



# **THE FIRST NATIONS WELL BEING FUND**

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## **Program & Application Guide**



**FIRST NATIONS  
PUBLIC SERVICE SECRETARIAT  
COURAGE TO EXCEL**



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## INTRODUCTION

The First Nations Well Being Fund has been developed and is being implemented by the First Nations Public Service Secretariat (an initiative of the First Nations Summit Society).

The intent of the First Nations Well Being Fund is to support First Nations in their efforts to promote well-being, increase quality of life for all community members (both on and off-reserve) and to reduce poverty at the community and/or Nation level.

The First Nations Well Being Fund offers funding as follows:

- A maximum of \$250,000 per project will be available under Stream 1 (Community Projects) where the applicant is one (1) First Nation, or two (2) or more partnering First Nations, or a Nation/Tribal Government administering the project on behalf of one (1) or more member First Nation(s).
- A maximum of \$50,000 per project will be available under Stream 2 (Wellness Planning) where the applicant is one (1) First Nation, or two (2) or more partnering First Nations, or a Nation/Tribal Government administering the project on behalf of one (1) or more member First Nation(s).

The Province of British Columbia has provided funding for this initiative as part of their actions to reduce poverty in British Columbia. For more information about the BC Government's poverty reduction strategy see: [TogetherBC: British Columbia's Poverty Reduction Strategy](#).

**First Nations may make an application to both streams of funding. However, a First Nation may not submit more than one application to a single funding stream.**

**First Nations who received project funding in a previous phase of the First Nations Well Being Fund should contact FNPSS to discuss eligibility under the current funding opportunity.**

## ELIGIBLE ORGANIZATIONS

### Eligible Applicants

#### First Nations

BC First Nations as either single or partnering First Nations are eligible to apply.

#### Regional Applications

Funding requests from two (2) or more First Nations may be submitted as a single application for collaborative projects. The primary applicant submitting the application for a regional project is required to submit a First Nation Council resolution/Band Council resolution. Each First Nation who is part of the application is also required to submit a First Nation Council resolution/Band Council resolution that clearly states their support of the project.

#### Nation/Tribal Governments

Nation/Tribal Governments are only eligible if they are administering a project on behalf of one (1) or more member First Nation(s).



Nation/Tribal Governments will need to identify which First Nation(s) have agreed to be part of this project.

Each First Nation(s) will need to have a First Nation Council resolution/Band Council resolution supporting the project.

Only a First Nation Council resolution/Band Council resolution will be accepted as confirmation of project support; letters of support are not acceptable as confirmation of project support.

**First Nations who received project funding in a previous phase of the First Nations Well Being Fund should contact FNPSS to discuss eligibility under the current funding opportunity.**

## Ineligible Applicants

Non-profit societies, development corporations, associations, friendship centres, committees, collectives, and other similar organizations are ineligible.

Consultants cannot be the applicants, nor can they be listed as the contact for the project; BC First Nations (or Tribal Council if administering on behalf of First Nations partnership) need to be the applicant and project contact.

## ELIGIBLE PROJECTS

To qualify for funding, applications should:

- Describe the extent to which proposed activities will promote well-being in the First Nation, or in the region (if the application is from two or more First Nations);
- Include a clear plan about how the project or program will positively impact the community and contribute to an improved quality of life for community members. Areas of particular focus for funding will include but are not limited to: food security; social and cultural supports; employment; education and training; families, children and youth; mental health; and transportation;
- Be a new project or program;
- Be an existing project or program that is expanding;
- Be an existing project or program with funding expiring within the timeframe for the First Nations Well Being Fund; which has clear deliverables that can be identified within the timeframe for the First Nations Well Being Fund; which otherwise meets the criteria; and which needs funding to continue.

## FUNDING STREAMS

### Stream 1: Community Projects

The funding maximum under Stream 1 is \$250,000 per project where the applicant is one (1) First Nation, or two (2) or more partnering First Nations, or a Nation/Tribal Government administering the project on behalf of one (1) or more member First Nation(s).

The intent of this funding stream is to support First Nations to undertake local projects to promote wellness and to reduce poverty at the community level. This stream may include projects that will



assist First Nation members, such as:

- Local food security initiatives (such as community kitchens or community gardens/greenhouse that support training and social inclusion) as well as access to food, or food-waste diversion projects (if geographically feasible);
- Initiatives that provide employment opportunities;
- Training and skills building opportunities;
- Cultural initiatives that will strengthen the community and support decolonization; and,
- Other initiatives that will promote well-being at the community or Nation level.

## Stream 2: Wellness Planning

The funding maximum under Stream 2 is \$50,000 per project where the applicant is one (1) First Nation, or two (2) or more partnering First Nations, or a Nation/Tribal Government administering the project on behalf of one (1) or more member First Nation(s).

