

**First Nations
National Child Benefit
Reinvestment (NCBR) Initiative**

**Proposal Development &
Reporting Guide**

This Guide has been developed by First Nations and INAC.

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INTRODUCTION

The National Child Benefit initiative has been running since 1998 following the agreement of the federal, provincial and territorial Ministers of Social Services that governments, including First Nations, should work together to address the problem of child poverty in Canada.

The First Nations' National Child Benefit Reinvestment (NCBR) initiative has been established as the on-reserve counterpart to provincial/territorial programs. The services and benefits are aimed at ensuring that First Nation children receive the best possible opportunity to develop fully their potential as healthy, active and contributing members of their communities. The savings derived from income assistance adjustments are reinvested in projects aimed at lessening child poverty.

The NCBR promotes and facilitates the exercise of local decision-making in managing projects, and as such strengthens the policy-development and service-delivery capabilities of the primary stakeholders: First Nations. Although the operation of the NCBR in each region closely follows provincial and territorial models, First Nations retain the flexibility to prioritize their reinvestments and to plan, design, implement, operate, monitor and evaluate innovative community-based projects that are both culturally relevant and respond to the unique needs of their communities.

To respond to First Nations' expressed need for better management tools, INAC staff and First Nation experienced NCBR workers have come together to develop this *Proposal Development and Reporting Guide*.

This guide has been developed as generically as possible so that it can be used by First Nations across Canada, regardless of the provincial/territorial reinvestment model in place. It provides basics for non-experienced workers of the NCBR initiative and allows for sound accountability practices.

Should any question of interpretation arise in the utilization of this guide, please refer to the *NCBR National Standards and Guidelines Manual*, or your regional contact.

SECTION A – THE NCBR PROPOSAL

A - 1 HOW FIRST NATIONS CAN ACCESS NCBR FUNDING

In accordance with INAC regional funding agreements, First Nations administering authorities can access NCBR funds by meeting the following criteria:

- Regulate income assistance programs which can result in savings from the NCB Supplement and/or submit work plan within allocated budgets;
- Submit a proposal/work plan providing details of the proposed NCBR project; and
- Submit reports/evaluations or other reports as required by INAC regional funding agreements on the NCBR project (refer to your *Regional INAC Reporting Handbook*).

A - 2 ROLES AND RESPONSIBILITIES

First Nation/Tribal Council

- Administer funding for income support programs and services and other public services.
- Identify the NCBR projects and deliver them on reserve.
- Submit financial and program performance reports, as required by the INAC regional office.

INAC Regional Offices

- Arrange for the administration of funding for income assistance programs and services.
- Offer support to First Nations.
- Receive NCBR proposals and assess them for completeness and eligibility;
- Approve NCBR projects.
- Make adjustments (increases/decreases) to funding levels.
- Forward NCBR reports to INAC Headquarters.

INAC Headquarters

- Deliver policy interpretation/clarification to regions.
- Assess data and reports in order to report to Canadians on the progress made by the NCBR.
- When possible, advocate for the proposed changes provided by regional and First Nation representatives.

A - 3 WRITING THE PROPOSAL

Following are suggestions for the format and content of your proposal for the NCBR Initiative funds. If you need more information or assistance with the proposal, contact your regional INAC representative (see page 23 for contact information).

Format

Submit one proposal for each NCBR project:

- Prepare each proposal on 8½" x 11" paper. Usually, elaborate proposals are not necessary as INAC may be required to make a number of photocopies for the review process.
- Consider binding the proposal to ensure no information becomes lost.
- Ensure that the proposal has an original signature or that the proposal includes an alternate authorizing document such as a Band Council Resolution (BCR).

Technical Requirements

The appropriate signing officers within the applying First Nation/Tribal Council must sign all proposals and subsequent funding agreements.

Proposal Content and Format

The proposal must contain, but is not limited to, the following information:

a) Applicant Information

- Name of First Nation/Tribal Council or First Nation Administering Authority and description of the arrangement with the member First Nation (where applicable)
- First Nation number
- Name/Title of Project Manager
- Contact Information (mailing address, email, phone number)

b) Project Title

Include the title of the project and an indication of whether the project is 'new' or 'continuing'. ☐ New or ☐ Continuing

c) Duration/Time Frame of Project

The anticipated start date and end date of the project.

d) Objectives of the Reinvestment Project

This section outlines the objective(s) to be accomplished by the project.

