

THE NEW RELATIONSHIP FUND

2019-20 APPLICATION GUIDE

Ministry of Indigenous Affairs

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WHAT YOU NEED TO KNOW BEFORE YOU APPLY

Before completing the 2019-20 **New Relationship Fund (NRF)** application in Grants Ontario, please read the entire Application Guide.

Purpose of the Guide

This guide provides information on the NRF for prospective funding recipients. This Application Guide is valid for the 2019-2020 fiscal year. Updates to this guide may be released during this period and will be made available on <https://www.ontario.ca/page/programs-and-funding-indigenous-people>. Any updates will be communicated in writing within three (3) business days to funding recipients.

The guide describes the application process as well as project management requirements of the NRF program and provides specific information on recipient eligibility criteria and eligible activities.

All applications will be assessed, evaluated and approved using requirements outlined in this Application Guide.

Program Overview

Eligible First Nation and Métis communities may apply for NRF funding to assist them in building fundamental consultation and engagement capacity so they can meaningfully engage with governments and the private sector on lands and resources matters. Funding can also be used to support long-term planning related to lands and resources including economic development for eligible First Nation and Métis communities and organizations.

Deadline

Eligible applicants must submit applications online through Grants Ontario at www.grants.gov.on.ca by June 24, 2019.

Note: Applications submitted after the deadline will not be accepted for funding in 2019-20.

Applicant Eligibility

To be eligible to receive NRF funding, an applicant must:

- be a legal entity (e.g. established by or under legislation; federally or provincially incorporated for at least two years or affiliated with an Indigenous organization that has been incorporated for at least two years);
- hold governance structures and accountability processes to properly administer and manage public funds and to provide the services for which transfer payments are made. The following may be considered:
 - Expertise and experience necessary to discharge its responsibilities in compliance with Ministry requirements;
 - Appropriate governance and control structure in place (e.g. Board of Directors, Chief and Council, Membership Processes, Annual Report, etc.);
 - Reliable and up-to-date financial reporting;
 - Establishment of a Canadian bank account; and
 - Use funds for activities taking place in Ontario and benefiting Indigenous peoples;
- not be in default of the terms and conditions of any grant or loan agreement (i.e., reports due or surplus) with any ministry or agency of the Government of Ontario;
- have a substantiated record of representing an Ontario-based Indigenous community or communities on local lands and resources matters; and,
- represent an Ontario-based community or communities that may be capable of holding Aboriginal or treaty rights under s.35 of the *Constitution Act, 1982*.

Note: If the Ministry of Indigenous Affairs (the Ministry) has assessed that a community is not capable of holding Aboriginal or treaty rights under s.35 of the *Constitution Act, 1982*, the applicant representing that community may be denied funding in whole or in part.

Single and Joint Applicants

Eligible applicants may also choose whether to submit a single or joint application. All applicants must meet the above criteria

Single Eligible Applicants:

The following entities may be eligible to submit a single application:

- First Nation communities in Ontario; and
- Métis communities in Ontario.

Applicants must provide proof of support from the community they are representing in the form of a Band Council Resolution and/or Board Motion, as appropriate.

Joint Eligible Applicants:

Ontario encourages joint applications that link two or more Ontario First Nation or Métis communities and seek to promote the development of collaborative relationships, regional activities and economies of scale. Communities are encouraged to work together to maximize the benefits of the funding available.

Joint applications can be submitted on behalf of, and with the support of, the Ontario-based First Nation and Métis communities they represent, and for whom they have a substantiated record of representing on local lands and resources matters.

The following entities may be eligible to submit a joint application:

- First Nations in Ontario;
- Métis communities in Ontario;
- Provincial Territorial Organizations (PTOs) and Tribal Councils in Ontario that apply on behalf of and with the support of the communities they represent; and
- Métis organizations in Ontario that are applying on behalf of and with the support of the communities they represent.

