

URBAN PROGRAMMING FOR INDIGENOUS PEOPLES FUNDING APPLICATION

PAW number/Fiscal year:
9744235 (2024-2025)

Urban Programming for Indigenous Peoples (UPIP) terms and conditions:
<https://sac-isc.gc.ca/eng/1386530682712/1615722928307>

Purpose:
This is a national proposal form for Urban Programming for Indigenous Peoples funding.

Reporting period:
annually

Due date:
As applicable, prior to consideration for funding, contact your Indigenous Services Canada (ISC) regional office for details.

Field definitions:

Field	Definition
Select the funding stream	
Funding stream	<p>Select the funding stream for which the organization is applying to receive funding. Only one funding stream can be selected at a time, selecting a funding stream hides fields that are not required for that stream.</p> <ul style="list-style-type: none"> - Organizational Capacity: provides core funding to Indigenous organizations including friendship centres that deliver programs/services to urban Indigenous peoples, and support the establishment of new organizations in areas not currently served. - Programs and Services: provide project funding to organizations delivering a broad range of programs and services to urban Indigenous peoples that address locally-identified issues, provided that they are not already funded or eligible to be funded by other departments or governments. - Coalitions: support existing local Coalitions and the establishment of new Coalitions that bring together all orders of government and stakeholders to identify key local priorities and needs, and ensure efficient and coordinated delivery of urban Indigenous programs. The primary goals of these Coalitions will be to promote collaboration at the local level; to identify local needs, and; to develop local

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	<p>plans on how to best address these identified priorities.</p> <ul style="list-style-type: none"> - Research and Innovation: provides funding to better understand the urban Indigenous reality; gather information on best practices, methodologies and programming approaches, and; pilot innovative programs/services. - Infrastructure: provides funding for major and minor infrastructure projects, including building purchase, that increase the physical capacity and improve the safety, security, and accessibility of facilities that deliver UPIP programming to deliver new programming or to respond to increased demand for existing programs (i.e., limited/restrictive occupancy capacity, etc.) <p>Please note that only current UPIP recipients are eligible for infrastructure stream funding.</p>

Applicant information

Organization legal name	The full legal name of the organization that is applying to receive funding.
Mailing address (Number/Street/Apartment/P.O. box) City/Town Province/Territory Postal code Telephone number Extension number Facsimile number Email address Organization website (if applicable) Street address (if different from mailing address)	The applicant's full street address and mailing address (if different), telephone number and extension, facsimile number, email address and web site (if applicable).

Contact

Given name Family name Title/Position Telephone number Extension number Facsimile number Email address	<p>The contact information is to be provided for the person who is authorized to sign on behalf of the organization.</p> <p>The given name, family name, title/position, office telephone number and extension, facsimile number and email address of the person to be contacted for any questions related to the funding application.</p>
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Organization information

Field	Definition
Organization type	<p>To demonstrate that your organization is eligible under the application requirements, please pick from the drop-down list and select the organization type:</p> <p>For example:</p> <ul style="list-style-type: none"> - Indigenous organization: can be not-for-profit or for-profit organization that self identifies as an Indigenous organization: e.g., Metro Vancouver Aboriginal Executive Council, cultural centre, friendship centre, etc. - Municipal government: e.g., City of Ottawa, etc. - Health authorities and institutions: e.g., regional health board, Wabano Centre for Health; - Education authorities and institutions (such as school boards, foundations and associations): e.g., Native Education College, School District #32, etc. - Universities: e.g., Simon Fraser University, University of Ottawa; - Individuals: Individuals must prove that they are associated with education authorities or institutions, universities and/or Indigenous organizations to be considered for funding. - Non-Indigenous organization: can be not-for-profit or for-profit organization, e.g., YMCA, Red Cross, mining company, etc. <p>All non-Indigenous organizations, including municipal governments, health and education authorities and institutions, require demonstrated support from Indigenous organizations or Indigenous community groups to be eligible for funding.</p> <p>Note: Only eligible recipients for the funding stream selected are listed in the drop-down list provided.</p>
Please indicate which UPIP streams the Indigenous organization is a current recipient of:	<p>For Infrastructure stream only. To confirm that your Indigenous organization is eligible under the Infrastructure stream's application requirements, please choose the funding streams that apply. Select the UPIP stream(s) that the Indigenous organization is a current recipient of:</p> <ul style="list-style-type: none"> • Organizational Capacity; • Programs and Services; • Coalitions; • Research and Innovation.
Mandate/Objectives of the organization	What is the mandate of your organization and what does it do?