The intent of this funding stream is to support First Nations to undertake wellness planning and community engagement activities to develop a plan (or begin discussions on a plan) that will assist in promoting well-being and reducing poverty at the community level. A key component of this funding stream is to provide resources to support dialogue within First Nation communities and Nations about how they wish to measure wellness within their community. Wellness within a community or Nation needs to be defined by that community itself, and the funding under this planning stream is intended to support First Nations in having those conversations.

The end-product resulting from this funding stream may be one, or more, of the following:

- (1) sessions that facilitate dialogue within the community or Nation defining what wellness is to them and how they will measure progress towards wellness and a written summary report outlining the discussions that took place;
- (2) dialogue sessions that engage the community or Nation in the development of a written First Nation Well Being Plan;
- (3) development of a First Nation Well Being Plan that addresses one or more pressing issues at the community level. Examples might include, but are not limited to, plans relating to the following areas: food security; social and cultural supports; employment; education and training; families, children and youth; mental health; transportation; and, how to measure wellness in your community, as defined by people within that community.

**First Nations who received project funding in a previous phase of the First Nations Well Being Fund should contact FNPSS to discuss eligibility under the current funding opportunity.**

## ELIGIBLE COSTS & ACTIVITIES

### Eligible Costs – Core Project Activities

Eligible costs and activities must be cost-effective. Eligible costs and activities may include:

- Hosting workshops, community forums or cultural activities that are directly related to



the community project under Stream 1 or as part of the planning process and dialogue sessions under Stream 2;

- Supplies or materials to support Community Projects;
- Public information or communications costs;
- Training, Education, or Course costs;
- Some transportation costs (e.g., such as bus-passes or long-distance bus tickets)
- Honoraria for participants in funded activities or that require reimbursement for personal costs incurred. Detailed notes regarding Honoraria must be included in submitted budget;
- Incremental staff costs; and
- Incremental administration costs. Please note that incremental administration costs may not exceed 12% of the total costs of the project.

## Eligible Costs – Other Project Supports

- Heating appliances including pellet stoves, wood stoves, or heat pumps. **Space heaters are not included.**
- Appliances (Freezers, Fridges, Dishwasher, Washer/Dryer, Microwaves);
- Supplies to support the renovation of an existing community space that is used to promote wellness and/or to reduce poverty at the community level;
- Food;
- Digital devices (Hard-ware) for First Nation community members, who reside either on or off-reserve, for personal connection, educational, training, and employment purposes to a maximum of \$500 per individual (e.g., tablet, phone, laptop)
- Software (up to \$500) per project.
- **Please note: all appliances, devices, and other assets purchased must be owned by the First Nation for shared community use.**

## Consultant Costs

Eligible consultant costs will differ for Stream 1 and Stream 2.

**For Stream 1** (Community Projects), consultant costs may not exceed 30% of the total costs of the project.

**For Stream 2** (Planning), consultant costs may not exceed 60% of the total costs of the project.

Please note, greater consideration will be placed on proposals that focus on building capacity within the First Nation.

## INELIGIBLE COSTS AND ACTIVITIES

Any activity that is not outlined above or is not directly connected to activities in the application approved by the First Nations Public Service Secretariat is not eligible for grant funding. For greater clarity this list includes, but is not limited to:

- Regular salaries of staff;



- Routine or ongoing operating costs (e.g., heating and lighting; security; telephone; internet);
- Purchase of software, software licenses or service subscriptions that are not directly related to a community project under Stream 1;
- Travel (unless submitted as part of the original budget and approved in application); and
- Corporate or business projects;
- Digital devices that are not directly related to a project; and
- Appliances that are not directly related to a project.

Please note that **incremental staff costs** to support projects or programs under this Fund are permitted (see Section 5).

## GRANT MAXIMUMS

### Stream 1

Projects funded under Stream 1 (Community Projects) may receive up to 100% of the cost of eligible activities to a maximum of \$250,000.

### Stream 2

Projects funded under Stream 2 (Wellness Planning) may receive up to 100% of the cost of eligible activities to a maximum of \$50,000.

**First Nations may make an application to both streams of funding. However, a First Nation may not submit more than one application to a single funding stream.**

**First Nations who received project funding in a previous phase of the First Nations Well Being Fund should contact FNPSS to discuss eligibility under the current funding opportunity.**

All grant contributions for eligible portions of the project must be declared and, depending on the total amount, may decrease the amount of the grant.

## APPLICATION REQUIREMENTS AND REVIEW PROCESS

The First Nations Well Being Fund is a full application process which requires applicants to submit a completed application form as well as supporting documents before the closing date. The application form will include a section on the goals, objectives, and expected outcomes of the project.

