

ALBERTA NATIVE FRIENDSHIP CENTRES ASSOCIATION
& NATIONAL ASSOCIATION OF FRIENDSHIP CENTRES

Urban Partnerships Program 2016-17 Call for Proposals Information Package

Version 1.0 – Issued on May 4th, 2016



ALBERTA NATIVE FRIENDSHIP CENTRES ASSOCIATION

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IMPORTANT NOTE:

Additional information to apply to the 2016-17 UP Program Alberta Region Call for Proposals is found on the ANFCA website at <http://anfca.com/programs/urban-partnerships-up> and includes: Urban Aboriginal Strategy Alberta Regional Strategic Plan; 2016-17 Urban Partnerships Program Project Administration Guide; UP Application Checklist; 2016-17 UP Program Project Application Template; 2016-17 UP Program Project Budget Request Form; and Online Application Authentication Form.

Call for Proposal Details

Alberta Region 2016-17 Urban Partnerships Program

Purpose:

The Urban Partnerships Program seeks to increase urban Aboriginal People's participation in the economy by providing funding to **new** projects that will build and/or maintain partnerships and that will attract and leverage additional investments from other stakeholders to support transitions by Aboriginal People into cities and towns.

Project Investments:

Maximum of \$150,000 per project.

NOTE: Only **one** project proposal per organization may receive funding approval.

Project Duration:

Up to 9 Months beginning as early as July 1, 2016, and ending no later than March 31, 2017.

Call for Proposal Issue date:

Wednesday, May 4th, 2016.

Application Deadline:

12:00 pm (MST) on Wednesday, June 1st, 2016.

Notice of Decisions:

Funding decisions will be communicated by email to all applicants by 4pm MST on Tuesday, June 28, 2016.

Apply Online:

- Visit <http://anfca.com/programs/urban-partnerships-up> to access all application and information documents, and to access the **Online Application Database**.
- **Applications will only be accepted through the UP Online Application Database.**
- **Register your organization on the Online Application Database. Complete all required application forms, collect required supporting documents and obtain appropriate Letters of Support. Follow instruction on the database and attach all required documents.**

Important Application Instructions:

- The Online Application Database will remain open until 12pm MST, June 1, 2016 during which time you may access your submission to attach application documents. At 12pm MST, June 1, the database will close and you will not have further access.
- Ensure that all indicated application forms, supporting documents and 3 specific Letters of Support are attached and that no information is missing.

Alberta Region Urban Partnerships Program Administrator Contact:

All inquiries related to this Urban Partnerships Call for Proposals can be directed by email or phone to Emilea Saadeh, ANFCA Urban Partnerships Program Administrator.

Phone: (780) 423-3138, extension 203 Email: anfca1@telusplanet.net

Visit www.anfca.com for more information.

Application Requirements Checklist

2016-2017 Urban Partnerships Program - Alberta Region

2016-17 UP Project Application Form

Download the template at <http://anfca.com/programs/urban-partnerships-up> . All application sections must be completed in full. *The document you attach must be an unprotected MS Word-format document (*.doc or .docx).*

2016-17 UP Project Budget Request Form

Download the template at <http://anfca.com/programs/urban-partnerships-up>. Complete the budget in full. Ensure that you have reviewed the list of eligible and ineligible budget expense items outlined in the Call for Proposal and further detailed in the UP Program Criteria and Guidelines. *The document you attach must be an unprotected MS Excel Spreadsheet format (*.xls or .xlsx).*

Incorporation Document

This is your proof of current incorporation under the laws of Alberta. *The document you attach must be a PDF (*.pdf).*

Organizational Chart

This chart outlines your organization’s structure and hierarchy. *The document you attach must be either MS Word (*.doc or .docx) or PDF format (*.pdf).*

Constitution/ Bylaws

This is the organizations most recent approved Constitution or Bylaws. *The document you attach must be PDF format (*.pdf).*

Board of Directors List

This is a list of your current Board of Directors. *The document you attach must be MS Word (*.doc or *.docx) or PDF (*.pdf).*

Proof of Insurance

This is your proof of General Liability Insurance. Coverage must be a minimum of \$2-million. *The document you attach must be a PDF (*.pdf).*

Audited Financial Statements

This is your most recent fiscal year-end Audited Financial Statements. Statements must be signed. *The document you attach must be a PDF (*.pdf).*

