[Insert First Nation logo]

First Nation (Band) Representative Program

Claim to Indigenous Services Canada (ISC)

Submitted by

[***NAME, ADDRESS AND CONTACT INFORMATION***]

[***YOU MAY WISH TO USE THIS TEMPLATE PROPOSAL TO ILLUSTRATE YOUR FIRST NATION (BAND) REPRESENTATIVE PROGRAM NEEDS AND ESTIMATED BUDGET. \*\*\*\*ENSURE THAT YOU ATTACH THIS WITH THE INDIGENOUS SERVICES CANADA (ISC) CLAIM FORMS WHEN SUBMITTING TO ISC***]

**Purpose of the Claim**

\*[[1]](#footnote-1) **First Nation is submitting this actuals claim to secure funding for its First Nation (Band) Representative Services Program for 2022/2023, as the First Nation has assessed that its needs for the program are greater than the allocation amount it has received.**

First Nation (Band) Representatives are critically important to our First Nation where child welfare and protection matters are involved. Our First Nation (Band) Representative Services Program ensures that our First Nations children and youth, both on and off-reserve, are provided with culturally appropriate child well-being services and placements in customary care homes for those children and youth deemed in need of protection. First Nation (Band) Representatives and other staff in the program are directly familiar with our families, children and communities and work directly within the child protection system (both in and out of court) to help ensure that our First Nation’s rights with respect to our children, youth and families are respected by Children’s Aid Societies and the Courts.

# **Overview of this Claim**

This claim is for funding to support the following expenses and activities: [***YOUR FIRST NATION CAN AMEND THIS INFO BELOW IN ACCORDANCE WITH THE EXPENSES YOU ARE APPLYING FOR***]

1. Salary and benefits for the following staff required for our First Nation (Band) Representative Services Program:
   1. Social Director;
   2. First Nation (Band) Representative Services Program Manager;
   3. First Nation (Band) Representative Staff (1);
   4. First Nation (Band) Representative Staff (2);
   5. Administrative Assistant Clerk;
   6. Family Finder; and
   7. Elder/Cultural Coordinator
2. Retainer with Legal Counsel to provide the Program with legal advice with regards to in and out of court matters where CAS are involved;
3. Expenses needed to secure office and programming space, office equipment and programming supplies and ongoing office maintenance costs for the Program, this may include capital expenditures;
4. Training and professional development expenses for Program staff;
5. Program travel expenses for Program staff and for family members involved with the Program to attend Program related supports and/or court proceedings;
6. Expenses to support assessments, family supports, cultural programming, community and customary placements, maintaining connections between children/youth and their family and our community and repatriations;
7. Program advertising and leadership and community consultations expenses;
8. Administration and insurance expenses for the Program;
9. [***LIST ANY OTHER ITEMS YOU NEED FUNDING FOR THE PROGRAM]***

**About X First Nation**

[***DESCRIBE YOUR FIRST NATION AND ITS LOCATION****].*

**General Overview of the Roles and Responsibilities of our Program and Staff**

[***INSERT ANY WORDING THAT YOU FIND HELPFUL FROM OUR TEMPLATE ROLES AND RESPONSIBILITIES HANDOUT. YOUR FIRST NATION (BAND) REPRESENTATIVES MAY HAVE DIFFERENT ROLES AND FUNCTIONS FROM ONE ANOTHER OR YOUR PROGRAM MAY NEED OTHER STAFF DEDICATED TO ASSISTING THE CHILDREN/YOUTH/FAMILIES WITHIN THE PROGRAM. DELETE OR ADD ANY POSITONS AS PER WHAT YOU REQUIRE FOR YOUR PROGRAM*.**]

**Social Director:**

**First Nation (Band) Representative Program Manager:**

**First Nation (Band) Representative (1):**

**First Nation (Band) Representative (2):**

**Administrative Assistant/Clerk:**

**Family Finder:**

**Elder/Cultural Coordinator:**

# **Management and Administration**

Our First Nation administration will support the work of the First Nation (Band) Representative Services Program.

# **Conclusion**

The First Nation (Band) Representative Services Program works to keep our First Nation children and youth unified with their families and our community and culture. Our First Nation (Band) Representatives work for our First Nation to reduce the number of \* First Nation children and youth in care. Our First Nation (Band) Representative Services Program is crucial to ensuring that our children and youth who are involved with the child welfare system (whether in or out of court) maintain their connections with our First Nation and our culture through customary care and other supports.

Our First Nation (Band) Representative Services Program has the following outstanding funding needs (see the Proposed Budget for this claim outlined in detail below).

