

Indigenous Centre for  
Cumulative Effects



Centre autochtone sur  
les effets cumulatifs

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# COMMUNITY FUNDING PROGRAM

APPLICATION DEADLINE: MARCH 6, 2023 AT 11:30PM PST

## HOW-TO GUIDE APPLICATION FOR ENHANCING CAPACITY STREAM



# STEP 1: CREATE ACCOUNT OR SIGN IN IF YOU HAVE APPLIED TO THE CFP IN THE PAST



Indigenous Centre for  
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Français

## Please sign in

Login

[Forgot Your Password?](#)  
[Create new account](#)

1) SIGN IN OR CREATE AN ACCOUNT

2) SIGN IN USING YOUR  
EMAIL ADDRESS &  
PASSWORD

\* ALLOW ACCESS TO ENTER  
THE SITE



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## Allow Access?

**ICCE API portal** is asking to:

- Access the identity URL service
- Manage user data via Web browsers
- Manage user data via APIs

Do you want to allow access for  
kdrama.viki2021+1@gmail.com? (Not you?)

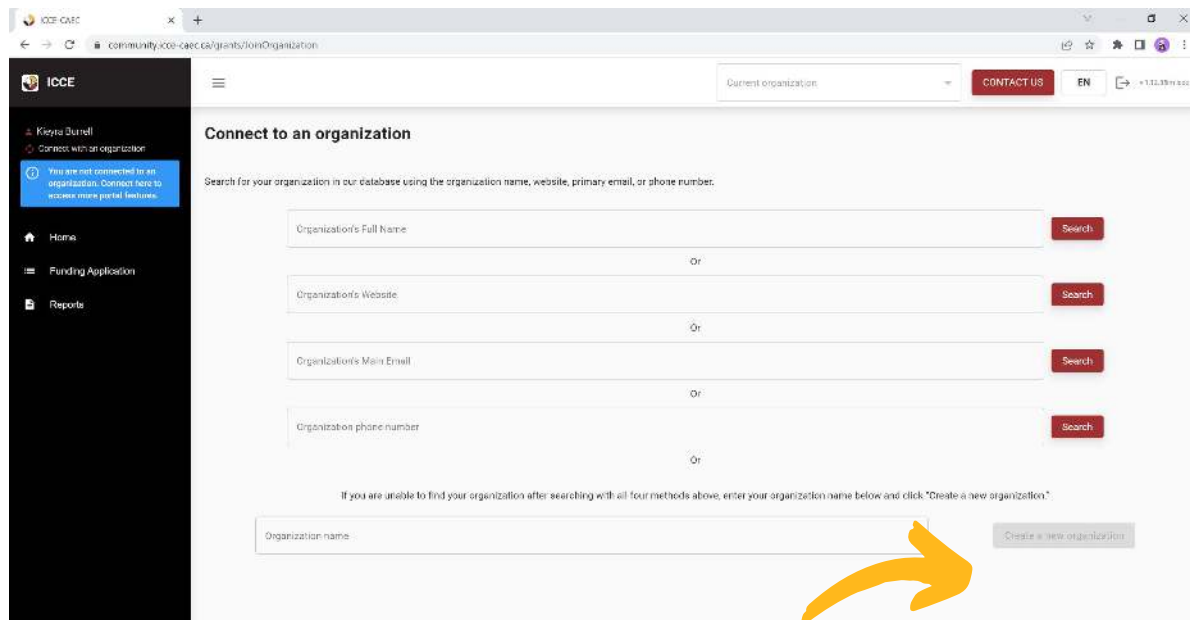
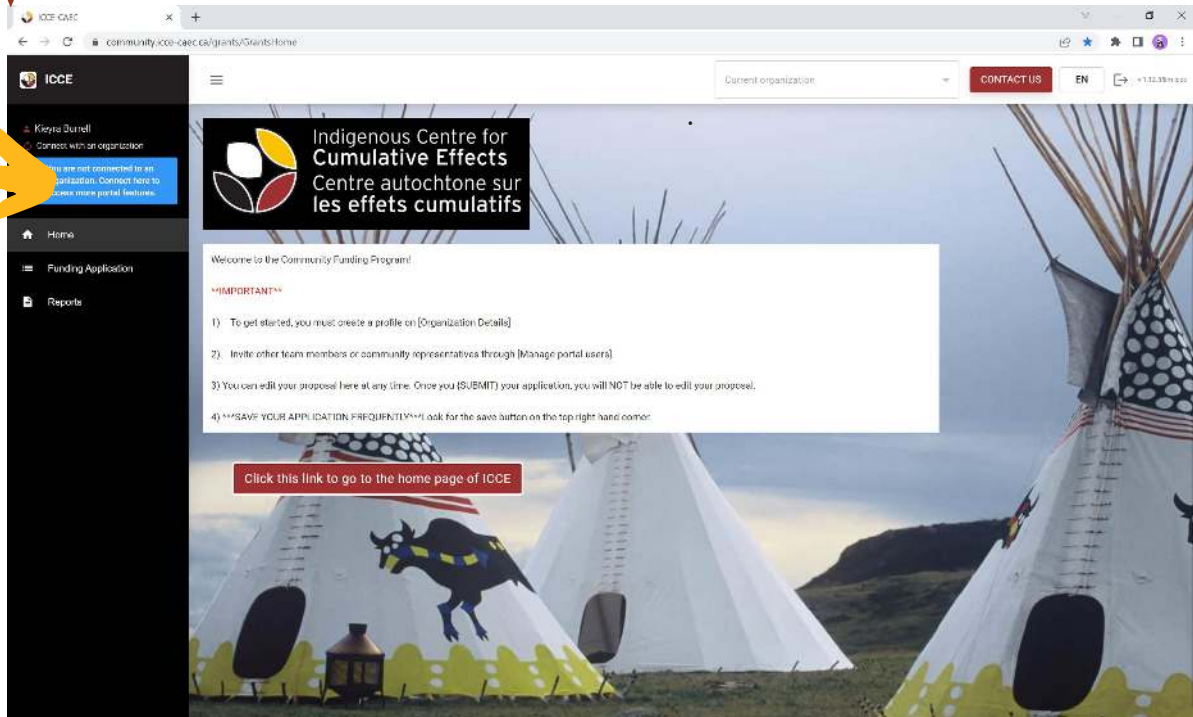
Deny

