APPLICATION GUIDE FOR THE NEW RELATIONSHIP FUND
CORE – SINGLE & JOINT APPLICANT

WHAT YOU NEED TO KNOW BEFORE YOU APPLY

Before completing your New Relationship Fund Core – Single or Joint Applicant 2014 -2018 application, please read the entire Application Guide.

It is highly advisable that applicants print a copy of this Application Guide or use a split computer screen to reference it when completing an online New Relationship Fund – Single or Joint Applicant application. This will help ensure that all specific application instructions are followed and will allow you to better understand the questions asked in each section of the application.

Email or telephone enquiries about program guidelines may be directed to:

The New Relationship Fund Branch Office
Email: newrelationshipfund@ontario.ca

June Taylor
Telephone: 416-327-9530
Email: June.Taylor@ontario.ca

Jean-Pierre Bombardier
Telephone: 416-314-6780
Email: Jean-Pierre.Bombardier@ontario.ca

Jason McCullough
Telephone: 416- 326-8294
Email: Jason.McCullough@ontario.ca

Technical questions regarding Grants Ontario may be directed to:

The Grants Ontario Customer Service Line at:
Email: GrantsOntarioCS@Ontario.ca.
Telephone: (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time

This application guide has been developed to assist applicants applying for New Relationship Fund Core as a single or joint applicant. For specific information see the appropriate section.
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A. INTRODUCTION TO THE NEW RELATIONSHIP FUND – CORE

A.1 ELIGIBILITY REQUIREMENTS

In order to be eligible to receive Core funding, an applicant must have a substantiated record of representing their Ontario-based community/communities on local lands and resources issues.

Core Single Eligible Applicants:

- First Nation communities in Ontario; and
- Métis communities in Ontario.

Core – Joint Applicant: Communities and organization in Ontario can make a joint application on behalf of and with the support of the communities they represent, and for whom they have a substantiated record of representing on local lands and resources issues.

Core Joint Eligible Applicants:

- First Nation communities in Ontario;
- Métis communities in Ontario;
- Political Territorial Organizations (PTOs) and Tribal Councils in Ontario that apply on behalf of and with the support of the communities they represent, and that have a substantiated record of representing those communities on local lands and resources matters; and
- Métis organizations in Ontario that are applying on behalf of and with the support of the communities they represent, and that have a substantiated record of representing those communities on local lands and resources matters.

Communities are encouraged to work together to maximize the benefits of the funding available. Joint applications that link two or more Ontario First Nations or Métis communities are encouraged to promote the development of collaborative relationships, regional activities and economies of scale.

A.2 BACKGROUND

The New Relationship Fund (NRF) is an Ontario government program designed to help Aboriginal communities participate in meaningful consultation and engagement with government and the private sector. The Ministry of Aboriginal Affairs administers the Fund.
The New Relationship Fund has two components, Core and Enhanced. This guide deals specifically with Core – Single and Joint Applicants.

The Core component funding is available to First Nations and Métis communities to assist them in building fundamental consultation and engagement capacity so that they can better engage with government and the private sector on lands and resources issues.

The New Relationship Fund Core component is now open for eligible applicants to apply for a four-year funding agreement (2014-15 to 2017-18).

The New Relationship Core funding maximum amount has increased from $80,000 to $90,000 annually.

A.3 PROGRAM OBJECTIVES

The objectives of the Core component are to:

- Assist First Nations and Métis communities in building consultation and engagement capacity and expertise related to lands and resources issues;
- Assist First Nations and Métis communities in participating in consultation and engagement processes related to lands and resources issues with the Government of Ontario, municipalities in Ontario, and the private sector;
- Assist in developing and improving relationships between the Government of Ontario, First Nations and Métis;
- Assist in building partnerships between First Nations, Métis, industry, municipalities and the Government of Ontario; and
- Assist in improving the quality of life and closing the socio-economic gap between Aboriginal and non-Aboriginal people in Ontario.

A.4 CORE DELIVERABLES (KEY MILESTONES)

The following are the seven eligible activities under the Core program:

1. Hire Core Consultation Coordinator(s) from the community;
2. Develop internal community decision-making protocols;
3. Develop multi-year consultation capacity plan;
4. Build in house knowledge and expertise;
5. Conduct community outreach activities;
6. Build relationships and partnerships; and
7. Additional activities.
A.5 FUNDING AMOUNTS

Communities may apply for multi-year funding for Core. This will cover four fiscal years, 2014-2015 through 2017-2018.