Field	Definition
Scope of organization's activities	Indicate whether the scope of activities the organization undertakes is: local, municipal, provincial/territorial, regional or national.
Is the organization incorporated?	To show that the organization is in a legal position to undertake the project and be responsible for the funding provided. Indicate whether the organization is incorporated: yes or no. If yes , indicate the corporate registration number of the organization as provided by the federal or provincial government. Note that a copy of the Incorporation document is to be attached with the application.
According to the letters patent or other incorporating documents, who are the legal signing officers for contract purposes?	To identify who in the organization has signing authority for contractual documents, such as the funding agreement.
According to the letters patent or other incorporating documents, how many and what combination of the above signatures are required to bind your organization into a legal agreement?	For the funding agreement or any future arrangements.
According to the letters patent or other incorporating documents, who are the legal signing officers for the organization?	To identify who in the organization has the authority to sign on behalf of the organization.
Does the organization have an overpayment with any federal government department?	Indicate yes or no.
If yes, specify the department or agency name	Department or agency name
Overpayment details	Overpayment details
Amount \$	Amount of the overpayment
Has the organization previously received funding from Indigenous Services Canada (ISC) or Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)?	Indicate yes or no. If yes , specify the name of the program.
Proposal information (complete the following section or submit a proposal including budget as file attachment)	
Proposal title	Title of the proposal for funding. The title reflects the nature of the project.
Proposed start/end dates	Indicate the proposed start and end dates from the drop-down calendar. Infrastructure stream: For minor infrastructure - Input proposed start and completion dates.

Field	Definition
	For major infrastructure - Input ESTIMATED start and completion dates.
Amount of funding requested	Indicate the dollar amount of funding requested from Indigenous Services Canada (ISC).
Program and Services stream: Identify up to three (3) of the six key areas your proposal falls under	Select the appropriate areas that your proposal falls under: women; youth; outreach; vulnerable populations; transition services; community wellness
Project objectives/priorities	Organizational Capacity and Infrastructure stream: Please indicate the objectives/priorities that you would like to have supported through this funding stream or a brief description of the activities to be carried out. Examples of activities to meet priorities include board meetings, annual general meetings, annual general assemblies, etc. Programs and Services stream: Please indicate the objectives/priorities that you would like to have supported through this funding stream. Please show that the project meets the goals and objectives of your organization and funding stream. Research and Innovation stream: Please indicate the objectives/priorities that you would like to have supported through this funding stream, including the needs they are intended to address.
Activities	Provide descriptions of each activity, identify when each activity will take place, and who will be responsible for the activities and how it meets locally identified priorities. (i.e., regional strategic plans or community plans.) If required, indicate how the activities support the objectives of the funding stream. Research and Innovation stream: Provide descriptions of each activity and how they support the objectives of the funding stream.
Research and Innovation stream: How do the activities or research support urban Indigenous peoples?	Indicate how the activities support the objectives of the funding stream.
Coalitions stream: 1. Workplan (including activities and timelines) 2. List of coalition members	1. Provide a workplan that outlines the activities, timelines for each activity and participants of the activities. 2. Please provide the current list of coalition members including: all levels of government, local organizations and other stakeholders.

Field	Definition
<p>Infrastructure stream:</p> <ol style="list-style-type: none"> 1. Choose your infrastructure project category/scale: 2. Letter of intention has been submitted: 3. I agree to provide a confirmation/statement of progress and/or completion 4. Total project cost 5. Amount of UPIP Infrastructure funding requested for your infrastructure project. Please note that major infrastructure projects are required to have at least 25% of total project cost be funded from other sources. 6. How does the infrastructure project meet the objectives/priorities of the funding stream? 7. Project beneficiaries 	<ol style="list-style-type: none"> 1. To identify the scale of your infrastructure project, please choose one of the two following options: <ul style="list-style-type: none"> Minor infrastructure - renovations essential to health and safety and improving energy efficiency, where: <ul style="list-style-type: none"> ▪ project cost is up to \$1 million (i.e., project cost ≤ \$1 million); ▪ project scope is often minor renovations and/or repairs; ▪ timeline to project completion is approximately one (1) calendar year. Timeline is not as definitive as project cost and scope. ▪ (e.g., window replacements, HVAC replacement/repairs, foundation repairs, etc.) ▪ Please note that there is a limit of ONE (1) minor infrastructure project per proposal/submission . (e.g., driveway repair and window replacement are considered two separate minor infrastructure projects) Major infrastructure – major renovations/retrofits, expansions and new builds to meet future needs, where: <ul style="list-style-type: none"> ▪ project cost is over \$1 million (i.e., project cost > \$1 million); ▪ project scope involves construction, heavy equipment, etc.; ▪ project duration is multi-year (i.e., > 1yr). Project duration is not as definitive as project cost and scope. ▪ (e.g., additions, new builds, etc.) ▪ Please note that there is a limit of ONE (1) infrastructure project per proposal/submission. (e.g., Building a new addition and repaving the parking lot are considered two separate infrastructure projects.) 2. For major infrastructure only. 3. Indicate whether confirmation/statement(s) of progress and/or completion will be provided as required for progress reports and final report. 4. For minor infrastructure - Input the cost of the infrastructure project For major infrastructure - Input the best ESTIMATED cost of the infrastructure project. Due to the complex nature of major infrastructure projects, the best estimated cost of the project is requested. 5. Indicate the dollar amount of UPIP funding being requested from ISC, CIRNAC for your