Allow

To revoke access at any time, go to your personal settings.

# STEP 2: ADD ORGANIZATIONAL DETAILS

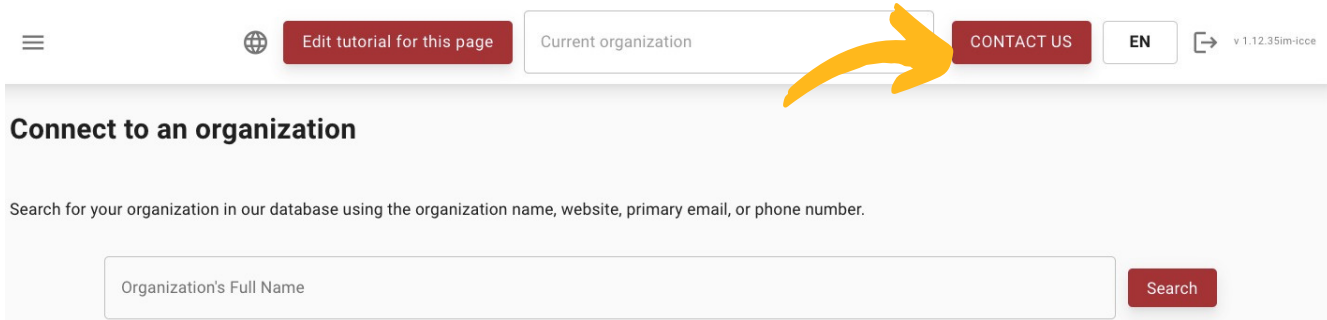
- 1) CLICK THE BLUE BUTTON
- 2) SEARCH FOR YOUR ORGANIZATION
- 3) FILL IN YOUR ORGANIZATIONS DETAILS



IF YOUR ORGANIZATION CANNOT BE FOUND CLICK "CREATE A NEW ORGANIZATION" THEN FILL IN THE REQUIRED FIELDS. IF YOUR ORGANIZATION ALREADY EXISTS OR AN ADMIN NEEDS TO ADD YOU TO THEIR ACCOUNT CLICK [CONTACT US]

## STEP 2: ADD ORGANIZATIONAL DETAILS

**\* IMPORTANT \***  
CLICK [CONTACT US] IF YOU NEED HELP!



The screenshot shows a web interface with a top navigation bar. On the left is a hamburger menu icon. Next to it is a globe icon and a red button labeled "Edit tutorial for this page". To the right is a search bar containing the text "Current organization". Further right is a red button labeled "CONTACT US", which is highlighted by a yellow arrow. To the right of the "CONTACT US" button is a white button labeled "EN" and a version number "v 1.12.35im-icce".

