

Alberta Indigenous Climate Capacity Program Guidelines

The Alberta Indigenous Climate Capacity Program (AICCP) is a grant program that builds technical and leadership capacity within Indigenous communities and organizations in order to:

- Increase climate leadership knowledge.
- Prepare Indigenous communities for green-energy economic development opportunities by increasing awareness of climate leadership and the low-carbon economy.
- Increase awareness and understanding of how local actions can decrease greenhouse gas emissions.

Who is Eligible?

- First Nations, Aseniwuche Winewak Nation, Metis Settlements.
- Indigenous community-owned businesses and development corporations.
- Tribal Councils, Treaty Organizations, Metis Settlements General Council.
- Métis Nation of Alberta (including Regions and Locals).
- Indigenous not-for-profit organizations, including Friendship Centres with projects related to AICCP objectives.
- Applicants must be in compliance with the terms and conditions of any previous Indigenous Relations funding.
- Applicant communities or organizations must be located in the province of Alberta.

Note: If an organization that serves your community applies to AICCP, your community is still eligible to apply. As an example, both a Tribal Council and a community served by said Tribal Council are eligible to receive AICCP funding during the same funding year.

What Types of Projects are funded?

The AICCP provides funding to develop climate leadership capacity in Indigenous communities and organizations. Examples of these activities include:

- Climate Leadership Coordinator wages and benefits for the following organizations:
 - Treaty organizations;
 - Tribal Councils;
 - Métis Nation of Alberta; and
 - Metis Settlement General Council.
- Climate Leadership capacity staff for Tribal Councils and MNA Regions.
- Indigenous climate leadership training sessions;
- Elder and youth climate awareness programs;
- Train-the-trainer sessions to increase local capacity (knowledge and skills) in climate leadership program delivery; and

- Community engagement sessions related to climate change, energy efficiency, or renewable energy

Funding is **not** available for the following types of projects:

- Climate Leadership Coordinators at the community level; and
- Duplications of climate leadership activities already being funded by the Government of Alberta.

What are the Funding Levels?

The AICCP can provide 100 per cent of the eligible expenses per application, to a maximum of \$100,000.

Treaty and provincial-level organizations eligible to apply for a Climate Leadership Coordinator position can apply for up to \$200,000 to be inclusive of Climate Leadership Coordinator wages and climate leadership activities.

What are the Eligible Expenses?

Applicants must outline all project expenses (both eligible and ineligible) in the AICPP application form.

Eligible expenses can include:

- Wages and benefits for Climate Leadership Coordinator(s) in eligible organizations;
- Travel expenses for project participants or personnel;
- Project supplies and training materials;
- Training enrollment fees; and
- Justifiable administration costs of up to 15% for total requested amount of grant, which could include costs related to financial reporting, travel, elder fees/elder honorarium etc.

Ineligible expenses include:

- In-kind expenses are not part of eligible costs, but should be included in the budget;
- Payments for services that would normally be provided without charge (e.g. honoraria for a community service);
- Capital purchases or equipment;
- Software purchases;
- Curriculum or training content development;
- Costs incurred prior to application approval;
- Living allowances or expenses related to training activities; and
- Expenses related to non-program related facilities or premises (i.e., construction, rent, utilities).

Grant Information

An Indigenous community or organization can submit only one application until the call for applications period ends.

Applications received during the call for applications period will be evaluated AFTER the call for applications period ends. Applications will be evaluated against the following program priorities and criteria:

- Socio-economic benefits and impacts;
- Number of people anticipated to be trained, informed, or engaged;
- Number of communities anticipated to be affected or participating; and
- Project planning, readiness and due diligence

When to Apply?

Please refer to the AICCP website (indigenous.alberta.ca/AICCP) for more details on when to apply.

How do I Apply?

Please refer to the AICCP website (indigenous.alberta.ca/AICCP) for more details on how to apply.

Applications may be submitted online through the portal on the program webpage indigenous.alberta.ca/AICCP or through <http://grants.indigenous.alberta.ca/AICCP> or program staff can provide a fillable application form.

All applicants must be able to demonstrate:

- All applications must demonstrate support for the project to be considered for funding, which *at a minimum* will include a:
 - Band Council Resolution (BCR) for applications from a First Nation.
 - Council Resolution for applications from a Metis Settlement.
 - Board Resolution from a community-owned company, development corporation, etc.
 - Board Resolution from a not-for-profit Indigenous organizations.
 - Equivalent demonstration of support for applications as discussed with the program manager.
- Supporting technical details related to the project:
 - A description of the project and the expected outcomes.
- A full project budget, including all expenses and revenue for the project.
- A minimum of two different service providers quotes is required with any application for funding to this program, if consultants are being utilized.

What are the Expected Reporting and Deliverables?

For the AICCP, the following deliverables are required:

- A final narrative report outlining project activities and results;

- A financial statement with an authorized signature, stating the information reported is accurate and correct;
- A completed survey. This survey will be sent to successful applicants and will include questions that evaluate program effectiveness, including:
 - Is the community or organization satisfied with the overall project?
 - What are the outcomes?
 - What would you do differently if you had the chance?
 - Will any future climate capacity projects be done? Why or why not?
- A completed **reporting tool** provided by the AICCP Program Advisor, that summarizes program participant feedback.

Deliverables are due **60 days** after the end date of the project.

How are Applications Assessed?

Once an application is received, the following process is implemented:

- A preliminary assessment of the application will be conducted by program staff to ensure that each submission contains the required information.
 - Additional information may be requested if an application is incomplete. Applicants will be informed of any deficiencies.
- Only correctly and fully completed applications, with all required documentation, that are submitted during the intake period will be reviewed for eligibility and considered for funding.
- Applications will be evaluated by staff against the program's priorities and scoring criteria, which include:
 - Socio-economic benefits and impacts;
 - Number of people anticipated to be impacted;
 - Description of need for the project;
 - Project planning, readiness and due diligence;
 - Described outcomes related to GHG reduction, energy efficiency, jobs and economic impacts;
 - Priority will be given to applicants who have not received funding from the program in previous years.

Note: Projects utilizing external consultants will require the submission of a minimum of two quotes from at least two different duly qualified goods and/or service providers, for any goods and/or services procured by the consultants.

Questions?

Have questions about the program, services or the grant application process?

- Please email IR.ClimateCapacity@gov.ab.ca.

NOTE: Funding approvals may take up to 12 weeks.

How Will I Know if my Application has been Accepted?

A grant manager will communicate the status of the application by email and a final decision will be sent by letter from the Minister of Indigenous Relations.