

NALMA Land Use Planning Program Funding Guidelines

For First Nations managing lands under the Indian Act / RLEMP

About This Program

NALMA's Land Use Planning (LUP) Program provides funding to First Nations at any stage of the planning process. There are four funding categories, each designed for a different phase of land use planning — from early groundwork through to a completed plan, implementation tools, and future updates.

The guidelines are flexible. The eligible activities listed under each category are examples, not a fixed list. Communities should describe their specific needs in their application.

Who Can Apply

This program is open to First Nations managing reserve lands under the Indian Act or the Reserve Land and Environment Management Program (RLEMP). All funding categories require:

- Category 1: A Letter of Support signed by the Chief, a Councillor with signing authority, or a Band Administrator with signing authority, submitted with the application.
- Categories 2, 3, and 4: A Band Council Resolution (BCR) endorsing the project, submitted with the application.
- The project must relate to reserve lands or lands in an active Additions to Reserve (ATR) process.
- The First Nation must be in good standing with NALMA on any previous funded projects.
- Only one active funding project per First Nation at a time. A First Nation may apply for Category 2 while a Category 1 project is still active. However, a new funding agreement cannot be executed until the prior funding agreement is closed.

NALMA funding can be combined with other sources — ISC, provincial programs, own-source revenues, or private foundations. Contact NALMA early to discuss your project and identify complementary funding for technical studies outside this program's scope.

Recommended: Take NALMA Training Before You Apply

NALMA offers specialized training that directly supports the work funded under each category. Taking the relevant training before starting your project — or before submitting an application — will help you scope your work more effectively, produce better deliverables, and get more value from the funding.

Training most relevant to this program:

- Land use planning courses — covering LUP fundamentals, community engagement, and practical applications including implementation tools. Recommended before applying to any category.
- GIS and mapping courses — covering GIS fundamentals for land management and spatial data tools. Recommended before undertaking GIS data work under any category.
- Land management for Chief and Council — introductory sessions to build leadership understanding of land management. Recommended to support Leadership alignment before beginning a planning project.

Training schedules and registration: nalma.ca/training-and-events | Toll-Free: 1-877-234-9813

The Four Funding Categories

Category 1	Groundwork \$50,000 6 months to 1 year Develop an engagement strategy, identify GIS and data needs, and build a work plan and budget to support a Category 2 application.
Category 2	Pre-Planning & Land Use Plan Development \$150,000 Up to 2 years Complete pre-planning research, community engagement, and development of the Land Use Plan through to formal adoption.
Category 3	Land Use Plan Update \$50,000 Up to 1 year Conduct a comprehensive review and update of an existing approved Land Use Plan.
Category 4	Zoning By-law & Development Review \$100,000 1 to 2 years Develop a Zoning By-law and/or a Development Review Policy and Procedure to implement your LUP.

You do not need to start at Category 1. Apply for the category that matches your current stage of work. If land use planning is new to your community, Category 1 is the right starting point.

Eligible costs across all categories include: consultant and professional services; staff time directly related to the project; community engagement (venue, meals, materials, Elder and Knowledge Holder honoraria); travel; GIS software, data, and mapping; printing and document production; translation; training related to the project; and administrative overhead (typically 5–15% of total

budget, per First Nation policy). Costs incurred before a Contribution Agreement is signed are not eligible.

When to Apply — Calls for Proposals

NALMA accepts applications through two separate call processes depending on the funding category.

Category 1 — Groundwork	Categories 1, 2, 3, and 4
<p>Biannual Call for Proposals</p> <p>Opens: June Closes: August</p> <p><i>Two intake cycles per year. Late applications will not be considered.</i></p>	<p>Annual Call for Proposals</p> <p>Opens: November Closes: February</p> <p><i>One intake cycle per year. Late applications will not be considered.</i></p>

Applications received after a closing date will be held for the next intake cycle, not the current one. Contact NALMA if you are unsure which intake cycle to target.