Field	Definition
	<p>infrastructure project. Please exclude funding from other sources and requests for funding from other sources.</p> <p>For major infrastructure - At least 25% of total project cost is required to be funded from other sources.</p> <p>6. Indicate how the infrastructure project and related activities supports the increased physical capacity and/or improved safety, security, and accessibility of UPIP-delivering facilities such that new programming is delivered or increased demand for existing programs are being addressed.</p> <p>7. Indicate who will directly and/or indirectly benefit from the infrastructure project.</p> <p>Indicate how the infrastructure project will directly/indirectly benefit them.</p> <p>Indicate the (estimated) number of individuals who will directly and/or indirectly benefit from the project (i.e., population reach) (e.g., 500 participants of programs XYZ who were previously on wait lists due to limited capacity/physical space of the facility.)</p>
Expected results	<p>Indicate what you expect as a result of your activities.</p> <p>Infrastructure stream:</p> <p>Indicate what you expect as a result of your infrastructure project, including how the project supports the delivery of new/additional programming, what is going to be done with the increased/additional space, etc.</p>
Budget	
<p>Programs and Services/ Research and Innovation streams:</p> <p>Please input budget information for the proposed project where only UPIP funding applies, and exclude information related to funding from other sources.</p> <p>It is a new project/program offering; It is not an extension of an existing successful program; The new project/program offering is not the mandate of another federal department.</p>	
<p>Are you applying for multi-year funding?</p> <p>Infrastructure stream:</p> <p>Show budget table up to 4 years.</p>	<p>Indicate whether you are applying for multi-year funding: yes or no</p> <p>Infrastructure stream:</p> <p>The timeline for a minor infrastructure project is approximately one (1) calendar year. However, this 1-year timeline may be extended within reason due to circumstances reasonably beyond the applicant's/recipient's control only if it pertains to the one minor infrastructure project as described in the</p>

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	<p>submitted proposal. (e.g., a second wave of the COVID-19 pandemic; missed/shortened construction season, availability of expertise needed, etc.)</p> <p>For minor infrastructure projects: approximately 1 year.</p> <p>For major infrastructure projects: up to 4 years.</p>
Staff position	<p>Organizational Capacity stream: Select one of the three positions in the drop-down (CEO or ED; Executive assistant or receptionist, Youth coordinator)</p> <p>Coalitions stream: Limited to 1 position only</p> <p>Research and Innovation stream: The number of positions required as they pertain to the project. (e.g., researcher, coordinator, etc.)</p>
Salary	<p>Yearly salary for the 3 positions</p> <p>Coalitions/Research and Innovation streams: Salary \$</p>
Budget	<p>Attach either a proposal including budget information or complete the budget section provided.</p> <p>If applicable, administration costs are a maximum of 10% of eligible direct costs. For more information on eligible administrative costs, please refer to the program terms and conditions under the funding stream.</p> <p>Expenditures related to hospitality may not exceed Treasury Board guidelines on hospitality. Please refer to this website for more information.</p> <p>Expenditures related to travel may not exceed Treasury Board guidelines on travel. Please refer to this website for more information.</p> <p>Note: Funding is not intended to supplement a shortage of funding under another program or initiative of any order of government.</p> <p>Program and Services stream: Total administration/overhead: MAX 10% of total direct cost; MAX 15% of total direct cost for set-aside allocations</p> <p>Coalitions/ Research and Innovation streams: Total administration/overhead: MAX 10% of total direct cost</p>
Budget Infrastructure stream:	<p>1. When it is demonstrated to be the more cost-efficient option compared to alternative possible options, infrastructure procurement may be included</p>

