

# Accessing Consultation Participation Funding

## *A Guide for Communities*

### Overview

The Government of Saskatchewan has a duty to consult with First Nation and Métis communities in advance of decisions that may adversely impact their Aboriginal or Treaty rights. The government recognizes that affected communities may require financial support to engage meaningfully in these consultations. The First Nation and Métis Consultation Participation Fund provides that financial support.

This guide is designed to familiarize First Nation and Métis communities with how to access the fund. It provides a six-step process, from receiving the initial notification letter, to securing the final grant payment.

#### 1. Receive notification

When a government organization triggers the duty to consult, it will send a notification letter to the elected leadership of the potentially impacted First Nation and Métis communities. If the community has appointed a delegate, the letter may be sent to the delegate instead.

The letter will describe the proposed decision or action to be consulted on and invite the community to participate in consultations. The letter will inform the community if they are invited to apply for consultation funding.

Before making a funding application, the community should contact the government official named in the notification letter to advise of their intention to participate in consultation.

#### 2. Complete and submit the application form

The first step in applying for consultation funding is to complete the application form. To receive an application form, contact the Aboriginal Consultation Unit (ACU).

When preparing the application, consider which activities your community would like to emphasize, and confirm that these activities are eligible for funding. There are three key factors for eligible uses of consultation funding:

##### Contacts in Government

Communities' main government contacts during the consultation process will be:

- A designated person at the ministry, agency, or Crown responsible for carrying out the duty to consult.
- The Aboriginal Consultation Unit at the Ministry of Government Relations, which provides support to communities and processes funding applications.

1. The activity must be directly related to the proposed project or decision identified in the notification letter;
2. The activity must be short-term and a one-time cost (not a contribution to an ongoing expense or the purchase of a permanent asset); and
3. The activity must begin after the grant agreement is signed.

See **sections 4 and 5** of the [First Nation & Métis Consultation Participation Fund Criteria](#) for a full list of eligible and ineligible expenses.

Once you have decided on which activities to request funding for, the budget section in the application form will help you estimate your expenses. A maximum amount of up to \$10,000 is available for an application.

Submit the completed application form to the ACU, along with a copy of the notification letter.

To qualify for funding, the completed application **must be submitted within 30 days of receiving the notification letter**.

### 3. Receive and sign the grant agreement

The ACU will review the application form. If they have any concerns or need any further information, someone from the unit will contact the community.

Within seven calendar days of receiving a completed application form, the ACU will confirm if a grant will be provided and prepare a grant agreement. This agreement sets out:

- The amount of funding that will be provided;
- How the funding will be spent;
- The timeline for completion of consultation activities; and
- The information that the community is required to report.

The ACU will send the proposed agreement to the community for the Chief, Local president, or their delegate to sign and return. Upon receipt of the signed document, the ACU will sign the agreement.

**The grant agreement must be signed by both parties before consultation activities begin.**

Once the agreement is signed, the government will issue the first grant payment to the community. This payment will typically be equal to 80 per cent of the total amount listed in the grant agreement.

#### Authorizing Applications

Grant applications must include a signed declaration by the Chief of a First Nation, the President of a Métis Local, or another person authorized by the community's elected leadership to make the application.

If a First Nation or Métis Local has officially delegated its role in the duty to consult process to another entity, that delegate may apply on behalf of the community.

An application from a delegate must include signed authorization from the community's leadership.

### 4. Receiving Consultation Activity Report Records and First Payment

Once the ACU receives the signed grant agreement, they will provide the community with two blank record-keeping documents:

- The consultation activity report; and
- The financial report.

The consultation activity report records the dates, locations, and types of activities (interviews, site visits, community meetings, etc.). The financial report records the dates and types of expenses incurred. These two documents should be filled in as engagement takes place to confirm the funding provided by the government is used as indicated in the grant agreement.

## 5. Conduct consultation activities

Once the community receives the first payment, they may begin carrying out consultation activities as set out in the agreement. These activities should be recorded in the Consultation Activity Report Records.

## 6. Submit Consultation Activity Report Records

Once the planned consultation activities are completed, the community will submit the completed Consultation Activity Report and financial report to the ACU. The unit will review these reports to ensure that the community's activities, expenses, and timelines match those in the signed grant agreement.

After review, the government will then issue the final grant payment to the community. This payment will typically equal up to 20 per cent of the total amount listed in the grant agreement. If the conditions of the grant agreement are not met, less than the full amount may be paid.

### Repeated Applications

A community may apply for funding each time it receives a notification letter with an offer for funding, regardless of previous applications. There is no limit on a community's total number of applications.

However, once a community accesses \$50,000 or more in grant funding in the same fiscal year, further applications may take longer to process due to additional legislative processes.

## For more information:

Visit the Government of Saskatchewan's duty to consult webpage:

<https://www.saskatchewan.ca/residents/first-nations-citizens/duty-to-consult-first-nations-and-metis-communities>

## Contact Us

Aboriginal Consultation Unit  
Lands and Consultation

**Toll-free:** 1-877-879-7099

**Phone:** 306-787-5722

**Email:** [aboriginal.consultation@gov.sk.ca](mailto:aboriginal.consultation@gov.sk.ca)

# Accessing Consultation Participation Funding

## *A Visual Guide for Communities*

