

**Indigenous Forestry Initiative (IFI)**

**Planning Document**

* The Indigenous Forestry Initiative uses an on-line e-services portal for accessing and submitting IFI applications. The link to access eservice can be found on [the IFI website](https://www.nrcan.gc.ca/science-data/funding-partnerships/funding-opportunities/forest-sector-funding-programs/indigenous-forestry-initiative/13125).
* Watch a pre-recorded step-by-step video on how to sign up for a GCKey Account and create a Client Profile <https://youtu.be/-9Kzij4LmFQ>
* This planning document can be used to **draft your application responses off-line** to assist in planning and preparing your online application (when access to the Internet may be limited). **This is not an application form and you cannot submit this document for funding**. When you are ready to submit your online application, many of the answers you prepare below can be cut and pasted into the online portal - some questions are pull down menus and will need to be actioned online.
* If you have difficulty with the online application, please email [nrcan.ifi-ifa.rncan@canada.ca](https://gcdocs.gc.ca/nrcan-rncandav/nodes/48823427/nrcan.ifi-ifa.rncan%40canada.ca) for assistance.
* To save time, please be cognizant of the noted character limitations in specific sections of this planning document. If you are using this document to transfer information to the online application, you will need to adhere to the character limits provided. E.g., (500 characters maximum for the Project Objective and additional information on the Project will be limited to 6000 characters)
* Please refer to the **IFI Applicant Guide** for more details on each section.
* You are encouraged to contact a Regional Liaison Officer ([refer to IFI website](https://www.nrcan.gc.ca/science-data/funding-partnerships/funding-opportunities/forest-sector-funding-programs/indigenous-forestry-initiative/13125#contact)) to discuss the IFI Program and to receive additional guidance.

## Section 1. Applicant Information

## 1.3 Previous/Current IFI/SPI/BioHeat NRCan Projects

* Have you submitted an application to IFI/SPI/BioHeat in the past?
* Have you received funding from IFI/SPI/BioHeat?
* Do you currently have an active project with IFI/SPI/BioHeat?
* Indicate any previous or active IFI/SPI/BioHeat projects (Project name; year; funding received; is it active; project type).

## 1.4 Previous/Current IFI/SPI/Bioheat NRCan Projects

* Provide information on the current/previous IFI/SPI/Bioheat project including when it is expected to be completed, the results and if this current/previous project relates to the project application you are submitting (**1000 characters**).
* Indicate any other previous or active NRCan Sector projects, if applicable (Project name; Project Number; Sector; Year, Program).

## Section 2. Project Overview

* **Project Title:**
* **Project Objective:** In 100 words describe the objective of the project and its outcome (high level, short description of the project including expected results.) (**500 characters**)
* **Project Description:** Clearly describe the project. Include partners, what the IFI funds will be used for, if multi-year describe each year of the project and potential outcomes (**6000 characters**)
* **Project Location:** (Province/Territory; Nearest Town/City; Name or # of reserve; Geographical Coordinates)
* Does any part of the Project take place in Quebec? If yes, does M-30 apply\*? \*For more information: <https://www.sqrc.gouv.qc.ca/secretariat/mandat/loi-sur-ministere-conseil-executif.asp>

## 2.2 Types of Projects

*The following list describes types of projects that the IFI Program funds. You will be asked to check off those that best describe your proposed Project.*

* Studies, plans, evaluations, assessments or related activities to identify or develop economic or business opportunities;
* Identification of opportunities, application and development of agreements or licenses;
* Strategic, business, human resources, marketing and financial planning or community planning, including development or expansion of Indigenous joint ventures, partnerships or businesses;
* Capacity development and training;
* **Development of tools, technology, products, services and systems;**
* **Engineering design, environmental planning and permitting or other project design activities for forest resource development;**
* **Site development, facility construction and commissioning, and business start-up and expansion operations;**
* Other types of activity – provide details on how these activities support increased Indigenous participation and economic development in the forest sector.
* **Capital funding - capital requests will require a business plan and other relevant supporting documents** (capital includes purchase of equipment and machinery, business start-up or expansion costs (including supplies, fuel and fuel storage), site development infrastructure directly related to the project and costs to acquire ownership in new or existing businesses or to license or acquire intellectual property.)

