



CIER

Centre for Indigenous
Environmental Resources

WRITING SUCCESSFUL PROPOSALS

Braiding Environmental Knowledge Workshop
March 19th , 2024

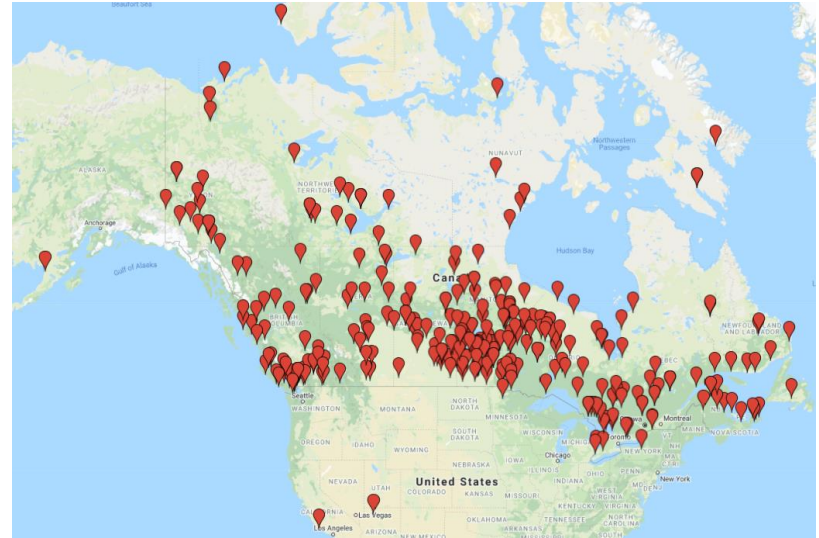
OUTLINE

- Background on CIER
- Turning Ideas Into Projects
- Searching for Funders
- Proposal Writing
- When Funding is Received
- Reporting
- Operation & Maintenance of Solid Waste Assets & Services (OMSWAS)



Centre for Indigenous Environmental Resources

- Founded in 1994 by 10 First Nations Chiefs from across Canada
- Completed over 450 projects with over 300 Indigenous Nations across Canada
- Two program areas:
 - Protecting Lands and Waters
 - Building Sustainable communities



A blue-tinted landscape featuring a field of tall grasses in the foreground, a small stream or path winding through the middle ground, and a dense forest of evergreen trees in the background under a clear sky.

TURNING IDEAS INTO PROJECTS

TURNING IDEAS INTO PROJECTS



- Projects start with an idea
- An idea could be big or small:
 - Develop a recycling program
 - Become a more sustainable community
- This part is fun: be creative and don't be afraid to 'blue sky' and dream!
- Talking to other people in the community is a great way to develop ideas

VISIONING

Visioning is brainstorming the future. Ask yourself and each other:

- **Where are you now?**
- **Where would you like to be?**

GOALS & OBJECTIVES

A **goal** is...

- Broad
- Long-term
- Aimed at achieving your vision

• An **objective** is...

- Specific, measurable...SMARTER
- Shows how you will achieve your goal

Specific

Measurable

Accountable

Realistic

Time-framed

Exciting

Recorded



ASSET MAPPING

- Asset mapping helps figure out the resources available to work towards your goal.
 - **Assets** are can be people, items, resources, infrastructure, skills...
 - **Asset mapping** identifies what is available
 - Asset mapping promotes community participation

ACTIVITIES

- **Activities** are the actions you take to meet your objectives

Example

- Goal: increase recycling
- Objective: 80 percent of households are recycling within two years
- Activities: hold workshops, distribute blue bins, provide pamphlets



DELIVERABLES

- **Deliverables** are outputs
 - Something concrete that is produced from the project
- They are produced by activities and help achieve the objectives
- Important for reporting to the funder

Example

- Goal: increase recycling
- Objective: 80 percent of households are recycling within two years
- Activities: hold workshops, distribute blue bins, provide pamphlets
- Deliverables: workshop summaries, blue bins delivered, three pamphlets

TIP

It is easy to mix up objectives and deliverables. Just remember:

Objectives are like mini goals (they say what you will achieve).