Letter of Support #1 including Partner Sustainability Commitment

*This Letter of Support **MUST specify a Sustainability Commitment from the partner**, as described in the 2016-17 UP Call for Proposals Information Package. Furthermore, the Letter of Support must be specific to the applicant’s proposed project (eg. must reference the project by title or by “Urban Partnerships project”). Letter must be dated and the date must be more recent than April 1, 2016. Letters from individual person’s (eg. Elder, potential participant) or from the applicant’s own organization (eg. Board of Directors, President) will not be accepted. The document you attach must be a PDF (*.pdf).*

Letter of Support #2

Letter of Support must be specific to the applicant’s proposed project (eg. must reference the project by title or by “Urban Partnerships project”). Letter must be dated and the date must be more recent than April 1, 2016. Letters from individual person’s (eg. Elder, potential participant) or from the applicant’s own organization (eg. Board of Directors, President) will not be accepted. *The document you attach must be a PDF (*.pdf).*

Letter of Support #3

Letter of Support must be specific to the applicant’s proposed project (eg. must reference the project by title or by “Urban Partnerships project”). Letter must be dated and the date must be more recent than April 1, 2016. Letters from individual person’s (eg. Elder, potential participant) or from the applicant’s own organization (eg. Board of Directors, President) will not be accepted. *The document you attach must be a PDF (*.pdf).*

Online Application Authentication Form

Download the form at <http://anfca.com/programs/urban-partnerships-up>. Print the page and have the appropriate persons complete it. Ensure that your Board of Directors has reviewed and approved your entire 2016-17 UP Project Proposal Package. Scan the signed Online Application Authentication Form. *The document you attach must be a PDF document (*.pdf).*

Urban Partnerships Program Eligibility and Requirements

Background

The Urban Partnership Program is one of the two available funding streams made possible by the new Urban Aboriginal Strategy through Indigenous and Northern Affairs Canada (INAC). Funding for the Urban Partnerships Program is distributed by the National Association of Friendship Centres and administered by Regional Provincial/Territorial Associations to meet the needs of urban Aboriginal peoples across the country. The Alberta Native Friendship Centres Association, an affiliate Provincial/Territorial Associations of the National Association of Friendship Centres, will fulfill the administration role for the Urban Partnerships program in the Alberta region.

Further information is available on the Indigenous and Northern Affairs Canada website at:
<http://www.aadnc-aandc.gc.ca/eng/1386530682712/1386530771640>

NOTE: The 2016-17 Urban Partnerships Program Call for Proposals will only consider funding to be directed towards **NEW projects** or a **new project phase** that has not been delivered in the community in any prior years. Organizations previously funded through the Urban Partnerships Program cannot submit projects having the same project title as their previously funded project.

Eligible Recipients

- Incorporated not-for-profit organizations
- Aboriginal representative organizations
- Municipal governments
- Education authorities and institutions
- Health authorities and institutions
- For-profit enterprises*

**For-profit enterprises will only be eligible to receive funds in those instances where the funds received do not contribute to a profit for the enterprise.*

Sustainability Commitments

In order to be eligible, an Urban Partnerships project **must demonstrate ONE of the following Sustainability Commitments** from a project partner or stakeholder, and specified in writing in a Letter of Support using specific or similar language to the choices below:

- a. The partner or other stakeholder is **committed to continuing funding support** to the project or initiative after the Urban Aboriginal Strategy provides short-term bridge or phased-approach funding; (*funding must be committed for AFTER March 31, 2017 when the Urban Partnerships Program funding concludes*), or
- b. The partner or other stakeholder is **committed to considering the recommendations of a feasibility study, performance evaluation, or other analysis of findings that will result in a change in policy, program, service delivery or investments**; or
- c. The partner or other stakeholder is **committed to considering the adoption of the findings of an engagement, assessment, progress, research, evaluation, framework or other such directional documentation on urban Aboriginal matters**.

Overall Intended Project Objective:

The Urban Partnerships Program is **intended to fund projects having an overall objective to increase the participation of urban Aboriginal people in the economy.** The overarching approach to achieve this outcome is through the development and/or enhancement of partnerships at the community, regional and national level. Urban Partnerships Program projects are expected to support the transitions of Aboriginal people from reserves, settlements and northern and remote communities to urban Alberta communities, and to attract additional investments towards the objective of increasing Aboriginal peoples' participation in the economy.

Project Approaches Eligible for Funding Support:

- a. Projects that support urban Aboriginal individuals and communities in reducing barriers to participation in the economy;
- b. Research or evaluation projects on issues pertaining to urban Aboriginal People's participation in the economy;
- c. Development, testing and pilot projects of innovative approaches to increase urban Aboriginal People's participation in the economy;
- d. Projects that engage urban Aboriginal individuals and communities, and other stakeholders in addressing urban Aboriginal participation in the economy;
- e. Initiatives that support existing programs and services to become more culturally appropriate to better serve urban Aboriginal peoples.