CAT.

1

Groundwork

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

Laying the foundation before a full land use planning project begins.

What This Category Covers

Category 1 supports First Nations that want to begin land use planning but need to prepare first. Groundwork helps you build Leadership alignment, identify your data needs, form your planning team, and develop a solid work plan and budget — so that your Category 2 application is well-scoped and credible.

This is also the right category if you are unsure where to start. A groundwork project gives you the space to assess readiness and define what your community actually needs before committing to a full planning project.

Toolkit Guidance

*The references below point to relevant sections of the **Introduction to Land Use Planning Toolkit** and the **Practical Applications of Land Use Planning Toolkit**. Use these references to help develop your proposal and work plan, and to guide your project activities. Both toolkits are **available to members through NALMA's Peersite** and provided exclusively through NALMA's Specialized Toolkit Training modules — visit nalma.ca/training-and-events to register.*

- LUP Toolkit Chapter 4 — Groundwork: Beginning in a Good Way (4.1), Define the Purpose Together (4.2), Determine Geographical Scope (4.3), Build the Planning Team (4.4), Create Work Plan and Budget (4.5), Readiness Checklist/Tool #7 (4.7)
- LUP Toolkit Chapter 3 — Communications and Engagement: Communications Strategy (3.5), Engagement Plan (3.6)

Apply for Category 1 if:

- Your community does not have a Land Use Plan, or your plan is more than 10 years old, and you have not yet started a formal planning process.
- You need to assess readiness, build team capacity, or secure Leadership support before committing to a full planning project.
- You need to identify GIS and data gaps before scoping a full LUP project.
- You need a detailed work plan and budget to support a Category 2 application.

Category 1 groundwork funding is specifically for developing a proposal and work plan for a Category 2 (Land Use Plan Development) application. It does not support preparation for Category 3 (LUP Update) or Category 4 (Zoning By-law and Development Review) applications.

Eligible Activities

Eligible activities include, but are not limited to:

- Engaging Chief and Council to define the purpose and scope of the project (LUP Toolkit: Define the Purpose Together (4.2), Determine Geographical Scope (4.3))
- Reviewing existing community plans, strategies, and Band Council Resolutions
- Building and formalizing a Land Use Planning Team — staff, consultants, advisory roles (LUP Toolkit: Build the Planning Team (4.4))
- Reviewing other First Nations' Land Use Plans for ideas (LUP Toolkit: Beginning in a Good Way (4.1))
- Developing a Communications Strategy (LUP Toolkit: Communications Strategy (3.5))
- Developing a Community Engagement Strategy — audiences, methods, and timeline (LUP Toolkit: Engagement Plan (3.6))

- Conducting early community outreach to identify priorities (LUP Toolkit: Beginning in a Good Way (4.1))
- Inventorying existing GIS data and identifying gaps (LUP Toolkit: Information Needs (5.1), Building a GIS Database (5.1.3))
- Gathering and organizing spatial data: land tenure, infrastructure, environmental features (LUP Toolkit: Information Needs (5.1))
- Preliminary base mapping and geodatabase setup (LUP Toolkit: Building a GIS Database (5.1.3))
- Identifying technical documents needed: housing studies, environmental assessments, population data (LUP Toolkit: Information Needs (5.1), Tool #9 — LUP Information Needs by Land Use)
- Developing a detailed Work Plan and Budget for a Category 2 application (LUP Toolkit: Create Work Plan and Budget (4.5), Tool #5 — Work Plan and Budget Templates)
- Hiring professional planning, GIS, or facilitation services (LUP Toolkit: Build the Planning Team (4.4))

To be eligible for this category:

- The community is preparing to develop a Land Use Plan and does not have an approved LUP.
- A Letter of Support signed by the Chief, a Councillor with signing authority, or a Band Administrator with signing authority is included with the application.
- The project will produce at minimum a completed Engagement Strategy and a Work Plan and Budget for a Category 2 application.

