NATIONAL ABORIGINAL LANDS MANAGERS ASSOCIATION (NALMA) LAND USE PLANNING FUNDING INITIATIVE	2027-2028	

Application Form

CATEGORY

1

Groundwork

Up to $50,000 | 6 months to 1 year

Category 1 funds the completion of the groundwork needed to put together a solid Category 2 (Land Use Plan Development) application. Groundwork prepares your community to apply for a Category 2 Land Use Plan. This category asks you to consider who will do the work and how. You do not need to do the work before you apply.

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

Eligibility is determined by your First Nations land regime; i.e. Indian Act, RLEMP, Self Government, Land Code/FNLMA.

Eligible: First Nations operating under the Indian Act or RLEMP, as well as First Nations with an *__inactive__ Land Code can apply. Self governing First Nations with self government agreements may be eligible on a case-by-case basis, please contact NALMA early in the application process for an eligibility check. If you are unsure if your First Nation is eligible to apply, please do not hesitate to contact us at lup@nalma.ca .

Ineligible: First Nations developing or actively administering a Land Code as these First Nations may receive funding from the FNLM Resource Centre.

*Inactive means that no contribution agreement with Canada was started, or the Land Code was voted inactive.

Category 1 Required Deliverables

1. A Planning Team is set up.
2. A list of the background studies, community plans and policies is put together.
3. A GIS data inventory is finished, with a list of what is missing.
4. Chief, Council and key band departments are involved in the LUP project.
5. A Community Engagement Strategy for the LUP project is written.
6. A Category 2 proposal, with a work plan and budget, is finished.

Part 1: About Your Community

Community name:	
Mailing address:	
Lead Project Contact — name:	
Position title:	
The Lead Contact is:	☐ A First Nation employee ☐ Lands staff assigned to the First Nation by a tribal council or shared service *Lead Contact cannot be a consultant.*
Lead Contact — PLMCP status:	☐ Certified ☐ Enrolled ☐ Not enrolled
E-mail:	
Telephone:	
Secondary Contact — name:	
Position title:	
Secondary Contact — PLMCP status:	☐ Certified ☐ Enrolled ☐ Not enrolled
E-mail:	
Telephone:	
Land regime:	☐ Indian Act ☐ RLEMP ☐ Land Code (inactive) ☐ Other: _____
Does your community have an approved Land Use Plan?	☐ Yes ☐ No ☐ In progress
Has your community received NALMA LUP funding before?	☐ Yes ☐ No ☐ In progress

Part 2: Your Project

Answer each question by telling us who will do the work and how. Do not hand in the finished product.

A — The Planning Team

The Planning Team does the work for all six deliverables. Tell us about the team first. Everything else depends on it.

Deliverable 1 — Planning Team

Who will be on the Planning Team? What will each person do?

Most teams have a project leader from the First Nation (often the Lands Manager), other First Nation staff who can find community data and work with departments, and planning and GIS professionals. Most land use plans need these experts. The work is often more than a Lands Office can do alone.

Tell us who is on your team, what experts you plan to hire, and how the First Nation will lead the work (not the consultant).

B — How the Team Will Do the Five Pieces of Work

For each question, tell us who leads the work, what steps are involved, and any challenges you expect.

Deliverable 2 — Background Studies and Policies

How will the Planning Team find, collect and organize the studies and plans you will need?

Many useful documents already exist. They may be spread across departments, the tribal council, public works, housing or economic development. Some are not on a computer. You need to find them so they can be used in Category 2.

Tell us who will lead this, who they will work with, and how you will organize the documents.

Examples: Comprehensive Community Plan, Capital or Infrastructure Plan, Housing Plan, Economic Development Strategy, Socio-Economic Baseline Study, Environmental Assessment, Emergency Management Plan, Cultural or Traditional Use Study.

Deliverable 3 — GIS Data Inventory

How will the Planning Team list the community's map data (GIS data) and find out what is missing?

Map data is often kept in many places: the Lands Office, public works or the tribal council. Some data, such as water and sewer lines, may not be digital. Free open-source data can fill some gaps. A First Nation staff member must help find what already exists.

Tell us who will lead, how they will get data from each department, and what GIS or planning help they need.

Deliverable 4 — Purpose, Area and Leadership

How will the Planning Team decide the purpose and area of the Land Use Plan, and explain it to Chief, Council and key departments?

Decide why the community wants a plan and which lands it will cover (LUP Toolkit: Define the Purpose Together (4.2), Determine Geographical Scope (4.3)). At the same time, talk with leaders and departments (housing, public works, economic development, health). Help them understand what a Land Use Plan is and what their role will be.

Tell us who will lead these talks, what form they will take, and how you will write down the results.

Deliverable 5 — Community Engagement Strategy

How will the Planning Team build the Community Engagement Strategy?

The strategy is a plan for who you will talk to, how, and when during the whole planning project. It helps you set the Category 2 budget.

Tell us who will lead it, what you need to learn first (for example: who lives in the community, past engagement, language and accessibility needs), and how Chief, Council and community members will help shape it.

C — Put It All Together

Deliverable 6 — Category 2 Proposal, Work Plan and Budget

How will the Planning Team use all the findings to write a Category 2 proposal?

The Category 2 proposal will use what you learn from Deliverables 2 to 5.

Tell us who will write the proposal and work plan, how the findings will feed into it, and how Chief, Council and key departments will help and agree to it before you send it to NALMA.

Part 3: Work Plan and Budget

Provide a work plan and budget for your Category 1 project. Include all six deliverables. You can ask for up to $50,000. Plan for 6 months to 1 year.

Planning and GIS professionals are eligible costs, and you will likely need them. Their fees will probably be your biggest cost. See LUP Toolkit Tool #5 (Work Plan and Budget Templates).

What will be done	Who is responsible	When	Cost ($)

What will be done	Who is responsible	When	Cost ($)
Total funding requested			$

Part 4: Documents to Send With This Form

- A Letter of Support signed by the Chief, a Councillor with signing authority, or a Band Administrator with signing authority. The letter must name this project.

> Category 1 does not need a Band Council Resolution (BCR). When the project is done, you will send NALMA all six deliverables and a financial report. The Category 2 work plan and budget from this project will be the base of your next application.

Part 5: Certification

I certify that:

- The information in this application is correct to the best of my knowledge.
- The First Nation is in principle ready to sign a funding agreement with NALMA.
- I am authorized to sign this application on behalf of the First Nation.

Name of signing officer:	
Title / position:	
Date submitted:	
Signature:	

Send your completed application by e-mail to lup@nalma.ca by 11:59 pm on the closing date of the Call for Proposals.

Words used in this form: BCR = Band Council Resolution; GIS = Geographic Information System (digital maps and map data); LUP = Land Use Plan; RLEMP = Reserve Land and Environment Management Program; PLMCP = NALMA's Professional Lands Management Certification Program; FNLM = First Nations Land Management.