

# Solid Waste Program: Funding, Proposals and Reporting

Thursday, October 26, 2023

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Environmental Planning & Management Unit



Indigenous Services  
Canada

Services aux  
Autochtones Canada

Canada

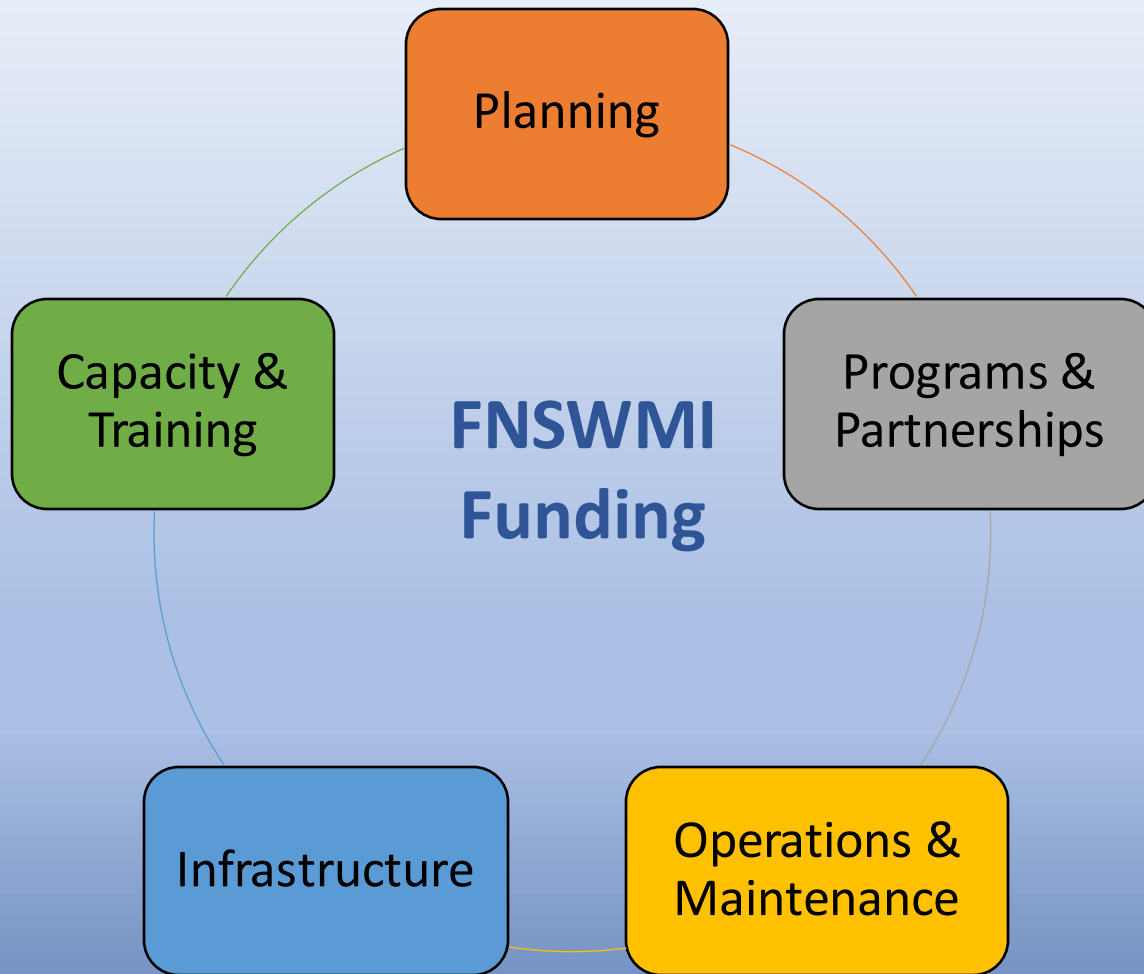
# Solid Waste Funding:

## **1. First Nation Solid Waste Management Initiative (FNSWMI)**

- First Phase: 2016-17 to 2020-21 (5 years) = \$409 million
- Second Phase: 2021-22 to 2027-28 (7 years) = \$566 million