First Nation and Métis communities who are approved for Core funding will receive up to $90,000.00 per year.

A maximum of one funding agreement per community will be entered into for Core.

The maximum amount of funding for one joint applicant to apply on behalf of the communities it represents is $2.2 million dollars.

A.6 ACKNOWLEDGEMENT, OVERSIGHT AND REPORTING

Successful applicants will be required to:
- Sign an Ontario Funding Agreement with the Ontario Government outlining the terms and conditions for receiving funds.
- Seek at least $2 million commercial general liability insurance coverage, and to add “Her Majesty the Queen in Right of Ontario as represented by the Ontario Government” as a co-insured on this coverage before the Ontario Funding Agreement can be executed.
- Report back to the ministry on the use of funds, service deliverables and outcomes achieved. Successful applicants must submit a Final Report form and NRF Audited Schedule to provide this information.
- Permit the Province to verify/audit information submitted (at the discretion of the Province) to ensure that it is complete and accurate, and that funds were used for the purpose(s) intended.
- To facilitate the release of the second core payment, agreement holders will be required to:
  - Identify the Consultation Coordinator and/or alternative community-focused structure/staffing model which has been agreed to and implemented; and
  - Provide contact information for the Consultation Coordinator to be posted on the Ontario Government website.

A.7 THE EVALUATION PROCESS

The evaluation process for Core funding has three stages.

Stage 1: The initial screening process is a review of all applications to ensure they meet all the mandatory requirements for funding.
Mandatory requirements include the following:

- Legal status of organization applying (i.e., established by or under legislation; federally or provincially incorporated; First Nations in the Province of Ontario).
- Applicant is not in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario.
- Information provided in the application is true, correct and complete (as verified by an authorized official).
- Applicant (including all parties to a joint application) **must have submitted all due reports and any surplus funds** for New Relationship Fund Core or Enhanced agreements signed between 2008-09 and 2012-13 to be considered for new Core funding.
- All areas of the application form are filled out in Grants Ontario – this includes completing work plans and ensuring budgets are accurate and coincide with work plan activities.

The following chart outlines the additional documents that must be submitted with your application:

<table>
<thead>
<tr>
<th>Additional Documents to Submit</th>
<th>Application Type</th>
</tr>
</thead>
</table>
| All First Nation communities must submit Band Council Resolutions in support of an application. First Nations or organizations applying on behalf of more than one community must provide a Band Council Resolution in support of the application from each community represented on the Application. | • First Nations Single or Joint  
• PTO Joint  
• Tribal Councils Joint |
| Métis communities must provide a resolution or motion in support of an application. For applicants applying on behalf of more than one community, a resolution or motion in support of an application must be provided indicating the support of the communities represented in the application. | • Métis communities Single or Joint  
• Métis organizations Joint |
| Current contact list(s) of Executive Committee, Chief and Council or Board of Directors (as applicable) with portfolio information | • All |
| If a corporation that has been incorporated for less than two years, a copy of your organization’s by-laws, constitution and mandate; information on your governance structure, and information on your membership requirements | • All |
| Copy of letters patent/certificate of incorporation (if applicable) | • All |
| Organizational Chart (if available) | • All |
| Complete and unabridged audited financial statements from the 2012-13 fiscal year is required. The audited financial statements must include: | • All |
### Additional Documents to Submit

<table>
<thead>
<tr>
<th>Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Auditors cover letter</td>
</tr>
<tr>
<td>• Auditors Management letter</td>
</tr>
<tr>
<td>• Balance Sheet</td>
</tr>
<tr>
<td>• Income Statement</td>
</tr>
<tr>
<td>• Statement of Changes in Net Assets</td>
</tr>
<tr>
<td>• Statement of Changes in Fund Balances</td>
</tr>
<tr>
<td>• Summary of Significant Accounting Policies</td>
</tr>
<tr>
<td>• Notes to the Financial Statements</td>
</tr>
<tr>
<td>• All Schedules of Revenue and Expenditures from all</td>
</tr>
<tr>
<td>sources of funding</td>
</tr>
<tr>
<td>• Schedules of Salaries, Honoraria, Travel and Meal</td>
</tr>
<tr>
<td>Expense for whole organization</td>
</tr>
</tbody>
</table>

Applications that meet all minimum eligibility requirements will proceed to the second stage of the evaluation process.