**Where required, feedback will be provided on the applications and an opportunity for edits will be provided until the June 23, 2024, 11:59PM (PST) closing date.**

Applicants will be advised of the status of their application within 90 days of the application deadline.

Projects that are funded must be implemented and completed no later than the date specified and according to the terms and conditions of the Contribution Agreement.



## Required Application Contents

- Completed application form;
- Detailed project budget that includes a breakdown of all costs/expenses. Please also include any additional funding sources (if any) for the same project;
- For First Nations applications: please submit either a BCR or a Letter of Support. The Letter of Support for the project must be on the First Nation's official letterhead and signed by an individual within the First Nation who has delegated signing authority for the project;
- For Nation/Tribal Government Applications and Partnership Applications only: each First Nation that the Nation/Tribal Government represents, and in the case of partnership applications, each partnering First Nation, must submit a First Nation Council resolution/Band Council resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

## Submission of Applications

Applications should be submitted as Word or PDF files. Budgets may be provided in Excel.

**Please email to: [info@fnps.ca](mailto:info@fnps.ca) with a subject line stating: "Well Being Fund Application"**

If you choose to submit a mailed copy, please send to:

**Attention:** First Nations Well Being Fund  
First Nations Summit Society: First Nations Public Service Secretariat  
Suite #1200 100 Park Royal South  
West Vancouver, BC  
V7T 1A2

## Review of Applications

Applications will be evaluated against the program objectives of the First Nations Well Being Fund, as outlined for both Stream 1 (Community Projects) and Stream 2 (Wellness Planning)

Funding decisions will be made on a priority basis and additional evaluation criteria will include:

- Demonstrated community need;
- Geographic distribution across British Columbia;
- Urban/rural distribution;
- Anticipated outcomes and positive impact on community members;
- How the project or program will build capacity within the First Nation; and
- Cost-effectiveness.





## Revisions & Additional Applications Material

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

## GRANT MANAGEMENT AND APPLICANT RESPONSIBILITIES

Successfully funded applicants are responsible for completion of the project as approved and for meeting reporting requirements, see section 11 below.

Applicants are responsible for proper fiscal management, including maintaining acceptable account records for the project.

## Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive a Grant Contribution Agreement that will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to the First Nations Summit Society.

## Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the First Nations Public Service Secretariat will be required for any significant variation from the approved project. Unexpended funds will be returned to the First Nations Summit Society unless written approval is received regarding alternative expenditure(s).

To propose changes to an approved project, approved applicants are required to submit: Written rationale for proposed changes to activities or expenditures.

The written rationale will then be reviewed by the First Nations Public Service Secretariat.

## Extensions to Project End Date

All activities are required to be completed as approved, and all extensions beyond this date must be requested in writing and be approved by the First Nations Public Service Secretariat.

## RESEARCH COMPONENT

Applicants who receive funding through the First Nations Well Being Fund will be invited to participate in discussions with the First Nations Public Service Secretariat regarding ways to improve well-being in First Nations communities in BC.



Participation in the discussions is not a requirement of funding and is strictly voluntary.

## FINAL REPORT REQUIREMENTS & PROCESS

Applicants are required to submit an electronic copy of a final report to FNPSS. The final report will provide details on the progress of the project and is also to include information on the achievement of the goals, objectives, and expected outcomes of the project. The final report will need to include the following:

- Completed Final Report Form (to be supplied by FNPSS);
- Financial summary;
- For **Stream 2** (“Planning”) only: an electronic copy of the **end-product** produced (e.g., a summary report or the copy of the completed First Nations Well Being Plan, as the case may be);
- Optional: photos of the project, media clippings, and/or any reports or documents relevant to the funded project.

Please submit final reports by email to:

**Email:** [info@fnps.ca](mailto:info@fnps.ca) with the subject line: "Final Report – First Nation Well Being Fund"

Final reports may also be mailed to:

**Mailing:** First Nations Well Being Fund  
First Nations Summit Society: First Nations Public Service Secretariat initiative  
Suite #1200 100 Park Royal South  
West Vancouver, BC  
V7T 1A2

**Please note:** General information in the final reports submitted by funded applicants will be used to draft a roll-up Report on the Outcomes of the First Nations Well Being Fund, which will be shared with the Province of British Columbia. All sensitive and confidential information contained in applicant final reports will be maintained in confidence with the First Nations Summit Society.

## ADDITIONAL INFORMATION

For enquiries about the application process or general enquiries about the program, please contact:

First Nations Summit Society: First Nations Public Service Secretariat initiative  
Suite #1200 100 Park Royal South  
West Vancouver, BC  
V7T 1A2

Email: [info@fnps.ca](mailto:info@fnps.ca)