Deliverables are the physical items that you produce.

A blue-tinted photograph of a pond. In the foreground, a large lily pad is visible. On the right side of the lily pad, a large spotted frog is perched. In the lower-left area of the pond, a smaller frog is visible in the water. The text "SEARCHING FOR FUNDERS" is overlaid in the center of the image.

SEARCHING FOR FUNDERS

FUNDING

You have a great project idea, now you need...



PLANNING FOR FUNDING

- It is a good idea to have a few funders in mind right at the outset
- Good sources of funding include:
 - Federal government
 - Provincial government
 - Non-profit organizations
 - Foundations

FINDING FUNDING

- Google is your best friend
 - Find keywords that fit your project
 - E.g. 'First Nation', 'recycling', 'climate change'
- Look on government websites
- Be creative – you will almost always need to reframe your project a bit to fit with a funding source
- Use **Appendix B** of the workbook
- Don't be afraid to reach out to funders!

KEEP TRACK

A	B	C	D	E	F	G	H
Status	Funding Source	Funder	Administrator	Deadline	Contact	Potential Purpose	Notes
Successful	Indigenous and Northern Initiatives Fund	Prov	Prov	07-Feb-20	Phone: (204) 945-7569 Email: INRgeneral@gov.mb.ca	Community Engagement	
Successful	Lake Winnipeg Basin Program	Feds (ECCC)	Feds	17-Mar-20	Dana Hay, B.Ed Lake Winnipeg Basin Program (204) 983-7040	Feasibility Study	
Successful	Conservation Trust	Prov	MHHC	10-Apr-20	204-784-4354 (Toll free 1-833-323-4636) or CTinfo@mhhc.mb.ca	Natural infrastructure pilot projects	Some 2020 projects approved; unclear where we stand; I have contacted MHHC to find out
Pending	Conservation and Climate Fund	Prov	Prov	31-Jul-20		CLI water quality trading	
Pending	Connaught Fund	Academic	Academic	Closed	cathy.fournier@utoronto.ca	Funding for studying IK in natural infrastructure design and construction	Received
Pending	Green Municipal Fund	Feds	FCM	Ongoing		Feasibility Study	
Declined	EcoAction	Feds (ECCC)	Feds	03-Mar-20	Phone: 204-984-5952 or 1-800-567-1570 (toll-free) E-mail: ec.ecoactionouestnord-ecoactionwestnorth.ec@canada.ca	Feasibility Study	
Declined	Mott Foundation	Non-profit	Non-profit	Ongoing		CLI water quality trading	
	RBC Tech for Nature	Private	Private	15-Feb-21		Feasibility Study	Check with Karen Kun (WIL) for contact at RBC
	Ontario Water Consortium						Ask Brenda Lucas about funding opportunities
	Investing in Canada Infrastructure Program (ICIP)	Feds (IC)	Prov	Not announced	Manitoba Strategic Infrastructure Secretariat Phone: 204-945-4074 or toll-free: 1-800-268-4883 Email: ICIP@gov.mb.ca	NI	No upcoming calls for proposals in Manitoba
	Disaster Mitigation and Adaptation Fund	Feds	Feds		infc.dmaf-faac.infc@canada.ca		Unclear when new funding window opens, but it is in McKenna's mandate letter
	Sustainable Development Goals Program	Feds (ESD)	Feds	Closed			

