

Regional Community to Community Program

2024/25 Program and Application Guide

The new [LGPS Online Application Tool](#) is now available. Refer to [Appendix 2](#) for full information.

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. There was consensus among the participants that regional C2C Forums should be supported.

The provincial Ministry of Municipal Affairs and Indigenous Services Canada have provided funding for the C2C program. In this time, nearly 700 C2C Forums have been held in communities across the province.

Both BC and Canada have adopted the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and BC adopted its own Declaration Act Action Plan in March 2022. The Truth and Reconciliation Commission of Canada released its Executive Summary of findings and 94 Calls to Action in 2015, including Call to Action 57, which asks all levels of governments to “provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations.”

Within these broader processes, the C2C program has taken on ever greater importance as First Nations and local governments use the grant to focus their increased efforts for reconciliation.

Regional C2C Grant Program

The goal of a Regional C2C program is increased understanding and improved overall relations between First Nations and local governments. The C2C program supports this goal with funding for:

1. Forums that support dialogue to build relationships, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. For more information on C2C forums, refer to [Appendix 1](#).
2. Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building.
3. Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation.

Table 1 provides examples of C2C forum and/or agreements.

To be eligible for funding, C2C activities must 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.
- Supporting local reconciliation efforts, UNDRIP, and shared capacity building.



- Developing or improving coordinated approaches to climate change emergency preparation, mitigation, response and recovery.

Table 1: C2C Forum and/or Agreement Topics

<p>Reconciliation and Relationship Building</p> <ul style="list-style-type: none"> • Shared understanding of collective history • Reconciliation Action Plans • Joint cultural safety and cultural humility training • UNDRIP, TRC Calls to Action, Treaties and Aboriginal rights, Indigenous law and Crown-Indigenous relations 	<p>Emergency Management</p> <ul style="list-style-type: none"> • Planning for coordinated and shared: <ul style="list-style-type: none"> ○ Risk mitigation ○ Emergency response ○ Recovery efforts • Joint training to support partnerships with Indigenous communities during times of emergency 	<p>Service Delivery and Planning</p> <ul style="list-style-type: none"> • Service inventories and cost/benefit analysis • Service agreements • Service dispute resolution • Joint land use, sustainability or other plans or policies • Agreements for archaeological or culturally significant sites
<p>Economic Development</p> <ul style="list-style-type: none"> • Agreements for improving regional and local economies • Joint interests/initiatives • Community economic development plans 	<p>Community Development</p> <ul style="list-style-type: none"> • Age- and accessibility-friendly assessments • Joint youth engagement plans or projects • Agreements for climate action 	<p>Infrastructure Planning</p> <ul style="list-style-type: none"> • Asset Management • Needs assessments • Joint development of infrastructure

2. Eligible Applicants

Funding permitting, all local governments (municipalities, regional districts or the Islands Trust) and First Nations (Treaty First Nation, Band, Tribal Council or National Government) in BC are eligible to apply.

Eligible applicants can submit one application per intake.

3. Grant Maximum

The C2C program can contribute a 100% of the cost of eligible activities up to a maximum of \$20,000 as follows:

- C2C forums: up to a maximum of \$10,000
- C2C agreements and joint review of bylaws/policies: up to a maximum of \$10,000

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the C2C program.

4. Eligible Activities

In order to qualify for funding:

- Activities must be completed within one year from the date of grant approval.
- Willingness of the elected officials and/or senior staff of the partnering community to participate in the activities must be confirmed and provided in writing to UBCM.
- Activities must include direct participation by the elected officials and/or senior staff from both First Nation(s) and local government(s).
- The communities engaging in dialogue must be neighbouring. However, “neighbouring” may mean in the vicinity of, but not necessarily immediately adjacent to each other.

5. Requirements for Funding

As part of both the development of the application package and the delivery of the approved project, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments, both locally and regionally, can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, approved applicants must agree to the following requirement for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

6. Eligible and Ineligible Costs and Activities

Eligible Costs and Activities

Eligible costs are direct costs that are approved by the UBCM, properly and reasonably incurred, and paid by the applicant to carry out eligible activities.

Eligible costs can only be incurred from the date of application submission until the final report is submitted. Under the C2C program, eligible activities must be cost-effective and may include:

Forums

- Event organization (e.g. invitations, agendas, event planning, etc.)
- Event costs:
 - Meals, snacks, and non-alcoholic beverages
 - Venue/virtual rentals, including any required audio-visual equipment rentals
 - Facilitation services and/or guest speakers
 - Preparation of materials required for the forum, including printing costs
 - Expenses related to joint visits to participant’s facilities, lands or buildings provided the visits occur as part of the forum
- Transportation between communities as required to attend a forum. Mileage estimates and calculations are required for vehicle travel

- Completion of event minutes, reports, etc. including printing costs

Agreements and Bylaws

- Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building
- Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation
- Legal fees for review of agreements, joint plans and strategies and/or review of bylaw or policy recommendations
- Data acquisition (as required for agreements, joint plans, etc.)
- Design and/or graphics for agreements, joint plans or strategies

Other Eligible Expenditures

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Incremental applicant staff and administration costs
- Public information costs
- Consultant costs, including facilitation
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Please note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates
- Expenses related to local cultural protocols (e.g. gifts, ceremonies and/or cultural performances such as dancing or drumming). Please note: expenditure related to local cultural protocols are limited to no more than 10% of the total grant request
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials
- Presentation to Council, Board, Band Council, or Treaty First Nation government, community organizations, etc.

