

Indigenous Economic Development Fund (Proposed Lake Manitoba and Lake St. Martin Outlet Channels Project) - Application Guide

1. Introduction

This document is an application guide for the Indigenous Economic Development Fund (IEDF or the Fund), which is related to the proposed Lake Manitoba Lake St. Martin Outlet Channels Project (the Project). This guide provides an overview of the program, outlines proposal requirements, and tips for successful applications.

- All application documents are available on the IEDF website: https://www.gov.mb.ca/mit/wms/lmblsmoutlets/indigenous_economic_dev_fund/index.html
- If proponents have questions during the application process, they can contact OutletChannels@gov.mb.ca for support.

2. IEDF overview, objectives and outcomes

In October 2022, the Manitoba government announced a new \$15 million fund to support Indigenous economic development opportunities related to the proposed Project. Manitoba Transportation and Infrastructure (MTI) solicited feedback from communities to help decide who can access the Fund, how much funding to allocate to each proposal, and who should contribute to the evaluation process. That valuable feedback has been incorporated into the evaluation framework described in this application guide.

MTI will distribute \$5 million per year over three years to eligible proposals. The purpose of the Fund is to support community initiatives that seek to leverage the value from the proposed Project. Successful proposals will clearly demonstrate potential for economic and/or social benefit to their communities. Qualifying initiatives will diversify Indigenous economies and may include:

- Investment in local construction capacity that can support Indigenous involvement in the Project
- Businesses related to tourism
- Indigenous knowledge preservation or education

3. Who can apply

The 39 Indigenous communities (First Nations, Métis, Northern Affairs Communities, and Indigenous Organizations) potentially affected by the Project are eligible to apply for funding:

Lake St. Martin Communities:

Dauphin River First Nation, Lake St. Martin First Nation, Little Saskatchewan First Nation, Pinaymootang First Nation, Dauphin River NAC

Lake Manitoba Communities:

O-Chi-Chak-Ko-Sipi First Nation, Ebb and Flow First Nation, Lake Manitoba First Nation, Sandy Bay First Nation, Skownan First Nation, Keeseekoowenin Ojibway First Nation

Lake Winnipeg Communities:

Kinonjeoshtegon First Nation, Misipawistik Cree Nation, Fisher River Cree Nation, Peguis First Nation, Bloodvein First Nation, Norway House Cree Nation, Berens River First Nation, Hollow Water First Nation, Brokenhead Ojibway Nation, Sagkeeng First Nation, Black River First Nation, Poplar River First Nation

Northern Affairs Communities (NAC):

Aghaming NAC, Berens River NAC, Fisher Bay NAC, Loon Straits NAC, Manigotagan NAC, Matheson Island NAC, Pine Dock NAC, Princess Harbour NAC, Seymourville NAC, Norway House NAC

Nelson River Communities:

Fox Lake Cree Nation, Pimicikamak Okimawin (Cross Lake Band of Indians), York Factory Cree Nation, Tataskweyak Cree Nation

Other Organizations:

Manitoba Metis Federation, Council of Chiefs of Anishinaabe Agowidiwinan

The review committee will accept applications submitted by community or organizational leadership as well as members with their leadership's approval (e.g. a letter or band council resolution). Proposals from "potentially most affected" communities will receive higher ratings during evaluation.

4. Proposal assessment and evaluation

Proposals are evaluated based on the following criteria:

- Potential for economic and social benefit to communities
- Viability

- Collaboration with other communities or external funding sources
- How it relates to the Project.

The IEDF committee consists of representatives from Manitoba Transportation and Infrastructure, Indigenous Reconciliation and Northern Relations, and Economic Development, Investment and Trade.

- Proponents will receive a letter once the committee makes a decision to approve, decline, or recommend further development of a proposal.
- MTI will contact successful applicants to negotiate a funding agreement. These will generally follow a standard template, but there will be some flexibility to make adjustments for specific circumstances.
- If proponents are interested in improving and resubmitting at a later time, they can contact OutletChannels@gov.mb.ca

5. How to complete an IEDF application

To qualify for funding, proponents must provide a business case that explains what you would like to do, why and how you plan to do it. It should contain a proposal summary, background, schedule, financial details, outline of key proponents, and risks.

5.1 Proposal summary

The summary provides the committee with an overview of your initiative and should include:

- Initiative name
- What is the objective of the initiative?
- Who is applying (community members, leadership, multiple communities, etc.)?
- Where is the work taking place?
- How much funding from the IEDF are you asking for?
- When do you propose to start and finish?
- How is the initiative related to the Project? For example, by contributing toward construction, environmental monitoring, or increasing accommodation capacity.

For proponents that are established legal entities seeking funding, their application should include:

- Legal name of corporation or partnership (or operating name if different)

- Name of parent company (if it is a subsidiary)
- Business number
- List of shareholders/partners and their ownership percentage
- List any companies affiliated with the applicant (companies that share a common owner or group of owners).

5.2 Background

Provide a summary of the proposed initiative and the work you intend to complete. It would be helpful to consider:

- Why is your proposal important? Why should this initiative be implemented?
- How is the initiative connected to the proposed Project?
- What are the anticipated economic or social benefits? Will those benefits extend beyond construction of the outlet channels?
- How would the initiative's completion be in line with community goals?