# Proposed Budget

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| --- | --- | --- |
| **Template Budget for First Nation (Band) Representative Services Program** | | |
| **Item** | **Description** | **Cost** |
| **Social Director's Salary** | ***[YOUR FIRST NATION MAY REQUIRE A MANAGEMENT POSITION TO OVERSEE ITS SOCIAL PROGRAMMING, INCLUDING ITS FIRST NATION (BAND) REPRESENTATIVE PROGRAM (OR A MANAGEMENT POSITION TO MANAGE ONLY THE FIRST NATION (BAND) REPRESENTATIVE PROGRAM), PARTICULARLY IF THE PROGRAM WILL ENCOMPASS SEVERAL STAFF POSITIONS. AS NOTED ABOVE, THINK ABOUT YOUR FIRST NATION’S NEEDS FOR THE PROGRAM AND BUILD YOUR CLAIMS FOR ONGOING FUNDING TO FIT THE NEEDS.***  ***ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. CAN INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE.]*** |  |
| **Band Representative Services Program Manager Salary** | The First Nation (Band) Representative(s) will work to keep our children unified with their families, community and culture to reduce the number of children in care. Our First Nation (Band) Representative Program requires a manager position.  ***[THINK ABOUT WHAT SORT OF PROGRAM WILL MEET THE NEEDS OF YOUR FIRST NATION AND SUBMIT FOR WHAT YOU ENVISION WILL ASSIST THE NEED. THE PROGRAM MAY HAVE SEVERAL FIRST NATION (BAND) REPRESENTATIVES (WHICH WE HIGHLY RECOMMEND) AS WELL AS OTHER IMPORTANT STAFF TO SERVICE THE PROGRAM. IT MAY BE A NEED TO IMPLEMENT A SPECIFIC MANAGER/SUPERVISOR POSITION TO OVERSEE THIS PROGRAM. ADD GENERAL DESCRIPTION HERE. CAN INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE.]*** |  |
| **First Nation (Band) Representative (1) Salary** | ***[ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. CAN INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE. WE HIGHLY RECOMMEND TO HAVE AT MINIMUM TWO BAND REPRESENTATIVES FOR EACH FIRST NATION.]*** |  |
| **First Nation (Band) Representative (2) Salary** | ***[ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. CAN INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE.*** ***WE HIGHLY RECOMMEND TO HAVE AT MINIMUM TWO BAND REPRESENTATIVES FOR EACH FIRST NATION.]*** |  |
| **Administrative Assistant/Clerk Salary** | [The Administrative Assistant/Clerk will:   * Provide administrative and clerking assistance to the First Nation (Band) Representative Services Program; * Assist with the management of the Program’s filing system; * Receive calls and conduct intake steps; * Arrange travel, court dates, appointments, etc. * Assist with data collection and reporting; and * Assist the Band Representatives with completion and filing of court forms and correspondence as required to support the Program.   ***[FEEL FREE TO AMEND TO ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. CAN INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE.]*** |  |
| **Family Finder Salary** | Our First Nation currently has very limited information on our children who are in care. We do not know how many children are in care, how many have been adopted, etc. This is especially true for our families living off-reserve. Finding families who have become disconnected from X First Nation is essential to the role of First Nation (Band) Representative Program and to the longevity of X First Nation as a Nation. To address these needs we will require a Family Finder position for our Program.  This individual will:   * Help develop protocol relationships with local Children’s Aid Societies; * Help maintain the connection of our children to their community and culture; * Research the number of X First Nation’s children citizens in care and/or have been adopted, including looking historically at families disconnected through the 60’s scoop; * Help connect community members seeking to offer their homes as kin care and customary care placements for X First Nation’s children who may require placement outside of their home; * Manage data-collection and reporting; * Assist the First Nation (Band) Representatives with placements for kin care and customary care options.   ***[FEEL FREE TO AMEND TO ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. CAN INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE.]*** |  |
| **Elder/Cultural Coordinator Honoraria** | Our First Nation wants to ensure that all services provided to our children, youth and families are culturally appropriate and nurture their cultural identity and belonging. The Elder/Cultural Coordinator will provide assistance to Program staff and to the children, youth and families who are involved with the Program.  The Elder/Cultural Coordinator will:   * Work with Program staff to increase culturally-appropriate service delivery in the areas of family transition and child-in-care supports; * Connect children-in-care with their traditions, ceremonies, kin networks, and the land through land-based and cultural teachings that are inter-generational; * Instill a sense of belonging in our children-in-care to strengthen their resiliency for the future; * Help to bring our First Nation’s traditions to life in the everyday work of the Program; and * Coordinate cultural and ceremonial activities for the children, youth, families, community members and staff.   ***[FEEL FREE TO AMEND TO ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. CAN INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE.]*** |  |
| **Staff Benefits** | Pension and health benefits in addition to MERCs. |  |
