



Fisheries and Oceans
Canada

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CAPACITY BUILDING (BUSINESS DEVELOPMENT)

ATLANTIC INTEGRATED COMMERCIAL FISHERIES INITIATIVE



Program Application Guide

Canada 

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Introduction

The Atlantic Integrated Commercial Fisheries Initiative (AICFI) provides funding and support to the interested 35 Mi'kmaq, Maliseet and Peskotomuhkati First Nations (MMPFN) in the Gaspé region of Quebec, New Brunswick, Prince Edward Island and Nova Scotia affected by the Supreme Court of Canada *Marshall* Decision to maximize the potential of their communal commercial fishing enterprises (CFEs).

The objective of the program is to develop self-sustaining CFEs: Indigenous groups which are fully capable of taking complete ownership of fisheries operations and becoming successful, self-sustaining harvesters. There are four components of the AICFI program:

1. Capacity Building (Business Development).
2. Harvester Training.
3. Expansion and Diversification.
4. Aquaculture Development.

This document describes the application process to receive **Capacity Building (Business Development)** funding, including support to help CFEs develop and implement their Business Development Plan. It will explain how applications are to be submitted and how they will be assessed. A copy of the AICFI – Capacity Building (Business Development) - Application Form is attached in Annex A.

Capacity Building (Business Development) Overview

Funding is available to support the development and implementation of a CFE's Business Development Plans and related activities, such as offsetting the cost of hiring qualified staff and other business development activities. The intent of this funding is to facilitate increasing the knowledge and skills-base needed to operate a successful commercial fishery over the long-term and to maximize economic benefits for communities, including job creation.

The Business Development Team (BDT) will help Indigenous groups develop their CFE Business Development Plan and applications for AICFI Capacity Building (Business Development) funding. Note that there is no cost to the applicant for these BDT services.

All applications must be reviewed and verified by the BDT before they are eligible to receive AICFI funding. Activities within the application must be aligned with the CFE Business Development Plan as well as the CFE's overall objectives of capacity building and sustainability of their commercial fisheries activities.

Eligible activities for Capacity Building (Business Development) funding support may include:

- Hiring dedicated resources to work in the business operations of the CFE, such as: a Fisheries Director, Fisheries Coordinator; Assistant Fisheries Coordinator, Bookkeeper or Fisheries Management System (FMS) Coordinator.
- Other capacity building support, such as business and technical assistance, governance design, help with management practices, accounting or overall accountability using an enterprise risk management approach.

Note: Only activities supported by the BDT are eligible for support.

Roles and Responsibilities

The AICFI program is a collaborative process involving a number of partnerships. The roles and responsibilities of these partners are as follows:

Organization	Role / Responsibility
Fisheries and Oceans Canada - DFO (AICFI Program Authority)	<ul style="list-style-type: none">• Ultimate decision-maker for all funding-related matters.• Verifies applications have all the information needed to be able to evaluate proposed activities.• Reviews applications to ensure alignment with the revenue and profit generation, capacity-building, employment creation, and sustainability goals of AICFI.• Reviews applications to ensure applicant capacity to complete the work within the Fiscal Year.
Business Development Team (BDT)	<ul style="list-style-type: none">• Does not play a role in the evaluation of workplans and has no decision-making authority.• Provides advisory services to prospective applicants such as assisting with work plan development, mentorship and implementation.

General Application Requirements

Project Objectives - Activities must be aligned with the CFE's Business Development Plan and support its implementation.

Eligibility – AICFI can only be accessed by the 35 Mi'kmaq, Maliseet and Peskotomuhkati First Nations (MMPFN) in the Gaspé region of Quebec, New Brunswick, Prince Edward Island and Nova Scotia affected by the Supreme Court of Canada *Marshall* Decision.

Application Form – All applications are to include a completed AICFI Application Form (See Annex A).