- State how the project will benefit families/children in the community. Write the objective so that it is clear which NCBR activity area is being served (e.g. childcare, child nutrition, support for parents, home-to-work transition, or cultural enrichment). Refer to Section C-3 (page 13) for details on eligible activity areas.

Example: Six regularly scheduled meetings will be held by the community wellness team to provide young mothers with basic home management skills including budgeting, planning and shopping for nutritious meals, and food preparation and storage.

☒ Child Nutrition ☐ Childcare ☐ Support for Parents ☐ Home-to-Work Transition ☐ Cultural Enrichment

e) Expected Results

Provide a description of:

- who will benefit from these activities (e.g. families, the number of families/children);
- number of jobs created (if applicable); and
- how participants will benefit/how the project meets the needs of the community's families and children (what experiences will be gained by participants, how the program will assist them, etc.).

f) Project Activities (Optional)

While this item is not required to be part of the proposal, it can help to determine what steps must be taken to plan for and complete the project and what staffing resources will be required. For each activity, identify the time period it will be completed within and who will be responsible for completing the activity. A work plan could look like this:

Activity	Time Frame	Responsibility of: (Person/Department)

g) Evaluating the Project

Describe how the project will be evaluated so as to confirm whether the project met the intended objectives. Identify the time frames that will be followed and any specific activities that will be evaluated. Include details on:

- the information sources that will be used to evaluate the project (e.g. evaluations completed by participants, in-person interviews with participants). A sample participant evaluation/questionnaire is included in the Appendices;
- how statistics will be gathered to confirm how many people participated in/benefited from the project; and
- who will be responsible for completing the process evaluation during and at the end of the project in order to meet the *First Nations National Reporting Guide* requirements.

h) Financial Information

The proposal must contain financial information including a budget and cash flow forecast.

Budget

- What is the estimated cost of the project? Include a breakdown of the different expenses that will be incurred.

Administrative Related Costs (check with your INAC regional office to confirm applicability of this item within your region)

- These are costs *directly related* to program delivery of the NCBR project which do not exceed 15% of the total NCBR allocation. Administrative costs related to administration of the NCBR project can include salaries; wages and benefits; travel; accommodation; transportation; training and professional development; instructional and information materials; research, data collections, analysis and reporting; office supplies; office equipment; telecommunications; printing; professional services; fees for accounting and audit services; and related office costs.

Cash Flow Forecast

- Payments are made based on a cash flow forecast. A sample cash flow forecast could look like this:

Budget Item	Budget Amount	Cash Flow April	Cash Flow May	Cash Flow June	TOTAL
<i>Resources</i>	800.00	800.00	---	---	800.00
<i>Supplies & Meals</i>	1,600.00	1,600.00	---	---	1,600.00
<i>Busing</i>	350.00		350.00	---	350.00
<i>Administration</i>	250.00			250.00	250.00
TOTAL	3,000.00	2,400.00	350.00	250.00	3,000.00

Other Sources of Funding

- If other sources of funding are being used for the project, these must be identified (e.g. Department of Human Resources and Skills Development, Health Canada, etc.).

i) Reporting

Please refer to the *Regional First Nations Reporting Guide* for information on how and when financial and program performance reports must be provided.

j) Signature / Date

Include the signature of an authorized officer and date of proposal submission or provide a copy of an alternate authorizing document such as a Band Council Resolution.

A - 4 PROPOSAL CHECKLIST (According to the 2003-2004 Terms and Conditions)

Did you remember to include ?

- ☐ A detailed description of the proposed project including an explanation of how families/children will benefit from the project.
- ☐ A budget for the proposed project.
- ☐ A cash flow forecast including basis and timing of payments.
- ☐ A description of the arrangement with the member First Nation which indicates respective roles, responsibilities and accountabilities (when another entity has been delegated authority to administer projects, e.g. Tribal Council).
- ☐ Confirmation of how financial and program performance reports will be provided, at least once a year.
- ☐ Information on how project will be evaluated.
- ☐ The signature of an authorized officer or a copy of the Band Council Resolution.

