



Building Governance Capacity

Pilot Project Program for Shared Local Government & First Nation Initiatives

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Program & Application Guide

1. Introduction

Background

The Building Governance Capacity program was developed in 2007 with funding from the Ministry of Aboriginal Relations and Reconciliation. The intent of the program is to assist local governments and First Nations that have an established working relationship to address specific capacity gaps related to governance issues.

Funding permitting, matching grants of up to \$25,000 are available to support activities that help local governments and First Nations to work together on common governance-related issues, to participate in capacity building activities or events that address the issues and, at the same time, build governance management skills, knowledge, abilities and understanding.

Program Goals & Objectives

- Support local governments and First Nations to work together to overcome mutually identified obstacles to effective governance in their communities;
- Build on governance-related initiatives developed under the Community to Community Forum program that involve local governments and First Nations working together to address common issues;
- Increase coordination between local governments and First Nations;
- Reduce inter-jurisdictional barriers;
- Create outcomes and targets that local governments and First Nations can jointly pursue.

2. Definitions & Key Concepts

For the purpose of this program, **capacity** refers to the ability to govern and to manage the decision-making processes and activities for which local governments and First Nations are responsible through provincial legislation, treaties, New Relationship agreements, service agreements, etc.

For examples, please see Table 1.

3. Eligible Applicants

The Building Governance Capacity program is open to all local governments (municipalities and regional districts) in BC that have established a working relationship with a neighbouring First Nation or Nations through the Regional Community to Community Forum program, or similar process

or

Any First Nation in the province that has established a working relationship with a neighbouring local government or governments through the Regional Community to Community Forum program or a similar process.

Joint applications from a local government and First Nation are required.

4. Eligible Activities

This program will fund pilot projects that support the development of governance capacity between local governments and First Nations.

There are four funding priorities and Table 1 provides an overview of eligible activities and examples of each:

- Developing communication tools and processes
- Strengthening regional relationships
- Building skill sets and understanding
- Fostering shared professional development

Table 1: Eligible Activities	
Eligible Activity	Example
Developing communication tools and processes	<ul style="list-style-type: none">• <i>Developing tools for information sharing (e.g. best practices guides, toolkits, resource manuals)</i>• <i>Developing a dispute resolution process</i>• <i>Undertaking shared community assessments such as Smart Plans, Age-friendly planning or environmental audits.</i>• <i>Joint review of OCPs, community plans and other planning documents</i>
Strengthening integrated planning	<ul style="list-style-type: none">• <i>Integrating individual plans (land use, emergency planning, etc.) into comprehensive documents.</i>• <i>Developing referral processes for development approvals</i>• <i>Joint review or development of shared bylaws, policies, etc.</i>• <i>Joint action on a specific shared planning activity</i>
Building skill sets and understanding	<ul style="list-style-type: none">• <i>Developing job shadowing and/or mentoring programs</i>• <i>Hosting governance orientation sessions (e.g. band, municipal and regional district operations, water districts, transportation authority, etc.)</i>
Fostering shared professional development	<ul style="list-style-type: none">• <i>Attending UBCM Convention together – <u>See Additional Comments</u></i>• <i>Attending other workshops or learning events together</i>

Additional Comments:

If you are applying to jointly attend UBCM Convention or another similar learning event with a representative from a partner organization, please note the following:

- Joint attendance at UBCM Convention or another learning event is intended to support the shared participation by elected officials (local government Mayors, Councillors, Chairs and Board members with First Nation Chiefs or Band Councillors) or senior staff (local government CAOs and Clerks with First Nation Band Managers or Administrators).
- As all local governments are members of UBCM, and UBCM does not subsidize the cost incurred by members to attend Convention, only the expenses incurred by a First Nations representative are eligible under this program.
- Cost estimates for a First Nations representative are required to be submitted and must include details on travel (airfare or mileage, ferries, etc), accommodation, registration costs, meals and incidental costs. Please note the following expense limits:
 - Airfare – Economy fares only for the least expensive round trip fare available.
 - Car travel – mileage estimates are required and reimbursed at \$.49/km. Carpooling is encouraged.
 - Accommodation – single rooms only.
 - UBCM Convention Registration – Limited to basic registration plus Monday and Tuesday events. Please refer to the UBCM website for 2008 Convention costs (when available).
 - Meals: if meals are not provided as part of a Convention event, no more than \$12 for breakfast, \$14 for lunch and \$24 for dinner. There is also an incidentals allowance of \$10.00/day.
 - Other related costs – as approved by UBCM.
- UBCM must receive confirmation that a local government representative is registered for Convention or a similar learning event before the application for a First Nations representative will be approved.
- The travel/event expenses of 1 (one) person will be considered per application.

5. Application Process

What needs to be included in the application?

The Application Form must be completed and signed by the local government and First Nations applicant and submitted with the required attachments. This form is available on the UBCM website (www.civicnet.bc.ca). Please see Appendix A for a copy of the application form.

If e-mailing your application, all attachments should be sent as Word or PDF files and your e-mail should note "Building Governance Capacity Application" in the subject header.

Please note the following important points when preparing your Application:

- The maximum grant is \$25,000 and must be matched (in cash or in-kind) by the applicant. The local government and First Nation are both eligible to contribute to the matching requirement.
- A detailed budget that indicates grant request and matching contribution is required. Please see Appendix 2 for budget samples.

- A Band resolution from the First Nations applicant and a Board/Council resolution from the local government applicant, which indicate support for the proposal, are required.

