

FIRST NATIONS CONSULTATION CAPACITY INVESTMENT PROGRAM

This overview for Intergovernmental, international and Aboriginal Relations' (IIAR) 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 Aboriginal Consultation indicating the following:
 - Core investment funding allocation; and
 - Information on administrative requirements for accessing core investment funding
2. First Nation is contacted by Aboriginal Consultation staff to review administrative requirements and discuss FNCCIP objectives.
3. First Nation sends Aboriginal Consultation a Letter of Request (template available) to initiate core investment funding acquisition.
4. Aboriginal Consultation reviews Letter or Request to ensure completeness.
5. Aboriginal Consultation ensures that the First Nation is in compliance with all conditions, such as provision of reports and financial statements, from previous IIAR funding agreements.
6. A Contribution agreement (2 copies) is produced by Aboriginal Consultation and sent to the First Nation to be signed and witnessed.
7. Both signed and witnessed contribution agreements are sent back to Aboriginal Consultation for processing.
8. Aboriginal Consultation 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 Aboriginal Consultation. 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 IIAR's files.

Deliverables (other deliverables may be added as requested):

1. On or before ____, 2012 the First Nation will submit a deliverable to Aboriginal Consultation. 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;
 - 2011/12 First Nations consultation unit staff training plan(s);
 - 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 ____, 2012 the First Nation will submit a deliverable to AR Resource Consultation. The deliverable will require the following:
 - a First Nations Consultation Capacity Investment Program funding expenditure (financials) detailing funds spent to-date.
3. On or before February 21, 2013 the First Nation will submit a deliverable to Aboriginal Consultation. The deliverable will require the following:
 - a final summary report of completed 2011/12 First Nation consultation unit staff training plan;
 - a First Nations Consultation Capacity Investment Program funding expenditure (financials) detailing funds spent to-date; and
 - a First Nations Consultation Capacity Investment Program Industry/Government Meeting Record which details the following: Name of Resource Development Company or Government Department, contact name and phone number, date, Proposed Project/Activity and Outcome of Consultation.
4. First Nation is required to submit a final financial statement and complete a Project End Review Form no later than 30 days after completion of the Project or termination of the Agreement.

* The assigned AR Consultation Manager 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.