A - 5 SUBMITTING THE PROPOSAL

Proposals will be assessed by the INAC Region on the following criteria:

- Is the proposal complete?
- Does the project address the NCBR objectives?
- Does the proposal confirm how families/children will benefit from the project?
- Does the proposal indicate how the project will be evaluated?

Once a proposal has been approved, the INAC representative will contact the applicant and make arrangements to confirm approval. During this time, the INAC representative will be available to provide advice/assistance related to the NCBR Initiative as needed.

Project responsibilities include effective financial management and preparation of activity reports on the project's progress, where applicable. At the end of the project, the applicant will be required to submit a completed cash flow forecast (planned vs. actual expenses) and the process evaluation.

A - 6 PROPOSAL TEMPLATE (See “Sample Completed Proposal” on page 24)

a. Applicant Information

Name of First Nation/Tribal Council or First Nation Administering Authority (where applicable):	
First Nation Number:	
Project Manager Name:	
Project Manager Title:	
Project Manager Phone No.:	
Project Manager Email:	

b. Project Title

☐ New or ☐ Continuing

c. Duration/Time Frame of Project

d. Objectives of the Reinvestment Project

e. Expected Results

f. Project Activities / Work plan (Optional)

Activity	Time Frame	Responsibility of: (Person/Department)

g. Evaluating the Project

h. Financial Information

- Budget

- Cash Flow Forecast

Budget Item	Budget Amount	Cash Flow per month	Cash Flow per month	Cash Flow per month	TOTAL

- Other Sources of Funding

i. Reporting

j. Signature / Date

SECTION B – REPORTING

First Nations are required to report to INAC on activities and results related to projects generated by their funding. This information is included in the annual *Federal/Provincial/Territorial NCB Progress Reports* and the *First Nations NCBR Progress Reports*. The reports confirm how First Nations reinvest their NCBR funds and are used to assess the impact of the NCBR on low-income families living on reserve while highlighting best practices.

B - 1 TIMEFRAMES FOR REPORTING

First Nations

Reports, as required by INAC regional funding agreements, should be submitted to the relevant INAC regional office within the established time frames.

B - 2 FIRST NATIONS' NATIONAL CHILD BENEFIT (NCB) ANNUAL REPORT ON REINVESTMENT

First Nations funded through Comprehensive Funding Arrangements (CFA) and other types of multi-year agreements are required to submit data in accordance with regional requirements (please contact your regional INAC office to confirm these requirements). First Nations are also to submit annual NCBR Reports that provide statistics on expenditures, participants and projects as per the *First Nations National Reporting Guide* (refer to page 17, item 6). Please contact your regional INAC office for more details.

There are three types of First Nations' National Child Benefit Annual Report on Reinvestment. They are:

- 1) First Nations Funded Income Assistance through Fixed Volume AFA
- 2) First Nations Funded Income Assistance through Fixed Volume FTA/CFNFA/DFNFA
- 3) First Nations Funded Income Assistance on a REIMBURSEMENT Basis

The details/information captured is the same for all three annual reports. A sample First Nations' NCB Report on Reinvestment is included on page 27.

Following is a guide to assist with completion of these three reports:

First Nation Name/Number/Period:

Fill in the name of the First Nation or agency responsible for administering NCBR for each project and the year for which the report is being made. This information is required for accountability purposes. *Source: Band Name System*

Annual Amount of the Reinvestment Fund:

Indicate the annual amount of funds available for reinvestment project(s).

Name of NCBR Project(s) Developed:

Provide the name of the type of reinvestment project developed and indicate whether the project is new or continuing from a previous year.

Activity Areas Targeted in this Report:

Indicate which of the five activity areas listed were targeted in this report. The type of reinvestment projects include: childcare, child nutrition, support for parents, home-to-work transition, cultural enrichment.

Purpose of the Project:

Provide a short description of the objectives of each project.

Results or Accomplishments of the Project:

Provide a description of the results or accomplishments of the project as compared to the original objectives. Include information on the number of jobs created, etc.

