

# Alberta Indigenous Climate Planning Program Guidelines

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The Alberta Indigenous Climate Planning Program (AICPP) is a grant program that supports Indigenous communities to establish an understanding of their energy conservation opportunities, set priorities to improve energy efficiency and reduce greenhouse gas (GHG) emissions, and pursue opportunities related to participating in Alberta’s “green economy”.

## 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 AICPP 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 AICPP, 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 AICPP funding during the same funding year.

## What type of Projects are funded?

Projects must fall into at least one of the following categories:

- 1. Community Energy Plans:** These projects seek to improve a community’s understanding of their current and future energy needs, to set a path for the community to meet its needs, and to pursue related community, employment, and economic development opportunities.

A sample outline of a Community Energy Plan (CEP) can be found on the AICPP webpage: [indigenous.alberta.ca/AICPP](http://indigenous.alberta.ca/AICPP)

- 2. Opportunity Development:** These projects seek to assess or pursue specific opportunities related to renewable energy, reducing GHGs, or otherwise participating in the “green economy”, whether to identify available opportunities, assess feasibility, or plan implementation.

Sample projects:

- Assessment of opportunities related to renewable energy, reducing GHG emissions, or Alberta’s “green economy”, that are available, or potentially available, to a community, including estimation of costs and benefits, risks, etc.;

- Feasibility studies and business plans for initiatives related to renewable energy, reducing GHG emissions, or Alberta’s “green economy”.

### Available Funding

AICPP can fund up to 100% of eligible costs, to a maximum of \$100,000.

Note: 30% or more of AICPP funds must be used on community costs.

Eligible costs include:

- Contracted services performed by qualified providers, but not capital acquisition or regular operating costs (except for administrative costs as noted below).
- Costs related to the development of internal capacity, including, but not limited to, knowledge transfer, workshops, training, contract hiring, etc.
- Demonstrated administrative costs incurred through the delivery of the project, up to a maximum of 15% of the value of the non-administrative costs of the project.

The grant stack funding maximum to a recipient from all sources (including federal, provincial/territorial, and/or municipal) for the initiative or project is 100% of eligible costs.

### 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 AICPP website ([indigenous.alberta.ca/AICPP](http://indigenous.alberta.ca/AICPP)) for more details on when to apply.

### How do I Apply?

Please refer to the AICPP website ([indigenous.alberta.ca/AICPP](http://indigenous.alberta.ca/AICPP)) for more details on how to apply.

Applications may be submitted online through the portal on the program webpage [indigenous.alberta.ca/AICPP](http://indigenous.alberta.ca/AICPP) or through <http://grants.indigenous.alberta.ca/AICPP> 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.

### Detailed Proposal (optional)

You may choose to include a more detailed proposal with your application if you believe additional details are needed to adequately describe your project.

A detailed proposal should describe the importance of and need for the project and outline your specific plans for implementing it. Below is a sample outline for an ideal proposal:

- i) **Cover page:**
  - (1) Name of applicant
  - (2) Contact information
  - (3) Date of Incorporation (if applicable)
  - (4) Table of Contents
- ii) **Executive Summary:**
  - (1) Summary of your project
  - (2) Population served
  - (3) Personnel involved in executing the project
  - (4) Amount you are seeking
- iii) **Problem or Needs Statement:** Include a detailed description of the problem that the proposed project intends to address, proof of the need for the project, etc.
- iv) **Project Objectives:** List the expected outcomes, or results, of the proposed project. The objectives are possible solutions to the stated problem or need.
- v) **Program Plan:** Explain in detail how you intend to accomplish the stated objectives. Include details of project activities and how, by whom, and when they will be carried out during the project. A timeline chart can be used to illustrate the program plan.

- vi) **Evaluation:** Describe how progress and the success of the program will be measured. Evaluation strategies will depend on the nature of the project's objectives.
- vii) **Budget:** A realistic estimate of all costs involved in implementing the project, and a description of any project funding provided by you or other sources.
- viii) **Appendices:** A proposal should be concise, but you may choose to include additional information as appendices. This could include site drawings, the organization's annual report, and staff biographies of company authorities, or anything you think is relevant.

### How to Prepare a Stronger Application (optional)

1. Clearly and concisely describe:
  - What your project is about.
  - Why you want to do it (e.g. the opportunity or problem it will address).
  - What you will produce (e.g. specific documents, specific activities).
  - What you hope to achieve in the long-term through your project.
2. Explain how your project fits into an existing plan (e.g. an economic development strategic plan), and include that plan with your application.
3. If you will use consultants:
  - Be sure to tell them that you are seeking competitive quotes.
  - Have them include a breakdown of activities and a time estimate for each activity.
  - Ask for references and/or samples of previous work that is similar to your project.
  - If you are not choosing the lowest cost consultant, explain why in your application.
  - Ensure that your application includes *the minimum* of two competitive quotes.
4. Contact us before the deadline for advice on how you could improve your application.
5. Ensure your application meets all of the requirements described in these guidelines.

### 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.

### Reporting and Deliverables

- Reporting and deliverables are required for all funded projects.
- Reporting and deliverables are normally due 60 days after the scheduled end date of your project, as noted in your grant agreement.
- Timeline extensions may be possible through written request, but must be made before the scheduled end date of your grant agreement.

### Questions?

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

- Please email [IR.Climate@gov.ab.ca](mailto:IR.Climate@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.