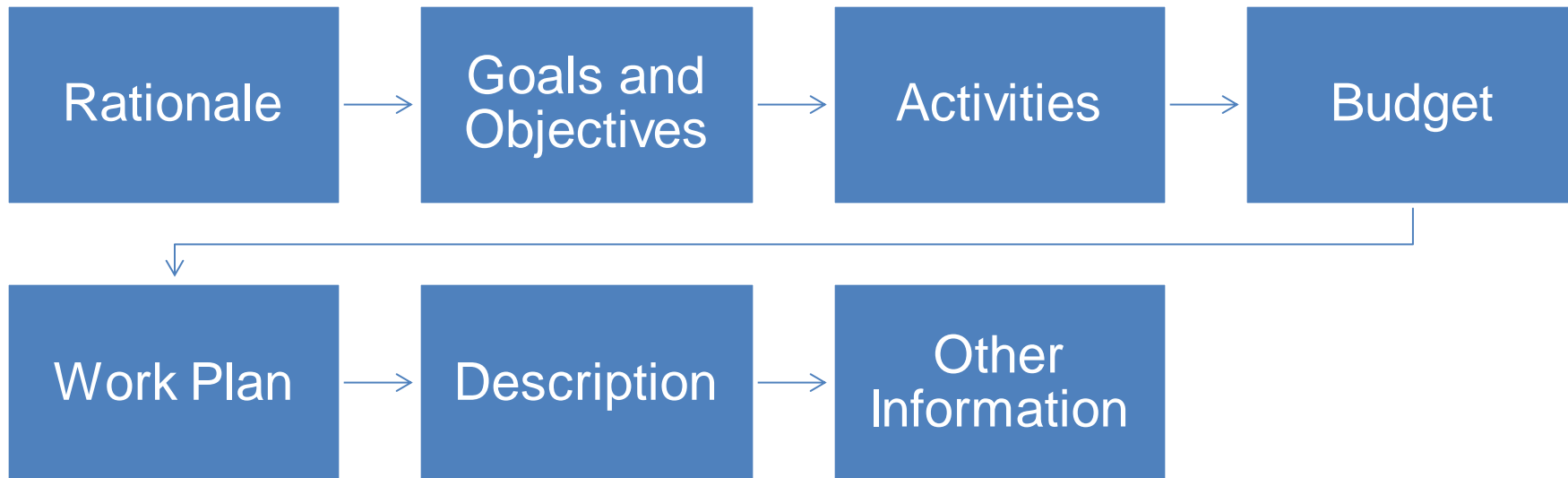
A blue-tinted photograph of a small bird perched on a pine branch. The bird is facing left and has a white breast with dark streaks on its wings and back. The background is a dense, out-of-focus pine forest. The text "PROPOSAL WRITING" is overlaid in white, bold, sans-serif font in the center of the image.

PROPOSAL WRITING

WRITING A PROPOSAL

- Every proposal is different, but they all have similarities
- Writing a proposal is just taking your project plan and fitting it into a new format

TYPICAL PROPOSAL STRUCTURE





RATIONALE

Rationale: *Provide a brief background that will provide context for why your community needs to undertake this work. Include information about work done to date or if this funding request is part of a larger activity. Maximum 250 words*

GOALS, OBJECTIVES & ACTIVITIES

- List your project's goals and objectives
- List the activities that will take place in order to accomplish your goals/objectives

TIP

Always use very clear and direct language:

The goal of this project is A. To accomplish A, we will achieve BCD objectives. Each objective will be achieved by carrying out the following activities:



BUDGETING

10 Tips for Creating a Budget:

1. Create two budgets: one for planning purposes, the other for the funder.
2. Create a budget item for each major activity.
3. Be realistic with each activity.
4. Give yourself enough time (salary hours) and equipment to complete each activity.
5. Include a detailed description of each item.
6. Reserve some funds in case activity costs are more than expected (contingency).
7. Get help and ask questions if you are unsure about an activity.
8. Look for in-kind support.
9. Double-check your math and consult with your finance department for feedback and make the suggested changes
10. Let the funder know if you need to make changes.