Number of Families and Children:

Provide the number of families and children under the age of 18 who benefited from the NCBR funding. Where other sources are used to fund the project (e.g. Department of Human Resources and Skills Development, Health Canada), note only the number of families/children who benefited from the NCBR portion of the funding.

The person preparing the form should sign and date it when completed.

SAMPLE

**NATIONAL CHILD BENEFIT (NCB)
FIRST NATIONS ANNUAL REPORT ON REINVESTMENT
First Nations Funded Income Assistance on a REIMBURSEMENT Basis**

For the Fiscal Year _____

First Nation Name	First Nation Number
Name of Reinvestment Project Developed: _____	Annual amount of reinvestment fund: \$ _____
<input type="checkbox"/> new or <input type="checkbox"/> continuing	
Please check which one or more of the five activity areas were targeted in this report: <input type="checkbox"/> Child Nutrition <input type="checkbox"/> Childcare <input type="checkbox"/> Support for Parents <input type="checkbox"/> Home-Work Transition <input type="checkbox"/> Cultural Enrichment	
Purpose of Project	
Results or Accomplishments of Project	
No. of families who benefited from the reinvestment project:	No. of children under 18 who benefited from the reinvestment project:

The information provided is accurate to the best of my knowledge:

Name/title:	Signature:	Date:
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SECTION C – INFORMATION ON THE NCBR INITIATIVE

C – 1 INTRODUCTION TO THE NCBR

This guide has been developed to assist First Nations with developing one or more proposals for the First Nations' National Child Benefit Reinvestment (NCBR) Initiative.

The National Child Benefit (NCB) was introduced in 1998 following an agreement by federal, provincial and territorial Ministers responsible for Social Services and First Nations to work together to address child poverty in Canada.

This initiative has two applications:

- 1) The NCB Supplement which is administered by the Canada Revenue Agency and is provided to all low-income families with children, including those living on reserve, that have filed an income tax return and meet the income test.
- 2) The NCB Reinvestment Initiative. In accordance with Provincial/Territorial legislation, First Nations income assistance payments can be regulated in order to result in savings. These savings are then reinvested in projects that increase services and benefits for low-income families with children, living on reserve. The NCBR allows First Nation communities to establish reinvestment projects that respond to the identified needs of their people, according to their own priorities. NCBR projects are funded annually for the fiscal year period of April 1 to March 31.

C - 2 OBJECTIVES OF THE NCBR INITIATIVE

The NCBR was implemented in July 1998 and is a joint federal/provincial/territorial initiative that supports children and families. First Nation communities develop NCBR projects based on the following three objectives of the NCB:

- Help prevent and reduce the depth of child poverty.
- Provide employment incentives to ensure that low-income families with children become more self-sufficient.
- Reduce overlap and duplication through the simplified administration of benefits for children.

The NCBR allows First Nations to plan, design and implement innovative community-based projects that respond to the specific and unique needs of the community, while meeting the overall purpose of the NCB by enhancing the quality of life for low-income families.

First Nations can design projects that meet community needs and priorities. Eligible activities areas funded through the NCBR are:

- Childcare
- Child nutrition
- Support for parents
- Home-to-work transition
- Cultural enrichment

Please refer to Section C-3, below, which provides details on these five activity areas.

C - 3 NCBR ACTIVITY AREAS

Eligible NCBR projects fall into five activity areas:

Childcare

This area includes activities that cover the costs of developing new and enhancing existing day care services. Such initiatives allow more families with low incomes to gain access to day care spaces or to have their share of child care costs reduced.

Examples include:

- enhancements to existing day care services; and
- increasing day care spaces and child care for children of parents completing employment or training programs.

Child Nutrition

Improve the health and well-being of children by providing school meal and snack programs (available for children who are pre-school, in-school or out-of-school). This activity area also includes education to parents on family nutrition and meal preparation. Examples include:

- educational programs aimed at nutrition;
- food hampers; and
- meal programs (hot lunches, breakfasts and snacks) provided in schools, nurseries, play groups, support centre, etc.

Support for Parents

Offer early intervention for parents to help their children with a healthy start in life.

Examples include:

- parenting programs;
- drop-in centers for parents and children; and
- parent and child activities.

