

Rural and Remote Employment Initiatives Fund — First Nation Business Development Capacity Application Guide



Program Overview

The objective of the Rural and Remote Employment Initiatives Fund (RREIF) is to fund initiatives that support people, businesses, communities and the workforce navigate potential and realized impacts of tariffs and other economic impacts. Programming has been designed with the goal of addressing current economic gaps and potential economic impacts created by tariffs, intending to help support people, businesses, communities and the workforce in rural and remote communities of Northern British Columbia.

The First Nation Business Development Capacity program (FNBDC) is designed to provide limited term, specialized capacity in the form of a consultant for First Nation Development Corporations (FNDC) to engage with and advance large economic development projects occurring in the area. Funding is intended to enable FNDC's to diversify, negotiate and/or capitalize on industrial projects within their territory that will result in increased opportunities for the nation (ie. increased job opportunities and revenue).

Funding for the Rural and Remote Employment Initiatives Fund has been provided by the Ministry of Social Development and Poverty Reduction.

Funding Terms and Sources

- Up to **\$75,000** grant to a maximum of **90%** of the eligible project budget.
 - The remainder is required to be funded through other contributions that are directly related to the activities in the application (see *Eligible Contributions from Applicants*)

Eligible Contributions from Applicants

Recipients are required to provide a minimum of 10% of the eligible project budget from other contributions that can come from a number of sources including:

- cash contribution from applicant
- cash contribution from third-party
- contributions from other grants
 - all other grant contributions must be declared
 - If provincial funding is received the contribution from the program **must be less** than any provincial contribution

Application Intake Deadlines

Applications are accepted on a continuous basis until the program funding has been fully allocated. The program will be available until June 30, 2027, or until the funding for this program has been fully allocated, whichever comes first.

Projects must not exceed 12-months and must complete by February 28, 2028.



This program is funded by the Government of Canada
and the Province of British Columbia.

Applications to the First Nation Business Development Capacity program will be reviewed on a first-come-first-served basis. Northern Development aims to have a decision to applicants within 30-business days of receiving a completed application.

Eligibility

Eligible Applicants

The First Nation Business Development Capacity program is available for First Nation Development Corporations within Northern Development's region. Please refer to our website for information on communities included with the [service region](#).

**The applicant must be the entity within a nation that is responsible for the development of economic prosperity (ie. creating job opportunities and revenue generation).*

Eligible Projects

For projects to be eligible, applicants must demonstrate:

- An immediate large scale economic development project occurring within the area
- The opportunity/area of the project that the nation is targeting
- The specialized capacity to be provided by an external consultant or incremental position
- How this project will result in increased employment opportunities for the region
- That the project will complete within 12-months and before February 28, 2028

Examples of eligible project types include, but are not limited to:

- Project or contract negotiating capacity
- Market research
- Business planning

Eligible Costs

Northern Development retains discretion over which projects and costs will be considered eligible and ineligible.

- Consulting fees. Consultant(s) must be in Canada
- Staff or contract wages for incremental position
 - *Detailed timesheets must be kept for all employees working on the project and must include the following:*
 - *Employee's name*
 - *Date(s) worked*
 - *Hourly rate*
 - *Daily hours – must break out the number hours worked on the project versus hours not worked on the project*
 - *Overtime hours will only be calculated at straight time (ie. four hours of overtime can be claimed as four hours at the regular rate, not six hours)*

**Paystubs and timesheets will be requested at Northern Development's discretion. We highly encourage the use of the Northern Development 'Wage Expense Breakdown Template' to track each employee's time spent on the project (found under Reporting Materials)*

- Mandatory employment related costs: CPP, EI, vacation pay (if days not provided), Pension (employer portion eligible to a maximum of 9.85%)
- Cost of travel which is deemed necessary to the performance of the project
 - Travel expenses, at economy rates, shall be charged at actual costs. To be eligible, travel costs must clearly document the purpose of each trip and be considered reasonable by Northern Development
- Meeting room rental costs directly associated with community and/or industry consultation
- Legal or accounting services directly associated with the project
- PST

Ineligibility

Ineligible Projects

Projects for regular/day-to-day economic development-related work will not be considered.

Ineligible Costs

Northern Development retains discretion over which projects and costs will be considered eligible and ineligible.

- GST
- Costs incurred (*work started and/or deposits paid*) prior to formal approval
- In-kind contributions (volunteer labour, internal equipment and/or monetized donations)
- Existing staff travel to meetings, conferences, workshops and meeting hospitality (food/beverage)
- Insurance costs
- Existing operational costs (*rent, hydro, heat etc.*) and staff wages

Application and Program Requirements

Only applications that meet these requirements will be processed. All applicants are required to confirm the following information.