Joint applicants are required to provide proof of support from the communities they represent. This can be provided in the form of either Band Council Resolutions and/or Board Motions, as appropriate.

SUBMITTING AN APPLICATION

Applications must be submitted using Grants Ontario, the Province's online application system for grant funding.

NRF applications received in any format other than through Grants Ontario will not be accepted.

Required Documents Checklist

All NRF applications must include the "Required Documents" set out below. It is recommended that you gather these documents **in an electronic format** before beginning the Grants Ontario application process.

Required Documents
<u>First Nation</u>
A First Nation applicant must provide a recent Band Council Resolution in support

Required Documents

of the application.

Organizations applying on behalf of more than one First Nation community must provide a recent Band Council Resolution from *each First Nation community* represented on the application, indicating support of the application.

Métis Community

A Métis community must provide a recent resolution or board motion in support of the application.

Organizations applying on behalf of more than one Métis community, must provide a recent board motion from *each Métis community* represented in the application, indicating support of the application.

Additional Documents

If the applicant is a corporation that has been incorporated for less than two years, please provide a copy of the organization's by-laws, constitution and mandate; information on the governance structure; and information on the membership requirements.

Copy of letters patent/certificate of incorporation (if applicable) or proof of the organization's legal status (i.e., established by or under legislation; federally or provincially incorporated);

Complete and unabridged audited financial statements from the most recently completed fiscal year. The audited financial statements must include:

- Auditors cover letter
- Auditors Management letter
- Balance Sheet
- Income Statement
- Statement of Changes in Net Assets
- Statement of Changes in Fund Balances
- Summary of Significant Accounting Policies
- Notes to the Financial Statements
- All Schedules of Revenue and Expenditures from all sources of funding
- Schedules of Salaries, Honoraria, Travel and Meal Expense for the whole organization

Creating an Account on Grants Ontario

First time Grants Ontario users should visit www.grants.gov.on.ca and click on the “How to Apply” link for information on how to set up an account.

Applicants using Grants Ontario for the first time must create an “ONE-key” account and be enrolled in the Transfer Payment Common Registration system. The ONE-key account will provide access to the application system.

If an applicant has previously applied for funding from other programs through Grants Ontario, a new ONE-key account is not required, but there may still be a requirement to enroll in the Transfer Payment Common Registration system.

Please note that the ONE-key account is registered at the individual level and not at the organizational level. If someone in the organization has an account that was used for a different grant application, a new account will still need to be created for the individual completing the NRF grant application.

Grants Ontario Application System

The application system is comprised of a template application form with required fields such as contact information, signing authority, performance measures and additional questions. After completing this template, the applicant will be prompted to upload the “Required Documents” (as outlined in the chart above).

Once an application has been started it may be saved or downloaded at any point and returned to later. Please refer to the Grants Ontario System Reference Guide for Applicants for instructions on how to save and submit the application.

Application Form – Project Specifics

After confirming that the applicant eligibility criteria is met, a ONE-key account has been created and all required documentation has been collected, the application form can be filled out on the Grants Ontario website.

All applications require a detailed project budget and work plan that illustrate how funds will be used to advance NRF program objectives. To ensure the project is eligible, please refer to the Program Details section below. All applications will need to meet the NRF Program Objectives and include eligible activities and expenses.

If you have any technical questions about Grants Ontario, please contact the Grants Ontario Customer Service Line at (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at GrantsOntarioCS@Ontario.ca.

PROGRAM DETAILS

Background

The New Relationship Fund (NRF) is designed to help eligible First Nation and Métis communities participate in meaningful consultation and engagement with governments and the private sector on lands and resources matters. It also supports long-term planning related to lands and resources including economic development for eligible First Nation and Métis communities and organizations.