### Stage 2: Application Review

The following will be considered in the second stage of the evaluation process to determine whether the applicant should receive funding and at what level:

- Amount/number of community-level consultation and engagement activities relating to lands and resources since April 1, 2012;
- Clear identification in the Work Plan section of the application of activities and their anticipated results;
- Clear identification of performance targets in the Performance Measures section of the application;
- Audited financial statements from the 2012-2013 fiscal year;
- Annual report (organizations only), if available;
- Budgets that are accurate and contain reasonable and eligible costs; and
- Additional documentation, as requested, including evidence of ongoing community support for the organization and level of service to the community (e.g., an organization’s by-laws, constitution and mandate; information on governance structure; membership requirements; budget and planned activities; the timing and attendance rates of the last general meeting, etc.).
Stage 3: Financial Assessment

A financial assessment is performed on each proposal that passes the first two stages. This assessment considers the financial viability of the proposal and the overall financial health of the applicant.

This primarily includes consideration of:
- the Core proposed budget (e.g. that costs are reasonable and in accordance with program objectives); and,
- the applicant’s Audited Financial Statement 2012-2013 (to determine if the applicant is in a financial position to sustain the core proposed activities).

A.8 ELIGIBLE EXPENSES

Costs that CAN be funded include:

- Costs related to activities aimed at building long-term internal core consultation capacity relating to lands and resources issues;
- Costs related to development, implementation and/or updating of a process for internal community decision-making relating to lands and resources;
- Costs related to community engagement on an internal community consultation process;
- Costs related to activities to build relationships and partnerships that support economic development activities relating to lands and resources.
  - This new category of eligible funding is meant to allow for relationship and partnership building that could lead to economic development, or related activities as a result of accommodation discussions.
- Wages and mandatory employer-related costs for a Consultation Coordinator(s) to act as a representative for the community/communities on consultation and engagement relating to lands and resources.
  - The Consultation Coordinator position is designed to attract and retain core consultation capacity in an Aboriginal community or organization on lands and resources issues. Aboriginal communities and organizations are encouraged to hire one of their members as the Consultation Coordinator.
  - The Consultation Coordinator must be:
    o Employed by the community in a salaried position; or
    o If a consultant or contractor, be a community member or have a demonstrated connection to the community.
- Costs for introductory and advanced training for consultation staff related to consultations or other work plan activities;
• Introductory training: basic/high level training on issues such as mining, forestry, renewable energy, economic development, communications’ skills, mentoring or computer skills.
• Advanced training: focused on more complex matters which require technical, hands-on training, such as negotiations skills, GIS, Information Management, Impact Benefits Agreements, project management or land use planning.

• Costs related to Community Outreach, for activities such as community meetings, presentations and workshops related to the work plan. (e.g. printing materials, room rates, etc.); and,
• The purchase over the 4 years of the agreement to a maximum of $5,000.00 of eligible office computer and equipment, software updates, and equipment repairs, to support funded positions (unless additional equipment is necessary to meet evolving demands of the program activities);
• Travel and accommodation expenses for activities directly related to the work plan including those charged by consultants, and the costs of travel and accommodation for the Consultation Coordinator to NRF type Forums
• Professional fees, consultants and/or technicians for technical expertise relating to the community consultation process or capacity building. Please note that it is expected that a community will be building their internal technical capacity and that the need for external consultants will therefore decrease over the years. A key objective of the NRF is to assist in building and strengthening in-house knowledge within First Nation and Métis communities. For this reason, large consultant fees within budgets are strongly discouraged. You must provide strong justification for use of any consultant in your application;
• Honoraria, payments to Elders for their attendance at a meeting/event or to individuals for their Aboriginal ceremonial participation at a meeting/event. The definition includes payments made to Elders for their specialized knowledge (e.g. on cultural sites, sacred knowledge);
• Administration costs must be directly related to the work plan. Eligible costs include: utilities; telephone/fax charges; network charges; postage/courier charges; photocopying charges; financial institution service fees; office supplies and the preparation of audited financial schedules. A maximum of 10% of the transfer payment’s total budget (pre-administration) may be allotted to administration.