### Connect to an organization

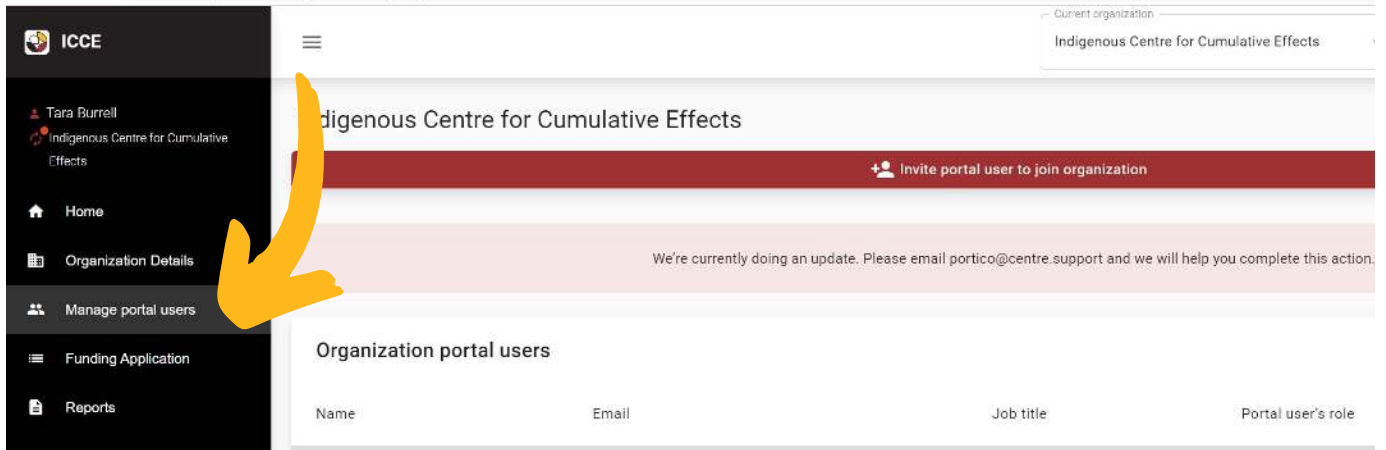
Search for your organization in our database using the organization name, website, primary email, or phone number.