Category 1 is a short-term project with a suggested timescale of 6 months to 1 year. You do not need to complete Category 1 before applying to Category 2, but a well-documented groundwork phase — with a clear scope and realistic budget — significantly strengthens a Category 2 application. First Nations that have previously completed pre-planning work under an older version of NALMA’s Category 1 funding are eligible to apply directly for up to \$100,000 under Category 2 for Land Use Plan development. This applies to all applications received after June 1, 2026.

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2

Pre-Planning & Land Use Plan Development

Maximum: \$150,000 | Suggested Timescale: Up to 2 years

Completing the full arc of land use planning — from research and engagement through to a finished, adopted Land Use Plan.

What This Category Covers

Category 2 is the core LUP funding category. It covers two phases that may overlap across a multi-year project: Pre-Planning (gathering information and engaging the community) and Planning (analyzing information, drafting the LUP, and moving through review). Together these phases produce an adopted Land Use Plan that reflects the community's vision.

Toolkit Guidance

*The references below point to relevant sections of the **Introduction to Land Use Planning Toolkit** and the **Practical Applications of Land Use Planning Toolkit**. Use these references to help develop your proposal and work plan, and to guide your project activities. Both toolkits are provided exclusively through NALMA's Specialized Toolkit Training modules — visit nalma.ca/training-and-events to register.*

- LUP Toolkit Chapter 5 — Pre-Planning: Information Needs (5.1), Data Sovereignty/OCAP® (5.1.1), Building a GIS Database (5.1.3), Current Land Use Map (5.2.1), Land Use and Occupancy (5.2.2), Land Constraint Analysis (5.2.3), Vision and Guiding Principles (5.3), Land Use Issues (5.4)
- LUP Toolkit Chapter 6 — Planning: Analyze Information (6.1), Community Growth Targets (6.2), Defining Land Uses (6.3), Land Use Options (6.4), Write Land Use Plan (6.5), Mapping (6.5.6), Review (6.6), Approve (6.7)

Apply for Category 2 if:

- Your community does not have an approved Land Use Plan.
- You have completed groundwork (Category 1 or equivalent preparation) and have a defined scope, a team, and an engagement approach.
- You have a BCR from Chief and Council endorsing the project.
- Your community previously completed pre-planning work under an older version of NALMA's Category 1 funding — you may be eligible for up to \$100,000 under this category for applications received after June 1, 2026.

Eligible Activities — Phase A: Pre-Planning

- Compiling and analyzing background data: land tenure, population, housing, environment, infrastructure (LUP Toolkit: Information Needs (5.1))
- Applying data sovereignty principles — ensure consultant contracts confirm the First Nation owns all data produced (LUP Toolkit: Data Sovereignty/OCAP® (5.1.1))
- Developing a Current Land Use Map — all existing buildings, roads, and land uses (LUP Toolkit: Current Land Use Map (5.2.1))
- Building or expanding a GIS geodatabase (LUP Toolkit: Building a GIS Database (5.1.3))
- Land use and occupancy study or traditional land use and knowledge mapping (LUP Toolkit: Land Use and Occupancy (5.2.2))

- Land constraint analysis: flood risk, steep slopes, wetlands, environmental hazards (LUP Toolkit: Land Constraint Analysis (5.2.3))
- Population and housing needs analysis and growth projections (LUP Toolkit: Understanding Growth (5.1.2))
- Reviewing existing laws, plans, and by-laws
- Commissioning technical studies: archaeological, environmental, engineering
- Developing and executing a Community Engagement Plan (LUP Toolkit: Engagement Plan (3.6))
- Hosting community engagement sessions — workshops, open houses, sharing circles, kitchen table chats (LUP Toolkit: Engagement Techniques (3.4), Levels of Engagement (3.3))
- Establishing a Land Use Planning Committee (LUP Toolkit: Land Use Planning Committee (4.4.2))
- Developing a community vision, guiding principles, goals, and objectives (LUP Toolkit: Vision and Guiding Principles (5.3))
- Identifying and documenting key land use issues and planning priorities (LUP Toolkit: Land Use Issues and Planning Considerations (5.4))