5.3 Project schedule

One component of a viable initiative is a realistic and achievable timeline. A well-thought-out and detailed plan will address these questions:

- If your proposal is approved, what are the steps/phases of the initiative?
- What are your initiative milestones (i.e. at what points in your timeline will you be able to say you have made progress)?
- How long will it take to complete the initiative? Will you require multiple years of funding?
- Are there timing considerations that might affect your schedule such as weather or seasonal activities?

5.4 Financial details and reporting

Financial details includes cost estimates and contributions from other parties.

- How much will your proposed initiative cost? How would the Fund contributions be used?
- When would you need to receive funding in order to achieve your planned start date?

- Do you anticipate other funding sources such as other provincial or federal grants? If so, what percentage of funding are you requesting from each funding source?

5.5 Key team members and collaborators

Including team members experienced in the subject matter improve the initiative's viability.

- Who are the managers and team members? What is their experience with this type of initiative?
- Is there any training that needs to take place before the initiative begins?

5.6 Risks

Risks are factors that may cause the initiative to start late, not start, or to not be completed within the desired timeframe. They could include financial, technical, regulatory, weather, or human resource factors.

- Are you concerned about anything that might stop your proposal from being successful? Do you have a strategy to address these variables?
- Do you need help or advice on any component of your initiative?

Proponents may use the Business Case Form available on the Fund website, but it is not a requirement. Applicants may use their preferred format to discuss the above topics.

6. Eligible expenditures

The funding must be applied only to eligible expenditures.

Eligible expenditures include costs that support your initiative:

- Professional and technical services
- Training and skills development for existing or new employees
- Facility/transportation/equipment rentals
- Communications materials
- Planning and design costs
- Equipment, machinery, business start-up or expansion costs

- Consulting costs

Manitoba may identify additional Eligible Costs to proponents in writing.

Ineligible expenditures

- Cost of developing the application, research or scoping fees
- Costs and expenses incurred prior to the date of approval
- Costs related to lobbying
- Any overhead costs, including:
 - salaries and other employment benefits of:
 - any employees of the proponents, or
 - by a corporation owned and controlled by the proponents, or
 - by the corporation's employees
 - any direct or indirect administrative costs of the proponent, more specifically any costs related to activities normally carried out by the proponent's staff
- Leasing equipment other than equipment directly related to carrying out the initiative
- Real estate fees and related costs
- Loan payments, loan interest payments and financing charges
- Legal fees, including those related to easements
- Costs related to furnishing and non-fixed assets which are not essential for the initiative
- Costs related to entertainment or per diems unless explicitly stated otherwise in the funding agreement
- Costs related to professional fees or memberships
- In-kind contributions
- Expenditures funded by another funding source (for example, by Canada)

When reasonable, purchases should be made from third-party independent suppliers.

7. Other information

7.1 Basis and timing of payment

All IEDF funding is conditional on the Project receiving required approvals to proceed.

Total Manitoba contributions cannot exceed 100% of eligible costs.

Proponents receive funding at pre-determined performance milestones as per the funding agreement. Where it is deemed advantageous by Manitoba, payments may be made in advance or as a combination of advance payments and progress payments.

The final payment, including the release of a holdback, will be made only once the recipient has met all the requirements of the funding agreement to the satisfaction of Manitoba, and on receipt and acceptance of all required reports as outlined in the funding agreement.

If the available annual funding has been expended, Manitoba may consider initiatives for funding in the following fiscal year.

7.2 Monitoring and reporting

The recipient will be requested to submit number of employees, sales, schedules, quotes, invoices, plans and reports in sufficient detail to enable Manitoba to:

- assess the initiative's progress;
- complete monitoring outlined in the funding agreement; and
- evaluate the effectiveness of the contribution.

If the proponent states economic benefit as part of their application, a T4 summary may be required for internal IEDF reporting purposes.

7.3 Privacy

Manitoba, through the IEDF committee (made up of the Departments of Manitoba Transportation and Infrastructure, Indigenous Reconciliation and Northern Relations and Economic Development, Investment and Trade) is authorized to collect personal information on the applications by s. 36(1)(b) of *The Freedom of Information and Protection of Privacy Act (FIPPA)* because the information is necessary to:

- process your application for the IEDF;
- determine and verify eligibility to receive funding; and
- to administer the IEDF.

Personal information collected by Manitoba is protected and collected in accordance with FIPPA. If you have any questions about the collection of personal information, please contact OutletChannels@gov.mb.ca. Manitoba will keep your application in a confidential file and access to your application will only be in accordance with FIPPA.

While applications are confidential, Manitoba may disclose the name of recipients, a brief initiative description, number of employees and payment received from the Indigenous Economic Development Fund on the IEDF website or the Government of Manitoba's public disclosure website. Manitoba requires your consent in order to publish this information.

By completing an application the proponent consents to the above disclosures. The proponent understands that their consent is voluntary and that withholding consent will mean that they are ineligible to receive funding from the Indigenous Economic Development Fund. The proponent understands that they have the right to withdraw their consent for future disclosures at any time by notifying IEDF administrators prior to receiving funding. However, consent cannot be withdrawn retroactively and cannot be withdrawn after receiving funding from the Economic Development Fund.

7.4 Feedback

The Indigenous Economic Development Fund administrators will accept feedback regarding the application process and may incorporate changes for future funding cycles.