Organization's Full Name

REMEMBER TO SAVE  
YOUR APPLICATION

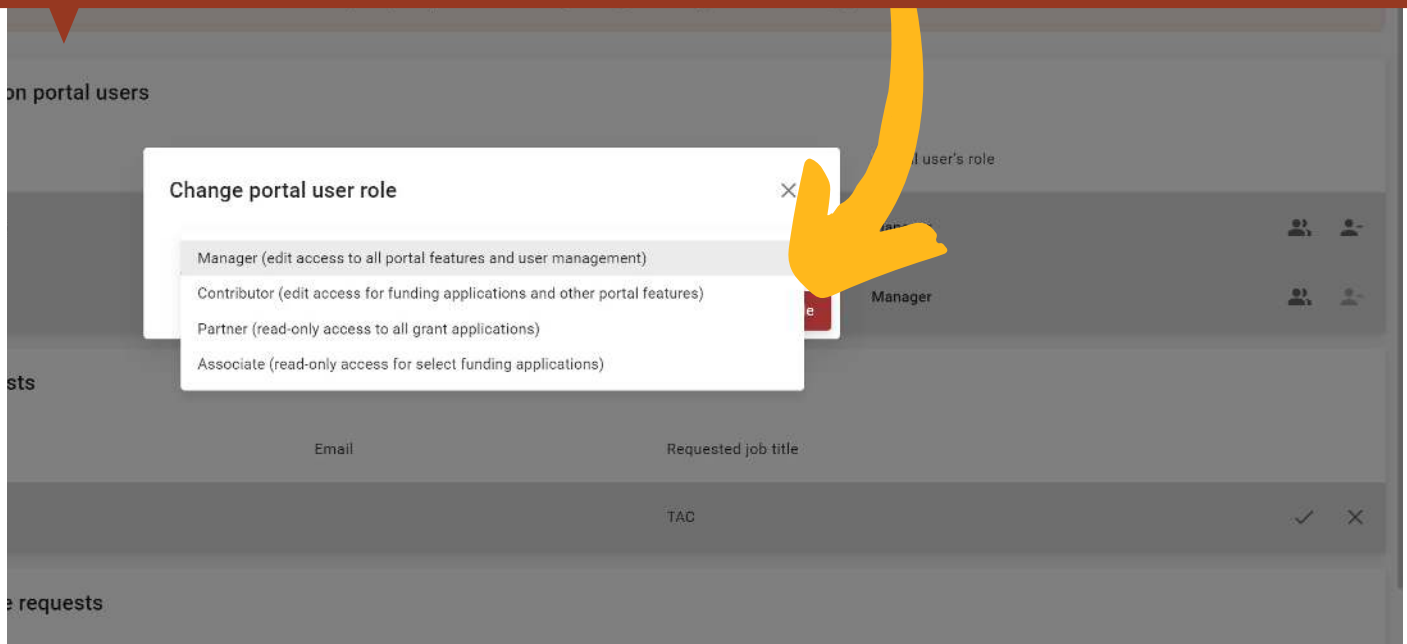
# STEP 3: MANAGE PORTAL USERS

ADD PEOPLE INVOLVED IN WRITING OR APPROVING THIS APPLICATION



The screenshot shows the ICCE portal interface. The left sidebar contains the following menu items: Home, Organization Details, Manage portal users (highlighted with a yellow arrow), Funding Application, and Reports. The main content area displays the 'Indigenous Centre for Cumulative Effects' header, a red bar with an 'Invite portal user to join organization' button, and a message: 'We're currently doing an update. Please email portico@centre.support and we will help you complete this action.' Below this is a table titled 'Organization portal users' with columns for Name, Email, Job title, and Portal user's role.

MANAGERS HAVE THE ABILITY TO APPLY THE LEVELS OF ACCESS TO THE PORTAL USERS ASSOCIATED WITH THE PROJECT SUCH AS MANAGERS, THOSE WRITING THE APPLICATION OR WORKING AS A PARTNER. YOUR INFORMATION SHOULD REMAIN PRIVATE, DO NOT SHARE YOUR LOG IN OR PASSWORD.



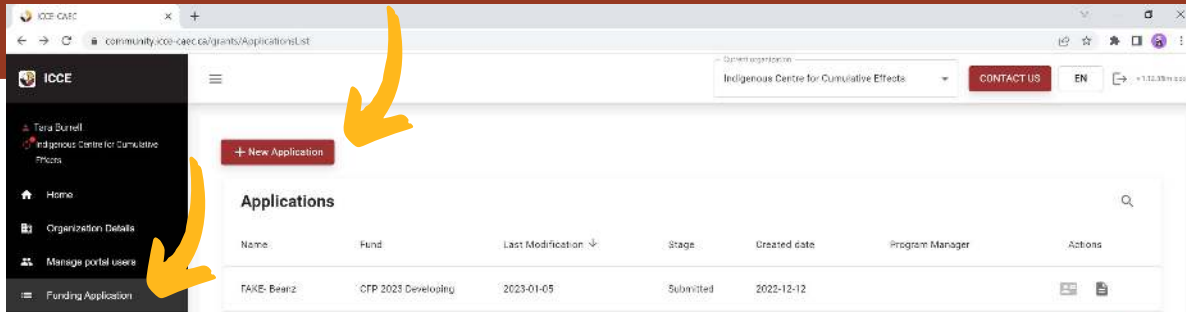
The screenshot shows a 'Change portal user role' dialog box with the following options:

- Manager (edit access to all portal features and user management)
- Contributor (edit access for funding applications and other portal features)
- Partner (read-only access to all grant applications)
- Associate (read-only access for select funding applications)