RECAP

- Turning ideas into projects
- Searching for funding
- Proposal writing

WORKPLAN

Activity #	Description	Timeline	Status	Factors affecting timing and completion	Led by	To be reported (measures of success)	Details	Questions
1	EXAMPLE: Contract the services of three adults or Elders to become trainers	May 21	Completed	None	Mary	Copy of job posting	Contract posting put on the website, Facebook and bulletin boards	How many applicants? Who can apply?
2	EXAMPLE: Design a series of five youth workshops	June 31	In Progress	Summer holidays and election	CIER Staff and Mary	Description of each workshop, list of activities completed and photos	Work with three contracted adults, the staff from the community freezer, and CIER to design the five workshops	What equipment do we already have that we can use during the workshops?
3	EXAMPLE: Organize a harvester/gatherer workshop	July 15	Not Started	Holidays and people going out to their camps	Mary	Workshop Agenda, # of workshop attendees, workshop report	One workshop held at the band office with an open invitation to harvesters and gatherers	Where?

PROJECT DESCRIPTION

- Describe how you see the project taking place in your community
- Provides essential information on the project background
- Describe the project's location, its intent, the specific goals and objectives, and what you hope to achieve from the project

In other words...

A description is a summary of the whole project in plain language.

It might be at the beginning of the proposal, but often you would write it at the end...complete depends how you prefer to work!

OTHER INFORMATION

- Some proposals may ask for:
 - Band Council Resolution
 - Letters of Support
 - Equipment quotes
 - Examples of previous work
 - Resumes



WHEN FUNDING IS RECEIVED

FUNDING TERMS

- Carefully read Contribution Agreement, sign and send back to funder
- The contribution agreement is important to reference **throughout your project**
- Your contribution agreement tells you:
 - The deliverables you committed to
 - When you will receive funding
 - Reporting requirements
 - And more!

OTHER THINGS TO DO

- Revisit your project plan
- Develop a tracking sheet
- Keep track of your finances
- Create a contact list
- Familiarize yourself with reporting requirements

REPORTING

A dark blue, monochromatic landscape photograph of a lake at night. The water is calm, reflecting the dark silhouettes of evergreen trees on the right and snow-capped mountains in the distance. The sky is filled with soft, dark clouds, and the overall mood is serene and quiet.

REPORTING

- Check your contribution agreement
- In most cases, the funder will provide a template
- Attach photos, deliverables, etc.

TYPES OF REPORTING

- Narrative report
 - Tell a story
 - Be honest about challenges
 - Track outcomes *beyond* what you committed to
 - Attach photos, deliverables, etc.
- Financial report
 - Track spending throughout project
 - Always report against original budget
 - Changes are often fine with rationale; check with funder

FIRST NATION SOLID WASTE MANAGEMENT INITIATIVE (FNSWMI) FUNDING CATEGORIES

Planning

- Land Use Plans
- Solid Waste Management plans
- Investment plans
- Feasibility Studies

Capacity & Training

- Site Operators
- Community Champions
- Educational materials for community
- School Awareness programs
- Signs
- Videos, podcasts

Programs & Partnerships

- Support development & Implementation of Municipal Type Service Agreements or other partnership arrangements

Infrastructure & Assets

- Rehabilitation of existing waste sites
- Design & Construction of Transfer Stations & Landfills
- Purchase of equipment

Operation & Maintenance

- Provide adequate O & M for collection, disposal and diversion of waste.
- Site Operators
- Assets associated with trucks, transfer stations and landfills, etc.

OMSWAS FUNDING CATEGORIES

- Facility Operations
- Collection & Hauling Operations & Maintenance
- Overheard (e.g., Hydro, insurance, etc)
- Minor Equipment Purchases & Materials
- Services (e.g, paid to a third party, MTSA)
- Salaries & Wages
- Training
- Community Education, Awareness & Participation (e.g., one time community clean up).



