

Indigenous Advisory and Monitoring Committee (IAMC) Contribution Program FAQs

ELIGIBILITY

1. Who is eligible to apply for funding under the IAMC Contribution Program?

Eligible Recipients are the 129 communities potentially impacted by the project or organizations with them:

- Indigenous communities or governments;
- Tribal Councils or entities that fulfill a similar function (e.g. general council);
- Indigenous validly incorporated or registered for-profit and not-for-profit organizations and corporations; and
- Other (Contact us at nrcan.gandc-setc.nrcan@canada.ca).

2. What kinds of costs are eligible for funding?

Eligible costs are those considered necessary to support the purpose of the Contribution and include the following:

- Salaries, wages, and benefits;
- Travel expenses (based on National Joint Council rates);
- Professional and technical services;
- Facility/transportation rentals;
- Equipment and machinery costs;
- Hospitality, honoraria, and ceremonial costs, where relevant and reasonable; and,
- Administration (up to 10% of eligible costs)

3. What kind of projects are supported through the IAMC Contribution Program?

Eligible projects must demonstrate a clear link to the TMX project. Example projects that have been funded through the program are listed below.

Types of Projects	Examples
1. Engagement and Communication.	<ul style="list-style-type: none"> • host community visits to share information on project activities
2. Capacity support and development	<ul style="list-style-type: none"> • develop and implement an indigenous monitoring pilot program • deliver environmental training and BEAHR training • deliver oil spill response training • upgrade a community's communications network • hire a community economic development manager • hire a community environmental and emergency response manager • hire an emergency response coordinator • deliver pipeline inspection training • develop boat launch infrastructure

<p>3. Research, studies and data gathering</p>	<ul style="list-style-type: none"> • Complete habitat mapping • Complete a geo-hazard technical assessment • Gap analysis of environmental and technical data • Develop community employment and procurement data base • Feasibility study for monitoring, occupational health and safety training and data collection <p><i>Note –Studies on traditional land use, traditional marine use and cumulative effects will not be funded; however a program officer can assist you with locating other potential sources of funds.</i></p>
<p>4. Development of frameworks, plans, strategies and advice</p>	<ul style="list-style-type: none"> • develop a community labour force and entrepreneurship plan • develop community occupational health and safety policy and procedures

4. What are the Committee’s priorities and what if my community has a different priority?

The Committee has identified priorities base on input received from communities at the 2018 Line Wide Gathering. The current Committee priorities are:

- Indigenous monitoring
- Indigenous inclusion in emergency prevention, preparedness and response; and,
- Reduction of harm and mitigation of impacts from work camps

If your community has a different priority, you are still encouraged to contact us at nrcan.gandc-setc.nrcan@canada.ca to discuss and develop your project proposal. If the project is outside of the Committee's mandate, NRCan can assist in path finding (i.e. explore other potential sources of funding) and connect you with funding programs available from other government departments.

5. Why has the Committee decided not to fund Traditional Land / Marine Use and Cumulative Effects projects?

There are other government funding programs that support these kinds of projects for the TMX project. Given this, the Committee is focusing on other kinds of projects. To learn more about funding for TLU studies related to TMX, contact nrcan.gandc-setc.nrcan@canada.ca.

APPLICATION PROCESS

6. What is the deadline to submit a proposal?

Proposals are accepted on continuous basis.

7. How do I apply?

Contact Natural Resources Canada to start the application process. You will receive the proposal template and application guide.

8. When will I find out if my proposal has been approved?

A funding decision will be communicated within 60 business days of receiving a complete proposal, depending on the timing of the Committee review.

9. What is a complete proposal?

The proposal template outlines the information required for a proposal to be considered complete, depending on the type of project.

For engagement projects, a Band Council Resolution (or equivalent) and a break down of travel costs are required.

For all other projects, the following information is required:

- Incorporation documents (for corporations and not-for-profits)
- Band Council Resolution (or equivalent) from each participating group
- Financial statements
- Project timeline
- Project cash-flow

A project officer is available to work with you to develop a complete proposal and answer any questions you may have.

10. How long will it take to get a decision?

The Committee aims to provide a decision on a project within sixty (60) days after submission of a complete proposal. A complete proposal includes all the required supporting document as identified in the proposal template.

There are a number of factors that could impact a project decision being made within sixty days or taking longer. This includes, incomplete proposals (e.g. missing supporting documentation); lack of information or clarity on budget or project description; and, delays in response from the community to questions raised by the Committee on the project. The Committee may review the proposal more than once to ensure the comments / questions identified have been addressed by the applicant. Significant changes on the project (e.g. 2018 Federal Court Decision) have also impacted the Committee's review in past.

Applicants are encouraged to reach out to us at nrcan.gandc-setc.nrcan@canada.ca if they have any questions. We can work with the applicant on the project to avoid unnecessary delays.

11. On what basis might my proposal be rejected?

Project benefits must support communities potentially impacted by TMX. The Committee identifies priorities on an annual basis, based on community input. Proposals will be selected based on an evaluation of its merits and program budget.

Preference may be given to proposals that:

- Support more than one community;
- Address specific areas of priority identified by the Committee (i.e. Indigenous Monitoring, Emergency Management and Work Camps);
- Address regional priorities;
- Prioritize support based on the schedule of construction;
- Support a community/communities with building capacity; and/or
- Support a community that has not accessed IAMC-TMX funding thus far.

12. Is there a maximum length of time for my project?

Projects can span multiple years, however, the contribution program ends in 2022. Your project must be complete by March 31, 2022, or have alternate sources of funds for any activities that extend past March 31, 2022.