**If you checked off any of the project types in bold above, three additional questions in Section 3 below (Business/Feasibility Plan, Regulatory/Permits, and Technical Feasibility) will automatically be added to the application. The support documentation that you submit will help reviewers get a better understanding of the planning you have already engaged in to support the project.**

## Project Timeline

* Expected start date / Expected end date – keep in mind that projects will not be notified of funding until October 2021 and that we are allocating funding until March 31, 2023

## 2.4 Workforce Diversity Plan

* Do you have a plan or an approach to make your workforce inclusive?
* Are there opportunities for women to participate in the proposed project?

If YES – describe how this project will engage and include women (**1000 characters**)

* Are there opportunities for youth to participate in the proposed project?

If YES – describe how this project will engage and include youth (**1000 characters**)

* Are there opportunities for elders to participate in the proposed project?

If YES – describe how this Project will engage and include elders (**1000 characters**)

## Section 3. Project Risk and Risk Mitigation Strategy

**Identify the project risks, including:**

**COVID 19 – safety of community/workforce, supply issues, delays**

**Financial – project funding issues**

**Technical – equipment failure or availability**

**Regulatory – environmental approvals, permitting issues**

**Weather – project is dependent on time of year**

**Resources – availability of people to oversee or carry out the project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Type of Risk*** | ***Likelihood (Low, Med, High)*** | ***Description of Risk*** | ***Mitigation measures*** | ***Comments*** |
|  |  |  |  |  |
|  |  |  |  |  |
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## Business Plan/Feasibility Study

Are you making a capital funding request? If you are, a business plan and other relevant planning documents will be required. (capital includes purchase of equipment and machinery, business start-up or expansion costs (including supplies, fuel and fuel storage), site development infrastructure directly related to the project and costs to acquire ownership in new or existing businesses or to license or acquire intellectual property.)

* Is there a completed business plan or feasibility study associated with the Project?
* Please explain briefly how the recommendations/results of the business plan or feasibility study support this Project (**3000 characters**)
* Are resources in place to support the success of the Project/investment? Are there people trained or will be trained to operate/maintain equipment? Is there a long-term plan? (**3000 characters**)

## Regulatory/Permits

* Are you aware of any permits that are required before this Project can proceed within the time frame outlined? (E.g. timber or land use permits/agreements, environmental assessments, business development agreements/permits, etc.). Are these permits in place?
* What are the permits? (**1500 characters**)
* Will the Project take place on Federal land?
* Will the Project take place within a modern treaty area?

## Technical Feasibility

* Describe how and why the proposed capital/technology for the Project were chosen (**6000 characters**)
* Were other options considered? Please explain (**6000 characters**)
* How does the proposed capital purchase/technology meet the specific needs of the Project/community? (**6000 characters**)

## Section 4. Higher Level Planning

* Are there plans, vision statements, or broader initiatives that guided the development of this Project?
* Describe how this project will achieve these plans, visions or initiatives (**5000 characters**)

## Section 5. Project Tasks, Deliverables/Outcomes, Timelines and Financial Information

## 5.1 List of Tasks

## You will be asked to list the project tasks, describe the tasks, their deliverables/outcomes and timelines/milestones.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Brief Description**  **(1200 characters)** | **Deliverable/Outcomes (1200 characters)** | **Timelines/Milestones (1200 characters)** |
| Task 1: |  |  |  |
| Task 2: |  |  |  |
| Task 3: |  |  |  |
| Task 4: |  |  |  |
| Task 5: |  |  |  |
| Task 6: |  |  |  |

## 5.2 IFI Eligible Expenses by Task

*In the online application, there is a section to estimate expenses for each of the tasks identified and the project overall, to create a budget. The IFI Program can fund 10 categories of eligible expenses. Under each applicable eligible expense below, list the tasks associated.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **IFI Financial**  **Request – 2021-22** | **IFI Financial**  **Request – 2022-23** | **IFI Financial**  **Request – 2023-24** |
| **Professional and technical services** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required.* |  |  |
| **Training and skills development** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required* |  |  |
| **Facility/transportation/equipment rentals** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required* |  |  |
| **Communications materials** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required* |  |  |
| **Planning and design costs** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required* |  |  |
| **Capital costs, including equipment and machinery, business start-up or expansion costs (including supplies, fuel and fuel storage), site development infrastructure directly related to the project and costs to acquire ownership in new or existing businesses or to license or acquire intellectual property** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required* |  |  |
| **Salaries, wages and benefits, excluding post-employment benefits such as severance** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required* |  |  |
| **Travel, including accommodation, meals, and allowances (based on approved rates such as the National Joint Council rates or similar)** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required* |  |  |
| **GST/PST/HST net of any tax rebate to which a Recipient is entitled** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required* |  |  |
| **Other: Honoraria (including ceremonial costs, and hospitality costs for community engagement events and project meetings); Overhead (directly related to the project, not to exceed 15% of total contribution); and Other (other applicable costs)** | | | |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 | *Insert task lines as required* |  |  |

