

# Estates Management Grants and Contribution Funding Program

Program Guidelines

2022-2023



GCDOCS # 102155440



Indigenous Services  
Canada

Services aux  
Autochtones Canada

Canada

## PROGRAM OBJECTIVE

The objective of Estates Management funding is to provide opportunities for Indigenous individuals, communities and organizations to develop strong governance, administrative systems and capacity building for effective estate planning and administration under the Treasury Board (TB) Transfer Payment Authority “*Contributions to supply public services in Indian Government Support and to build strong governance, administrative and accountability systems*” Governance Capacity Development targeted contribution stream (see Table 3 below). Terms and conditions are found here: [Contributions to supply public services in Indian Government Support and to build strong governance, administrative and accountability systems: Terms and Conditions \(sac-isc.gc.ca\)](https://www.sac-isc.gc.ca/eng/1386435142020/1615722255320)

Table: Section 3 Purpose, Program Objectives, Expected Results

<p><b>Governance Capacity Development</b></p>	<p>To support the strengthening of the First Nations and Inuit communities' public service management and institutional capacity as well as the development of community governance decision-making mechanisms and frameworks at the individual, community and organizational level.</p>	<p>Expected results include a strong, stable First Nation/Inuit public service and a community-lead decision-making process directed towards self-governance.</p>
---	--	---

These guidelines are designed to assist regions in the dissemination of grants and contribution funding as authorized by the TBS Policy and Directive on Transfer Payments.

The Estates Management Funding Program’s goal is to provide the financial support resources to eligible recipients for the planning and administration of estates and settlement agreements that affect dependent adults, minors and/or decedent estates. Indigenous Services Canada (ISC) and Crown-Indigenous Relations and Northern Affairs Canada’s (CIRNAC) acknowledge the importance of estate planning and are committed to supporting the development of estates administration capacity, access to estates management resources, and facilitating Indigenous ownership over the management of estates services. This commitment extends to supporting Indigenous communities and organizations as they navigate the intersection of estates management and settlements reached between various Indigenous communities and the Government of Canada to which the estates of claimants may be eligible.

## AUTHORITY

### Legislation

*Department of Crown-Indigenous Relations and Northern Affairs Act* S.C. 2019, c. 29, s. 337

*Department of Indigenous Services Act* S.C. 2019, c. 29, s. 336

*Financial Administration Act*, R.S.C., 1985, c. F-11.

*First Nation Fiscal Management Act*, S.C., 2005, c. 9.

### Policy and Directives

Indigenous Services Canada, *Terms and conditions for ISC transfer payments*, Contributions to supply public services in Indian Government Support and to build strong governance, administrative and accountability systems: Terms and Conditions, (<https://www.sac-isc.gc.ca/eng/1386435142020/1615722255320>)

National Joint Council, *Travel Directive*, July 1, 2017, (<https://www.njc-cnm.gc.ca/directive/d10/v238/en>).

Treasury Board Secretariat, *Policy on Transfer Payments*, April 4, 2022, (<https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=13525>).

Treasury Board Secretariat, *Directive on Transfer Payments*, April 1, 2022,

<https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=14208>).

## ELIGIBLE PROJECTS

In line with the TBS transfer payment policy, funding may be provided to eligible projects, which include projects intended to:

- Develop capacity for effective governance of estates programs;
- Support activities aimed at informing Band members on the benefits of estate planning and the importance of writing wills;
- Increase the role of First Nations in the administration of the estates of deceased individuals and of the estates of those who have been declared by either a Provincial or Territorial law to be incapable of managing their property;
- Increase support for Indigenous communities affected by current and future settlement agreements that impact decedent estates and/or the surviving heirs/beneficiaries of a given estate.
- Increase support for Indigenous dependent adults to better access settlement agreements for which they may be eligible. This extends equally to initiatives focused on healing and support for Indigenous dependent adults and is not limited to initiatives focused on facilitating access to a given settlement agreement.

