



Special Pilot Project Funding Request for Proposal **UPDATED**



Support for First Nation Matrimonial Real Property Law-Making Pursuant to the *Family Homes on Reserves and Matrimonial Interests or Rights Act*

The Centre of Excellence for Matrimonial Real Property (COEMRP) is pleased to announce a **Pilot Project** for the fiscal year 2016-2017 to provide financial support to First Nations related to the following three areas:

Category # 1: Funding for Development of Laws; Legal Fees and Consultation with the Community

First Nations who are in the process of developing their community-specific Matrimonial Real Property law could submit a proposal for funds up to \$25,000 to assist with the costs for legal fees or for the consultation and development of their community-specific laws.

Category # 2: Funding for Ratification Vote

First Nations who have developed their community specific MRP law but have not yet held their community ratification vote would be invited to submit a proposal for funds up to \$25,000 for the purpose of conducting a ratification vote. First Nations who have held a failed MRP law ratification vote are eligible to submit a proposal for funding to hold an **additional** ratification vote.

Category # 3: Increase Availability and Awareness of Community-Specific Laws

This project will provide support to communities who have enacted their own community specific MRP laws to increase availability and awareness of their MRP Law, as set out in the Act. Activities eligible under this proposal could include publishing their laws on their website, the development of flyers or pamphlets for community members, or any activities increasing awareness and understanding of the law within First Nation's communities. First Nations would be invited to submit a proposal for funds up to \$25,000 to increase availability and awareness of their community-specific law.



Category # 4: Increasing Community Members Awareness of the Family Homes on Reserves and Matrimonial Interests or Rights Act (*the Act*) as it relates to their community and Discussions on the Option to Enact a Community-specific Law

This funding will provide support to those communities who wish to engage their community members in building the awareness and understanding of the Act. This engagement process is needed to prompt initial community members' discussions which may increase the incentive in moving forward in addressing the First Nation's MRP needs. The eligible activities could include holding community meetings, development and distribution of various communiques specific to the First Nation, accessing professional expertise, hiring of community consultation worker for the community members' engagement process, development of survey questionnaires to be distributed to the community members, and media activities. First Nations are invited to submit a proposal for funding up to \$25,000 to increase awareness and understanding of the legal implications and opportunities under the Act.

First Nation governments interested in enacting Matrimonial Real Property Laws pursuant to the ***Family Homes on Reserves and Matrimonial Interests or Rights Act (FHRMIRA)*** are encouraged to apply by submitting a **Proposal AND** a supporting **BAND COUNCIL RESOLUTION** to:

The Centre of Excellence for Matrimonial Real Property
c/o National Aboriginal Lands Managers Association
1024 Mississauga Street, Curve Lake, ON, K0L 1R0
Attention: Crystal Cummings, Special Projects Officer

OR

Via email to: mrpfund@coemrp.ca

For a copy of the proposal template or for further information please contact
Crystal Cummings, Special Projects Officer at 705-657-9992 or mrpfund@coemrp.ca

The template can be found at <http://www.coemrp.ca/wp-content/uploads/2015/12/Proposal-Package.pdf>

There is no set deadline. Proposals will be considered in the order that they are received.

MRP Special Pilot Project Funding Proposal

APPLICANT FIRST NATION	DATE SUBMITTED <i>(DD MM YYYY)</i>
FIRST NATION CONTACT	
Name:	Mailing Address:
Title:	
Phone:	Email:

FUNDING CATEGORY: Choose One
(On completion of this project First Nations may be eligible to re-apply in subsequent categories should funding and time permit)

<input type="checkbox"/> 1. Development of Laws: Legal Fees and Consultation with the Community (honorarium not eligible)	<input type="checkbox"/> 2. Ratification Vote	<input type="checkbox"/> 3. Increase Availability and Awareness of Community-Specific Laws	<input type="checkbox"/> 4. Increasing Community Members Awareness of the Family Homes on Reserves and Matrimonial Interests or Rights Act (FHRMIRA) as it relates to their community and Discussions on the option to enact a community-specific law
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Community Profile:

Total Population:	Total Number of Electors:
On-Reserve Population:	Off-Reserve Population:

When allotting land to members:

What percentage is allotted by Certificate of Possession (CP's) ? _____ %

What percentage is allotted by Band Custom? _____ %

Has your First Nation received funding from any other organization for the development of MRP Laws?
 yes no *If 'yes' provide details here.*

Additional Information: *(Include any other information that you think may be pertinent to this application)*

GENERAL NARRATIVE

Please provide a summary of the First Nation's MRP implementation plan and how this funding can assist in meeting those goals.