Eligible Activities — Phase B: Land Use Plan Development

- Analyzing compiled information: opportunities and constraints (LUP Toolkit: Analyze Information (6.1))
- Developing community growth targets: population, housing, economic development (LUP Toolkit: Community Growth Targets (6.2))
- Residential land needs analysis — how much land, where, and at what density (LUP Toolkit: Residential Land Needs Analysis (6.2.2))
- Economic opportunities analysis — identifying and designating economic development land (LUP Toolkit: Economic Opportunities Analysis (6.2.3))
- Infrastructure capacity analysis — confirming serviced land available for planned growth (LUP Toolkit: Infrastructure Capacity Analysis (6.2.4))
- Defining land use categories, designations, and policy objectives (LUP Toolkit: Defining Land Uses and Objectives (6.3))
- Exploring and evaluating land use options with community input (LUP Toolkit: Exploring Land Use Options (6.4))
- Developing the Future Land Use Map and all supporting maps (LUP Toolkit: Mapping (6.5.6))
- Drafting the Land Use Plan document (LUP Toolkit: Write Land Use Plan (6.5))
- Internal review: lands staff, departments, legal counsel (LUP Toolkit: Review Land Use Plan (6.6))
- Community-wide review of the draft LUP (LUP Toolkit: Review Land Use Plan (6.6))
- Revising and finalizing the LUP
- Producing the final LUP in print and digital formats — confirm all GIS files are owned and retained by the First Nation (LUP Toolkit: Data Sovereignty (5.1.1))

To be eligible for this category:

- The community does not have an approved Land Use Plan.
- A BCR endorsing the project is included with the application.
- The application includes a work plan and budget covering the full project term.
- Only one active Category 2 project is permitted per First Nation at a time.

The maximum of \$150,000 may be split across multiple fiscal years within the suggested 2-year timescale. The amount approved depends on project scope and available program budgets. First Nations that have completed pre-planning work under an older version of NALMA's Category 1 funding are eligible for up to \$100,000 under Category 2, effective for all applications received after June 1, 2026. Coordinate with ISC early for complementary funding for major technical studies such as geotechnical or environmental site assessments.

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3**Land Use Plan Update****Maximum: \$50,000 | Suggested Timescale: Up to 1 year***A structured review and update of an existing approved Land Use Plan.***What This Category Covers**

A Land Use Plan is a living document. Over time, communities change — population grows, new lands are added to reserve, new development occurs, environmental conditions shift, and priorities evolve. Category 3 supports a comprehensive review and update of an existing LUP to make sure it still reflects the community's current situation and goals.

A LUP update is not a full replanning exercise. The LUP Toolkit describes a five-step process: re-evaluate the data, re-affirm the vision, audit policies, update maps, and validate with the community. The scope of the update should be proportional to what has changed. A community that has maintained good annual monitoring records will find an update faster and less costly than one starting from scratch.

Minor changes to a single policy or map designation are handled through the LUP amendment process and do not require Category 3 funding.

Toolkit Guidance

*The references below point to relevant sections of the **Introduction to Land Use Planning Toolkit** and the **Practical Applications of Land Use Planning Toolkit**. Use these references to help develop your proposal and work plan, and to guide your project activities. Both toolkits are provided*

exclusively through NALMA's Specialized Toolkit Training modules — visit nalma.ca/training-and-events to register.

