

FIRST NATIONS CONSULTATION CAPACITY INVESTMENT PROGRAM

This overview for Indigenous Relations' (IR) First Nations Consultation Capacity Investment Program (FNCCIP) is meant to provide First Nations with a general understanding of the program processes and requirements.

Process

1. First Nation receives notification letter from the Minister indicating the following:
 - Core investment funding allocation; and
 - Information on administrative requirements for accessing core investment funding
2. First Nation is contacted by Stewardship and Policy Integration staff to review administrative requirements and discuss FNCCIP objectives.
3. First Nation sends Stewardship and Policy Integration a Letter of Request (template available) to initiate core investment funding acquisition.
4. Stewardship and Policy Integration reviews Letter or Request to ensure completeness.
5. Stewardship and Policy Integration ensures that the First Nation is in compliance with all conditions, such as provision of reports and financial statements, from previous IR funding agreements.
6. A Contribution agreement (2 copies) is produced by Stewardship and Policy Integration and sent to the First Nation to be signed and witnessed.
7. Both signed and witnessed contribution agreements are sent back to Stewardship and Policy Integration for processing.
8. Stewardship and Policy Integration sends both signed contribution agreements to the Minister for signature and **FINAL APPROVAL**.
9. Upon receipt of the two original signed contribution agreements from the Minister's Office, the first milestone payment is ordered for the First Nation by Stewardship and Policy Integration. The payment will be available in 6 to 8 weeks, however, First Nations that register for direct deposit can expect shorter payment processing times.
10. One copy of the contribution agreement is mailed to the First Nation and the other copy is placed in IR's files.

Deliverables (other deliverables may be added as requested):

1. **On or before the specified date in the contribution agreement the First Nation will submit a deliverable to Stewardship and Policy Integration. The deliverable will require the following:**
 - provisions of a Band Council resolution in support of the First Nation accessing consultation capacity core investment funding from the First Nations Consultation Capacity Investment Program;
 - A First Nations consultation unit staff training plan(s);
 - a First Nations Consultation Capacity Investment Program funding expenditure (financials) detailing funds spent to-date; and
 - a letter, copied to Chief and Council, identifying a single point of contact for consultation related to resource development; and evidence that fulltime position(s), as listed in Appendix C of the contribution agreement, have been filled.
 2. **On or before the specified date in the contribution agreement the First Nation will submit a deliverable to Stewardship and Policy Integration. The deliverable will require the following:**
 - a final summary report of completed First Nation consultation unit staff training plan;
 3. **First Nation is required to submit a final financial statement no later than 30 days after completion of the Project or termination of the Agreement.**
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- **The assigned IR Consultation Capacity Advisor reviews deliverables to ensure compliance with the contribution agreement and, if complete, initiates associated milestone payments.**

FNCCIP Approval Conditions:

First Nations interested in receiving consultation capacity investment program funding must meet the following conditions:

- Applicant First Nation must be located in the Province of Alberta.
- Applicant First Nation must submit a consultation capacity core investment letter of request.
- Applicant First Nation has met all conditions (such as provision of reports and financial statements) from previous funding agreements under the consultation capacity funding program.