A.9 INELIGIBLE EXPENSES

Costs that CANNOT be funded include:

• Costs related to any initiative that is already fully funded through other sources;
• Costs related to initiatives that do not meet the Program Objectives (section A-2) or are not related to lands and resources;
• Honoraria to individuals already salaried with the applicant and/or represented community;
• Capital asset costs other than the purchase of eligible office equipment for staff funded by the NRF;
• Debt reduction costs;
• Litigation or other legal costs;
• Costs related to the Government of Canada’s consultation or engagement initiatives;
• Costs related to other provinces’ consultation or engagement initiatives; and
• Research undertaken for the purposes of pursuing land claims or litigation.

A.10 APPLICATION DEADLINE

New Relationship Fund Core Single and Joint Applicant completed applications must be received by the stipulated deadline date.

Application Deadline:  January 24, 2014
Decision Notification Date:  April 1, 2014

A-10.1. Questions from Applicants

Email or telephone enquiries about the program may be directed to:

The New Relationship Fund Branch Office
Email:  newrelationshipfund@ontario.ca

June Taylor
Telephone: 416-327-9530
Email:  June.Taylor@ontario.ca

Jean-Pierre Bombardier
Telephone: 416-314-6780
Email:  Jean-Pierre.Bombardier@ontario.ca

Jason McCullough
Telephone: 416- 326-8294
Email:  Jason.McCullough@ontario.ca

Technical questions regarding Grants Ontario may be directed to:

The Grants Ontario Customer Service Line
Applications must be submitted using Grants Ontario. Instructions are provided in “Part B — Applying to New Relationship Fund Core – Single and Joint Applicant through Grants Ontario” of this Application Guide.

PART B — APPLYING FOR NRF FUNDING IN GRANTS ONTARIO

B.1 WHAT IS GRANTS ONTARIO?

The Ministry of Aboriginal Affairs is pleased to introduce Grants Ontario to New Relationship Fund applicants this year. Please read the information in the sections below, and be sure to give yourself plenty of time to work through the application process.

New Relationship Fund applications received in any format other than through Grants Ontario will not be accepted. Recipients who cannot complete an application online must discuss an exemption with the New Relationship Fund Branch Office by email at newrelationshipfund@ontario.ca or by telephone at (416) 327-1618.

B.2 Getting Started – One-key Account

Before applying to the New Relationship Fund, you must create a One-key account and register for a Grants Ontario log-in and password. You will not be able to access Grants Ontario otherwise.

Please visit www.grants.gov.on.ca and click on the “How to Apply” link for information on how to get an account.

You can also refer to the Grants Ontario System Registration Guide for Applicants for instructions, which is also found on the Grants Ontario website under “Grants Ontario Help”. Once you are registered and have access, the next step is to complete a New Relationship Fund – Core – Single or Joint Applicant application through Grants Ontario.

IT IS HIGHLY RECOMMENDED THAT APPLICANTS REGISTER FOR THEIR ONE-KEY ACCOUNT AT LEAST THREE WEEKS IN ADVANCE OF THE APPLICATION DEADLINE.

If you have any questions or difficulties during this process, do not hesitate to contact the Grants Ontario Customer Service Line at (416) 325-6691 or 1-855-
216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at GrantsOntarioCS@Ontario.ca.

Since applicants must register with Grants Ontario to access the online New Relationship Fund Core – Single and Joint Applicant applications, most of the information requested in the first few sections of the application form (e.g., address, contact information, etc.) will be pre-populated (i.e., automatically filled in) using data from the registration process. Please note that the One-Key account is registered at the individual level and not the organization level. If someone in your organization has an account that is used for another grant program, you will still need your own account if you are the one submitting the application.

Once a formal New Relationship Fund Core – Single or Joint Applicant application is started online in Grants Ontario, it may be saved or downloaded at any point and returned to later. Please refer to the Grants Ontario System Reference Guide for Applicants for instructions on how to save and submit.