Program Objectives

The overall aim of the NRF is to address and close the socio-economic gap between Indigenous and non-Indigenous people in Ontario by supporting community involvement in lands and resources development. NRF funding supports First Nation and Métis communities on lands and resources matters by:

- Assisting eligible First Nation and Métis communities in building consultation and engagement capacity and expertise;
- Assisting eligible First Nation and Métis communities in participating in consultation and engagement processes with the Government of Ontario, municipalities in Ontario, and the private sector; and
- Assisting in developing and improving relationships between the Government of Ontario, municipalities in Ontario, industry and First Nation and Métis communities.

Eligible Activities

The following are eligible activities under the program:

1. Hire Consultation Coordinator(s) from the community. The Consultation Coordinator position is designed to attract and retain consultation capacity in a First Nation or Métis community or organization on lands and resources matters. First Nation and Métis communities and organizations are encouraged to hire one of their members as the Consultation Coordinator;
2. Build in-house knowledge and expertise regarding engagement and consultation, as well as lands and resources matters;
3. Develop internal community consultation and engagement decision-making protocols;
4. Conduct community outreach and undertake activities related to consultation and engagement as well as planning related to lands and resources including economic development;
5. Build relationships and partnerships in support of consultation and engagement and to advance economic opportunities that emerge from lands and resources development; and
6. Additional activities, as approved by the Ministry.

Performance Measures and Outputs

Applicants will be required to clearly indicate how proposed activities align with NRF program objectives. This can be achieved by creating a minimum of one performance measurement and/or output that the organization/ community will use to gauge the success of the NRF funded project. A list of organization/ community generated performance measures and outputs are required as part of the application process.

Additionally, successful applicants will be required to report on organization/ community generated performance measures and outputs in addition to those assigned by the Ministry. More information on Ministry assigned performance measures and outputs can be found below.

Funding Amounts

Applicants may apply for multi-year funding for fiscal years 2019-2022.

Single applicants may receive up to \$85,000 per fiscal year.

Joint applicants may receive up to \$85,000 per fiscal year, per eligible First Nation or Métis community represented.

Eligible Expenses

Costs that can be funded must relate to consultation and engagement on lands and resources matters. This may include:

- Activities aimed at building long-term internal consultation capacity, for example participation at conferences, roundtables or information sharing opportunities;
- Development, implementation and/or updating of a process for internal community consultation and engagement decision-making;
- Community engagement on an internal community consultation and engagement process;
- Activities to build relationships and partnerships that support economic development activities related to land and resources, for example participation at conferences, information-sharing opportunities or networking events;
- Wages and mandatory employer-related costs for a Consultation Coordinator(s) to act as a representative for the community/communities at consultations and/or engagements;
- Introductory and advanced training for consultation staff related to consultations and engagements, or other work plan activities, including:
 - *Introductory training:* basic/high level training in areas such as mining, forestry, renewable energy, economic development, communications' skills, mentoring or computer skills.

- *Advanced training*: focused on more complex matters which require technical, hands-on training, such as negotiations skills, GIS, Information Management, Impact Benefits Agreements, project management or land use planning.
- Community outreach activities such as community meetings, presentations and workshops related to the work plan (e.g. printing materials, hall rental rates, etc.);
- Purchase of eligible office computer and equipment, software updates, and equipment repairs, to support NRF-funded positions up to \$5000 over the duration of the agreement, and at the discretion of the Ministry;
- Travel and accommodation expenses for the Consultation Coordinator for activities directly related to the work plan. Travel and meal expenses will be paid in accordance with rates found in [Ontario's Travel, Meal and Hospitality Expenses Directive](#);
- Professional fees, consultants and/or technicians for technical expertise relating to the community consultation process or capacity building. Professional fees include travel and accommodation expenses charged by consultants. Compensation for consultants must be reported as professional fees and not salaries;
 - A key objective of the NRF is to assist in building and strengthening in-house knowledge within First Nation and Métis communities. It is expected that a community will be building their internal technical capacity and that the need for external consultants will therefore decrease over time. For this reason, large or recurring consultant fees within budgets are strongly discouraged and may not be approved for funding. Strong justification must be provided for the use of any consultant.
- Honoraria, payments to Elders or Community Knowledge Holders for their attendance and participation at a meeting/event. This includes payments made to Elders or Community Knowledge Holders for their specialized knowledge (e.g. on cultural sites, sacred knowledge, traditional ecological knowledge); and
- Administration costs. These must be directly related to the work plan. Eligible costs include: utilities; telephone/fax charges; network charges; postage/courier charges; photocopying charges; financial institution service fees; office supplies and the preparation of the NRF Audited Schedule.
 - A maximum of 10% of the transfer payment's total budget may be allotted to administration.

