

NATIONAL ABORIGINAL LANDS MANAGERS ASSOCIATION (NALMA)

[NALMA Logo]

LAND USE PLANNING FUNDING INITIATIVE

2026-2027

Land Use Planning Category 1 Application Form:

Groundwork

Maximum Funding: \$50,000 | **Suggested Timescale:** 6 months to 1 year

Category 1 Groundwork funding helps your community prepare to develop a Land Use Plan under Category 2. This application asks you to describe who will do this work and how — not to produce the deliverables themselves.

Category 1 does not support preparation for Category 3 (LUP Update) or Category 4 (Zoning By-law and Development Review) applications.

Category 1 Required Deliverables
<ol style="list-style-type: none"> 1. A Land Use Planning team is established. 2. An inventory of relevant background studies, community plans, and policies is compiled. 3. A GIS data inventory and gap analysis is completed. 4. Chief, Council, and key band departments have been engaged on the LUP project. 5. A Community Engagement Strategy for the LUP project is developed. 6. A Category 2 proposal with a detailed work plan and budget is completed.

Part 1: Applicant and Community Information

Applicant Community:	
Mailing Address:	
Lead Project Contact — Name:	
Position Title:	
E-mail:	
Telephone #:	
Secondary Contact — Name:	

Position Title:	
E-mail:	
Telephone #:	
Community Land Regime:	
Does your community currently have an approved Land Use Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress
Has your community previously received NALMA LUP funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress

Part 2: Project Description

The questions below are organised in three sections. Answer each question by describing who will do the work and how — not by producing the deliverable itself.

A — The Planning Team

The planning team will be responsible for completing all six deliverables. Describe your team first, because everything else in this application flows from it.

Deliverable 1 — Planning Team

Who will make up your Land Use Planning team, and what role will each member play?

A land use planning team typically includes a project leader from the First Nation (usually the Lands Manager), other First Nation staff who can help access community data and coordinate with departments, and in most cases professional support. Professional planning and GIS services are needed in most LUP projects because the technical work goes beyond typical Lands Office capacity. Describe the team you intend to build — the internal staff, the professional expertise you plan to bring in, and how you will ensure the First Nation leads the process.

B — How the Team Will Complete the Deliverables

The questions below cover each of the five work deliverables. For each, describe the approach your team will take — who leads the work, what steps are involved, and any particular challenges you anticipate.

Deliverable 2 — Inventory of Background Studies and Policies

How will your team locate, collect, and organize the background studies and community plans that will be needed for land use planning?

Many relevant documents already exist — but they are often scattered across departments, held by the tribal council, public works, housing, or economic development offices, and sometimes not digitized. A key task is locating these materials and organizing them so they can be analyzed during Category 2. Describe who on your team will lead this, which departments or organizations they will need to work with, and how the materials will be organized. Examples of relevant documents include: Comprehensive Community Plan, Capital or Infrastructure Plan, Housing Plan, Economic Development Strategy, Socio-Economic Baseline Study, Environmental Assessment, Emergency Management Plan, and any Cultural or Traditional Use Study.

Deliverable 3 — GIS Data Inventory and Gap Analysis

How will your team inventory the community’s spatial data and identify what still needs to be collected?

Spatial data is rarely held in one place — some may sit with the Lands Office, some with public works or a tribal council, and some important data like the location of water and sewer lines may not be digitized. Open-source data can fill some gaps, but a First Nation staff member needs to be inside the organization to locate what exists. Describe who will lead this work, how they will access data held across different parts of your organization, and what GIS or planning expertise they will need to guide them.

Deliverable 4 — Purpose, Scope, and Leadership Engagement

How will your team define the purpose and scope of the Land Use Plan and build awareness with Chief, Council, and key departments?

Defining why the community wants a LUP and what lands it will cover is one of the most important steps in groundwork (LUP Toolkit §4.2, §4.3). This work happens alongside engagement with leadership and key departments (housing, public works, economic development, health) to build understanding of what a LUP is and what their role will be. Describe who will lead these conversations, what format they will take, and how you will document the outcomes.

Deliverable 5 — Community Engagement Strategy

How will your team develop the Community Engagement Strategy for the LUP project?

The engagement strategy is a planning document that sets out who will be engaged, how, and when across the full LUP process. It will be used to scope and budget the engagement work in Category 2. Describe who on your team will lead its development, what information they will need to gather (e.g., community demographics, past engagement experience, language and accessibility needs), and how Chief, Council, and community members will contribute to shaping it.

C — Bringing It Together: The Category 2 Proposal

Deliverable 6 — Category 2 Proposal, Work Plan, and Budget

How will your team bring the findings from the other deliverables together into a Category 2 funding proposal?

The Category 2 proposal and work plan will draw directly on what your team learns from the studies inventory, GIS gap analysis, purpose and scope work, and engagement strategy. Describe who will be responsible for writing the proposal and work plan, how the findings from each deliverable will feed into it, and how Chief, Council, and key departments will contribute to and formally endorse the proposal before it is submitted to NALMA.

Part 3: Work Plan and Budget

Provide a work plan and budget for your Category 1 project. All six deliverables should appear in the work plan. The maximum funding available is \$50,000 and the suggested timescale is 6 months to 1 year.

Professional planning and GIS services are eligible and expected costs under Category 1. Consultant fees will typically be the largest budget line. See LUP Toolkit Tool #5 (Work Plan and Budget Templates) for guidance.

Activity / Deliverable	Responsible	Timeline	Estimated Cost (\$)
Total Funding Requested			\$

Part 4: Supplemental Documents

Please include the following with your application:

- A Letter of Support signed by the Chief, a Councillor with signing authority, or a Band Administrator with signing authority.

Note: Category 1 does not require a Band Council Resolution. Upon completion of this project, you will be required to submit all six deliverables and financial reporting to NALMA. The Category 2 work plan and budget produced under this project will form the basis of your next application.

Part 5: Certification

I certify that:

- The information in this application and its annexes is correct to the best of my knowledge;

- Appointed representatives of NALMA are authorized to obtain and share with persons or organizations, public or private, any information necessary to complete the assessment of the project outlined;
- The applicant is in principle prepared to enter into a funding agreement or funding amendment with NALMA; and
- I am authorized to sign this Letter of Support on behalf of the First Nation.

Name of Signing Officer:	
Title / Position:	
Date Submitted:	
Signature:	

Completed applications must be submitted via email to: lup@nalma.ca by 11:59 pm on the closing date of the relevant Call for Proposals.