## ELIGIBILITY - WHO CAN APPLY

Funding is available to a wide variety of indigenous<sup>1</sup> organizations such as:

- Agencies;
- Associations/organizations (profit or non-profit)/institutions;
- Bands;
- Beneficiaries of the James Bay, the Northern Quebec and the North-Eastern Quebec Agreements;
- Boards and commissions;
- Child welfare agencies;
- Cooperatives;
- Corporations, including Crown corporations;
- Cultural education centres;
- District councils/chief councils;
- Education authorities;
- First Nation, Innu and Inuit Employers;
- First Nation, Inuit or Innu individuals;
- Municipalities and local authorities;
- Partnerships or groups (including special interest groups);
- Provincial/territorial governments and agencies;
- Tribal councils;
- Research Institutions; and
- Universities and colleges.

Projects must meet at least one of the following objectives:

---

<sup>1</sup> For the purpose of these guidelines, "Indigenous" shall also refer to First Nations/Bands, as defined by the *Indian Act*, including self-governing First Nation and Inuit organizations, with the exception of the Employee Benefits program.

- i. Develop community capacity regarding the planning and administration of estates;
- ii. Aim to increase the number of *Wills* written by First Nation and Inuit individuals;
- iii. Develop educational or innovative tools that will increase estates awareness and provide options for First Nation and Inuit estates management;
- iv. Develop workshops, information sessions or other estate management activities; or,
- v. Aim to foster relationships that will provide estates management services to First Nation and Inuit individuals.
- vi. Develop material to assist First Nation and Inuit individuals who are affected by current or upcoming settlement agreements.

## **APPLICATION PHASE**

A call for proposals will normally be sent to First Nations, Territorial communities or Provincial/Territorial governments, by e-mail or letter through Regional Offices.

When additional funding is made available at headquarters, TMETA will send a new call for request for proposals' to the Regional Offices for consideration of proposals which may not have received initial funding.

## NOTICE TO APPLICANTS

When a proposal contains personal information, the Region Offices must inform the applicant that any personal information contained within the proposal will be administered and protected in accordance with the *Privacy Act*.

## RECEIPT / ASSESSMENT OF PROPOSAL PHASE

Proposals are to be submitted to Regional Offices for an eligibility review, assessment, and recommendation.<sup>2</sup>

At a minimum, all proposals **must** provide a description of the project objective(s), activities, budget, outputs and expected outcome(s), including the criteria for measurement of success.

Proposals must include the following to be considered:

- 1) The applicant's completed Estates Management Program Proposal<sup>3</sup> application, and
- 2) The project/initiative proposal information:
  - Information to confirm eligibility (who can apply);
  - Identify whether or not funding was previously provided from the Estates Program. If funding was previously provided, the applicant must provide a copy of materials produced for that project and/or a summary of outcomes;
  - Describe how the applicant is an eligible recipient (see ELIGIBILITY - WHO CAN APPLY);
  - Describe how the applicant has the mandate and capacity to support the Governance Capacity Development objectives;
  - The applicant must demonstrate it can maintain sound financial management controls and practices (i.e. program/project has been deliver for "X" number of years);
  - Provide a description of the project work plan/schedule identifying each objective(s) or activity(s) and its expected outcome(s) with links to the Estates Management funding objective(s) and expected outcome(s);
  - A budget proposal that itemizes costs by each activity of the project work plan/schedule to be completed (see **Annex A for a list of Eligible Expenses**);

---

<sup>2</sup> Any proposals sent to headquarters without first going through the Regional Office will only be considered after all other proposals are submitted and approved for funding.

<sup>3</sup> [Proposals, applications, work plans \(sac-isc.gc.ca\)](https://sac-isc.gc.ca)

- In the case of a First Nation community, or Indigenous organization, contracting a third-party to deliver services (i.e., workshops, public awareness, etc.), the proposal must include a recommendation from the First Nation community or Indigenous organization leadership, on official letterhead including a description of the contract/agreement arrangement which lists the roles, responsibilities and accountabilities of each party to the arrangement and their commitment by the third-party to provide a performance (final) report of information and data as a result of the project/program/proposal.

## FUNDING DECISION & ARRANGEMENT PHASE

Following the regional assessment and recommendation of the proposal, applicants will be notified in writing (via a Project Approval letter) or by email, of ISC/CIRNAC determination through the applicable regional office. The letter will detail the activities that can be funded under the proposal and indicate reporting requirements specific to those activities. The originator of the proposal and ISC/CIRNAC can then enter into a funding arrangement or agree to amend an existing arrangement.