Ineligible Expenses

Costs that cannot be funded include:

- Costs related to any initiative that is already fully funded through other sources (e.g.: other provincial or federal funds);
- Costs related to initiatives that do not meet the Program Objectives or are not related to lands and resources;

- Salary or honoraria to individuals already compensated by the applicant and/or represented community;
- Capital asset costs (other than the purchase of eligible office equipment for staff funded by the NRF), including rent or office space;
- Debt reduction costs;
- Litigation or other legal costs;
- Research, including costs undertaken for the purposes of pursuing land claims, litigation or other legal action;
- Costs related to the Government of Canada's consultation or engagement initiatives; and
- Costs related to other provinces' consultation or engagement initiatives.

The Ministry will also not provide funding for costs associated with hosting:

- Annual General Meetings;
- Cultural celebrations; and
- Excavations and archeological digs.

APPLICATION EVALUATION

After the application form has been submitted and all required documents have been uploaded through Grants Ontario, the Ministry will initiate the evaluation phase. The evaluation process for NRF funding has three stages.

Stage 1: Initial Screening Process

The initial screening process involves a review of all applications to ensure they meet the mandatory applicant eligibility requirements for funding listed under Applicant Eligibility.

When screening submitted applications, ministry staff will confirm the following:

- That the applicant is not in default of the terms and conditions of any grant or loan agreement with any Ministry or agency of the Government of Ontario;
- That the applicant is financially viable;
- That the applicant, including all parties to a joint application, have submitted all due reports and any surplus funds for previous NRF agreements from previous years;
- Statement verifying information provided in the application is true, correct and complete (as verified by an authorized official);

- That all areas of the application are completed in Grants Ontario. This includes completing work plans and ensuring budgets are accurate and coincide with work plan activities.

Applications that meet all minimum eligibility requirements will proceed to the second stage of the evaluation process.

Stage 2: Application Review

The following will be considered in the second stage of the evaluation process. This information will help the Ministry to determine whether the applicant should receive funding and at what level:

- Whether proposed activities are eligible;
- Additional documentation, as requested, including evidence of ongoing community support for the organization and level of service to the community (e.g., an organization's by-laws, constitution and mandate; information on governance structure; membership requirements; organization's budget and planned activities; the timing of the last annual general meeting, etc.);
- Annual report (organizations only), if available;
- Anticipated amount/number of community-level consultation and engagement activities relating to lands and resources;
- Number of communities represented;
- Clear identification, in the work plan section of the application, of activities and their anticipated results; and
- Clear identification of performance measures and outputs in the application form.

Stage 3: Financial Assessment

A financial assessment is performed on each application that passes the first two stages. This assessment considers the financial viability and the overall financial health of the applicant.

The Ministry will consider:

- The proposed budget (e.g. that costs are reasonable and in accordance with program objectives); and
- The applicant's Audited Financial Statements from the most recently completed fiscal year (to determine if the applicant is in a financial position to sustain the NRF proposed activities).

REPORTING

Reporting Requirements

Successful applicants will be required to complete and report on tasks in order to receive payment.

Release of the first payment requires successful applicants to:

- Identify and provide contact information of the Consultation Coordinator and/or identify and provide details of the alternative community-focused structure/staffing model;
- Sign a Transfer Payment Agreement with the Province of Ontario outlining the terms and conditions for receiving funds; and
- Seek at least \$2 million commercial general liability insurance coverage and add “Her Majesty the Queen in Right of Ontario as represented by the Ontario Government” as a co-insured entity on this coverage before the Agreement can be executed.