## **2. Operation and Maintenance of Solid Waste Assets & Services (OMSWAS)**

- 2021-22 – 2025-26 (5 years) = \$51 million



# 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

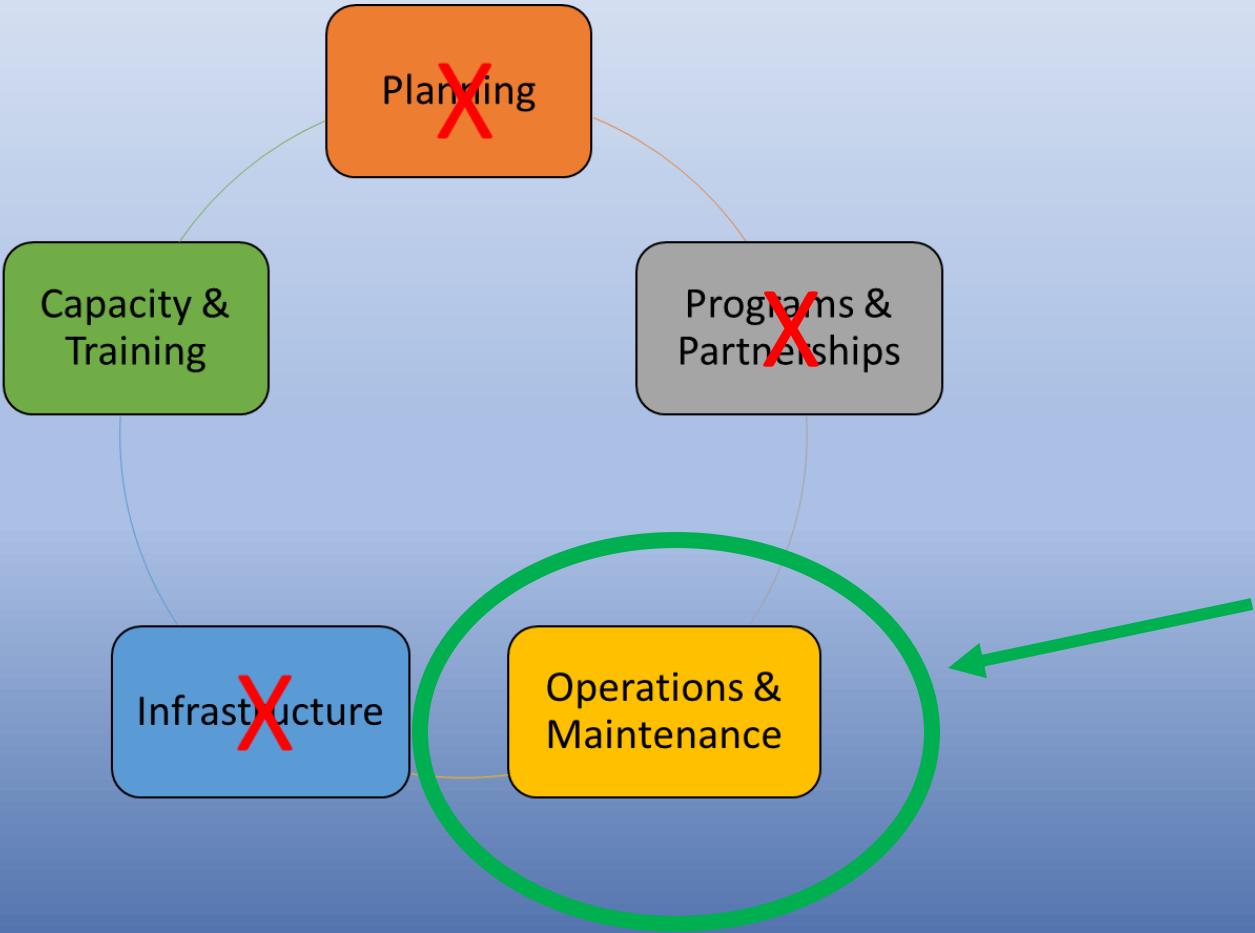
## Infrastructure & Assets

- 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



# 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).**

# Proposals and Proposal Writing:

 Indigenous Services Canada / Services aux Autochtones Canada		Operation and Maintenance of Solid Waste Assets (OMSWAS)		Fiscal Year 2023-2024	
Application Form					
<b>A APPLICANT/PROponent INFORMATION</b>					
<b>Contact information</b>					
Name:		Applicant Eligibility:			
Associated First Nation (if application submitted by Tribal Council or Organization on behalf of First Nation(s))		<input checked="" type="radio"/> First Nation <input type="radio"/> Tribal Council <input type="radio"/> First Nations Organization			
Contact name and title:		Phone:		Fax:	
Mailing Address:		Email:			
<b>B PROJECT DESCRIPTION</b>					
Project Title:				Date of application:	
<b>Description of the Project</b>					
Provide a high-level overview describing the proposed activities and/or scope of work.					
<hr/>					
<b>Status of Existing Waste Management Situation &amp; Previous Funding History</b>					
What is the current waste management situation in the community or the communities that this application is intended to support? <i>Please include where available details such as type of waste system (landfill, transfer station, 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>					
<hr/>					
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 (OMSWAS) Program?					<input type="radio"/> Yes <input type="radio"/> No
If yes, please provide details of the project(s), funding amount, and fiscal year it was received.					
<hr/>					
<b>Integrated Solid Waste Management Plan</b>					
Does the community have an Integrated Solid Waste Management Plan (ISWMP)? <small>An 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.</small>				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

### 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

Why

When

Where

What

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:

- **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 tacking our big waste pile and problems.

How

## 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.

## 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.

## 4. Objectives/Benefits of the Project

### 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 31<sup>st</sup>)
- 1 Draft Report for the funder (due February 15<sup>th</sup>)