Home-to-Work Transition

Offer training opportunities to increase the skill level of parents and/or eligible youth which can increase their chances of obtaining work. Examples include:

- employment and training programs,
- youth summer work programs; and
- personal development workshops (e.g. job-readiness training).

Cultural Enrichment

Offer classes for traditional teachings and support programs for youth; available to children who are pre-school, in-school or out-of-school. Examples include:

- cultural teachings;
- family and community support such as life skills; and
- traditional gatherings.

Reinvestment funds can be used to complement funding available to First Nations from other sources as long as the project falls within one of the five activity areas.

Some examples of successful NCBR projects include:

Childcare

- Child care supplement for single parents in training (direct subsidies to parents are not provided).

Child Nutrition

- Promoting healthy childhood growth and development through nutrition programs.
- Hot lunches for the Head Start program.

Support for Parents

- A drop-in centre to give youth a place to meet and associate with their friends.
- Skill development opportunities for parents that promote positive parent-child relationships.
- Workshops on the prevention of substance abuse; youth and sexuality; and fetal alcohol syndrome.

Home-to-Work Transition

- A summer employment program for students who plan to return to school in the fall. The earnings enabled students to purchase goods such as school supplies.

Cultural Enrichment

- A local project to integrate the community child-centered and youth-centered programs and cultural programs.
- Workshops that teach traditional food gathering and preparation.

C – 4 WHAT IS NOT ELIGIBLE

Activities not eligible for reinvestment funds include:

- Direct subsidies to parents.
- Programs and services not targeted to low-income families with children.
- Housing.
- Capital expenditures such as repair/purchase of buildings.
- Infrastructure.
- Clothing.
- Recreation expenditures such as funding for sporting teams or events.
- Paying down any debt.

Appendices

GLOSSARY OF TERMS

- 1) **National Child Benefit (NCB)** was introduced in 1998 following an agreement by federal, provincial and territorial Ministers responsible for Social Services and First Nations to work together to address child poverty in Canada. The objectives of the NCB are to:
 - help prevent and reduce the depth of child poverty;
 - provide employment incentives by ensuring that low-income families with children will become more self-sufficient; and
 - reduce overlap and duplication through the simplified administration of benefits for children.
- 2) **National Child Benefit Reinvestment (NCBR) initiative funds** are from a recovery mechanism that regulates income assistance payments and the NCB Supplement which can result in savings. These savings provide funding for reinvestment projects which address the depth of child poverty, provide incentives to work.
- 3) **National Child Benefit Supplement (NCBS)** provides additional income support to all low-income families with children who filed their income taxes whose family income is not more than the maximum allowable. Payments are adjusted each July to reflect changing family circumstances.
- 4) **National Child Benefit Reinvestment (NCBR) Projects.** In accordance with the core objectives of the NCB, the savings from the adjustment to income assistance and the NCBS are reinvested in new or improved benefits and services for low-income families with children, living on reserve.
- 5) **First Nations Administering Authorities** are organizations that administer on behalf of First Nations. This includes Band Councils; Tribal/District Councils; incorporated political/treaty/First Nation organizations; public or private organizations engaged by or on behalf of First Nation communities; and federal, provincial or municipal agencies engaged by or on behalf of First Nation communities.
- 6) **First Nations National Reporting Guide (FNNRG)** is a generic reference manual for Indian and Northern Affairs Canada (INAC) national program reporting requirements. INAC regional offices will provide information on reporting to First Nations to assist them in complying with their funding agreements. The *Reporting Guide* is applicable to recipients funded under:
 - Comprehensive Funding Arrangements;
 - Alternative Funding Arrangements;
 - Financial Transfer Agreements;
 - Canada/First Nations Funding Agreements; and
 - DIAND First Nations Funding Agreements.

- 7) **Canada Child Tax Benefit (CCTB).** The Government of Canada funds the CCTB, aimed at all low- and middle-income families (about 80% of Canadian families with children). Over and above the CCTB (the base benefit), the NCB provides additional benefits (NCBS) specifically for low-income families with children (about 40% of Canadian families with children through the NCBS).
- 8) **Income Assistance** is a needs-tested support administered by provincial and territorial governments and is also referred to as social assistance or welfare.
- 9) **Fiscal Year** is a 12-month accounting period that does not correspond to the calendar year; it begins on April 1 and ends March 31.