| **Rent** | Our First Nation requires a large space in which to operate our First Nation (Band) Representative Services Program: Each First Nation (Band) Representative and other program staff require a private, secure office space in which to work. As well, as spaces for access, cultural programming and other family support services and programming needs. Confidentiality and security are essential in child welfare matters.  ***[Your First Nation may rent these spaces.***  ***If there is a requirement for a new build, see more information for ISC funding guide and forms for capital infrastructure projects at*** [***https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364#ch4***](https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364#ch4)***]*** |  |
| **Building Repairs** | These expenses are for a building (s) in which the First Nation (Band) Representative Services Program will be housed is an already existing building, but is in need of additions, repairs or renovations to make it adequate for the needs of the Program. For example, repairs may be needed as essential for the building to meet health, fire, safety, and building codes, to ensure there is room for office space for staff and programming space and to be comfortable and appropriate for children and families.  *[****PLEASE ENSURE TO CONSULT WITH ISC BEFORE CONDUCTING ANY LARGE COST BUILDING REPAIRS OR PROJECTS AS THESE MAY BE CONSIDERED CAPITAL INFRASTRUCTURE PROJECTS AND PROCEED THROUGH A SEPARATE PROCESS AND FORMS. SEE ISC’S WEBSITE AND INFO AT*** [***https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364#ch4***](https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364#ch4)***]*** |  |
| **Office Supplies** | These are mainly consumable costs such as ink, printer/printer repair, equipment, pens, paper, etc. |  |
| **Telecommunications** | Landline (with long distance capacity), fax, internet, cell phones, etc.  ***[It is very important that our Program have its own landline and fax line to meet the needs of confidentiality.]*** |  |
| **Operations & Maintenance** | Heating, cleaning, office security, etc. for First Nation (Band) Representative Program buildings, other spaces, items |  |
| **Travel** | First Nation (Band) Representatives will be required to meet with clients, transport clients to appointments, and provide family support services. |  |
| **Maintaining Connections & Repatriation Costs** | An important aspect of our program is the maintenance of connections and repatriation of our children and youth to their family members and our First Nation culture and community (their home) no matter where they reside or are placed as a result of child welfare involvement. This aspect of the program works to identify, reach out to, and maintain or reconnect children and youth who have been removed from our First Nation and/or the care of their parents back to our First Nation community and culture. We will require financial supports to bring these children home, either permanently or for visits and to support continued connections with their family and our nation. Connection to our specific First Nation culture, kin, land, and identity for children/youth-in-care is essential to their well-being and resilience later in life. |  |
| **Insurance** | General liability insurance. |  |
| **Advertising** | We will be required to prepare pamphlets, posters, and radio ads on the Program as this is new for our community. |  |
| **Staff Recruitment Costs** | Ex. Ads in local newspapers or online. |  |
| **Training and Professional Development** | It is imperative that our staff come from within the community. In order to build up our community member’s capacity we will require professional development and training. |  |
| **Assessments** | Although various assessments for children and youth may be eligible via Jordan’s Principle, there may be parent/family/child/youth assessment needs that directly relate to child welfare matters where a child/youth children is involved with the child welfare system (and/or where there is a risk that the family will become involved with the child welfare system).  Parenting assessments, trauma assessments, psychological assessments, speech and language assessments, and other sorts of assessments may be involved with mitigating agency or others protection related concerns. It is important for our Band Representative Program to be able to access these assessments wherever they are required in a quick and timely manner through the First Nation (Band) Representative program when needed. |  |
| **Legal Counsel Services** | Legal counsel services are required to assist our program independent and strategic legal advice to assist our program and First Nation (Band) Representatives with dispute resolution matters, both within and external to court processes. |  |
| **Court Fees** | ***[NOTE: THESE SORTS OF EXPENSES MAY BE INCLUDED WITHIN LEGAL COUNSEL SERVICES ABOVE OR ESTIMATED SEPARATELY IN LINE ITEM HERE.]*** |  |
