CAPACITY DEVELOPMENT PLAN

PAW Number/Fiscal Year:
3845614 (2022-2023)

Purpose:
To identify capacity development needs and describe project activities required to address these needs in a timely manner. The program uses the following definition for capacity development: "...those programs and initiatives that support communities and organizations to obtain, strengthen and maintain their capabilities to set and achieve their own development objectives and progress over time."

Due Date:
The due date will be communicated through call letter.

Note:
It is not necessary for applicants to follow a complicated or far-reaching exercise, such as comprehensive community planning, to create a capacity development plan. A plan is simply any document which identifies areas for improvement in a community's government, proposes a number of concrete tasks which could be undertaken to address them, and assigns a timetable to those tasks. Those tasks that are related to improving core governance in a community could be eligible for funding under the Professional and Institutional Development program.

Field Definitions:

Field	Definition
Planning Horizon: Year 1 (__) to Year 5 (__)	Year 1 (1st year of project planning) to 5th Year (last year of a 5 year plan), e.g. Planning Horizon: Year 1 (2022) to Year 5 (2027).
Identification	
Recipient Name	The name of the Band applying for the grant and/or contribution(s) as per the legal name that will appear on the funding agreement.
Recipient Number	The attribution number for the band as shown in the Department's Financial Management Manual Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)/Indigenous Services Canada (ISC) internal use).
Contact	
Given Name Family Name Title Telephone Number Email Address	The given name, family name, position title, telephone number and email address (if applicable) of the person who can be contacted for further information about the plan.
Capacity Plan Development Information	

Identify your community's capacity needs and provide a summary of the projects which could address each need.

Include information sufficient for departmental officials to evaluate the proposed project against program objectives, criteria on eligibility, and eligible expenditures. Provide a narrative which describes the following items.

Field	Definition
Identify Capacity Needs	A number of tools exist to assist in assessing capacity needs (e.g. *The Governance Capacity Planning Tool and Professional and Institutional Development Program guidelines)*.
Fiscal Year	From the drop-down list, identify the fiscal year your capacity need will be addressed.
Priority	From the drop-down list, rank each capacity need according to priority, 1 being the highest, and 10 the lowest.
Capacity Development Projects	List the project name.
Description/Objectives	Give a brief description of the project and include the objective or goal. Capacity assessment tools can help you to describe the importance of this project.
Start Date (YYYYMMDD) End Date (YYYYMMDD)	Enter the year in which a project or activity will be initiated and the year in which a project or activity will be completed. Dates are in the format of 'Year Month Day'.
Contact Person	List the name of the person responsible for the project/activity.
Detailed Costs	For each project, estimate the total project cost. Identify sources of revenue including the name of partners and the amount they are expected to contribute (e.g., First Nation portion of project cost, other federal departments' portion of project cost, provincial government contribution, and other sources.) Clearly identify the amount requested from CIRNAC/ISC for each project. Details can be submitted by using the 'Supporting Documents' section of this plan.
Indicators	Indicators describe change and make it possible to show, through concrete results, how well you are meeting your goals. Use numbers, percentage, or a description (e.g., five employees received financial training.)
Expected Outcomes	Describe the immediate change or effect that will result from the project's product(s) or service(s) (e.g., employees will become accredited Certified Aboriginal Financial Managers.)

Supporting Documents (if applicable)

This table allows you to identify the supporting document(s) being submitted and the method of submission.

Title	Enter the name of the supporting document.
Submission Method	From the drop-down list, select the method by which additional documents will be submitted. The options include: - Attachment - Email - Facsimile - Mail - By Hand/Courier If you select 'Attachment' as the submission method, an 'Attach File' button will appear. Selecting this button allows you to select a file that will be attached to the form. After attaching the file you can

Field	Definition
	click on the paper clip icon on the left side of the Adobe application to see the attached file. Once the file is attached, the "Attach File" button changes to "Remove File". To remove the file only, select this button. To clear all fields for a single document and remove the associated file, select the [-] button.
Declaration	
Given Name Family Name Title Date (YYYYMMDD)	The given name, family name and position title of the person who acknowledged the accuracy of the information, and the date on which it was completed. Dates are in the format of 'Year Month Day'.