B.3 About the Application

The instructions in this document provide guidance to applicants concerning which questions to complete for the online New Relationship Fund Core – Single or Joint Applicant application in Grants Ontario. Please note that not all questions need to be answered.

Questions in the New Relationship Fund Core - Single or Joint Applicant application that need to be answered are indicated below in Section B-2.

For any questions in this Application Guide that are identified as “Not Applicable”, you must put “N/A” in the space provided (some of these are already pre-populated). The online New Relationship Fund Core – Single or Joint Applicant application has general instructions below each heading, and, by positioning the mouse cursor over a key word, additional information will appear.

As soon as a complete New Relationship Fund Core – Single or Joint Applicant application is submitted electronically through Grants Ontario, an email will be sent to the main application contact confirming receipt of the application.

If you do not receive confirmation of your New Relationship Fund Core – Single or Joint Applicant application within 24 hours after submission, please contact the Grants Ontario Customer Service Line.
B.4 NEW RELATIONSHIP FUND CORE – SINGLE OR JOINT APPLICATION SECTIONS

The following sections correlate directly to the sections in the application found in Grant’s Ontario. Although alphabetized, you will note several gaps in the letters. The available sections are the ones that have been selected for the New Relationship Fund Core Single and Joint applications.

Instructions for completing these sections are provided in the sections below. **Please note that all fields marked with a star/asterisk in the application form are mandatory and must be filled out.**

Sections A to C — Organization Information, Address and Contact Information

Instructions for these sections are provided directly in the online application form. Since organizations must register with Grants Ontario to access the online New Relationship Fund – Core – Single Applicant application, most of the information requested in these sections will be pre-populated (i.e., automatically filled in) using data from the registration process.

Sections A and B cannot be edited on the application form. If there is incorrect information, contact the Grants Ontario Customer Service and explain what needs to be changed or added. Section C may contain contact information about your organization that was entered during a previous application submission. You may edit this information if you wish or leave it as it appears.

Section E — Grant Payment Information

From the drop down next to “1. Payment Organization”, select the appropriate option available. If you select “Other”, please fill out the address fields in this section. This is where your cheque will be mailed should you select “cheque” as your payment option and your application is approved for a grant.

Please enter the contact information for the most appropriate person to be answering payment-related questions.

For Method of Payment you have the option of selecting “Cheque” or “Electronic Fund Transfer” (EFT). EFT is the preferred method of payment.
Section F — Application Contact Information

Please provide the name of the person who will be managing the day-to-day activities of the New Relationship Fund Core – Single or Joint Applicant file.

Section G2 — Additional Questions

Applicants must answer the following questions. For Joint Applications, the Applicant must enter the information for each of the communities represented.

1. Are you a new applicant, yes or no? ie – you have never received NRF funding in the past?
2. Have you previously received Core funding, yes or no?
3. In what years did you receive Core funding?
4. Have you previously received Enhanced funding, yes or no?
5. In what years did you receive Enhanced funding?
6. Have all Final Reports been submitted for past Core and Enhanced projects?
7. If any reports have not been submitted please provide a brief explanation.
8. What type of applicant are you? Single or Joint First Nation or Single or Joint Métis?
9. What community level lands and resources consultations or engagement activities with government or private sector have you completed since April 1, 2012?
10. What community level lands and resources or engagement activities are planned after April 2014?

Section G3 – Project Work Plan

Applicants are required to prepare a work plan for each year that they are applying for funding for.

There are seven Core Key Milestones that are listed in the Work plan. 1 – 6 are mandatory and 7 is optional.
1. Hire Consultation Coordinator(s).
3. Develop Multi-Year Consultation Capacity Plan.
4. Build in-house knowledge and expertise.
5. Conduct Community outreach activities.
6. Build relationships and linkages.
7. Conduct additional activities.