- Projects must be completed within 12-months of approval

All applicants are required to submit the following information/documents.

- Completed application (to be submitted through the [Online Application System](#))
 - Detailed project budget
- **If using third-party consulting for project:** A request for proposal (and if already selected the chosen response) must be provided as an attachment to the funding application and should contain the following elements:
 - Detailed scope of work including timeline
 - Any relevant appendices
 - *If selected:* Vendor information and breakdown of cost(s) excluding GST
- **If hiring an employee for the project:** job description and workplan
- Band Council Resolution from the applicable nation
- Verification of approval from other funding sources (*e.g. local government or Band Council resolution, approval letter or contract; required prior to approval*)



- If applicable: Letter(s) of support
- If applicable: Other relevant supplemental documentation

Application Assessment

Northern Development staff undertake comprehensive due diligence reviews of each funding application received, which may include contacting relevant agencies and organizations as part of the review process.

All projects are assessed on the strength of the application, key deliverables, requested funding percentage, applicant contribution, and additional questions identified in the funding application package.

Each application will be assessed on the following:

- The extent of Northern Development's financial contribution to the eligible project budget
- The extent of the applicant's financial contribution to the eligible project budget
- Has the applicant identified an immediate need for the proposed specialized capacity as a result of a large-scale economic development project?
- Has the applicant identified how the specialized capacity will result in increased opportunities for the nation and its members (ie. job creation or increased revenue opportunities)?
- Has the applicant clearly identified what success looks like and how it will be measured?
- Has the applicant provided quote(s) supporting the entire project budget?
- Has the applicant provided evidence of broad-based support from multiple stakeholders?

Reporting and Advances

An agreement must be signed before an advance can be requested. The applicant may request advance funding up to 75% of the approved amount using the [Advance Request Form](#). The remainder of funding will be held until the project has been completed and the final reporting has been submitted and processed by Northern Development. It is important to note that should project expenditures come in under budget, or the project is not completed, the applicant may be required to repay a portion, or all, of any advances previously received under the project.

A [Final Reporting Form](#) as well as [Actual Project Expenses Template](#) must be completed by the applicant and submitted to the applicant upon completion of the project.

To Apply

Please review all program documents in detail as incomplete applications will not be reviewed.

Completed application forms with all supplementary materials are to be provided electronically through the [Online Application System](#).

Questions?

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This program is funded by the Government of Canada
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Application Requirements – Step by Step

Applicant and Project Information

- Information about you and the organization you are applying for will populate automatically. You will input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the Funding Terms section on page 1 of this application guide for information about program funding parameters.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Upload a Band Council Resolution of support, if secured.
 - Provide the scheduled meeting date for the resolution of support, if not secured.
- **If using third-party consulting for project:** A request for proposal (and if already selected the chosen response) must be provided as an attachment to the funding application and should contain the following elements:
 - Detailed scope of work including timeline
 - Any relevant appendices
 - *If selected:* Vendor information and breakdown of cost(s) excluding GST
- **If hiring an employee for the project:** job description and workplan
- Verification of approval from other funding sources (*e.g. local government or Band Council resolution, approval letter or contract; required prior to approval*)
- Upload any additional supporting documents such as letters of support or other relevant information.

Program Specific Information

- Indicate the current large-scale economic development opportunity in the area that the project is targeting and indicate if any initial conversations have occurred
- Explain the capacity that is needed for the organization to capitalize on the available opportunity, and how it will result in increased opportunities for the nation and its members (ie. job creation or increased revenue opportunities)

Capacity – Position, Wage and Workplan

**Only to be completed if you are planning to hire an employee for this project.*

- Provide the position/title, estimated length of employment, employment conditions, anticipated hourly wage and anticipated hire date
- Provide action items that this employee will be responsible for and their expected outcomes
- Indicate if the organization would consider maintaining this position in future, if successful

Capacity – Consultant

**Only to be completed if you are planning to utilize a third-party consultant for this project.*

- Provide the consultant information, anticipated consultant start date and estimated length of consultant contract
- Provide action items/deliverables and expected outcomes that the consultant will deliver

Economic Benefits - Employment

- Provide the current employment numbers for the business (full-time, part-time, and seasonal)
- Provide the projected job numbers anticipated to be created, as a result of the project (full-time, part-time, and seasonal)

Economic Benefits – Revenue Generation

- Provide the organization's current revenue
- Provide the projected revenue anticipated to be generated over the next two years
- Provide details on how the completion of the project is anticipated to influence revenue