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PROPOSALS AND PROPOSAL WRITING:

Indigenous Services Canada / Services aux Autochtones Canada		Operation and Maintenance of Solid Waste Assets (OMSWS)		Application Form		Fiscal Year 2023-2024		1	
A APPLICANT/PROponent INFORMATION									
Contact Information					Applicant Eligibility:				
Name:					<input checked="" type="radio"/> First Nation				
Associated First Nation (if application submitted by Tribal Council or Organization on behalf of First Nation(s))					<input type="radio"/> Tribal Council				
					<input type="radio"/> First Nations Organization				
Contact name and title:				Phone:		Fax:			
Mailing Address:				Email:					
B PROJECT DESCRIPTION									
Project Title:							Date of application:		
Description of the Project									
Provide a high-level overview describing the proposed activities and/or scope of work.									
Status of Existing Waste Management Situation & Previous Funding History									
What is the current waste management situation in the community of the communities that this application is intended to support? <i>Please include where available details such as type of waste system (single, multiple streams, direct haul, etc.), equipment currently available to the facility and/or collection system, overall site condition, number of staff involved in program, types of materials diverted/recycled, etc.</i>									
Have you or the community received previous funding from Indigenous Services Canada's First Nation Solid Waste Management Initiative (FNSWMI) and/or Operation and Maintenance of Solid Waste Assets (OMSWS) Program?								<input type="checkbox"/> Yes	
If yes, please provide details of the project(s), funding amount, and fiscal year it was received.								<input type="checkbox"/> No	
Integrated Solid Waste Management Plan									
Does the community have an Integrated Solid Waste Management Plan (ISWMP)? <i>The Integrated Solid Waste Management Plan (ISWMP) is a document that serves as a roadmap for implementing an integrated solid waste management system in a community.</i>							If Yes, when was it completed? [YYYYMMDD]		
<input type="checkbox"/> Yes <input type="checkbox"/> No									

FUNDING PROPOSALS

Nine Steps:

1. Project Title
2. Background
3. Project Description
4. Objectives of Project
5. Activities
6. Deliverables
7. Budget
8. Timeline
9. Contact

1. PROJECT TITLE

- Give your project a name.
- Make the project name simple and fun.
- The project name should be something you like and feels right to you and/or your community.
- The title should reflect the funding program you are applying for.
- Sometimes it is easier to give a name to your project once you have completed the other sections.

1. PROJECT TITLE

Example:

Big River First Nation Community
Waste Workshops

2. BACKGROUND/STATUS OF WASTE MANAGEMENT SYSTEM/PREVIOUS FUNDING HISTORY

- Provide some information about the state of the waste site/system in the community.
- Explain what has occurred in the past or how this project has come about and why.
- You do not have to provide a lot of information.
- Provide just enough information to help the reader/funder understand the need for the project (e.g., ISC or other funding agency)
- Provide 1-2 short paragraphs or 3-5 bullet points.

2. BACKGROUND

Example:

Dealing with waste in our community is a big challenge. Big River First Nation is only accessible by air or winter road. The waste site is located beside the lake and has been used for 30 years. We have put all our garbage there for years and people are concerned about the effects on the lake. Most people use the lake to fish for food for their families. We recently built the **Big River Community Centre and Elder Lodge** and we now have a space and an Elder to help our community start to talk about the problem.

3. PROJECT DESCRIPTION/SUMMARY:

- Provide a description of how you see the project take place in your community.
- Tell us how it will roll out.
- Provide the 5 Ws of project
 - Who – who is involved with the project
 - What – what is the project all about
 - When – when will the project occur (what is the timeline/timeframe)
 - Where – where will the project occur
 - Why – why is the project important, why are certain people involved, why will the project occur over a certain amount of time, why is the location important.
- This section does not have to be very long, but it should answer most of the 5 Ws.

3. Project Description/Summary:

Example:

Who

The **Band Manager and Elders** of Big River First Nation would like to hold workshops in the community **to identify some of the problems with the waste site** and come up with some ideas of how to clean it up. **We would like to have 5 different workshops in the community** next year (2018-19). The workshops will take place at the **Community Centre and Elder Lodge** and will work with 5 different groups. These groups would include:

Why

When

Where

What

Who

- **Youth** at the school (ages 12-18) & Junior Chief and Council (September)
- **Chief and Council** (October)
- **Businesses** (Northern Store, Joe's Garage, and Donny's Fish Shack)(November)
- **Young Mom's** at the Health Start Centre and Daycare (December)
- **Little River Community Council** (community next door) (January)