Eligible Project *Key Areas of Focus* established for Alberta Region:

As established and recommended in the Urban Aboriginal Strategy Alberta Regional Strategic Plan (*dated October 22, 2015*), by Aboriginal Affairs and Northern Development Canada (now known as Indigenous and Northern Affairs Canada), five Key Areas of Focus have been identified in Alberta with respect to the intended outcome of increasing urban Aboriginal participation in the economy.

- **Housing**
- **Education**
- **Family (encompassing women, youth and families at large)**
- **Health**
- **Employment**

This Urban Aboriginal Strategy Alberta Regional Strategic Plan, including descriptions of each above Key Area of Focus and recommended strategic activities, best practices, goals and performance measurements and metrics, is available at <http://anfca.com/programs/urban-partnerships-up>.

Eligible Activity Streams:

Urban Partnerships Project applications must be directed at one of the following Activity Streams as described below.

1) Youth (YUP)

To address the fastest growing sector of the population, the Urban Partnerships Program will support youth to engage in the economy by reducing or removing barriers to participation. Youth may include any age group up to age 29. Under the **Youth** Activity Stream, main project activities should fall within one or more of these categories:

- Projects and initiatives that support **enhanced capacity** of urban Aboriginal youth **to be self-reliant and which shift attitudes and values** to promote increased participation in the economy and lifelong labour force attachment;
- Projects that transfer skills related to **self-advocacy, systems navigation, healthy living, and life-skill development**,
- Projects that provide **educational supports**, including but not limited to stay in school and return to school initiatives at the secondary school level, mentoring and tutoring;
- Projects that assist in **skill acquisition** and knowledge transfer, by bridging or enabling youth to **access employment and training programs and opportunities**, and/or self-employment training, which are not available through other existing program resources.
- **Outreach and engagement** projects with high-risk and hard-to-reach urban Aboriginal youth.

2) Innovation (INNOV)

All projects under this stream must identify and describe how their project is innovative. Under the **Innovation** Activity Stream, main project activities should fall within one or more of these categories:

- A unique approach to **anti-discrimination** or to **improving self-reliance** or to **poverty reduction** of urban Aboriginal people as it relates to removing or reducing barriers to economic participation;
- New **research** on issues that prevent participation in the economy;
- Redesigning or redevelopment of an existing program or project to be culturally-based which will increase participation of urban Aboriginal people in the economy.
- Projects that engage urban Aboriginal individuals, communities, and other stakeholders to address systemic challenges in novel or untested ways and aim to **mobilize positive systemic change** so as to positively impact economic participation of urban Aboriginal people.

3) Social Economy and Social Enterprise (SESE)

Under the **Social Economy and Social Enterprise** activity stream, main project activities should fall under one or more of these categories:

- Organizational learning and capacity building for the support of social economy and social enterprise initiatives including: Training and Knowledge Transfer; Feasibility Study; Marketing Plan; Business Plan.
- Projects that support business **start-up** or pilot projects that are designed to increase participation in the economy with a strong focus on skill development;
- **Expanding** successful existing social enterprises that help reduce barriers to participation in the economy.

Urban Partnerships Investments

Applicants may apply for a **maximum of \$150,000 per proposal and per Activity Stream**, for a maximum of 3 proposals requesting \$150,000 each.

IMPORTANT:

- Projects are encouraged to attract additional investments and leverage resources, infrastructure and supports from within their communities, regions and partnerships.
- Only NEW projects are eligible for funding. **Ongoing projects, previously funded projects and projects delivered in previous years in the community by the applicant are not eligible for funding.**
- Each applying organization can submit **one application per each Activity Stream, up to a maximum of 3 different project proposals each independently addressing one of the three Activity Stream categories.**
- Only **one project per applying organization can be approved to receive funding** from the 2016-17 Urban Partnerships Program allocation.

Eligible Expenditures

Urban Partnerships project expenditures are eligible only if they demonstrate direct delivery of projects that increase the participation of urban Aboriginal people in the Canadian economy.

Eligible expenditures are direct project costs and indirect administration costs that are incurred due to delivery of the eligible projects as outlined in the Urban Aboriginal Strategy Terms and Conditions.

