

ANNEX A – BC Region Project Checklist 2010-11 for Active Measures Initiative

Applicant Name: _____

Recipient Number: _____ Geographic Zone (1, 2, 3 or 4): _____

new or existing Project Proposal Title: _____

A. Program Terms and Conditions

(M = Mandatory. Proposals that fail to meet any mandatory condition may not receive funding)

Proposal Requirements (sections: A, B, C, E, & G of Proposal)	Check if met
Provides a description of the project objective(s) to support income assistance recipients to increase employability and capacity to implement integrated case management	M
Provides a description of the project activities , such as jobs and tasks	M
Provides a description of the expected outcomes/results for the project, that are supported by the outputs or activities	M
Provides a description of the expected inputs : resources, products and services used to deliver activities	M
Details outputs that will be generated, along with criteria for measurement of success	M
Provides a budget proposal outlining the program activities and costs, accompanied with a cash flow projection	M
Declares any and all prospective sources of funding , and is fully in compliance with the Stacking Provisions of the Program Guidelines	M
Provides a description of the arrangement which indicates the respective roles and responsibilities to implement and manage the project	M
Provides details on how the project will contribute to policy/program development	M
Provides details on how information will be shared with community members and leadership on progress of project	M
The applicant has identified potential risks and mitigation strategies	M
Proposed outcomes do not duplicate existing materials, services or programs funded by INAC or another government agency	M
The applicant has agreed that under no circumstances may projects be amended without prior INAC consent	M
The applicant understands that all Social Development reports must be up to date in order to receive funds	M
The applicant has identified collaboration with others and included the funding contribution of partners and/or band	M

Active Measures Project Guidelines 2010-2011

List and describe any other INAC funding the applicant has applied for or received (i.e., P&ID):	M
Proposal is signed by the proper authority	M
Proposal includes BCR or Letter of Support signed by the proper authority	M
Proposal includes FSO Letter of Support	M

Eligibility of Recipient (current Funding IA program - FNITP)		Check if met
Applicant is among the eligible Indian/Inuit/Innu, Private, or Public classes of eligible recipients referred to in the Terms and Conditions of Treasury Board Program Authority #375		M
Budget Plan (section E & F of Proposal)	Proposed	Approved
Tuition and training fees:	\$	
Salaries and wages:	\$	
Travel, transportation and accommodation:	\$	
Telecommunications:	\$	
Other Communications:	\$	
Office rent and overhead:	\$	
Office supplies and printing:	\$	
Professional Services:	\$	
Community information initiatives:	\$	
Systems design, implementation and maintenance:	\$	
Hardware and software needed to support data collection, analysis and reporting:	\$	
Other/Miscellaneous (list):	\$	
Cash Flow identified for monthly funding:	Yes or No	
Funds from other sources (specify):		\$
Own Funds Committed by Recipient (if any):		\$
Any 'other' or 'miscellaneous' expenses may not be funded as part of an Active Measures Initiative unless the expense is under the approved TB category.	\$	
Total		
Comments:		

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FNITP Management (see Annex B)	Check if met
The applicant has no outstanding Social Development reports	M
The applicant is able to meet future reporting requirements on the proposed project	M
The applicant has applied for and received NCBR funding	M
The applicant has applied for and received TESI funding	M
List and describe any related FNITP issues here (eg: doesn't use FNITP):	

B. Merit of Proposal

Function of Active Measures Project	Description of Project
Partnerships	
Data and Case Management	
Policy proposals	
Multi-Barrier, Isolated/Remote community	
Holistic Approaches	

C. Existing Project

Existing Programs, Services and Other Resources	Yes or No
The applicant is requesting funding for an existing program, service or other because they currently receive no other source of funds?	
If 'Yes', an explanation is required:	

Project Eligibility	Check if met
Project is consistent with Treasury Board Authority 375, and the Active Measures Initiative Guidelines for 2009-2010	M

D. Project Ranking System (CIDM#1592413)¹

RATING FACTOR	MAXIMUM	APPLICANT TOTAL
COMPLETED APPLICATION		
All proposal sections have been completed (A,B,C,D,E,F,G,H), including Band and FSO Letters of Support	20	
All proposal sections have not been completed	0	
INCOME ASSISTANCE RECIPIENT PARTICIPATION		
Proposal is listed as including more than 10 current income assistance recipients	20	
Proposal is listed as including 5-10 current income assistance recipients	10	
Proposal is listed as including less than 5 current income assistance recipients	0	
DELIVERABLES AND BENEFITS		
Specific deliverables/Benefits quantifiable	20	
Specific deliverables/Benefits not quantifiable	10	
Uncertain	0	
COMMUNITY AND FIRST NATION PARTICIPATION		
Two or more communities or First Nation organizations ² participate or benefit	10	
Applicant community only	0	
DEMONSTRATION OF NEED		
Number of income assistance dependency rate in community is more than 50%	20	
Number of income assistance dependency rate in community is between 25-49%	10	
Number of income assistance dependency rate in community is less than 25%	5	
PARTNERSHIP & NETWORKING		
Proposal is specifically to establish partnerships or joint ventures	10	
Activities may lead to partnership or networking opportunities	5	
No partnering or networking identified	0	
POLICY CHANGE SUGGESTION		
Proposal demonstrates one or more ideas for future policy change initiatives	10	
Proposal does not demonstrate future policy change initiatives	0	
TOTAL		/ 150

¹ Taken from Economic Development Guidelines for the Community Economic Opportunities Program (CIDM#356525)

² Examples of First Nation organizations may include: Tribal Councils, First Nations Technology Council (FNTC), First Nations Education Steering Committee (FNESC), First Nations Social Development Society (FNSDS), Aboriginal Skills and Employment Training Strategy (ASETS), 1626790v1 (updated July 2, 2010)

E. Regional Recommendation and HQ Decision

- Recommend Full or Partial funding
- Approved Full or Partial funding
- Declined proposal
- Region notified applicant that proposal was approved/denied

Reviewed by:

Name

Signature

Date

**ANNEX B – BC Region First Nations and Inuit Transfer Payment (FNITP)
Reports Checklist 2010-11 for Active Measures Initiative**

How to Find an Active Measures Report in FNITP

Log into **FNITP**

Click to **Recipient Reports Management**

On the left, select **Report Workflow**, then **Report Workflow Status**

FISCAL YEAR: Select fiscal year

RECIPIENT: Select recipient

STATUS: Only workflow ready items

PROGRAM ACTIVITY: BP300 - Social Development