Please complete each section in the work plan for each year. The Key Milestones, Date Start and Date End fields are pre-populated. The Responsibility field does not require completion and has been pre-populated with N/A. You are required to complete the Activities and the Performance Indicator field for each Key Milestone for each of the four years. Examples of Activities and Performance Indicators are provided below:

To assist Applicants, the following activities are eligible for the Key Milestones:

<table>
<thead>
<tr>
<th>Key Milestone</th>
<th>Activities (examples)</th>
<th>Performance Indicators (examples)</th>
</tr>
</thead>
</table>
| 1. Hire Consultation Coordinator(s) | • develop/update work plan and budget  
• implement work plan and track budget  
• respond to consultation requests  
• engage community  
• communicate with NRF staff  
• complete interim and final reports  
• other responsibilities/duties | • Completed and approved work plan and budget  
• Work plan activities are implemented  
• Planned activities completed on time and on budget  
• Number of consultations responded to  
• Number of communities engaged with  
• All reports submitted on time |
| 2. Develop and implement Internal Community Decision-Making Protocol | • develop / implement / update protocol  
• estimate number of times and identify the type of project, the protocol will be used for by community, each year describe specific activities for each year | • Completed and approved protocol  
• Protocol is applied appropriately to consultations  
• # of times protocol applied to consultations |
<p>| 3. Develop Multi-Year Consultation Capacity Plan | • develop / implement / update | • Multi-year Capacity |</p>
<table>
<thead>
<tr>
<th>Key Milestone</th>
<th>Activities (examples)</th>
<th>Performance Indicators (examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Consultation Capacity Plan</td>
<td>plan</td>
<td>Plan completed and approved&lt;br&gt;Number of activities completed from Plan&lt;br&gt;Multi-year plan on schedule</td>
</tr>
<tr>
<td>4. Build in-house knowledge and expertise</td>
<td>• training&lt;br&gt;• knowledge transfer&lt;br&gt;• consultant activities&lt;br&gt;• data and information collection (GIS, TEK, etc.)&lt;br&gt;• develop in-house policies and procedures&lt;br&gt;• other activities</td>
<td>Number of training sessions&lt;br&gt;Number of attendees to training sessions&lt;br&gt;Number of types of data collections&lt;br&gt;Approved policies for managing consultation activities, data collection, etc.</td>
</tr>
<tr>
<td>5. Conduct Community outreach activities</td>
<td>• elder and youth mentoring and knowledge sharing on lands and resources&lt;br&gt;• community meetings on lands and resources consultations&lt;br&gt;• communications tools to be used (e.g. surveys, traditional events, social media, local radio and cable, pamphlets, etc.)&lt;br&gt;• other activities</td>
<td>Number and type of activities involving elders and youth&lt;br&gt;Extent of youth involvement in community activities&lt;br&gt;Number of community meetings&lt;br&gt;Number and types of tools used to communicate; responses to communications</td>
</tr>
<tr>
<td>6. Build relationships and linkages</td>
<td>• planned meetings&lt;br&gt;• planned agreements or protocols&lt;br&gt;• other activities</td>
<td>Number of meetings&lt;br&gt;Number of stakeholder relationships&lt;br&gt;Number of agreements and protocols developed</td>
</tr>
<tr>
<td>7. Conduct additional activities</td>
<td>• special projects related to lands and resources consultation&lt;br&gt;• other unanticipated lands and resources activities</td>
<td>Any other type of activity that supports consultation capacity building</td>
</tr>
</tbody>
</table>
Section I — Performance Measures

Applicants must record a number in the Goal column for each of the Performance Measures listed. Performance Measures are in two sections:

- There are 12 Ministry Provided Performance Metrics for which you enter only the goal. You are required to complete all 12 goals; and
- There is a Client Provided Performance Metrics section, for which you enter the metric, description and goal. Please include a minimum of one additional performance measure that your organization will use to gauge the success of project.

Section J — Partner / Stakeholder Information (Joint Applicants Only)

For Joint Applicants, use this section to identify all of the communities that are being represented.

Single Applicants are not required to complete this section.

Section Z — Declaration / Signing

At least one authorized signing authority must electronically sign the application by clicking the “Sign Document” button. All contacts listed in Section C of the application form will be listed here as possible signatories if the “Signing Authority” checkbox is checked under their contact information in Section C. To remove them from the list of signatories, go to Section C of the application form and uncheck the “Signing Authority” checkbox under their contact information.

C. BUDGET

Complete the Budget document following the instructions on the form and submit as an attachment to your Application.