Field	Definition
<ol style="list-style-type: none"> 1. Project costs – Infrastructure procurement 2. Project costs - Direct materials 3. Project costs - Direct labour 4. Project costs - Equipment, machinery, tools 5. Project costs - Supplies 6. Project costs - Professional fees 7. Administration costs – Administration costs, etc. 	<p>as a project cost. Infrastructure procurement includes the purchase cost of a building, structure or capital asset. For example, the purchase of a building would be considered reasonable if the cost of purchasing it and then completing renovations on it is less than completing a new build.</p> <ol style="list-style-type: none"> 2. Direct materials are the resources used to make the final product/building. (e.g., wood/lumber/timber used to make the frame of a building, shingles used to replace the roof, etc.) 3. Direct labour cost includes wages paid to workers who work directly on the renovation or construction project. (e.g., roofer, plumber, electrician, construction worker, etc.) 4. For the purchase or rental of tools, equipment or machinery necessary to complete the infrastructure project. (e.g., cement mixers, compressors, ladders, wheelbarrows, generators, etc.) <p>Major infrastructure projects may also include heavy machinery and equipment. (e.g., excavators, backhoe, bulldozer, etc.)</p> <ol style="list-style-type: none"> 5. For the purchase or rental of supplies necessary to complete the project. <p>Supplies include items used in the fulfillment of the infrastructure project but do not become a physical component/part of the project. (e.g., lubricants, cleaning supplies, etc.)</p> <ol style="list-style-type: none"> 6. For infrastructure project design, planning, feasibility studies, testing, inspections, engineering reports, etc. 7. Subject to departmental approval, eligible expenditures under administration costs must be directly related to the administration of the funding and may include the following: <ul style="list-style-type: none"> • costs of an administrator or other staff time required to support or oversee the project activities and/or administration of the agreement • organizational overhead and/or infrastructure costs applied to supporting the project activities and/or the administration of the agreement, such as: office supplies, telephone/fax, postage, rent, audit, insurance and utilities • costs for preparing financial and other reporting documentation required to be compliant with the agreement to provide funding • travel and transportation for monitoring purposes • training related to the administration of the funding • meetings

Field	Definition
	<p>Ultimate recipient administrative costs will be reimbursed up to 10% for eligible expenditures. Organizations identified to deliver set-aside allocations (i.e., third party delivery organizations) will be reimbursed up to 15% for eligible administrative costs.</p> <p>Please refer to section 5 of the UPIP terms and conditions for additional details on administration costs under the Infrastructure stream: Grants and Contributions to Support Urban Programming for Indigenous Peoples (sac-isc.gc.ca)</p>
<p>Contribution financial summary</p> <p>Infrastructure stream: Confirm that 25% (or more) of the total project cost of your major infrastructure project is funded from other sources?</p>	<p>Identify funding provided from all sources (federal, provincial/territorial and other).</p> <p>Infrastructure stream: This field is applicable to major infrastructure only: Major infrastructure projects are required to have at least 25% of total project cost be funded from other sources.</p>
Supporting documents (if applicable)	
The mandatory documents which should be provided with the funding application are listed in the drop-down list.	
Supporting document type	<p>Select from the drop-down list the type of supporting document:</p> <ul style="list-style-type: none"> - Organizational Capacity: Proposal and budget (if information was not completed as indicated above); Forecasted monthly cashflow; Letters of support (if required); Copy of the incorporation document; Copy of the most recent audited financial statements. - Programs and Services: Proposal and budget (if information was not completed as indicated above); Forecasted monthly cashflow; Letters of support (if required); Copy of incorporation documents (if applicable); Copy of the most recent audited financial statements. - Coalitions: Proposal and budget (if information was not completed as indicated above); Forecasted monthly cashflow; Incorporation documents (if applicable) - Research and Innovation: Individuals must prove that they are associated with education authorities or institutions, universities and/or Indigenous organizations to be considered for funding; Proposal and budget (if information was not completed as indicated above); Forecasted monthly

Field	Definition
	<p>cashflow; Copy of incorporation documents (if applicable); Letters of support (if required); Copy of most recent audited financial statements (if available)</p> <ul style="list-style-type: none"> - Infrastructure: Proposal and budget (if information was not completed as indicated above); Estimated timelines; Forecasted monthly cashflow; Copy of the most recent audited financial statements; Relevant supplier quotes, if any; Risk assessment, if applicable; Final project plan, if applicable; Permits, if applicable; Blueprints, if applicable.
Submission method	<p>From the drop-down list, select the method by which additional documents will be submitted.</p> <p>The options include:</p> <ul style="list-style-type: none"> - attachment - email - facsimile - mail - by hand/courier <p>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 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.</p>
Declaration	
<p>Given name Family name Title Date (YYYYMMDD)</p>	<p>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'.</p>