EXECUTIVE SUMMARY

Please provide a brief description of the proposed project and the work that will be performed.

PROJECT WORK PLAN

Activity: <i>List all key activities in the work plan for the project</i>	Responsibility: <i>Identify the person or contractor responsible for each activity</i>	Budget: <i>Note planned cost for each activity</i>	Start Date:	End Date:
Example. <i>eg. Engage with the community to provide general information regarding FHRMIRA and solicit input on the contents on our own MRP Law</i>	<i>MRP Coordinator</i>	<i>\$5,000.00</i>	<i>28/06/16</i>	<i>28/10/16</i>

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*
Eg. 2 Community meeting
1 meeting with Elders
5 meetings with family groups

Activity: <i>List all key activities in the work plan for the project</i>	Responsibility: <i>Identify the person or contractor responsible for each activity</i>	Budget: <i>Note planned cost for each activity</i>	Start Date:	End Date:
Activity 1.				

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Activity: <i>List all key activities in the work plan for the project</i>	Responsibility: <i>Identify the person or contractor responsible for each activity</i>	Budget: <i>Note planned cost for each activity</i>	Start Date:	End Date:
Activity 2.				

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Activity: <i>List all key activities in the work plan for the project</i>	Responsibility: <i>Identify the person or contractor responsible for each activity</i>	Budget: <i>Note planned cost for each activity</i>	Start Date:	End Date:
Activity 3.				

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Activity: <i>List all key activities in the work plan for the project</i>	Responsibility: <i>Identify the person or contractor responsible for each activity</i>	Budget: <i>Note planned cost for each activity</i>	Start Date:	End Date:
Activity 4.				

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Budget:
Please provide a detailed budget for all of the activities identified in the proposal.

Details of Proposed Expenditures:	Amount:
	\$
	\$
	\$
	\$
Total	\$

ADDITIONAL DOCUMENTS REQUIRED:

Category # 1 Applications - Development of Laws: Legal Fees and Consultation with the Community

1. Band Council Resolution authorizing this application
2. Copy of Notice to Attorney General for the Province

Category # 2 Applications – Ratification Vote

1. Band Council Resolution authorizing this application
2. Copy of draft First Nation MRP Law

Category # 3 Applications - Increase Availability and Awareness of Community-Specific Laws

1. Copy of First Nation MRP Law enacted under FHRMIRA
2. Band Council Resolution authorizing this application

Category # 4 Applications - Increasing Community Members’ Awareness of FHRMIRA and Discussions on the option to enact a community-specific law

2. Band Council Resolution authorizing this application

I make this application on behalf of the _____ First Nation.
(Insert First Nation name here)

Applicant’s name and Title

Signature

Date

MRP SPECIAL PILOT PROJECT FUNDING
CATEGORY # 1: Law Development, Legal Fees and Consultation
REPORT TEMPLATE

First Nation Name:					<input type="checkbox"/> Mid Term Report		<input type="checkbox"/> Final Report	
Date Due:		Date Submitted:		Project #:				
Activity: <i>List all key activities in the work plan for the project</i>		Responsibility: <i>Identify the person or contractor responsible for each activity</i>		Start Date:	End Date:		Percentage completed:	
Example: <i>Engage with the community to provide general information regarding FHRMIRA and solicit input on the contents on our own MRP Law</i>		MRP Coordinator		28/06/16	28/10/16		50% complete	
Deliverables: <i>List the deliverables that will demonstrate that this objective has been met.</i> <i>Eg. 2 Community meetings</i> <i>1 meeting with Elders</i> <i>5 meetings with family groups</i>								
Outcomes: <i>List the deliverables that have been met.</i> <i>1 community meeting held July 4th, 2016. Present were 22 on reserve and 13 off reserve members (18 women and 15 men)</i> <i>3 meetings with family groups.</i> <ul style="list-style-type: none"> <i>Meeting 1 – 7 on reserve and 5 off reserve (6 men and 6 women) ***2 non-member spouses and 1 spouse not on CP</i> <i>Meeting 2 – 10 on reserve (2 men and 8 women)</i> <i>Meeting 3- nobody showed up</i> 								
Challenges: <i>List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.</i> <i>First community meeting was not well attended. This was due to short notice and inadequate advertising. The third family meeting had no attendants at all due to a death in the community. The committee has instituted a “phone tree” system where committee members will call residents the day before future meeting to remind them. They have also set a minimum standard of at least two weeks advertising in the newsletter and one month advance posting on the website.</i>								
Activity # 1:		Responsibility:		Start Date:	End Date:		Percentage completed:	
Deliverables: <i>List the deliverables that will demonstrate that this objective has been met.</i>								
Outcomes: <i>Explain what has been accomplished to date for each deliverable.</i>								
Challenges: <i>List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.</i>								