FREQUENTLY ASKED QUESTIONS

Q.1 What is the National Child Benefit (NCB)?

A.1 The National Child Benefit is a federal/provincial/territorial initiative. It includes both the NCB Supplement and the NCB Reinvestment initiatives. It has three objectives:

- help prevent and reduce the depth of child poverty;
- provide incentives to work by ensuring that low-income families with children will always be better off as a result of working; and
- reduce overlap and duplication through the simplified administration of benefits for children.

Q.2 How do parents apply for the NCBS?

A.2 They must file an income tax return and meet the income test regulated by the Canada Revenue Agency (CRA). The CRA also defines low-and middle-income and this information is available on their Web site www.cra-arc.gc.ca

Q.3 How does the NCBR benefit a First Nation community?

A.3 The NCBR allows First Nation communities to design culturally relevant reinvestment projects that respond to the distinct needs of their people, according to their own priorities, and in a manner, time and place of their choosing while dealing with child poverty.

Q.4 Does accessing the NCBR affect income assistance adjusted payments?

A.4 First Nation families receiving income assistance continue to receive the same amount of income and are also eligible for NCBR community-based projects and services.

Q.5 Who is eligible to benefit from NCBR projects?

A.5 All low-income families with children under the age of majority living on reserve are eligible to benefit. Other members of the community may also participate in NCBR projects as long as they fall within the range of the intended group of participants (e.g. youth, working parents, etc.).

- Q.6** Can NCBR funding be used to complement existing programs and services?
- A.6** Yes, NCBR funds can be used to complement funding available to First Nations from other sources (e.g. childcare) as long as it deals with child poverty.
- Q.7** What are the First Nations' NCBR projects?
- A.7** Reinvestment projects refer to the community-based projects and services designed by First Nations to meet the needs of low-income families with children, living on reserve. The initiatives must be consistent with the objectives of the NCB.
- Q.8** How do First Nations report to INAC on NCBR projects?
- A.8** First Nations must provide an annual report on reinvestment initiatives. Reporting requirements are outlined in the *First Nations' National Reporting Guide* and in the *Regional Reporting Guides*.
- Q.9** What is the data gathered in the annual report used for?
- A.9** This information is included in the annual *Federal/Provincial/Territorial NCB Progress Reports* and the annual *First Nations' NCBR Progress Reports*. The reports confirm how First Nations reinvest their NCBR funds and are used to assess the impact of the initiative on low-income families living on reserve while highlighting best practices.
- Q.10** Where can I get more information on the NCBR?
- A.10** Please contact your INAC regional office (refer to page 23 for details).
- Q.11** Can unused NCBR funds be carried over to the next fiscal year?
- A.11** No, NCBR funds must be spent in the fiscal year within which they are assigned. Unused funds need to be returned to INAC.
- Q.12** How many times can we fund the same project?
- Q.12** There is no limit to how many times the same project can be funded as long as funds are spent within the same fiscal year and within the allocated budget.
- Q.13** How many NCBR projects can be implemented during the fiscal year?
- A.13** The community can implement as many NCBR projects as their budget can afford.

SELF-EVALUATION (Optional)

Self-evaluation is an optional process. It enables the First Nations administrative authority to:

- evaluate their own projects;
- measure progress;
- identify potential partnerships;
- identify successes and activities/processes that can be used for future projects;
- identify areas/activities that can be enhanced or improved; and
- share information on the impact and success of NCBR projects with the community.

A self-evaluation is ideally completed at two points during the duration of the NCBR project.