Release of the final payment will require the successful applicant to:

- Report to the Ministry on the use of the funds, deliverables and outcomes achieved through a ministry-provided expenditure and activity reports; and
- Report on Ministry and community/organization generated performance measures and outcomes.

Performance Measures and Outputs

Funding recipients are required to track and report on NRF performance measures as part of the reporting process.

Performance measures will help ensure the program is meeting its objectives, will inform program changes to improve the delivery and administration of the program and will track the progress of the program in achieving results.

The following are performance measures established by the Ministry:

1. Number of Consultation Coordinator(s) (direct full-time/part-time jobs) created or sustained
2. Number of indirect jobs created or sustained from NRF activities, such as long-term contracts between community-based businesses and industry proponents resulting from consultations
3. Number of consultation and/or engagement requests received by communities

4. Number of consultation and/or engagement requests responded to
5. Whether internal decision-making protocols were developed, improved or implemented
6. Number and type of learning opportunities undertaken by NRF-funded staff that support NRF activities
7. Number of community meetings/gatherings held to share information on consultation or engagement on lands and resources matters and related projects
8. Number of economic development opportunities resulting from NRF project activities
9. Number of partnerships that emerged from NRF project activities that will have an economic benefit for the recipient or the communities it represents

Applicants will need to report on the Ministry established performance measures (listed above) by including a yes or no and/or number in the “goal column” for each performance measure.

Applicants will also be required to report on community/ organization generated performance measures identified in the application.

Additionally, applicants are encouraged to share success stories with the Ministry.

DISCLAIMER

Please Note:

- Any payment by the Ministry under the program is subject to there being an appropriation from the Ontario legislature for the fiscal year in which the payment is to be made and there being funds available.
- Consideration of an application by the Ministry does not guarantee funding. Funding is dependent on the availability of funds, the Ministry’s review of the application, and on the recipient’s entering into a Transfer Payment Agreement.
- Approved funding is contingent upon meeting the eligibility criteria. However, meeting eligibility criteria does not guarantee funding. Approved funding and entering into a Transfer Payment Agreement is at the discretion of the Government of Ontario.
- Funds received in a given funding year may only be spent on eligible activities carried out during that funding year and specified in the budget and work plan attached to the Transfer Payment Agreement.
- The provision of funding under the New Relationship Fund is not an acknowledgement by the Government of Ontario of an Aboriginal or treaty rights-

bearing collectivity or of constitutionally protected Aboriginal or treaty rights, nor is it an indication of a duty or commitment to engage a successful applicant in any specific consultation activities.

- All applications submitted to the Ministry are subject to the access to information provisions of the *Freedom of Information and Protection of Privacy Act* (the “Act”). The Act provides all persons with a legal right of access to information in the custody and/or control of the Ministry, subject to a limited set of exemptions. One such exemption is information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence, where disclosure could reasonably be expected to result in certain harms. If an applicant believes that any of the information it submits in connection with its application is confidential and wishes to protect the confidentiality of such information, the applicant should clearly mark the information “confidential.” If the Ministry receives a request for access to the information marked “confidential”, the Ministry will contact the applicant so that it may, if it wishes, make representations concerning the release of the requested information. Marking the information “confidential” does not mean that the information will not be released if and as required under the Act.

CONTACT INFORMATION

Email or telephone enquiries about program guidelines may be directed to:

The Program and Services Branch Office, Ministry of Indigenous Affairs
Email: newrelationshipfund@ontario.ca

June Taylor
Telephone: 437-224-0754
Email: june.taylor@ontario.ca

Technical questions regarding Grants Ontario may be directed to:

The Grants Ontario Customer Service Line at:
Email: GrantsOntarioCS@Ontario.ca.
Telephone: (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time