

INDIGENOUS COMMUNITY CAPITAL GRANTS PROGRAM MANDATORY DOCUMENT REQUIREMENTS

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SECTION 1. MANDATORY DOCUMENTS - APPLICANTS

1.1 INDIGENOUS COMMUNITIES

- Application** to the 2020-21 Indigenous Community Capital Grants Program, **fully completed, signed and dated**
- Audited Financial Statements:** All applicants must provide a complete and unabridged copy of the audited financial statements from the previous fiscal year.
- Band Council Resolution, Métis Community Council Resolution or Motion**
- Canada Revenue Agency (CRA) business number**

1.2 INDIGENOUS ORGANIZATIONS

- Application** to the 2020-21 Indigenous Community Capital Grants Program, **fully completed, signed and dated**
- Audited Financial Statements:** All applicants must provide a complete and unabridged copy of the audited financial statements from the previous fiscal year.
- Board Motion, fully completed, signed and dated**
- 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.
- Organizations applying on behalf of more than one Métis community** must provide a recent resolution or motion from each Métis community represented in the application, indicating support of the application.
- Canada Revenue Agency (CRA) business number**
- Corporation Documents:** Organizations that have been incorporated for less than two years must provide a copy of the organization's by-laws, constitution, and mandate; information on the governance structure, and information on the membership requirements
- Letters Patent/Articles of Incorporation:** Organizations must provide a copy of letters patent or articles of incorporation

SECTION 2. MANDATORY DOCUMENTS - PROJECTS

2.1 FEASIBILITY STUDY

Materials required under **Mandatory Documents - APPLICANTS**

One of the following:

- Five-year capital plan**
- Comprehensive community plan**
- Strategic community plan**
- Gap analysis**
- Assets Conditions Reporting System (ACRS) report**

Class D cost estimate

2.2 DETAILED DESIGN

Materials required under **Mandatory Documents - APPLICANTS**

For off-reserve projects:

- Proof of building ownership; or**
- Long-term leasehold and permission of building owner** to complete construction/renovation/retrofit activities.

Feasibility study completed and signed by professional engineer or licensed architect.

Class C cost estimate

Detailed operation and maintenance budget for the facility forecasted for three years following project completion. Statement should indicate who will be responsible for the costs and how the costs will be met. Support information should align with financial evidence provided in the audited financial statements.

2.3 MINOR RENOVATION/RETROFIT

Materials required under **Mandatory Documents - APPLICANTS**

- For off-reserve projects:
 - Proof of building ownership; or**
 - Long-term leasehold and permission of building owner** to complete construction/renovation/retrofit activities.

- One of the following:
 - Feasibility study signed by Professional Engineer or licensed architect**
 - Five-year capital plan**
 - Comprehensive community plan**
 - Strategic community plan**
 - Gap analysis**
 - Assets Conditions Reporting System (ACRS) report**

- Class C** cost estimate

- Detailed operation and maintenance budget for the facility forecasted for three years following project completion.** Statement should indicate who will be responsible for the costs and how the costs will be met. Support information should align with financial evidence provided in the audited financial statements.

2.4 MAJOR RENOVATION/RETROFIT and CONSTRUCTION

- Materials required under **Mandatory Documents - APPLICANTS**

- For off-reserve projects:
 - Proof of building ownership; or**
 - Long-term leasehold and permission of building owner** to complete construction/renovation/retrofit activities.

- Detailed design plan** completed and signed by licensed architect.

- Class A** cost estimate.

- Detailed operation and maintenance budget for the facility forecasted for three years following project completion.** Statement should indicate who will be responsible for the costs and how the costs will be met. Support information should align with financial evidence provided in the audited financial statements.