Business Cases - All prospective applicants are to work with the Business Development Team (BDT) to develop associated business cases and ensure applications are complete, including all supporting information, prior to submission to the AICFI Program Authority. Note that there is no cost to the applicant for the services provided by the BDT. Business cases should include the following:

- Description of activities or position being funded;
- Business Development Plan implementation work-plan, identifying all deliverables under the BDP; and,
- Any other information that could be relevant to the review of the proposal.

Financial Details - All applications must include detailed budget information, outlining the complete costs for each activity, and the sources of funding expected. Specifically, the amount of funding support provided by AICFI may not constitute more than 90% of an individual position's salary.

The eligible cost categories for activities under the Capacity Building (Business Development) component are: Salaries, Wages and Related Costs; Communications; Travel; and, Administration.

Letter of Support - All applications must include a letter of support from the Chief of their community or a Band Council Resolution (BCR) from their community, authorizing the submission of an application under AICFI.

Application Deadline - AICFI participants are encouraged to submit a business case and application for funding as early as possible in the fiscal year. After July 31, the AICFI Program Authority cannot guarantee that notional funding will not be re-allocated to program priorities. Applications may be submitted to the AICFI Authority prior to April 1, for implementation when the new fiscal year begins.

Confidentiality

All information provided by applicants in the application and supporting documentation, as well as all collaboration with the BDT, will be held in confidence by the AICFI Program Authority even after the projects are approved. The evaluation of applications will also be carried out under strict confidentiality by those involved.

Application / Review Process

Step 1 - Interested community works with their BDT member(s) to develop workplans and supporting business cases, to submit with their completed AICFI Capacity Building (Business Development) Application form.

Step 2 - Once completed, each applicant should submit the application documents to the AICFI Program Authority (see Contact Information), along with a letter of support from the Chief of their community or a BCR.

Step 3 - DFO will refer the application to the BDT Leader to confirm: that the BDT supports the application, has worked with the applicant on its development and that it supports the implementation of the CFE Business Development Plan.

Step 4 – At the same time, DFO will review the application for completeness and verify that the level of funding requested is in line with the applicant’s notional funding amount.

Step 5 – After verification by the BDT and the application is approved by the AICFI Program Authority, DFO will develop a Contribution Agreement for ratification by the Chief of the First Nation and DFO.

Contact Information

Applications should be submitted to:

AICFI Program Authority
Indigenous Affairs Directorate (IAD)
Fisheries and Oceans Canada
200 Kent Street
Ottawa, ON, K1A 0E6
AICFI-IPCIA.XNCR@dfo-mpo.gc.ca

ANNEX A – AICFI Capacity Building (Business Development) - Application Form

Section 1: Applicant Information			
Organization:			
Mailing Address:		Date:	
		Application Contact:	
		Phone:	
		Email:	

Section 2: Confirmation of Application Attachment and Pre-Requisites	
AICFI CFE Business Development Plan is active	Yes <input type="checkbox"/> No <input type="checkbox"/>
BDP Implementation Work plan attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detailed Budget Information	Yes <input type="checkbox"/> No <input type="checkbox"/>
Supporting letter signed by Chief or Band Council Resolution attached	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 3: Applicant and Partners
Identify the principal applicant, as well as the name(s) of Nation(s) in the aggregate group and any affiliated business entities who are the partners in this project.
Organization and Nature of the Relationship (s)

Section 4: Summary of Work Plan
ACTIVITY DETAILS: PLEASE INDICATE THE CATEGORY THIS APPLICATION APPLIES TO
<p>PROVIDE A BRIEF PROJECT OVERVIEW Provide, in a non-technical manner, a description of the proposed project activities, including:</p> <ul style="list-style-type: none"> Introduction and Work completed to date (if applicable) Objectives and Work Plan Action Plan / Deliverables Funding request breakdown

Section 5: Declaration and Signature(s)	
The information provided is an accurate description and accounting of the request for Business Development Fund support.	
Authorized Representative	Position
Signature	Date

Please Note: This Application and supporting documentation may be shared, in confidence, by the AICFI Project Authority, with the Business Development Team as appropriate.