Activity # 2:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Activity # 3:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Activity 4:	Responsibility:	Start Date:	End Date:	Percentage completed:
<p>Deliverables: <i>List the deliverables that will demonstrate that this objective has been met.</i></p>				
<p>Outcomes: <i>Explain what has been accomplished to date for each deliverable.</i></p>				
<p>Challenges: <i>List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.</i></p>				

<p>Lessons Learned and Best Practices <i>(please use this space to share lessons learned and best practices that could assist other First Nations who are developing their own MRP Laws.</i></p>

Unaudited Financial Statement – As of <i>(insert date)</i>		
Eligible Expenditure	Budget:	Expenditures to Date:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

ADDITIONAL DOCUMENTS SUBMITTED IN ACCORDANCE WITH AGREEMENT:

Eg. Consultants Contract, Legal Invoices,

1.

2.

3.

To be completed by COEMRP Office Only:

Date Received:

Report Type:

 interim final

Report Reviewed by:

Follow-up required? yes no

Follow-up completed by:

Date follow-up completed:

I have reviewed this interim/ final report and recommend it for approval.

Report Approval Date: _____

MRP Special Project Administrator

Date of Applicant Notification: _____

If report is final, has payment been requisitioned?

 yes no

Cheque # _____

Date mailed: _____

MRP SPECIAL PILOT PROJECT FUNDING

CATEGORY # 3: Increase Availability and Awareness of Community-Specific Laws REPORT TEMPLATE

First Nation Name:					<input type="checkbox"/> Mid Term Report		<input type="checkbox"/> Final Report	
Date Due:		Date Submitted:		Project #:				
Activity: <i>List all key activities in the work plan for the project</i>		Responsibility: <i>Identify the person or contractor responsible for each activity</i>		Start Date:	End Date:	Percentage completed:		
Example: <i>Contract with Web Site Developer</i>		<i>MRP Coordinator</i>		<i>28/06/16</i>	<i>28/10/16</i>	<i>50% complete</i>		
Deliverables: <i>List the deliverables that will demonstrate that this objective has been met.</i> <i>Eg. Prepare Web Developer scope of work.</i> <i>Issue call for proposals</i> <i>Review proposals and select successful proponent</i> <i>Issue Contract</i>								
Outcomes: <i>List the deliverables that have been met.</i> <ul style="list-style-type: none"> <i>Scope of Work was completed on June 30th, 2016.</i> <i>Call for proposals advertised in newsletter. Call open until July 15th</i> <i>Proposal Review Team established by council and included Communications Officer, Chair of MRP Committee and Finance Manager</i> <i>Successful proponent was selected and notified.</i> <i>Contract finalized July 30th.</i> 								
Challenges: <i>List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.</i> <i>Band width was problematic. The original design had to be adjusted.</i>								
Activity # 1:		Responsibility:		Start Date:	End Date:	Percentage completed:		
Deliverables: <i>List the deliverables that will demonstrate that this objective has been met.</i>								
Outcomes: <i>Explain what has been accomplished to date for each deliverable.</i>								
Challenges: <i>List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.</i>								

Activity # 2:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Activity # 3:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Activity 4:	Responsibility:	Start Date:	End Date:	Percentage completed:
<p>Deliverables: <i>List the deliverables that will demonstrate that this objective has been met.</i></p>				
<p>Outcomes: <i>Explain what has been accomplished to date for each deliverable.</i></p>				
<p>Challenges: <i>List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.</i></p>				