The workshops will be one day each. Food and snacks will be provided to all the people who attend. **We will have traditional teachings from the Elders in the morning and then brainstorming sessions in the afternoon. Each participant will be assigned some homework before the workshop. They will have to visit the waste site and write down what they see are some of the problems. After each session the information will be recorded and compiled into a report. This project and report will help us figure out our next steps in tackling our big waste pile and problems.**

How

4. OBJECTIVES OF THE PROJECT/COMMUNITY BENEFITS

- State the intent of the project.
- List what you hope to achieve from the project. What is it you want the project to achieve for your community? How will it benefit the community.
- This can be the most challenging part of a proposal. You really have to think about what it is you want to do and how you are going to do it.

Example:

The intent of this project is to find solutions to deal with our waste site and to curtail any negative environmental effects it may have on the lake.

The specific objectives of the project include:

- To obtain information from the different users of the site to understand what is disposed of at the site and why.
- To begin open and honest discussions with our community members, neighbours and businesses about the problems with our waste so we can find solutions to handling the different wastes.
- To define concrete actions and appropriate timelines for the actions to clean up the waste site.
- To hear the voices of the mothers in the community about how they want to see the future of the lake and the land for their children to inform the strategy.
- To develop a report to present to Chief and Council and the community so we can eventually build a long term strategy for using the site and eventually closing it down.

5. PROJECT ACTIVITIES

- List all the different activities you will undertake to achieve the project objectives and complete the project.

5. PROJECT ACTIVITIES

Example:

The activities included in the Big River Community Waste Workshops Project include:

- 6 Planning meetings with the Elders and Band Manager
- 5 Community workshops with specific target groups
- 10 Radio announcements on the local radio station promoting the workshops. This will be done by the Band Manager.
Announcements will be done in the evenings two days before workshops.
- 3 Post-workshop meetings to compile information and write reports.

6. PROJECT DELIVERABLES

- Indicate the products, items, events, activities that you will derive from the project.
- List the things that are tangible.
- You can include the timeline for completing each deliverable if you like.

6. PROJECT DELIVERABLES

Example:

The deliverables for the project include:

- 5 Workshops (8 hours each)
- 6 Community Reports (one to share with each workshop group and one to share at Elder Lodge) (due March 31st)
- 1 Draft Report for the funder (due February 15th)
- 1 Final Report to the funder (due March 31st)

7. BUDGET

- Indicate how much it will cost to complete the full project.
- Break the project down into separate costs. Show the funder all the different things you will have to pay for to complete the project.
- Some funding programs may require you to obtain quotes for certain items (e.g., minor equipment purchases) so you can provide an accurate and reasonable cost estimate on your proposal.

Example:

Big River Community Waste Workshops:

- Hall Rental = \$500 (\$100 x 5 workshops – September – January)
- Elder Honariums = \$2000 (2 Elders x 5 workshops x \$200)
- Food/Catering = \$5000 (5 workshops x \$1000)
(see attached quotes from Sally's Catering Service and Donny's Fish Shack)
- Prizes/Art work = \$500 (5 workshops x \$100) (see attached quotes from Jim's Woodcarving Shop and Bill's Paintworks)
- Per Diem for Moms = \$2000
 - (Health Start& Daycare) (20 moms X \$100)
- Supplies (flipcharts, markers, pens, workbooks) = \$200 (see quotes from the Northern Store)

Total Costs for Workshop = \$8200

8. TIMELINE

- Indicate how long you think the project will take to complete.
- (e.g., 6 months, 1 year, 2 years)
- Indicate the different milestones that will be reached during the project timeframe.
- Show the reader/funder the stepwise process of completing the project within the timeframe. This is not required, but it helps the reader/funder understand how the project will work or be implemented.

Example:

The planning, implementation and reporting for the Community Waste Workshop will take approximately 8 months. It is anticipated that the process will begin in August 2018 and be completed by the end of March 2019.

August:

Planning

September – January:

Workshops

February – March:

Follow-up discussions, goals, report writing



THANK YOU



yourcier.org
earth@yourcier.org