- LUP Toolkit Chapter 8 — Monitoring and Evaluation: Select Monitoring Indicators (8.1), LUP Conformity (8.2.1), Compliance Monitoring (8.2.2), Perform Annual Reviews (8.3), When to Update (8.4.1), The Update Process — Steps 1–5 (8.4.2)
- LUP Toolkit Manage Land Use Changes (7.5) — the LUP amendment process for minor changes; use this to distinguish between an amendment and a full update
- LUP Toolkit Analyze Information and Community Growth Targets (6.1–6.2) — re-run these analyses during Step 1 of the update process
- LUP Toolkit Current Land Use Map (5.2.1) and Land Constraint Analysis (5.2.3) — update these datasets as part of re-evaluating the data
- LUP Toolkit Vision and Guiding Principles (5.3) — revisit during Step 2 to confirm or revise the community's direction
- Practical Applications Toolkit Self-Assessment for Implementation, Table 3 (2.2) — use this checklist to determine whether a comprehensive update is needed before beginning a Category 3 project
- Practical Applications Toolkit Monitoring and Adaptation (3.6) — guidance on tracking implementation progress, monitoring friction points, and identifying areas needing revision

Apply for Category 3 if:

- Your community has an approved Land Use Plan that is 5 or more years old.
- There has been significant change since the plan was adopted: Addition to Reserve, major population growth, new development pressures, major infrastructure investment, or a natural disaster (LUP Toolkit: When to Update (8.4.1)).
- You have reviewed implementation progress and identified sections of the LUP that are outdated, incomplete, or no longer aligned with community goals.
- You want to re-engage the community and renew commitment to the plan.

Category 3 is for comprehensive LUP updates. Minor changes to a specific policy or map designation can be handled through your existing LUP amendment process (LUP Toolkit: Manage Land Use Changes (7.5)) and do not require Category 3 funding. If you are unsure whether your situation calls for an update or a minor amendment, contact NALMA before applying.

Eligible Activities

The LUP Toolkit, The Update Process (8.4.2), describes five steps for a LUP update. Eligible activities are organized under those steps below.

- Completing the Practical Applications Toolkit Self-Assessment for Implementation (Table 3) to confirm a comprehensive update is needed (Practical Applications Toolkit: Self-Assessment for Implementation (2.2))
- Reviewing annual implementation progress reports and monitoring records (LUP Toolkit: Perform Annual Reviews (8.3); Practical Applications Toolkit: Monitoring and Adaptation (3.6))
- Reviewing current monitoring indicators against LUP objectives (LUP Toolkit: Select Monitoring Indicators (8.1))
- Assessing LUP conformity — is development consistent with the LUP’s vision and land use designations? (LUP Toolkit: LUP Conformity (8.2.1))
- Updating background data: population, housing stock, infrastructure capacity, and environmental conditions (LUP Toolkit: The Update Process, Step 1 (8.4.2))
- Updating the Current Land Use Map (LUP Toolkit: Current Land Use Map (5.2.1), The Update Process (8.4.2))
- Refreshing the Land Constraint Analysis with new environmental, flood, or cultural data (LUP Toolkit: Land Constraint Analysis (5.2.3), Analyze Information (6.1.2))
- Updating community growth targets and re-running the residential land needs analysis (LUP Toolkit: Community Growth Targets (6.2), Residential Land Needs Analysis (6.2.2))
- Reviewing economic development land designations and infrastructure capacity (LUP Toolkit: Economic Opportunities Analysis (6.2.3), Infrastructure Capacity Analysis (6.2.4))
- Updating GIS data layers, mapping, and geodatabase — confirm data sovereignty
- Identifying new land use issues or development pressures not addressed in the original plan
- Developing an Engagement Plan for the update process (LUP Toolkit: Chapter 3 — Communications and Engagement)
- Re-engaging the community on what has changed and the priorities for the updated plan
- Re-engaging on the community vision and guiding principles — are they still current? (LUP Toolkit: Vision and Guiding Principles (5.3), The Update Process Step 2 (8.4.2))
- Auditing LUP policies for effectiveness — rewrite, refocus, or remove as needed (LUP Toolkit: The Update Process, Step 3 (8.4.2))
- Updating the Future Land Use Map and associated maps (LUP Toolkit: The Update Process, Step 4 (8.4.2))
- Community-wide and internal review of the updated draft LUP (LUP Toolkit: The Update Process, Step 5 (8.4.2))
- Drafting and finalizing the updated LUP document
- Producing the final updated LUP in print and digital formats — confirm all GIS files are owned and retained by the First Nation

To be eligible for this category:

- The community has an approved Land Use Plan (completed under Category 2 or equivalent).
- A BCR endorsing the LUP Update project is included with the application.
- The application describes which sections, maps, or policies are proposed for revision and explains why a comprehensive update is needed rather than a minor amendment.