Preference may be given to projects that can be completed within the applicable fiscal year or span one calendar year. If proposals are multi-year, the Committee may request the proposal be broken down into phases, if applicable, and each phase be considered for funding on its own merit.

13. Is there a maximum contribution amount for my project?

The maximum amount for a project was introduced in 2018 and is currently \$500,000. Projects greater than \$500,000 may be considered. Factors for consideration include, but are not limited to:

- More than one potentially impacted Indigenous community is participating
- The applicant makes a contribution toward the total project costs (in-kind or cash)
- The applicant has not received funding from the Committee in the past
- Other sources of funding are identified

14. I have heard reference to breaking down your proposal into Phases. What does that mean?

Many types of projects require that work is completed in phases. In these situations, it is not possible to create a detailed plan (i.e. accurate budget and timelines) for the end of the project until earlier activities are complete. If the proposal outlines the full lifecycle of the project, there is a high risk that the timeline and budget for the later stages of the project will change.

For example, a business development project may have the following phases:

- Phase 1 – conduct business feasibility study
- Phase 2 – draft business plan
- Phase 3 – launch business

Or an emergency management capacity building project may have the following phases:

- Phase 1 – hire Emergency management coordinator
- Phase 2 – develop emergency management plan
- Phase 3 – conduct training activities to support Emergency management activities

The Committee has decided that it makes sense to fund projects in phases. After the first phase of the project is complete, you can submit another proposal for the second phase of the project.

15. If my project has multiple Phases, will the Committee support each Phase?

There is no guarantee that the Committee will support each phase of your project. Given there are limited funds available, the Committee considers each proposal based on an evaluation of its merits and program budget.

Preference may be given to proposals that:

- Support more than one community;
- Address specific areas of priority identified by the Committee (i.e. Indigenous Monitoring, Emergency Management and Work Camps);
- Address regional priorities;
- Prioritize support based on the schedule of construction;
- Support a community/communities with building capacity; and/or
- Support a community that has not accessed IAMC-TMX funding thus far.

16. What type of funding is available?

Natural Resources Canada administers non-repayable contributions.

17. What is a contribution, and how is it different from a grant?

A contribution is to be accounted for and is subject to audit. Contribution payments depend on whether the project milestones have been met and if all reports and requirements from the Agreement have been submitted.

18. How much funding is available this year?

Up to \$12 million is available this fiscal year (April 2019 to March 2020) to support Committee and community work.

19. What kind of support is available for developing a proposal?

Program Officers from Natural Resources Canada can work with applicants to develop strong proposals. Contact us for assistance.

20. How are decisions made?

There is a Grants and Contribution Subcommittee that reviews and assesses all proposals based on an evaluation of its merits, alignment with Committee priorities, and program budget.

For proposals under \$250,000, the Grants and Contribution subcommittee makes decisions to approve or not approve proposals by consensus.

For proposals over \$250,000, the subcommittee makes a recommendation to the committee. The Committee then makes a consensus decision to approve or not approve the proposal.

21. How are proposals assessed? What criteria are used to make decisions?

All proposals are assessed, at a minimum, on:

- **Eligibility** - The funding recipient, project costs and activities must be eligible according to the Program Terms and Conditions and the G&C Policy. Sufficient information has been submitted to assess the project. The project aligns with Committee objectives and priorities.
- **Viability/Feasibility** - The applicant has the organizational capacity to administer the Contribution Agreement and undertake the project (i.e. experience, management team, etc.) and project timelines are feasible.
- **Financial** - The applicant has the financial capacity to manage and administer the project. Project costs are reasonable and within industry standards, where applicable/appropriate.
- **Risk** - The complexity of the project and risks associated with cost, schedule, performance, governance and strategic or reputational risks to the Committee.
- **Outcomes** - The benefits to potentially impacted Indigenous communities, particularly with enhancing capacity and supporting interests related to TMX.

In addition, the Committee also considers who will benefit from the project and whether there are alternate sources of funds available for the proposal.

Preference may be given to proposals that:

- Support more than one community;
- Address specific areas of priority identified by the Committee (i.e. Indigenous Monitoring, Emergency Management and Work Camps);
- Address regional priorities;
- Prioritize support based on the schedule of construction;
- Support a community/communities with building capacity;
- Support a community that has not accessed IAMC-TMX funding thus far; and,
- Do not duplicate funding (e.g. Traditional Land Use)

22. Can you help me put together a proposal?

Yes, if you have a project proposal in mind, please contact us at nrcan.gandc-setc.nrcan@canada.ca and we will assist in developing a complete proposal.

23. If you can't fund my project, can you help me access other funds?

NRCan can help you by pathfinding to program funding available through other government departments. We can share your proposal and connect you with other potential funders that may be able to fund your project.

24. Can the project be funded upfront?

Advance payments can be made when requested, depending on an assessment of need, risk levels and the cash flow requirements of the project. Contact NRCan to discuss advance payment options.

25. Why is there a holdback on payments?

All Contributions are subject to a 5-20% holdback depending on the risk of the project. 5-20% of each payment will be held back until the project is completed and all reporting requirements are met. This is to help ensure that all deliverables are met and that the recipient is reimbursed for eligible expenditures as identified in the agreement. This also helps reduce the risk of the recipient being in overpayment.

26. When can we start spending money for the project?

After the Committee has made a decision to approve your proposal, you will be notified in writing. At this point, you will be informed as to the date you may be eligible to begin incurring expenses; however, NRCan is not legally obligated to reimburse any funds until the contribution agreement is signed by both parties.

CONTACT US WITH QUESTIONS:

For questions about the Contribution program, contact:

nrcan.gandc-setc.rncan@canada.ca

For general questions about the IAMC, contact:

nrcan.tmxcommittee-comitetmx.rncan@canada.ca