| **Family Support Services** | Family Support Services support children, youth, and families at risk of becoming involved with the child welfare system and those already involved in the child welfare system. Family Support Services may be geared towards a group – for example, fathers – or toward the specific needs of a child or caregiver. Family Support Services are crucial aspects of our First Nation (Band) Representative Program and include expenses such as: [***AMEND THE DETAILS BELOW TO MEET YOUR PROGRAM NEEDS AND THE EXPENSES YOU ARE APPLYING FOR***]  Episodic or emergency supports to assist caregivers in meeting children’s basic needs, such as:   * Temporary emergency housing * Minor repairs to homes to ensure child safety * Essentials of life such as grocery items, diapers, clothing, cleaning or hygiene supplies, bedding and towels, children’s furniture, car seats, etc. * COVID-19 related needs such as PPE or hand sanitizer * Transportation costs to attend necessary meetings or programs (not covered by FNIHB)   Support for caregivers involved with Children’s Aid Societies or Child and Family Service Agencies, such as:   * Court or Alternative Dispute Resolution costs * Parental capacity assessments or other essential assessments * Transportation for visits with children where not provided by the CAS/Agency * Respite care   Support to children, such as:   * Travel costs for community visits * Expenses related to repatriation * Services or programs to develop, enhance, or maintain connections to culture and language   Support to strengthen families, such as:   * Cultural services * Family preservation * Parent education and group work, e.g. addictions and mental health, positive discipline, FASD, special needs, anger management, nutrition, infant/child development * Youth-in-transition services |  |
| **Community Consultations – Program Updates, Awareness and Feedback** | We want our community citizens to be aware and updated about our First Nation (Band) Representative Program. We want to have frequent and regular gatherings with our community provide our citizens about this Program and to obtain feedback. These gatherings may require catering and door prizes.  We anticipate to hold [***X***] amount of these consultations per year. |  |
| **Leadership Consultations Re Band Representative Program** | It is very important that our First Nation’s leadership is updated and informed about the First Nation (Band) Representative Program and its success.  Our First Nation (Band) Representative lead anticipates to meet with Chief and Council [***X***] times per year to ensure that Chief and Council are updated on the general information and statistics for the Program. Meeting expenses and honoraria for Chief and Council to attend these meetings is included here. |  |
| **Leadership Honoraria for direct involvement on certain files** | In addition to involving Leadership in general updates about the Program, we may need Chief and/or Councillors to be directly involved with certain files to assist (ex. attendance at court, meetings with CAS, information for affidavits and other court documents, etc.). Meeting expenses and honoraria for Chief and Council to attend these meetings is included here. |  |
| **Computers; Laptops; Printers; Photocopiers; Cell Phones; Software (i.e. Microsoft Word; Adobe Acrobat; Practice Panther case management software, etc.); Desks and other furniture; Secure data management system creation and maintenance, etc.** | ***[IN ADDITION TO THE NECESSARY OFFICE EQUIPMENT YOUR PROGRAM MAY NEED, IT IS ALSO VERY IMPORTANT FOR YOUR PROGRAM TO ENSURE THAT IT HAS HIGHLY SECURE AND CONFIDENTIAL DATA MANAGEMENT SYSTEMS IN PLACE WITHIN WHICH TO STORE ITS PROGRAM DATA. IF YOU REQUIRE AN IT CONSULTANT TO ASSIST WITH CREATING AND MAINTAINING SUCH A SYSTEM, INCLUDE THAT EXPENSE HERE.]*** |  |
| **Program Vehicles** | In order to meet the travel and transportation needs of our Program, costs for purchase of [***X***] vehicle(s) is included here. |  |
| **Administration Fee** | This cost is related to the overall operation of the program and the program budgeting. The First Nation Administration Office will be responsible for these tasks and requires support in order to meet these essential administrative demands. |  |
| **Pandemic Related Funding** | The COVID-19 pandemic has had great impacts on how our First Nation (Band) Representative Services program must work to meet the needs of our children, youth, and families. Due to COVID-19, the program has had to adapt to meet higher levels of needs in various areas. Some examples of the COVID-19 related needs of the FN(B)RS program for children involved with the child welfare system (and/or where there is a risk that the family will become involved with the child welfare system) are as follows:  Nutrition: Nutritious and traditional foods; baby supplies; special diets  Hygiene: Supplies to avoid the rapid spread of COVID-19; access to necessities of daily living; baby supplies  Strengthening Caregiver Services: supports to assist parents and caregivers obtain continuation of supports during COVID-19; emergency planning; respite services (not only for special needs); all out-of-home placements should have an emergency plan in place  Family & Children’s Needs:   * Maintaining Family Connections and Stability – Communication between separated families; connections for children-in-care; safety for families (ex. Relocation) * Traditional, Spiritual, Mental Health Care – Access to medicines, teachings and council * Modify Services Pathways – Intake and referrals, continuity of previous services   Staff Needs:   * Additional human resources to ensure continuation of services * Equipment to support teleworking for staff (cell phones, computers, software) * Supplies to ensure safety of staff * Supplies to meet needs related to providing emergency family supports |  |
| **TOTAL** |  |  |

1. \* indicates to insert the name of your First Nation. [↑](#footnote-ref-1)