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4

Zoning By-law & Development Review

Maximum: \$100,000 | Suggested Timescale: 1 to 2 years

Developing the legal and administrative tools to implement the Land Use Plan.

What This Category Covers

A Land Use Plan on its own is a guiding document — it is generally not legally enforceable. Category 4 supports the development of two implementation tools that give the LUP legal effect and practical structure.

A Zoning By-law is a legal tool enacted under Section 81(1)(g) of the Indian Act. It divides the reserve into zones and sets out what is permitted in each zone. It is the most direct way to make land use rules enforceable on reserve.

A Development Review Policy and Procedure establishes the process by which the First Nation reviews building and development proposals. It brings consistency and transparency to decisions and reduces the risk of ad hoc decision-making.

Projects may include one or both components. For communities where a Zoning By-law is not yet the right tool, a Development Review Policy alone is a meaningful step toward structured land governance.

Toolkit Guidance

*The references below point to relevant sections of the **Introduction to Land Use Planning Toolkit** and the **Practical Applications of Land Use Planning Toolkit**. Use these references to help develop your proposal and work plan, and to guide your project activities. Both toolkits are provided exclusively through NALMA's Specialized Toolkit Training modules — visit nalma.ca/training-and-events to register.*

- Practical Applications Toolkit Chapter 3 — By-law Making: Is a LUP Enough? (3.4.1), Indian Act By-law Powers/Section 81(1) (3.4.2), Zoning By-laws including Table 12 Self-Assessment, Table 13 LUP vs Zoning By-law comparison, Scaling Zoning By-laws, and Tool #12 How to Write a Zoning By-law (3.4.3)
- Practical Applications Toolkit Chapter 3 — Decision-Making: Who Makes Decisions (3.5.1), Decision-Making Process/Table 14 Decision-Making Authority Framework (3.5.2)
- Practical Applications Toolkit Chapter 4 — Development Review: Development Process (4.3), Review and Permitting (4.4) including Tools #1–6 (Pre-Application Forms, Application Forms, Development Review Framework, Development Checklists, Conditions of Approval, Decision Letters)
- Practical Applications Toolkit Compliance Monitoring (4.5.1), Dispute Resolution (4.5.2), Enforcement/Table 17 (4.5.3)

Apply for Category 4 if:

- Your community has an approved Land Use Plan and is ready to develop tools to implement it.
- You want a Zoning By-law to make land use rules enforceable under Section 81(1)(g) of the Indian Act.
- You want a formal Development Review process so that building and development decisions are documented, consistent, and aligned with the LUP.
- You have already developed one component (e.g., a Zoning By-law) and want to develop the other.
- You are building internal Lands Office capacity to administer a development review function.

The Practical Applications Toolkit (section 3.4.1) recommends First Nations self-assess whether a Zoning By-law is the right tool given their situation — including development pressure, staffing capacity, and enforcement capacity. A Development Review Policy is a viable and valuable project on its own. Legal advice on any draft by-law is strongly recommended and is an eligible cost under this category.