|  |  |
| --- | --- |
| **Total Funding Requested from IFI** | |
| Total Funding Requested 2021-22 | **$** |
| Total Funding Requested 2022-23 | **$** |
| Total Funding Requested 2023-24 | **$** |
| **Total Cash Funding Request from IFI** | **$** |

## 5.3 Applicant Contributions

A **cash contribution** is a financial contribution, while an **in-kind contribution** is a non-monetary contribution, such as equipment, supplies, technical services, or staff time. Enter below the amounts you anticipate contributing to the project. *See IFI Applicant Guide for further guidance.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2021-22** | **2022-23** | **2023-24** |
| **Cash** **Contribution** |  |  |  |
| **In-Kind Contribution** |  |  |  |

## 5.4 Partner Contributions

*A Partner is someone, other than the applicant, who has agreed to contribute in cash or in-kind to the project. Whenever possible, provide evidence of the contribution in the application. This can be a confirmation letter, or similar. The application will ask about the following partner information:*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner Legal Name** | **Type** | **Describe partner’s contributions to project** | **Cash Amount**  **2021-22** | **Cash Amount**  **2022-23** | **Cash Amount**  **2023-24** | **In-Kind Amount**  **2021-22** | **In-Kind Amount**  **2022-23** | **In-Kind Amount**  **2023-24** |
|  | Choose an item. |  |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Total Project Cost (including all contributions from partners and proponent)** | |
| Total Project Cost 2021-22 | **$** |
| Total Project Cost 2022-23 | **$** |
| Total Project Cost 2023-24 | **$** |
| **Total Project Cost** | **$** |

## Section 6. Participation in the Natural Resource Economy

From the list below, you will be asked to check off which of the following best describe how the project will increase participation in the forest resource economy.

* Increased awareness of forest resource development opportunities;
* Increased training/capacity to understand and participate in forest resource opportunities;
* Increased engagement/communication by Indigenous communities with forest resource stakeholders;
* Implementation of, or planning for forest resource management;
* Increased opportunity for forest tenures, and/or businesses;
* Investments/Improvements in capital/infrastructure related to the project;
* Increased inclusive and diverse workforce (including gender, youth and Elders).

Provide more detail on what will be the actual result (for increased participation in the forest resource economy) of this Project (**3000 characters**)

## Section 7. Socio-Economic Impact(s)

## 7.1 Potential Economic Impact

* What are the anticipated economic benefits of this Project, including long term expected outcomes? Relate your description to your response in Section 6 (**1000 characters**).
* Describe how your Project accrues benefits to the communities and Indigenous people in the proximity of the Project.
* Include how these benefits have the potential to benefit women and youth. If applicable, indicate how you might encourage an inclusive and diverse workforce (including gender, youth and elders), and Indigenous representation) within the organization and project team, as appropriate, recognizing and respecting the sovereignty of Indigenous governments to develop their own policies and laws governing such considerations (**1000 characters**)

**7.2 Environmental Impact**

* What are the potential environmental effects of this Project? Please include both positive and negative effects (**3000 characters**)

## 7.3 List of Communities

* You will be asked to list communities that will participate in, or will benefit from this project (community name; type of community; role in the project).

**Section 8. Key Project Team and Collaborators**

## 8.1 Project Manager(s)

* You will be asked to list information on the project manager (name; organization; role on this project; relevant experience and expertise).

## 8.2 Team Members

* You will be asked to list information on the key project team members (name; organization; role on this project; relevant experience and expertise).

## Section 9. NRCan Contacts

* You will be asked to list the names of people who you have contacted at NRCan regarding this project idea.

## Section 10. Supplemental Documentation

*In the online application, you can attach documents that are relevant to your project application such as partner confirmation, business or planning documents, quotes to support the budget and band council resolutions. For each supplemental document that you submit, you must: (1) refer to specific sections or pages of the document that you want reviewed and (2) name each supporting document with a descriptive name.*

* End -