Ineligible Costs and Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by UBCM is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g. heating, cooling and lighting, security, software or service subscriptions, or membership fees)
- Routine or ongoing planning costs or planning activities that are not incremental to the project
- Alcohol
- Travel within communities
- Purchase of software or hardware

7. Application Requirements and Process

The new LGPS Online Application Tool is now available. Refer to [Appendix 2](#) for full information

Application Deadline

The Regional C2C program is administered over the course of the fiscal year (April 1 to March 31). Applications can be submitted at any time; however, funding permitting, applications will only be reviewed three times in 2024/25. Applicants will be notified of the status of their application within 60 days of the following application deadlines:

- April 5, 2024
- September 6, 2024
- December 6, 2024

Required Application Contents

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments;
- Band, Council, or Board resolution indicating support for the current proposed activities and willingness to provide overall grant management;
- Detailed budget that indicates the proposed expenditures from C2C Program grant and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#). Refer to [Appendix 1](#) for a sample budget for C2C Forums;
- Confirmation from partners. Written or email confirmation from partners confirming their willingness to participate. These can be submitted after the application, but are required for grant approval.

Submission of Applications

Applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information on the new process, application questions and the information that will be required to be submitted during each step.

Worksheets and required attachments should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: lgps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

UBCM and the First Nations Summit will then review all complete applications. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC and First Nations Summit

8. Grant Management and Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is 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 and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants are awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

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.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Screening Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 60 days to review.

To propose changes to an approved project, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#)), and an updated Band Council, Treaty First Nation, Council, or Board resolution;
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact lgps@ubcm.ca or (604) 270-8226 ext. 220. Guidelines on using the BC logo, including downloadable files, are available [here](#).

9. Final Report Requirements and Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments;
- Detailed financial summary that indicates the actual expenditures from the C2C Program grant and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the new LGPS Budget and Financial Summary Tool. Refer to [Appendix 1](#) for a sample budget for C2C Forums;
- For forums only: Attendance list, including name, title and organization of each participant. Please do not submit sign-in sheets;
- For agreements only: copy of the completed agreement, joint plan or strategy and/or bylaw or policy recommendations. Please contact UBCM with any confidentiality or sensitivity issues related to submitting the agreement or plan. Otherwise all deliverables completed with grant funding will be shared with the Province of BC;
- Optional:
 - Final agenda, session summaries or minutes and other documents/presentations
 - Photos, media releases and press coverage and other public communications
 - Any other relevant background information (e.g. planning process, context, goals)

Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB. All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: lgps@ubcm.ca

All final reports will be shared with the Province of BC and First Nations Summit

Review of Final Reports

UBCM will perform a review of all final reports to ensure the required report elements have been submitted.

10. Additional Information

For information on the C2C Forum program, please contact:

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

Tel: 604-270-8226 ext. 220.
Email: lgps@ubcm.ca

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

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

Appendix 1 – Additional Information for C2C Forums

Topic Ideas and Outcomes

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

- [2019 Guide to Community to Community Forums in British Columbia](#)
- [2008-2018 Regional Community to Community Forum Status Report](#)
- [First Nations Health Authority Policy Statement on Cultural Safety and Humility](#)
- [Truth and Reconciliation Commission of Canada: Calls to Action](#)
- [Declaration on the Rights of Indigenous Peoples Act](#)
- [UBCM Reconciliation Resources](#)
- [Provincial Resources: Local government and First Nations relations](#)

Length and Format

Event length and format are up to the applicant and attendees. 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.

Taking the forum out into the community can be a valuable way to learn about an area’s shared history. This could include a tour of traditional territories or joint visits to participant’s facilities, lands, buildings or infrastructure.

The C2C program can also support virtual events, however, the purchase of software or licenses are not eligible expenses.

Table 2: Sample Event Budget

Budgeted Expenditures	Proposed Cost
Event organization	\$350
Meals, snacks and beverages (include # of people)	\$450
Venue/virtual rental costs	\$300
Facilitation services/guest speakers	\$1,450
Forum materials	\$250
Joint visits to participant’s facilities, lands or buildings	\$475
Local cultural protocols (no more than 10% of total grant request)	\$400
Honoraria (include description)	\$200
Transportation (include # of km)	\$25
Event minutes or reports	\$250
Contingency	\$175
TOTAL FUNDING REQUEST	\$4,325

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, convening and reporting on the forum.

