Regional Community to Community Forum Program

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2018/19 Program & Application Guide

1. Introduction

In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. The success of the event was due to a spirit of goodwill and an open exchange of concerns, ideas, and constructive viewpoints. There was consensus among the participants that regional C2C Forums should be supported.

In most years since 1999, the provincial Ministry of Municipal Affairs & Housing and Indigenous Services Canada have provided funding for the C2C program. In this time, more than 600 C2C Forums have been held in communities across the province.

Regional C2C Forum Grant Program

The goal of a Regional C2C Forum is increased understanding and improved overall relations between First Nations and local governments. Forum events are intended to provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes.

To qualify for funding, C2C Forums must include direct dialogue between elected officials and/or senior staff of neighbouring First Nations and local governments and work toward one or more of the following objectives:

- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and senior staff

- Advancing First Nations and local governments to more formal relationships through protocols, MOUs, service agreements and/or collaboration on plans or projects

- Supporting local reconciliation efforts and shared capacity building

- Developing or improving coordinated approaches to emergency prevention, response and recovery.

2. Eligible Applicants

Funding permitting, any local government (municipality or regional district) or First Nation (Band or Tribal Council) may apply to host a Regional C2C Forum. First time and repeat applicants (i.e. those who received funding in previous years) are eligible.

The C2C Forum program is not connected to the treaty process and First Nation applicants are not required to be in the treaty process in order to apply or participate.

3. Eligible Events & Activities

In order to qualify for funding:

- Events must occur between April 1, 2018 and March 31, 2019.
- Events must include direct participation by the elected officials and/or senior staff from both First Nation(s) and local government(s).
- Willingness of the elected officials and/or senior staff of the partnering community to participate in the event must be confirmed and provided in writing to UBCM.
- The communities engaging in dialogue must be neighbouring. However, "neighbouring" may mean in the vicinity of, but not necessarily immediately adjacent to each other.

Topic Ideas & Outcomes

Table 1 outlines potential dialogue topics. The following resources may also be helpful:

- UBCM Reconciliation Resources
- *1999 – 2009 Community to Community Forum Status Report*
- *Guide to Community to Community Forums in British Columbia*

Length and Format

Event length and format are up to the applicant. In some cases, a day-long event may be preferred to allow participants sufficient time to meet each other and work together to generate ideas and plans for future activities. In situations where the participants do not know one another, an "ice-breaker" event, such as an introductory dinner or reception, may be useful.

Organization and Facilitation

Experience has shown that a major challenge in organizing a C2C Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning and convening the forum, as well as completing the Final Report form needed to satisfy the requirements of the program.

4. Grant Maximum

Grants under the Regional C2C Forum program are modest: the maximum grant is $5,000 and the applicant is required to provide fifty percent (50%) of the total eligible costs for the forum in cash or in-kind contributions.

Table 1: Dialogue Topics & Outcomes

Reconciliation & Relationship Building	**Emergency Management**	**Service Delivery & Planning**
• Shared understanding of collective history • Reconciliation Action Plans • Joint elected official and staff capacity building • Dispute resolution	Planning for coordinated and shared: • Prevention and risk mitigation • Emergency response • Recovery efforts	• Harmonization of services • Joint land use, sustainability or other plans or policies • Agreements for access to resources • Agreements for archaeological or culturally significant sites
Economic Development • Agreements for improving regional and local economies • Joint interests/initiatives • Community economic development plans	**Community Development** • Age- and accessibility-friendly assessments • Joint youth engagement plans or projects • Agreements for climate action	**Infrastructure Planning** • Asset Management • Needs assessments • Joint development of infrastructure

5. Application Requirements & Process

2018/19 Application Deadlines

The Regional C2C program is administered over the course of the fiscal year (April 1 to March 31). Funding permitting, three calls for applications are planned for 2018/19.