- 1) Mid-way through the project implementation to determine whether the project is progressing as planned. This will help to identify if there are any areas where adjustments must be made in order to complete the project as planned. Some of the questions that can be considered at this point are:
 - ✓ Why is this project being undertaken?
 - ✓ Is progress being made?
 - ✓ Does the project schedule and work plan allow for change?
 - ✓ Is the project on schedule? If not, what should be done to meet the deadline(s)?
 - ✓ Are the resources (i.e. staff, supplies, space) adequate? If not, what additional resources are needed and how can they be secured?
 - ✓ Are roles and responsibilities being respected?
- 2) After the project is complete to confirm whether the project was successful in meeting the NCBR and community objectives. Some of the questions that can be considered after the project is complete are:
 - ✓ Why was this project being undertaken?
 - ✓ Did the project progress as planned? If not, what impacted progress of the project and why?
 - ✓ Did the project schedule and work plan allow for change? If not, what could be done differently on future NCBR projects?
 - ✓ Were the resources adequate? If not, what additional resources should have been provided?
 - ✓ Were roles and responsibilities respected? If not, what could be done differently on future NCBR projects?

- ✓ Did the planned activities take place? If not, what activities occurred instead and why?
- ✓ Was the project age-appropriate?
Did the project activities meet the expected results identified in the proposal?
- ✓ What lessons were learned (successes, areas for enhancement/improvement, activities or processes that can be used for future NCBR projects)?
- ✓ Are there any 'next steps' that will come out of this project?

RESOURCES

INAC Regional Offices

Please contact your NCB representative or Financial Services Officer at the applicable INAC regional office.

Alberta Region Indian and Northern Affairs Canada 630 Canada Place, 9700 Jasper Avenue Edmonton, AB T5J 4G2 Tel: (780) 495-2826 Fax: (780) 495-3779	Atlantic Region Indian and Northern Affairs Canada 40 Havelock Street, PO Box 160 Amherst, NS B4H 3Z3 Tel: (902) 661-6339 Fax: (902) 661-6237
British Columbia Region Indian and Northern Affairs Canada Suite 600, 1138 Melville Street Vancouver, BC V6E 4S3 Tel: (604) 775-5100 or 1-800-665-9320 Fax: (604) 775-7149	Manitoba Region Indian and Northern Affairs Canada Room 200, 365 Hargrave Street Winnipeg, MB R3B 3A3 Tel: (204) 983-3807 Fax: (204) 984-4869
Ontario Region Indian and Northern Affairs Canada Arthur Meighen Building 5 th Floor, 25 St. Clair Avenue East Toronto, ON M4T 1M2 Tel: (807) 624-1559 Fax: (807) 628-8079	Quebec Region Indian and Northern Affairs Canada Jacques-Cartier Complex 320 east, St.-Joseph Street, Office 400 Quebec, QC G1K 9J2 Tel: (418) 951-3362 Fax: (418) 648-3144
Saskatchewan Region Indian and Northern Affairs Canada Room 200, 1 First Nations Way Regina, SK S4S 7K5 Tel: (306) 780-7776 Fax: (306) 780-6540	Yukon Region Indian and Northern Affairs Canada Room 415C, 300 Main Street Whitehorse, YT Y1A 2B5 Tel: (867) 667-3336 Fax: (867) 667-3384

Websites

Assembly of First Nations – www.afn.ca

Canada Child Tax Benefit – www.cra-arc.gc.ca/benefits/childbenefit-e.html

Canada Revenue Agency – www.cra-arc.gc.ca

Department of Social Development (formerly HRDC) – www.sdc.gc.ca

INAC – www.ainc-inac.gc.ca

National Child Benefit Website – www.nationalchildbenefit.ca

Social Union Framework Agreement – www.socialunion.gc.ca

SAMPLE COMPLETED PROPOSAL

a) Applicant Information

Jennifer Diamond
Director, Community Wellness Programs
Spirit River First Nation
Box 400, Spirit River, AB T0H 1K0
Phone: 780-555-5555
Fax: 780-555-4444
Email: jdiamond@spiritriver.ca
First Nations Number: 555:2003/2004

b) Project Title - Nutrition and Home Management Workshops (new project)

c) Duration/Time Frame of Project - April 1 to July 31, 2004

d) Objectives of the Reinvestment Project

Six regularly scheduled meetings will be held by the community wellness team to provide young mothers with basic home management skills including budgeting, planning and shopping for nutritious meals, and food preparation and storage.