- 1 Final Report to the funder (due March 31<sup>st</sup>)

# 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.

# 7. Budget

## Example:

### Big River Community Waste Workshops:

- Hall Rental = \$500 ( $\$100 \times 5$  workshops – September – January)
- Elder Honorariums = \$2000 (2 Elders  $\times$  5 workshops  $\times$  \$200)
- Food/Catering = \$5000 (5 workshops  $\times$  \$1000)  
(see attached quotes from Sally's Catering Service and Donny's Fish Shack)
- Prizes/Art work = \$500 (5 workshops  $\times$  \$100) (see attached quotes from Jim's Woodcarving Shop and Bill's Paintworks)
- Per Diem for Moms = \$2000
  - (Health Start & Daycare) (20 moms  $\times$  \$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.

## 8. Timeline

### **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



## 9. Contact(s)

- Provide the name of the main person(s) who will be the main contact(s) or coordinator(s) involved with the project.

## 9. Contact(s)

**Example:**

**Name:**

Joe Snow

**Title:**

Big River Band Manager

**Phone Number:**

(204) 984-0964

**Email:**

Joe@bigriver.ca

**Fax Number:**

N/A

# Simple Equation

Title + Background + Description +  
Objectives + Activities + Deliverables +  
Budget + Timeline + Contacts

=

**\$\$ FUNDING \$\$**


# REPORTING

Currently reporting is due May 31<sup>st</sup> but it can be submitted earlier; whenever all the funds have been spent.

- **DCI (Data Collection Instrument)**
  - Departmental reporting form outlined in amendment and approval letter statement of work
  - Narrative and expenditures
- **Supporting Documents**
- **Unexpended Funding Plan (if necessary)**

# DCI (Data Collection Instrument)

Category	What to put in form	Where to find information
Recipient Name	Community Name	I hope ya'll know this 😊
Program	Other – FNSWMI or OMSWAS	Approval letter
Project Name	Title of Project	Proposal/Approval Letter
Reporting Period	April 1 to March 31	Approval letter
ISC contribution	Amount Approved	Approval Letter
Total Project Budget	Amount approved plus amounts contributed by other sources	Approval Letter(s)/ General Ledgers, etc
All funding expended to date	Amount spent between project start date and March 31.	General Ledger, expenditure tracking, etc



Indigenous Services Canada / Services aux Autochtones Canada

DCI 472939 (2023-2024)  
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## LANDS AND ECONOMIC DEVELOPMENT PROGRAMS PROJECT STATUS REPORT