<p>Lessons Learned and Best Practices <i>(please use this space to share lessons learned and best practices that could assist other First Nations who are developing their own MRP Laws.</i></p>

Unaudited Financial Statement – As of (insert date)		
Eligible Expenditure	Budget:	Expenditures to Date:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

	\$	\$
Total	\$	\$
ADDITIONAL DOCUMENTS SUBMITTED IN ACCORDANCE WITH AGREEMENT:		
Eg. Contract for Web Developer,		
1.		
2.		
3.		

I hereby certify that the information contained in this report is true and correct to the best of my knowledge.

Applicant's name and Title

Signature

Date

To be completed by COEMRP Office Only:	
Date Received:	Report Type: <input type="checkbox"/> interim <input type="checkbox"/> final
Report Reviewed by:	Follow-up required? <input type="checkbox"/> yes <input type="checkbox"/> no
Follow-up completed by:	Date follow-up completed:
I have reviewed this <input type="checkbox"/> interim/ <input type="checkbox"/> final report and recommend it for approval. _____	Report Approval Date: _____
MRP Special Project Administrator	Date of Applicant Notification: _____
If report is final, has payment been requisitioned? <input type="checkbox"/> yes <input type="checkbox"/> no	Cheque # _____ Date mailed: _____

MRP SPECIAL PILOT PROJECT FUNDING

CATEGORY # 2: Ratification Vote

REPORT TEMPLATE

MRP SPECIAL PILOT PROJECT FUNDING				
CATEGORY # 2: Ratification Vote				
REPORT TEMPLATE				
First Nation Name:		<input type="checkbox"/> Mid Term Report <input type="checkbox"/> Final Report		
Date Due:	Date Submitted:	Project #:		
Activity: <i>List all key activities in the work plan for the project</i>	Responsibility: <i>Identify the person or contractor responsible for each activity</i>	Start Date:	End Date:	Percentage completed:
Example: <i>Contract with an Electoral Officer</i>	<i>MRP Coordinator</i>	<i>28/06/16</i>	<i>28/10/16</i>	<i>50% complete</i>
Deliverables: <i>List the deliverables that will demonstrate that this objective has been met.</i> <i>Eg. Prepare Electoral officers scope of work.</i> <i>Issue call for proposals</i> <i>Review proposals and select successful proponent</i> <i>Issue Contract</i>				
Outcomes: <i>List the deliverables that have been met.</i> <ul style="list-style-type: none"> • <i>Scope of Work was completed on June 30th, 2016.</i> • <i>Call for proposals advertised in newsletter. Call open until July 15th</i> • <i>Proposal Review Team established by council and included Band Manager, Chair of MRP Committee and Finance Manager</i> • <i>Successful proponent was selected and notified.</i> • <i>Contract finalized July 30th.</i> 				
Challenges: <i>List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.</i> <i>Our First Nation has chosen to offer electronic voting. Those proponents who answered the call were unfamiliar with the logistics and legality of using electronic ballots since their experience was primarily with Council elections that were conducted via mail in ballot. It took some time to convince them of the acceptability of this voting method.</i>				
Activity # 1:	Responsibility:	Start Date:	End Date:	Percentage completed:
Deliverables: <i>List the deliverables that will demonstrate that this objective has been met.</i>				
Outcomes: <i>Explain what has been accomplished to date for each deliverable.</i>				
Challenges: <i>List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.</i>				

Activity # 2:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Activity # 3:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Activity 4:	Responsibility:	Start Date:	End Date:	Percentage completed:
<p>Deliverables: <i>List the deliverables that will demonstrate that this objective has been met.</i></p>				
<p>Outcomes: <i>Explain what has been accomplished to date for each deliverable.</i></p>				
<p>Challenges: <i>List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.</i></p>				

<p>Lessons Learned and Best Practices <i>(please use this space to share lessons learned and best practices that could assist other First Nations who are developing their own MRP Laws.</i></p>

Unaudited Financial Statement – As of <i>(insert date)</i>		
Eligible Expenditure	Budget:	Expenditures to Date:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

ADDITIONAL DOCUMENTS SUBMITTED IN ACCORDANCE WITH AGREEMENT:
Eg. Electoral officer contract, E-voting Company Contract, Electoral officers Report
1.
2.
3.