Eligible Activities — Zoning By-law

- Self-assessing whether a Zoning By-law is the right tool for the community (Practical Applications Toolkit: Is a LUP Enough?, Table 12 (3.4.1))
- Reviewing Indian Act Section 81(1) by-law powers available to the First Nation (Practical Applications Toolkit: Indian Act By-law Powers (3.4.2))
- Reviewing comparable First Nations' Zoning By-laws (Practical Applications Toolkit: Zoning By-laws, Tool #12 (3.4.3))
- Scoping the Zoning By-law based on community size, development pressure, and capacity (Practical Applications Toolkit: Scaling Zoning By-laws (3.4.3))
- Engaging the community and Leadership on the proposed zoning approach (LUP Toolkit: Engagement Techniques (3.4); Practical Applications Toolkit: Zoning By-laws (3.4.3))
- Drafting the Zoning By-law — zones, permitted and prohibited uses, regulations and zoning maps (Practical Applications Toolkit: Zoning By-laws, Tool #12 (3.4.3))
- Legal review of the draft by-law (Practical Applications Toolkit: Get Legal Advice, Tip #1 (3.4.2))
- Community review and engagement on the draft by-law
- Finalizing and enacting the Zoning By-law by majority vote of Council at a band meeting (Indian Act s. 2(3)(b)) (Practical Applications Toolkit: Enacting the By-law, Tip #3 (3.4.2))
- Publishing the by-law as required by the Indian Act — website, First Nations Gazette, or newspaper (Practical Applications Toolkit: Publishing the By-law, Tip #6 (3.4.2))
- Professional planning and legal services

Eligible Activities — Development Review Policy and Procedure

- Reviewing existing ad hoc development and building approval practices and identifying gaps (Practical Applications Toolkit: Development Process (4.3))
- Designing a decision-making framework — who makes decisions, at what level, and for what types of projects (Practical Applications Toolkit: Decision-Making Authority Framework, Table 14 (3.5))
- Developing a tiered review process scaled to project size and impact (Practical Applications Toolkit: Project Assessment Framework, Figure 10 (4.3))
- Drafting a Development Review Policy: roles, timelines, decision authority, and conflict of interest provisions (Practical Applications Toolkit: Decision-Making Process (3.5.2))
- Developing application forms, review checklists, and conditions of approval templates (Practical Applications Toolkit: Tools #1–6)
- Designing an intake and tracking process for applications (Practical Applications Toolkit: Pre-Consultation (4.3.2))
- Developing standard operating procedures for Lands Office staff
- Developing a fee schedule and cost recovery policy
- Engaging internal departments — housing, economic development, public works — on their review roles (Practical Applications Toolkit: Collaboration (4.4.4))
- Engaging the community on what a development review process means for building on the reserve (Practical Applications Toolkit: Community Engagement (4.4.5))
- Training Lands Office staff to administer the new process
- Developing a compliance monitoring approach and dispute resolution process (Practical Applications Toolkit: Compliance and Enforcement (4.5); LUP Toolkit: Compliance Monitoring (8.2.2))

To be eligible for this category:

- The community has an approved Land Use Plan (completed under Category 2 or equivalent).
- A BCR endorsing the Category 4 project is included with the application.
- The application identifies whether the project includes a Zoning By-law, Development Review Policy and Procedure, or both, and describes the specific deliverables.

How to Apply

Applications are accepted through NALMA’s Call for Proposals process. See “When to Apply” above for intake dates by category.

What to Include in Your Application

- Completed Application Form for the relevant category.
- Band Council Resolution (BCR) formally endorsing the project (Categories 2, 3, and 4). For Category 1: a Letter of Support signed by the Chief, a Councillor, or a Band Administrator with signing authority.
- Work Plan and Budget — activities, who is responsible, timelines, and projected costs. See LUP Toolkit Tool #5 (Work Plan and Budget Templates).
- A brief description of your community's current land use planning status and how this project fits your overall planning journey.

What Makes a Strong Application

NALMA reviews applications based on eligibility, clarity of the proposed work, and realistic scoping. A strong application:

- Clearly identifies the category being applied for and confirms eligibility.
- Describes specific activities and deliverables — not just general intentions.
- Includes a realistic timeline and budget that reflects the actual cost of the work.
- Demonstrates Leadership support through the BCR or Letter of Support.
- Shows awareness of what has been done already and what still needs to be done.