**Privacy Statement**  
This statement explains the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection and use of personal information are in accordance with the [Privacy Act](https://laws-lois.justice.gc.ca/eng/lacts/P-2/1/index.html) (https://laws-lois.justice.gc.ca/eng/lacts/P-2/1/index.html). In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the [Privacy Act](https://laws-lois.justice.gc.ca/eng/lacts/P-2/1/index.html). The collection and use of your personal information for the Lands and Economic Development programs are authorized under sections 3, 18(2), 20, 24, 53, 58(1)(b)(c), 58(3) and 60 of the [Indian Act](https://laws-lois.justice.gc.ca/eng/lacts/A-5/) (https://laws-lois.justice.gc.ca/eng/lacts/A-5/), (1985), s. 45(1) of the [First Nations Land Management Act](https://laws-lois.justice.gc.ca/eng/lacts/F-11.2/) (https://laws-lois.justice.gc.ca/eng/lacts/F-11.2/), (1999), or section 53(1) of the [Family Homes on Reserves and Matrimonial Interests or Rights Act](https://laws-lois.justice.gc.ca/eng/lacts/C-15.21/FullText.html), (http://laws-lois.justice.gc.ca/eng/lacts/F-1.2/), (2013), in conjunction with Indigenous Services Canada's (ISC) responsibilities pursuant to s. 67 of the [Canadian Environmental Assessment Act](https://laws-lois.justice.gc.ca/eng/lacts/C-15.21/FullText.html), (https://laws-lois.justice.gc.ca/eng/lacts/C-15.21/FullText.html) (2012), and required for your participation. We will use your personal information in this report in order to meet program requirements. The information collected is detailed at [Info Source](https://www.sac-isc.gc.ca/eng/1639748667069) (https://www.sac-isc.gc.ca/eng/1639748667069). As stated in the [Privacy Act](https://laws-lois.justice.gc.ca/eng/lacts/P-2/1/index.html), you have the right to access your personal information and request changes to incorrect information. Contact the departmental Public Enquiries Contact Centre at 1-800-567-9604 to notify us about incorrect information or to withdraw participation after submitting your information. For more information on privacy issues and the [Privacy Act](https://laws-lois.justice.gc.ca/eng/lacts/P-2/1/index.html) in general, you may consult the Privacy Commissioner at 1-800-282-1376.

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**Identification**  
Recipient Name \_\_\_\_\_

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**Project Information**  
Program (Indicate Program from which funding was received) \_\_\_\_\_

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Project Name _____	Reporting Period (YYYYMMDD) From _____ To _____
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Project Status:    Behind Plan    On Target    Completed

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**Report Information**

ISC contribution to project _____	Total project budget _____	All funding expended to date _____
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**1. Provide a narrative report which describes the following:**

- Project goals as per the terms of reference and funding agreement
- Results achieved
- Funds received from other sources
- Number of jobs projected/supported
- Number of businesses supported
- Community economic benefits
- Work completed to date
- Anything unexpected that positively or negatively impacted the project
- Planned future activities
- Other items as specified in the terms of reference and/or funding arrangement


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**2. Provide a statement of revenues and expenditures on key activities described in the project.**

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**Supporting Documents (if applicable)**

Title	Submission Method



# Narrative Reporting



## LANDS AND ECONOMIC DEVELOPMENT PROGRAMS PROJECT STATUS REPORT

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### Identification

Recipient Name

### Project Information

Program (Indicate Program from which funding was received)

Project Name	Reporting Period (YYYYMMDD)
	From To
Project Status: <input type="radio"/> Behind Plan <input type="radio"/> On Target <input type="radio"/> Completed	

### Report Information

ISC contribution to project	Total project budget	All funding expended to date
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### 1. Provide a narrative report which describes the following:


- Project goals as per the terms of reference and funding agreement
- Results achieved
- Funds received from other sources
- Number of jobs projected/supported
- Number of businesses supported
- Community economic benefits
- Work completed to date
- Anything unexpected that positively or negatively impacted the project
- Planned future activities
- Other items as specified in the terms of reference and/or funding arrangement