Eligible Direct Project Expenses:

- salaries and employee benefits;
- professional fees;
- honoraria;
- travel and transportation;
- meetings;
- training and development;
- equipment;
- facilities;
- translation and communications;
- materials and supplies
- capital assets less than \$5,000;
- volunteer participation expenses.

Eligible Administration⁺ Expenses:

- a portion of the costs of an administrator or other staff time required to support or oversee the project activities and/or administration of the agreement;
- a portion of the organizational overhead and/or infrastructural costs applied to supporting the project activities and/or administration of the agreement to provide funding, such as office supplies and utilities;
- a portion of the costs for preparing financial and other reporting documentation required to be compliant with the agreement to provide funding.

⁺ **NOTE: Due to limitations of the Urban Partnerships Program allocation of Administration-related funding, total administration expenses may not exceed 5% of the total funding request for any project.**

Ineligible expenditures include, but are not limited to:

- stipends for payments in training, conferences/workshops;
- compensation for Board member's time in the administration of or participation in the project;
- compensation for an individual's administration of or participation in a project where they are already receiving compensation (salary, honoraria or per diem) for the same time period;
- provision of food as an act of food security for individuals and families;
- contingency/miscellaneous fees;
- deficit reduction/recovery;
- scholarships;
- cosmetic capital renovations;
- purchase of capital assets with a market value in excess of \$5,000 (excluding automobiles, land, or buildings). *The purchase of automobiles, land and buildings, including any associated costs, will only be considered in exceptional circumstances, must be cost shared with another entity with UAS funding covering <50% of the total market value, and must be approved by the Minister.*

Applicant Information and Data Requirements Disclosure

The following information will be collected on all successful applicants. It will be shared with the National Association of Friendship Centres and with Indigenous and Northern Affairs Canada and will be made public on the both the Alberta Native Friendship Centres Association and National Association of Friendship Centres websites.

- Applicant Names, including primary applicant and partners.
- Primary Applicant Address and contact information.
- Total Request for Urban Partnerships funding and funding allocation once approved.
- Description the nature/characteristics of the partnership, e.g. formal, informal, nature of contribution, sustainability of partnership.
- Other contributors, both in-kind and financial.
- If applicable, source of contributors' financial contributions.
- Initiative Activity Stream that the Applicant is providing.
- Expected Result(s), e.g. how the proposed project contributes to increasing urban Aboriginal peoples' participation in the economy.
- Actual Results upon project conclusion.

Financial, narrative and statistical reporting will be required of all approved applicants. Reporting includes submission of annual consolidated audited financial statements, including audited project schedules.

Adjudication Procedure

The Alberta Native Friendship Centres Association has established an independent Urban Partnerships Proposal Adjudication Committee (UP-PAC) of proficient individuals in Alberta that are deemed to have no conflict of interest or direct involvement in any organizations that will be applying for funding to the Urban Partnerships Program.

All proposals will be received by the ANFCA Urban Partnerships Program Administrator for the sole purpose of verifying basic eligibility status of the organizations and their projects applying to the Urban Partnerships Program. The Urban Partnerships Administrator will also perform a proposal *blinding method* by removing any text in each project application form that identifies the applying organization's name. Therefore, the UP-PAC members will only know the community that each project proposal will be serving, but they will not be aware of the organization that is being reviewed. The ANFCA Urban Partnerships Program Administrator will be available during the UP-PAC adjudication meetings for the sole purpose of administration and technical support.

The UP-PAC will assess and make all final funding decisions based on the Urban Partnerships Program project eligibility information outlined in this Call for Proposals, on the Urban Partnerships Program Project Administration Guide and in consideration of the limited Urban Partnerships Program project funding allocated to the Alberta region.

IMPORTANT- Read Carefully:

- Proposal submissions **missing any required documents or missing any information from within a document will be deemed as incomplete proposal submissions** by the UP-PAC and will not be considered for funding.
- Any applicants and project submissions that do **not meet all eligibility requirements will be deemed as ineligible proposal submissions** by the UP-PAC and will not be considered for funding.
- Due to the high number of applications to the Urban Partnerships Program, applicants will not be contacted if any parts of the proposal package are missing or if they do not meet the eligibility requirements.
- The UP-PAC **can only consider project funding for NEW projects or a new project phase** that has not been delivered in the community in any prior years. Ongoing projects or projects delivered in previous years in the community by the applicant are not eligible for funding. Organizations previously funded through the Urban Partnerships Program cannot submit projects having the same project title as their previously funded project.
- Organizations may submit up to 3 different project proposals, but the UP-PAC can **only approve one project proposal per organization**.