Applicants will be notified of the status of their application within 30 days of the following application deadlines:

- March 23, 2018
- June 1, 2018
- October 19, 2018

Required Application Contents

- Completed and signed Application Form.
- Event budget(s). See below for more information.
- Confirmation of partners. *Written confirmations can be submitted after the application, but are needed in order for grant approval and before funding will be advanced.*
- Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management

Information on the Event Budget

An itemized draft budget must be submitted with the application and indicate that a minimum of 50% of the total eligible event cost will be covered by the applicant (in cash or in-kind).

Please review the following important points and submit an event budget in the same format as the sample below:

- An in-kind contribution is one for which no money is paid directly, such as the use of facilities.
- Travel expenses will only be paid for travel between communities, not within communities. Mileage estimates and calculations are required for vehicle travel.
- Gifts and cultural performances are not eligible expenditures.
- Honoraria for elders will be considered only when the elder is a scheduled speaker. If honoraria are included in the event budget, please provide a description of the role(s) of the honoraria recipient(s) in the forum.
- If the application is for more than one event, budgets are required for each separate event.

Budgets and proposed activities are approved as part of the application and any significant changes to a budget or forum event must be approved before an event takes place. Applicants are responsible for any cost over-runs unless a revised budget is submitted and approved before an event takes place.

Table 2: Sample Event Budget

Budgeted Expenditures	C2C Funding Request	Applicant Contribution (cash or in-kind)
Event organization (e.g. invitations, agendas, staff time)		$750
Dinner for 75 people at $25/person	$1,875	
Facilitation services	$1,000	$500
Guest Speakers	$250	$400
Facilities Rental		$800
Transportation (50 km)	$25	
Preparation of materials – printing costs for informational materials		$300
Final report production and printing		$550
Contingency	$150	
TOTAL	**$3,300.00**	**$3,300.00**

Review of Applications

When an application is received, UBCM staff will review it to ensure it is complete. UBCM and the First Nations Summit will then review all complete applications.

Funding permitting, once a Regional C2C Forum application is approved fifty per cent (50%) of the total approved grant will be sent to the applicant with the Terms & Conditions of the grant.

6. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only. When collaborative projects are undertaken with community partners, the eligible applicant remains the primary organization responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

7. Final Report Requirements

In order to receive the final payment of the grant, the Final Report Form must be submitted with the required attachments within 30 days of C2C events, and no later than April 30, 2019.

Required & Optional Final Report Contents

Required attachments:

- Completed and signed Final Report Form
- Financial summary. See below for more information.
- Attendance list, including name, title and organization of each participant

Optional attachments:

- Agenda, session summaries or minutes and other documents/presentations (if available)
- Available photos, media releases and press coverage and other public communications
- Any other relevant background information (e.g. planning process, context, goals)

Information on the Financial Summary

Financial summaries should be submitted in the same format as the sample summary below.

Table 3: Sample Financial Summary

Expenditures	Budgeted	Actual
Event organization (invitations, agendas, staff time, etc.)	$750	$625
Dinner for 63 people at $25/person	$1,875	$1,575
Facilitation services	$1,500	$1,500
Guest Speakers	$650	$650
Facilities Rental	$800	$800
Transportation (110 km)	$25	$55
Preparation of materials – printing costs for informational materials	$300	$250
Final report production and printing	$550	$550
Contingency	$150	–
TOTAL	**$6,600.00**	**$6,005.00**

Please note that 'Contingency' is not an eligible final expense and any expenditures made from the funds allocated to contingency in the budget should be allocated to the appropriate line item in the financial summary.

8. Additional Information

For information on the C2C Forum program, the application or evaluation process, final reporting, or to submit an application or final report, please contact:

Local Government Program Services
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

Tel: (250) 356-2947
Email: lgps@ubcm.ca

For information on the C2C Forum program or the First Nations Summit please contact:

First Nations Summit
#1200 - 100 Park Royal South
West Vancouver, BC, V7T 1A2

Tel: (604) 926-9903
Email: cbraker@fns.bc.ca