### 2. Provide a statement of revenues and expenditures on key activities described in the project.

## 1. Provide a narrative report which describes the following:

- Project goals as per the terms of reference and funding agreement
- Results achieved
- Funds received from other sources
- Number of jobs projected/supported
- Number of businesses supported
- Community economic benefits
- Work completed to date
- Anything unexpected that positively or negatively impacted the project
- Planned future activities
- Other items as specified in the terms of reference and/or funding arrangement

# Expenditures

 Indigenous Services Canada / Services aux Autochtones Canada

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**Identification**  
Recipient Name \_\_\_\_\_

---

**Project Information**  
Program (Indicate Program from which funding was received) \_\_\_\_\_

Project Name	Reporting Period (YYYYMMDD)
	From To

Project Status:  Behind Plan  On Target  Completed

---

**Report Information**

ISC contribution to project	Total project budget	All funding expended to date
-----------------------------	----------------------	------------------------------

---

**1. Provide a narrative report which describes the following:**

- Project goals as per the terms of reference and funding agreement
- Results achieved
- Funds received from other sources
- Number of jobs created/supported
- Number of businesses created
- Community economic benefits
- Work completed to date
- Anything unexpected that positively or negatively impacted the project
- Planned future activities
- Other items as specified in the terms of reference and/or funding arrangement

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**2. Provide a statement of revenues and expenditures on key activities described in the project.**

## 2. Provide a statement of revenues and expenditures on key activities described in the project.

We need a summary of expenses incurred as we need to account for each dollar provided in the amendment.

This can be in the form of an excel sheet, a Word table, a general ledger or O/A report. This is where working with your finance team is key!!

## Supporting Documents:

- Receipts
- Invoices
- Pictures
- Generated reports
  - Survey results
  - Etc!



# If you have funds left over after March 31<sup>st</sup>? ..... UNEXPENDED FUNDING PLAN

## Unexpended Funding Plan

(Insert First Nation or Tribal Council Name Here)

(Insert Address Here)

(Insert Date)

For Fiscal year 2023-2024

### Unexpended Funding Plan Requirements

1. The use of unexpended funding must go towards the same type of program/project/activity it was surplus from.
2. It must be spent with in the following fiscal year, in this case by March 31, 2025.
3. It may not be used to cover deficits of other programs.
4. It will require expenditure reporting using the applicable DCI reporting template.

### Planned Program/ Project/ Activities

Please fill out the following two page template following the below example,

**Example:**

- Description... (briefly describe the program/project/activity)
- Objectives are to... discuss Waste study findings (briefly list and describe objectives for the program/project/activity)
- Funding to pay for... 2 meetings and travel (Outline type of expenditures)
- Estimated Budget ...\$50,000 over 3 months (Provide estimated budget and timelines)

**Program/ Project/ Activity 1:**

- Description:
- Objectives:
- Funding will be used for:
- Estimated Budget to complete activity:

**Program/ Project/ Activity 2:**

- Description:
- Objectives:
- Funding will be used for:
- Estimated Budget to complete activity:

**Program/ Project/ Activity 3:**

- Description:
- Objectives:
- Funding will be used for:
- Estimated Budget to complete activity:

### Financial Plan

\*The amount for Total (A) will be based on the DCI Report in the "Surplus/Deficit" box and should only be considered if you have a surplus or positive amount.

<b>Unexpended Funding</b>		
	<b>Total (A)*</b>	\$
<b>Proposed Expenditures</b>		
<b>Program/ Project/ Activity 1:</b>		\$
<b>Program/ Project/ Activity 2:</b>	+	\$
<b>Program/ Project/ Activity 3:</b>	+	\$
<b>Program/ Project/ Activity 4:</b>	+	
<b>Program/ Project/ Activity 5:</b>	+	
	<b>Total(B)</b>	= \$
	<b>Grand Total= (A)-(B)</b>	\$
Grand Total equals Unexpended funds less Proposed Expenditures		

**Good expenditure tracking and reporting**

**=**

**easy proposal writing**

**=**

**\$\$ FUNDING \$\$**