## REPORTING PHASE

### Funding Report

As part of the funding arrangement entered into by the Department with an applicant, the applicant agrees to prepare and submit a Report on Activities and Expenditures, which include:

- a summary of each<sup>4</sup> funded activity and how it supports:
  - the strengthening of the First Nation / Inuit communities' estates management initiative/project/program,
  - institutional capacity for estates management,
  - the development of community governance decision-making mechanisms and frameworks at the individual, community and organizational level.
- identify the outcome of each activity funded;
- provide financial details of each funded activity and how it supports the initiative;
- provide any additional supporting documentation and deliverables detailed in the Project Approval letter which should include supporting documentation such as (but not limited to) proofs of purchase, invoices, training certificates, etc. When a report is not submitted by March 31st (end of fiscal) the recipient may be subject to a recovery of funds up to the full value of the amount funded. **This information will be clearly set out in the Project Approval letter and funding arrangement documentation.**

---

<sup>4</sup> It is important that a funded proposal activity be an eligible expenditure as identified under the Transfer Payment Terms and Conditions for "Contributions to supply public services in Indian Government Support and to build strong governance, administrative and accountability systems", and can be summarized as part of the final report. Approval of expenditures not identified as eligible are deemed ineligible as prescribed by TBS Policy on Transfer Payments.

## **PROPOSAL AMENDMENTS**

When amendments to approved proposals are necessary, they must be requested by the funding recipient in writing explaining why an amendment is necessary. Such requests are submitted to the appropriate regional office which will then confirm whether or not an agreement amendment is needed and to evaluate whether the proposed amendments are within the scope of the approved proposal.

When recipients cannot expend funds as detailed in their current proposal an amendment will not be executed and the unexpended funds may be requested to be returned to Indigenous Services Canada/Crown Indigenous Relations and Northern Affairs Canada. Recipients must inform the Regional office of ISC or CIRNAC of this situation as soon as possible so adjustments to fiscal allocations can be made.

## **ANNEX A: Eligible Projects and Eligible Expenses**

### Eligible Projects:

- Providing workshops on planning estates and writing Wills;
- Training membership clerks to assist with estates administration;
- Providing sessions with lawyers to assist them in helping First Nation members write Wills;
- Assisting First Nation members to attend conferences, workshops, information sessions on estate administration and planning (i.e. NALMA Estates Management Toolkit workshops);
- Providing workshops on planning for possible illness, accident or other disability that may leave individuals unable to manage their financial affairs.
- Assist First Nations community members with applications for settlement agreement compensation by providing information sessions or workshops

### Eligible Expenses:

- Salaries and wages (within set limits by the program and does not include honorariums).
- Office overhead and rent (office administration expenses).
- Professional services (includes honorariums).
- Capacity, professional development and support activities (i.e. NALMA services).
- Travel and accommodation costs<sup>5</sup> (i.e. hotel room, airfare, gas, taxi, car rental for the duration of the activity/session).
- Communications (i.e. information posters, radio announcements, etc.).
- Training and tuition (estates related training).
- Systems design (for estates management).
- Implementation and maintenance of estates management systems.
- Purchase of hardware and software needed to support data collection, analysis and reporting on estates management and activities.

### Non-eligible Expenses:

- Food (beverages and snacks of any kind), meals, catering, feasts.
- Incidentals
- Door prizes
- Gifts

## **CONTACT INFORMATION**

If you have any further questions please contact:

Trust Moneys, Estates and Treaty Annuities Directorate  
15 Eddy, 6<sup>th</sup> floor  
Gatineau, Quebec, K1A 0H4  
[aandc.financementsuccessions-estatesfunding.aandc@canada.ca](mailto:aandc.financementsuccessions-estatesfunding.aandc@canada.ca)

---

<sup>5</sup> Travel and accommodation costs are eligible expenses only under the Estates Management G&C funding program authority (Governance Capacity Development targeted contribution stream) and as listed in this guide, and not the NJC Travel Directive which only applies to public service employees and other persons travelling on government business, including training. Travel and accommodation costs are also not eligible expenses under this program to those persons whose travel is governed by other authorities.