I hereby certify that the information contained in this report is true and correct to the best of my knowledge.

_____ *Applicant's name and Title* _____ *Signature* _____ *Date*

To be completed by COEMRP Office Only:	
Date Received:	Report Type: <input type="checkbox"/> interim <input type="checkbox"/> final
Report Reviewed by:	Follow-up required? <input type="checkbox"/> yes <input type="checkbox"/> no
Follow-up completed by:	Date follow-up completed:
I have reviewed this <input type="checkbox"/> interim/ <input type="checkbox"/> final report and recommend it for approval.	Report Approval Date: _____
_____ MRP Special Project Administrator	Date of Applicant Notification: _____
If report is final, has payment been requisitioned? <input type="checkbox"/> yes <input type="checkbox"/> no	Cheque # _____ Date mailed: _____

MRP SPECIAL PILOT PROJECT FUNDING

Category # 4 Increasing Community Members' Awareness of FHRMIRA and Discussions on the Option to Enact a Community-specific Law REPORT TEMPLATE

First Nation Name:	<input type="checkbox"/> Mid Term Report <input type="checkbox"/> Final Report
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Date Due:	Date Submitted:	Project #:		
Activity: <i>List all key activities in the work plan for the project</i>	Responsibility: <i>Identify the person or contractor responsible for each activity</i>	Start Date:	End Date:	Percentage completed:
Example: <i>Engage with the community to provide detailed information regarding FHRMIRA and its impact on the community and those who reside on reserve</i>	MRP Coordinator	28/06/16	28/10/16	50% complete

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*
 Eg. 2 Community meetings
 1 meeting with Elders
 5 meetings with family groups

Outcomes: *List the deliverables that have been met.*
 1 community meeting held July 4th, 2016. Present were 22 on reserve and 13 off reserve members (18 women and 15 men)
 3 meetings with family groups.

- Meeting 1 – 7 on reserve and 5 off reserve (6 men and 6 women) ***2 non-member spouses and 1 spouse not on CP
- Meeting 2 – 10 on reserve (2 men and 8 women)
- Meeting 3- nobody showed up

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*
 First community meeting was not well attended. This was due to short notice and inadequate advertising. The third family meeting had no attendants at all due to a death in the community. The committee has instituted a “phone tree” system where committee members will call residents the day before future meeting to remind them. They have also set a minimum standard of at least two weeks advertising in the newsletter and one month advance posting on the website.

Activity # 1:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Activity # 2:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Activity # 3:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Activity 4:	Responsibility:	Start Date:	End Date:	Percentage completed:

Deliverables: *List the deliverables that will demonstrate that this objective has been met.*

Outcomes: *Explain what has been accomplished to date for each deliverable.*

Challenges: *List any challenges, how they affected the Outcome and how you plan to minimize the impact in the future.*

Lessons Learned and Best Practices *(please use this space to share lessons learned and best practices that could assist other First Nations who are developing their own MRP Laws.*

Unaudited Financial Statement – As of <i>(insert date)</i>		
Eligible Expenditure	Budget:	Expenditures to Date:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$
ADDITIONAL DOCUMENTS SUBMITTED IN ACCORDANCE WITH AGREEMENT:		
Eg. Web design contract		
1.		
2.		
3.		

I hereby certify that the information contained in this report is true and correct to the best of my knowledge.

Applicant's name and Title *Signature* *Date*

To be completed by COEMRP Office Only:	
Date Received:	Report Type: <input type="checkbox"/> interim <input type="checkbox"/> final
Report Reviewed by:	Follow-up required? <input type="checkbox"/> yes <input type="checkbox"/> no
Follow-up completed by:	Date follow-up completed:
I have reviewed this <input type="checkbox"/> interim/ <input type="checkbox"/> final report and recommend it for approval. _____ MRP Special Project Administrator	Report Approval Date: _____ Date of Applicant Notification: _____
If report is final, has payment been requisitioned? <input type="checkbox"/> yes <input type="checkbox"/> no	Cheque # _____ Date mailed: _____