

Part Five: Developmental Projects

5.1 Proposal Information

Funding may be available for applicants interested in undertaking preliminary work that is necessary in order to establish a program. For example, the ISSP may fund organizations for work required to establish affiliation agreements, to achieve non-profit society status, or to set up a First Nations governing authority. All Developmental activities **must** be directly tied to post-secondary programming.

Proposals for Developmental Projects must include two to three pages describing the proposed activities and their purposes, as well as a budget for the proposed program. Proposals should also include a BCR supporting the proposal, as well as additional letters of support, particularly from supporting Aboriginal organizations.

Developmental funding is **one-time** funding per proposed project. If your organization received ISSP Developmental Project funding during the last three-year period, indicate the outcome of the development.

Developmental proposals are funded to a **maximum** of \$20,000.00, **depending upon funding availability**. Applicants may receive funding for only **one** year per Developmental project.

Developmental funding is to be utilized for activities related to the submission of a proposal for an Established or UCEP Program that meets ISSP funding requirements. However, completion of a Developmental Project does not guarantee future approval for funding for an Established or UCEP Program.

5.2 Developmental Progress Reports

For 2009/2010 fiscal year Developmental Projects, progress reports are due by 4:00 pm **December 4, 2009**. For 2010/2011 fiscal year programs, progress reports are due by 4:00pm on **December 3, 2010**. Failure to submit a progress report to the ISSP Committee by the deadline **will** result in a lower score for the applicant's proposal in the following year.

The progress report is limited to one page outlining the following:

- title of the program funded;
- a one page summary of work completed to date;
- recommendations and next steps

The progress report should also include an interim financial statement. That statement does not have to be audited.

**Submit Progress Reports to: Chair, Indian Studies Support Program
Suite 113 – 100 Park Royal South
West Vancouver, B.C. V7T 1A2**

5.3 Interim Financial Reporting

Under INAC's Post-Secondary Education funding authority, ISSP funding is Contribution Funding, which requires funds to be fully expended by March 31, 2010. In order for funds to be considered fully expended, funds either have to be spent by that date or an "account payable" has to be set up before March 31, 2010 for payments that remain owing after March 31, 2010.

First Nations and other organizations receiving ISSP funds should seek the advice of their auditor prior to setting up contracts for ISSP funding to ensure that an "account payable" has been properly set up. This will avoid ISSP funds showing up as surplus funds in their audit.

If an "account payable" is not properly set up, ISSP funds identified as surplus funds in an audit will be recovered during an audit review.

5.4 Interim Financial Statement Form

Please complete the Interim Financial Statement Form for 2009/2010 by **May 31, 2010**.

**Submit Interim Financial Statement Form to:
Chair, Indian Studies Support Program
Suite 113 – 100 Park Royal South
West Vancouver, B.C. V7T 1A2**

**Developmental Project
ISSP Interim Financial Statement Form
(not Audited)
Due: May 31, 2010**

INAC DCI Reference #434111

Name of First Nation or Organization	
---	--

Income	
ISSP	
In-Kind	
Others	
Others	
TOTAL	
Program Expenses	
Instructional Delivery	
Instructor Salary	
Benefits + WCB	
Instructor Travel	
Instructor Materials	
Instructor Books/Supplies	
Elders / Guest Speakers	
Program Support	
Administration	
Other	
Other	
TOTAL	
Total ISSP Expenditures	
Funds spent to March 31	\$
Accounts Payable	\$
Total ISSP Funds Allocated (to end of Program)	
	\$
<p>The above information is accurate to the best of my knowledge.</p> <p>_____</p> <p>Authorized Signatory Date</p>	

INDIAN STUDIES SUPPORT PROGRAM | 2010/2011Programs

5.4 Developmental Final Report

For 2008/2009 fiscal year Developmental Projects, a Final Report must be submitted by **4:00 p.m.** on **November 6, 2009**. For 2009/2010 fiscal year Developmental Projects, a Final Report must be submitted by **4:00 p.m. on November 5, 2010**. That date is not flexible.

Final Reports received by fax before the deadline will be accepted, with originals to follow.

For Developmental Projects, Final Reports should include only an Executive Summary outlining the activities undertaken and a financial statement accounting for the use of the ISSP funding. The report should be limited to three pages maximum.

Funding recipients who fail to submit a complete and approved Final Report by the deadline will be ineligible for funding the following year and until this requirement is met.

The ISSP Committee forwards copies of all Final Reports to the Data Services Unit, DIAND BC Region.

Each year, all Final Reports will be collected and summarized in an ISSP Final Report. That report will be distributed to all First Nations in an effort to share the successes of the ISSP program, and to share information about the programs funded through the ISSP program.