6. Approval Process

Funding permitting, applications will be reviewed on an on-going basis.

The Evaluation Committee will assess each Application for attention to the goals, objectives and eligibility criteria of the Program. The committee will also consider the location of each proposal in order to ensure a balanced representation of projects in both rural and urban portions of the province and will aim to fund projects with a range of experience and diversity.

7. Pilot Project Grant Management & Applicant Responsibilities

Notice of Approval

All applicants will receive written notice of the Evaluation Committee's decision as well as the terms or conditions of any grant that is awarded. Grants are awarded in two cheques: 70% at the approval of the project and 30% when the project is complete and UBCM has received all required reports and a financial summary.

Applicant Responsibilities

Please note: grants are awarded to local governments and First Nations only. In addition to the terms and conditions that will be provided to all successful applicants, approved applicants are responsible for:

- Proper fiscal management, in accordance with generally accepted accounting principles.
- Project evaluation plan.
- Final report (using UBCM form), including financial reporting.

Changes to Projects

Approved applicants are required to advise UBCM of any significant variation from the approved project as described in the completed Application Form. Approval from UBCM may be required in advance for such changes.

8. Submitting Your Final Report

The Final Report is an important instrument for UBCM and the provincial government to measure the success of this program.

In order to receive your final disbursement of funds, the UBCM Final Report form must be completed and submitted with the required appendices. Reports should be submitted as an email attachment or on a CD to Danyta Welch at UBCM at the address noted below. Please submit all documents as Word or PDF files and all digital photos or images as JPEG files.

Final reports are due within 30 days of the completion of your project.

9. Where to Apply

All application materials should be addressed to:

Local Government Program Services
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

Fax: (250) 356-5119
E-mail: lgps@civicnet.bc.ca

10. Additional Information

For further information, please contact:

Danyta Welch
Policy and Programs Officer
Local Government Program Services, UBCM
Phone: (250) 356-5134
E-mail: dwelch@civicnet.bc.ca

Appendix 1: Application Form

Building Governance Capacity



Pilot Project Program for Shared Local Government & First Nation Initiatives

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APPLICATION FORM

Funding permitting, applications will be reviewed on an on-going basis. Please type directly in this form or print and complete. Use additional space or pages wherever required. Thank you in advance for your cooperation. Questions? Contact Danyta Welch at UBCM at dwelch@civicnet.bc.ca or (250) 356-5134

Local Government Applicant

Local Government:

Mailing Address:

Contact person:

Position:

Phone:

E-mail:

Other Contact:

Position:

Phone:

E-mail:

First Nation Applicant

First Nation:

Mailing Address:

Contact person:

Position:

Phone:

E-mail:

Other Contact:

Position:

Phone:

E-mail:

Who will provide financial and overall management of the grant:

Proposed Start Date:	Proposed End Date:
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<p>1. CURRENT RELATIONSHIP.</p> <p>a. Has the local government and First Nation participated in a Community to Community Forum event together? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. If Yes, when was the event(s):</p> <p>c. If No, what kind of similar process have the local government and First Nation participated in together:</p>
<p>2. DESCRIPTION OF PROJECT. Provide an overview of the proposed project, including the identified capacity gap, how it will be addressed and the specific activities that will be undertaken.</p>
<p>3. SHARED PRIORITIES. Describe why this is a priority for both partners and how the proposed activities will improve the working relationship.</p>
<p>4. OBJECTIVES. Describe the goals and objectives of the project and the expected benefits in terms of increased or improved governance capacity of the participants.</p>
<p>5. INTENDED OUTCOMES & DELIVERABLES. Describe the anticipated impact the project will have on the local government, the First Nation and community. Identify any specific items, such as plans, reports or processes, which will be produced.</p>
<p>6. EVALUATION OF THE PROJECT. Outline the tools that will be used to evaluate the project and how this information will be used.</p>

7. ADDITIONAL COMMENTS. Please use this space to add any additional comments.

8. ADDITIONAL INFORMATION. Please attach:

- Band resolution and Council/Board Resolution
- Detailed Budget (indicating UBCM and matching funds – as either cash or in-kind)

Appendix 2: Sample Detailed Budgets

A. Application to develop a communications protocol:

Budgeted Expenditures	UBCM Grant Request	Applicant Contribution (cash or in-kind)
Catering for 5 lunches for 10 people at \$25/person	\$1,250	
Facilitation services	\$5,000	\$5,000
Facilities Rental		\$1,200
Travel (306 km @ \$.49/km)	\$150	
Preparation of materials	\$500	\$500
Final report production and printing		\$550
Consultant fees	\$9,000	
Legal fees	\$8,000	\$4,000
Senior staff time		\$10,000
Admin staff time		\$3,500
Contingency	\$850	
TOTAL	\$24,750	\$24,750

B. Application for CAO/Band Manager job shadowing and attending UBCM Convention:

Budgeted Expenditures	UBCM Grant Request	Applicant Contribution (cash or in-kind)
Staff time		\$10,000
Training materials	\$500	
Travel (1,224.5 km @ \$.49/km)	\$600	
Consultant Fees	\$8,000	\$2000
Catering (1 lunch/month for 10 months)	\$500	
Convention Registration	\$495	
Travel	\$650	
Accommodation	\$600	
Meals and incidentals	\$240	
Contingency	\$850	\$435
TOTAL	\$12,435	\$12,435