Reporting, Check-ins, and When a Project Has Difficulties

Timely reporting and consistent communication with NALMA are essential obligations under any NALMA funding agreement. If your project is experiencing difficulties, contact NALMA as early as possible — early communication allows NALMA to provide support and work with you to find solutions before problems become serious.

Reporting Requirements

All funded projects are required to submit the following to NALMA:

- Check-ins at 3 months and 9 months — mandatory meetings to discuss progress and any emerging issues. Attendance is required; missing a check-in without prior notice and a rescheduled date may be considered a failure to meet your obligations under the funding agreement.
- Progress Report at 6 months — a written update on activities completed, activities in progress, and any changes to the work plan or timeline.

- Final Report at project completion — a summary of all activities completed, outcomes achieved, and a full financial accounting of funds used.
- Copies of key deliverables produced (e.g., LUP document, engagement summary, Zoning By-law, updated maps).
- For Category 2 multi-year projects: an additional progress report and check-in at 12 and 18 months, with a final report upon completion.

As a best practice, recipients are encouraged to send any materials for discussion to NALMA in advance of each check-in, to allow for more productive and focused engagement. The specific payment schedule and required check-in dates for your project will be set out in your Contribution Agreement with NALMA.

When a Project Has Difficulties

Where a concern arises that a project may not be meeting its obligations, NALMA will first engage in a troubleshooting process before any formal default proceedings are initiated. This may include:

- Revising your work plan and schedule to reflect current project circumstances.
- Exploring an extension to the agreement term to allow additional time to produce outstanding deliverables.
- Closing the current project where the First Nation is unable or unwilling to continue funded activities.

If a project is closed as a result of a default, all future payments will cease. Any unexpended funding must be returned to NALMA. A First Nation that has defaulted on a NALMA agreement remains eligible to apply for future LUP funding; however, the total amount issued under the defaulted agreement will be deducted from that First Nation's total eligible funding under the program.

If your project is experiencing difficulties — whether related to capacity, staffing changes, community dynamics, or other circumstances — contact your NALMA program officer as early as possible. NALMA is here to help keep projects on track, and early communication significantly improves the range of options available to both parties.

Eligible and Ineligible Costs

Generally Eligible

Generally Ineligible

<ul style="list-style-type: none"> • Consultant and professional services (planning, GIS, legal, facilitation) • Staff time directly attributable to the project • Community engagement: venue, meals, materials, Elder and Knowledge Holder honoraria • Travel for the planning team and engagement activities • GIS software, data purchases, and mapping services • Printing and document production • Translation and language services • Training directly related to the project • Administrative overhead (typically 5–15% of total budget, per First Nation policy) 	<ul style="list-style-type: none"> • Capital construction or land purchase • General Lands Office operating costs not directly related to the project • Costs already funded by another source for the same activity • Major standalone technical studies (e.g., geotechnical, Phase I/II ESA) — seek ISC or other funding for these • Legal costs related to litigation • Alcohol or entertainment • Costs incurred before the Contribution Agreement is signed
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Elder and Knowledge Holder honoraria for engagement activities are eligible and encouraged. Meaningful engagement often requires compensation for time and travel.

Contact and Support

NALMA’s Land Use Planning team is available to answer questions, review draft work plans and budgets, and connect you with peer First Nations who have completed LUPs. Contact us before you apply — early conversations help make stronger applications.

<p>National Aboriginal Lands Managers Association nalma.ca 705-657-7760 Toll-Free: 1-877-234-9813 LUP Funding: nalma.ca/resources/funding/lup-funding</p>	<p>NALMA can help you:</p> <ul style="list-style-type: none"> • Determine which category to apply for • Review your draft work plan and budget • Connect with First Nations that have completed LUPs • Access the LUP Toolkit, Practical Applications Toolkit, and training resources
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These guidelines are subject to change. Refer to the current Call for Proposals for deadlines and funding amounts.

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