Alberta Government

Aboriginal Economic Partnership Program Application Guidelines

The Aboriginal Economic Partnerships Program (AEPP) is a grant program that supports Indigenous communities, community-owned businesses, and organizations to foster economic development for Indigenous Albertans.

Program Goals

- Increase the capacity of Indigenous communities to identify and plan for economic opportunities.
- Facilitate the use of local resources for long-term growth.
- Attract investment in Indigenous economic projects.
- Increase employment of Indigenous Albertans.
- Begin or expand Indigenous community-owned businesses.
- Create spin-off business opportunities for Indigenous people and communities.
- Develop or increase revenue for Indigenous communities.
- Develop new information, tools and resources that enable, enhance or support economic opportunities for Indigenous Albertans

Eligible Applicants

- First Nations, Aseniwuche Winewak Nation, Metis Settlements, MNA Locals and Regions.
- Indigenous community-owned businesses and development corporations.
- Tribal Councils, Treaty Organizations, Métis Settlements General Council, Métis Nation of Alberta.
- Not-for-profit organizations that have Indigenous economic development as their mandate and/or capacity building of Indigenous Albertans related to economic development activities.

Note: Applicants with outstanding deliverables from previous Indigenous Relations grants may not be currently eligible for funding.

Fundable Projects

Projects must fall into at least one of the following categories:

1. **Capacity Development**: These projects seek to increase the capacity of Indigenous communities to pursue their economic development objectives, whether through community or organizational planning, restructuring, or development of human resources.

   Sample Projects:

   - Economic development strategic planning
   - Governance development or restructuring (both corporate and community)
   - Management and human resource planning and capacity development

2. **Opportunity Development**: These projects seek to assess or pursue specific economic development opportunities, whether to identify available opportunities, assess feasibility, or plan implementation.

Sample Projects:

- Economic leakage studies
- Asset inventories
- Opportunity assessments
- Feasibility studies
- Business plans
- Marketing strategies

Available Funding

AEPP can fund up to 100% of eligible costs, to a maximum of $100,000.

Eligible costs include:

- Contracted services performed by qualified providers, but not capital acquisition or regular operating costs (except for administrative costs as noted below).
- Costs related to the development of internal capacity, including, but not limited to, knowledge transfer, workshops, etc.
- Demonstrated administrative costs incurred through the delivery of the project, up to a maximum of 15% of the value of the non-administrative costs of the project.

The grant stack funding maximum to a recipient from all sources (including federal, provincial/territorial, and/or municipal) for the initiative or project is 100% of eligible costs.

How to Apply

- Applications may be submitted online through the portal on the program webpage indigenous.alberta.ca/aepp.

- The portal will only be accessible during intake periods noted on the program webpage.

- All applications must demonstrate support for the project to be considered for funding, which *at a minimum* will include a:
  - Band Council Resolution (BCR) for applications from a First Nation
  - Council Resolution for applications from a Metis Settlement
  - Board Resolution from a community-owned company, development corporation, etc.
  - Letter(s) of community support for applications from not-for-profit organizations
  - Equivalent demonstration of support for applications from applicants not noted above

- Projects that require greater than $25,000 of funding from AEPP must submit a detailed proposal with the application (see below).

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Detailed Proposal (if applicable)

For funding requests greater than $25,000, a detailed proposal must be included with the regular grant application and other supporting documentation.

The detailed proposal should describe the importance of and need for the project as well as outline the applicant's specific plans for implementing it.

Below is a sample outline for an ideal proposal:

   i) **Cover page**:
- (1) Name of applicant
- (2) Contact information
- (3) Date of Incorporation (if applicable)
- (4) Table of Contents

   ii) **Executive Summary**:
- (1) Summary of your project
- (2) Population served
- (3) Personnel involved in executing the project
- (4) Amount you are seeking

   iii) **Problem or Needs Statement**: Include a detailed description of the problem that the proposed project intends to address, proof of the need for the project, etc.

   iv) **Project Objectives**: List the expected outcomes, or results, of the proposed project. The objectives are possible solutions to the stated problem or need.

   v) **Program Plan**: Explain in detail how you intends to accomplish the stated objectives. Include details of project activities and how, by whom, and when they will be carried out during the project. A timeline chart can be used to illustrate the program plan.

   vi) **Evaluation**: Describe how progress and the success of the program will be measured. Evaluation strategies will depend on the nature of the project's objectives.

   vii) **Budget**: A realistic estimate of all costs involved in implementing the project, and a description of any project funding provided by you or other sources.

   viii) **Appendices**: A proposal should be concise, but you may choose to include additional information as appendices. This could include site drawings, the organization's annual report, and staff biographies of company authorities, or anything you think is relevant.

How to Prepare a Stronger Application

1. Clearly and concisely describe:
   - What your project is about.
   - Why you want to do it (e.g. the opportunity or problem it will address).
   - What you will produce (e.g. specific documents, specific activities).
   - What you hope to achieve in the long-term through your project.

2. Explain how your project fits into an existing plan or is the next step in project development (e.g. an economic development strategic plan or a feasibility study that next step is a business plan), and include that plan or study with your application.

3. If you will use 3rd party consultants, include quotes from two or more service providers.
   - Be sure to tell consultants that you are seeking competitive quotes.
   - Have them include a breakdown of activities and a time estimate for each activity.
   - Ask for references and/or samples of previous work that is similar to your project.
   - If you are not choosing the lowest cost consultant, explain why in your application.

4. Contact us before the deadline for advice on how you could improve your application.

5. Ensure your application meets all of the requirements described in these guidelines.

Assessment Process

1. Once an application is received, program staff will conduct a preliminary assessment to ensure eligibility, that the application is complete, and that it provides sufficient information to undertake a full assessment.
2. After the intake period closes, all applications will be scored by staff against program criteria, with funding recommendations made based on scores, budget, and related considerations.
3. Recommendations for funding will be provided to the Minister of Indigenous Relations for final approval.

Next Steps

- If your application is not successful, you will be contacted by program staff to discuss your application, the result, and possible areas to improve the competitiveness of future applications.

- If your application is successful, you will be contacted by a grant manager to discuss the agreement process, reporting and deliverables.

Reporting and Deliverables

- Reporting and deliverables are required for all funded projects.
- Reporting and deliverables are normally due 60 days after the scheduled end date of your project, as noted in your grant agreement.
- Timeline extensions may be possible through written request, but must be made before the scheduled end date of your grant agreement.

Questions

- Questions about AEPP should be directed to IR.economicdevelopment@gov.ab.ca.