Facilitators can also be very useful in helping communities talk about difficult issues, such as the history and legacy of residential schools or inter-generational trauma. In such events, hiring a facilitator with specific expertise in creating culturally safe spaces and dialogue may be of immense value.

Information on Event Budgets

An itemized budget for each planned event must be submitted with the application. Please submit the event budget(s) in the same format as outlined in Table 2.

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.

Information on the Financial Summary

An itemized financial summary for each completed event must be submitted with the final report. Please submit the financial summary(ies) in the same format as outlined in Table 3.

Table 3: Sample Financial Summary

Actual Expenditures	Budgeted	Actual
Event organization	\$350	\$325
Meals, snacks and beverages (include # of people)	\$450	\$430
Venue/virtual rental costs	\$300	\$175
Facilitation services/guest speakers	\$1,450	\$1,450
Forum materials	\$250	\$0
Joint visits to participant's facilities, lands or buildings	\$475	\$475
Local cultural protocols (no more than 10% of total grant request)	\$400	\$400
Honoraria (include description)	\$200	\$200
Transportation (include # of km)	\$25	\$37
Event minutes or reports	\$250	\$135
Contingency	\$175	
TOTAL	\$4,325	\$3,627

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.

Appendix 2: LGPS Online Application Tool

As outlined in Section 7, Applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu)
2. Name of Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact person: name, position, phone, email
4. Project title
5. Proposed start and end date
6. Total project budget
7. Total grant request
8. Other funding amount and source
9. Project summary
10. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream
11. Certification that information is complete and accurate

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

The following questions will be required to be answered on the Application Worksheet:

Section 1: Applicant Information

1. Name of Applicant (First Nation or local government).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

Section 2: C2C Forums

3. Date of proposed event
4. Proposed participants

- a) Outline all participants: First Nations(s), local government(s), other participants.
 - b) Written confirmation from each invited local government and/or First Nation that elected officials and/or senior staff have agreed to attend the planned forum is required. Confirmation can be in the form of a letter or e-mail.
5. Description of the proposed C2C event(s), including proposed format, topics, speakers, etc. If more than one event is proposed, provide rationale for multiple events and a description of each.
 6. C2C program objectives: description of how your event(s) meets the objectives of the Regional C2C program identified in Section 1 of the Program and Application Guide.
 7. Intended outcomes and deliverables: description of the specific outcomes and deliverables that your forum will work towards:
 - Relationship building, reconciliation and/or joint cultural safety and cultural humility training.
 - Coordinated approaches to climate change emergency preparation, mitigation, response and recovery.
 - Discussion of protocol agreement (e.g. communications, dispute resolution, planning and development approval processes).
 - Discussion of service agreement (e.g. water, sewer, solid waste disposal or fire protection).
 - Discussion of memorandum of understanding (e.g. protection of archaeological or environmental resources).
 - Discussion of joint project or plan (e.g. economic development, cultural initiative, youth engagement).
 8. Repeat applicants: provide the date of last C2C event, and describe any improvements in the First Nation/local government relationship since your last C2C event and how the proposed event would build on the results of previous forums.

Section 3: Agreements and Joint Review of Bylaws/Policies

9. Proposed participants
 - a) Outline all participants: First Nations(s), local government(s), other participants.
 - b) Written confirmation from each invited local government and/or First Nation that elected officials and/or senior staff have agreed to attend the planned forum is required. Confirmation can be in the form of a letter or e-mail.
10. Current local government/First Nations relationship: description of the current relationship between the proposed participants. Provide information on any past C2C Forum events as well as information on how all parties have worked together to identify the proposed activities.
11. Proposed activities: description of the specific activities you plan to undertake. Refer to Section 6 of the Program and Application Guide.
12. C2C program objectives: description of how the proposed activities meets the objectives of the Regional C2C program identified in Section 1 of the Program and Application Guide.
13. Intended outcomes and deliverables: description of the specific agreements, plans, strategies, bylaws or policies that will be developed, amended or reviewed and how these outcomes will advance First Nation/local government reconciliation and relationship building in your community:
 - Development of agreements (such as protocols, MOUs, and service agreements) that advance First Nation/local government reconciliation and relationship building.

- Development of joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building.
- Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation.
- Other.

Section 4: Additional Information

14. Any other information you think may help support your submission.

Section 5: Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Band, Council or Board resolution indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget(s) for proposed Forum(s) and/or Agreement(s) that indicates the proposed expenditures from C2C Program grant and that aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).
- Confirmation from partners. Written or email confirmation from partners confirming their willingness to participate. These can be submitted after the application, but are required for grant approval.

Documents should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All documents should be submitted to Local Government Program Services, Union of BC Municipalities by email: lgps@ubcm.ca

Please note “2024/25 C2C” in the subject line