Additional details on eligible and ineligible expenses can be found under Section A.8 and A.9 of this guide.
D: FINAL CHECK LIST

Use this chart as a tool to see if your application is complete.

<table>
<thead>
<tr>
<th>Information/Document Requirements for a Complete Submission</th>
<th>Application Type</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>I reviewed the New Relationship Fund Core – Single Applicant Guide.</td>
<td>• All</td>
<td>✓</td>
</tr>
<tr>
<td>Complete and submit the Application Form in Grants Ontario</td>
<td>• All</td>
<td></td>
</tr>
<tr>
<td>Complete and submit the Budget document as an attachment.</td>
<td>• All</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Documents to Submit</th>
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<td>Métis communities must provide a resolution or motion in support of an application. For applicants applying on behalf of more than one community, a resolution or motion in support of an application must be provided indicating the support of the communities represented in the application.</td>
<td>• Métis communities Single or Joint • Métis organizations Joint</td>
<td></td>
</tr>
<tr>
<td>Current contact list(s) of Executive Committee, Chief and Council or Board of Directors (as applicable) with portfolio Information</td>
<td>• All</td>
<td></td>
</tr>
<tr>
<td>If incorporated for less than two years, a copy of your organization’s by-laws, constitution and mandate; information on your governance structure, and information on your membership requirements</td>
<td>• All</td>
<td></td>
</tr>
<tr>
<td>Copy of letters patent/certificate of incorporation (if applicable)</td>
<td>• All</td>
<td></td>
</tr>
<tr>
<td>Organizational Chart (if available)</td>
<td>• All</td>
<td></td>
</tr>
<tr>
<td>Complete and unabridged audited financial statements from the 2012-13 fiscal year are required. The audited financial Statements must include:</td>
<td>• Auditors cover letter • Auditors Management letter</td>
<td></td>
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<tr>
<td>• Auditors cover letter • Auditors Management letter</td>
<td>• All</td>
<td></td>
</tr>
<tr>
<td>Information/Document Requirements for a Complete Submission</td>
<td>Application Type</td>
<td>Completed</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
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<tr>
<td>• Balance Sheet</td>
<td></td>
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<tr>
<td>• Income Statement</td>
<td></td>
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<tr>
<td>• Statement of Changes in Net Assets</td>
<td></td>
<td></td>
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<tr>
<td>• Statement of Changes in Fund Balances</td>
<td></td>
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<tr>
<td>• Summary of Significant Accounting Policies</td>
<td></td>
<td></td>
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<tr>
<td>• Notes to the Financial Statements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• All Schedules of Revenue and Expenditures from all sources of funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Schedules of Salaries, Honoraria, Travel and Meal Expense</td>
<td></td>
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</tbody>
</table>
E: DISCLAIMER

Please Note:

- Any payment by the Ministry under the Program is subject to there being an appropriation from the Ontario legislature for the fiscal year in which the payment is to be made and there being funds available.
- Consideration of an application by the Ministry does not guarantee funding. Funding is dependent on the availability of funds, the Ministry’s review of the application, and on the recipient’s entering into a Core Funding Agreement.
- Funds received in a given funding year may only be spent on eligible activities carried out during that funding year and specified in the budget and work plan attached to the Core Funding Agreement.
- The provision of funding under the New Relationship Fund Program is not an acknowledgement by the Government of Ontario of an Aboriginal or treaty rights-bearing collectivity or of constitutionally protected Aboriginal or treaty rights, nor is it an indication of a duty or commitment to engage a successful applicant in any specific consultation activities.
- All applications submitted to the Ministry are subject to the access to information provisions of the Freedom of Information and Protection of Privacy Act (the "Act"). The Act provides all persons with a legal right of access to information in the custody and/or control of the Ministry, subject to a limited set of exemptions. One such exemption is information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence, where disclosure could reasonably be expected to result in certain harms. If an applicant believes that any of the information it submits in connection with its application is confidential and wishes to protect the confidentiality of such information, the applicant should clearly mark the information “confidential.” If the Ministry receives a request for access to the information marked “confidential”, the Ministry will contact the applicant so that it may, if it wishes, make representations concerning the release of the requested information. Marking the information “confidential” does not mean that the information will not be released if and as required under the Act.