Please contact [nrcan.gandc-setc.nrcan@canada.ca](mailto:nrcan.gandc-setc.nrcan@canada.ca) if you require a cash flow forecast document or a vendor form.

**6. Declaration**

Please read this Section carefully and have the application signed by a duly authorized individual for the organization. Please include Name, Title, and Contact information of the individual(s) signing the application.

As mentioned previously, support of the project from the Band Council or Board of Directors is **mandatory**. If the application is not signed by the Chief or the organization's authorized Financial Officer, a Board/Band Council Resolution or an e-mail from the Chief/President (or equivalent) is required. Electronic signature is accepted.



Natural Resources  
Canada

Ressources naturelles  
Canada

For multi-community applications, Board/ Band Council Resolution or an e-mail from the Chief/President in support of the project is required from each community participating in the project. This should be submitted along with the completed and signed application form.

If you have any questions regarding this Call for Proposals, or the application form, please contact [nrcan.gandc-setc.nrcan@canada.ca](mailto:nrcan.gandc-setc.nrcan@canada.ca) and a Program Officer will answer any questions that you have and provide assistance in completing the form.