☒ Child Nutrition ☐ Childcare ☐ Support for Parents ☐ Home-Work Transition ☐ Cultural Enrichment

e) Expected Results

The workshops will be open to parents with children up to 18 years of age. Space for up to 40 participants will be available. Participants will have the opportunity to watch demonstrations on how to prepare nutritious meals and snacks and discuss methods of safe storage. Participants will also have the opportunity to practice budgeting, planning and shopping for nutritious meals, and food preparation.

f) Project Activities / Work Plan

Activity	Time Frame	Responsibility of: (Person/Department)
Confirm location, schedule, staff resources and agenda for meetings	April 1 to April 30	Community Wellness Program Director
Prepare supporting resources (handouts) for meetings	April 15 to May 15	Wellness Program Director Nutritionist Finance Officer
Promote/advertise meetings	May 1 to 15	Wellness Program Staff
Conduct six meetings. Includes 2 field trips to local grocery stores, 2 workshops in community kitchen.	May 15 to June 30	Wellness Program Director Nutritionist Finance Officer
Evaluate the success of the meetings and report findings	July 1 to July 31	Wellness Program Director

g) Evaluating the Project

An evaluation will be conducted with participants at the end of the six workshops to determine how they have increased their skills and knowledge with respect to planning and preparing nutritious meals and snacks for their families. The Director, Community Wellness Programs will also report her observations of successes/areas for improvement in the project.

h) Financial Information

- Budget

Resources (meal planners, recipes, equipment)	\$ 800.00
Supplies (groceries)	1,200.00
Busing (field trips)	350.00
Lunches (field trips)	400.00
Administration	250.00
Total	\$3,000.00

- Cash Flow Forecast

Budget Item	Budget Amount	Cash Flow April	Cash Flow May	Cash Flow June	TOTAL
<i>Resources</i>	800.00	800.00	---	---	800.00
<i>Supplies & Meals</i>	1,600.00	1,600.00	---	---	1,600.00
<i>Busing</i>	350.00		350.00	---	350.00
<i>Administration</i>	250.00			250.00	250.00
TOTAL	3,000.00	2,400.00	350.00	250.00	3,000.00

- Other Sources of Funding - N/A

i) Reporting

The Director, Community Wellness Programs will provide a financial report and the evaluation report by August 31, 2004.

j) Signature / Date

SAMPLE PARTICIPANT EVALUATION/QUESTIONNAIRE

1. To what extent do you feel you have improved your skills, knowledge or ability to
(Insert project objective here) (Please circle one response):

1	2	3	4	5
Not at all				Completely

2. Please describe which part of the project you felt benefited you the most:

3. Are there any activities you would like to see added? Check either: Yes___ No___

If you answered yes, please describe what activities you suggest be added:

4. Are there any activities you would like to see deleted? Check either: Yes___ No___

If you answered yes, please describe what activities you suggest be deleted:

5. Any other comments?

Thank you for taking the time to complete this questionnaire!

SAMPLE – COMPLETED FIRST NATIONS ANNUAL REPORT ON REINVESTMENT

First Nation Name Spirit River First Nation	First Nation Number CFA #555-2003/2004
Name of Reinvestment Project Developed: Nutrition and Home Management Workshops <hr/> <input checked="" type="checkbox"/> new or <input type="checkbox"/> continuing	Annual amount of reinvestment fund: <div style="text-align: center;">\$ <u>3,000.00</u></div>
Please check which one or more of the five activity areas were targeted in this report: <input checked="" type="checkbox"/> Child Nutrition <input type="checkbox"/> Childcare <input type="checkbox"/> Support for Parents <input type="checkbox"/> Home-Work Transition <input type="checkbox"/> Cultural Enrichment	
Purpose of Project	
Six workshops to provide parents of young children with home management skills focusing on child nutrition. Workshops include information on budgeting, planning and shopping in order to prepare nutritious meals and food preparation and storage. Two field trips were included to local grocery stores to observe how to select affordable and nutritious meal and snack items, understand product labeling, etc. Two workshops were held in the community kitchen where the Nutritionist demonstrated food preparation and storage techniques and participants practiced preparing meals and snacks.	
Results or Accomplishments of Project	
- Provide parents with information /tools on how to plan for and prepare nutritious meals and snacks	
- Improved nutrition for children and families	
No. of families who benefited from the reinvestment project: 36	No. of children under 18 who benefited from the reinvestment project: 98