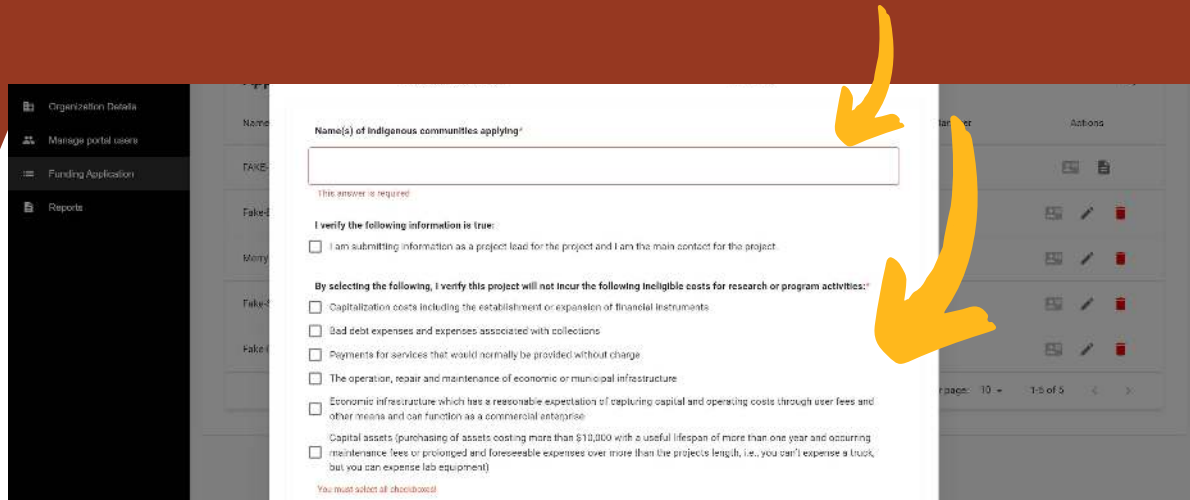
A yellow arrow points to the 'Manager' option. The background shows a table with columns for Email, Requested job title, and TAC.

# STEP 4: APPLYING FOR ENHANCING STREAM

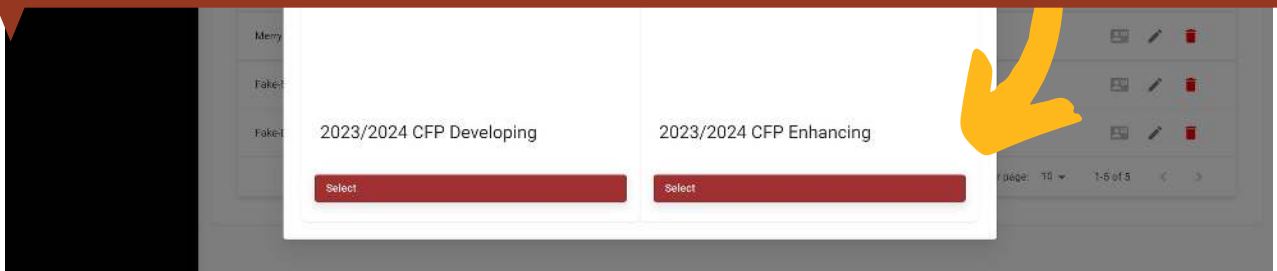
- 1) CLICK "FUNDING APPLICATIONS"
- 2) CLICK "NEW APPLICATION"



- 1) FILL IN THE "NAME(S) OF INDIGENOUS COMMUNITIES APPLYING"
- 2) CHECK ALL BOXES IN THE VERIFICATION SECTION



CLICK "ENHANCING STREAM"



# STEP 5: PROPOSAL

IF CONTACT INFORMATION CANNOT BE FOUND THEN YOU CAN ADD CONTACTS. [SEE THE FUNDING GUIDELINES](#) FOR DESCRIPTION OF FIELDS.

ec.ca/elasticform/a1BJA0000004hww2AA/a4cf4a4558f333090d620bda=006JA000002TIAYYA4

Current organization: Indigenous Centre for Cumulative Effects | CONTACT US | EN | v.1.12.35en-icce

### 2023/2024 CFP Enhancing Capacity

1 Proposal — 2 Contacts — 3 Budget — 4 Partial Funding (Optional) — 5 Work Plan — 6 Upload Files — 7 Submit

» Proposal Previous Save Next

**Indigenous Group**


First Nations  
 Inuit  
 Métis  
Required


**Total Requested Amount**

Only numerical values permitted

**Partial Funding Amount (Optional)** ⓘ

Only numerical values permitted

**Project lead** Find contact 

**Authorized Signatory for Contribution Arrangements** ⓘ Find contact 

# STEP 6: CONTACT INFORMATION

LIST ALL CONTACTS WHO ARE WORKING ON THE PROJECT

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1 Proposal 2 **Contacts** 3 Budget 4 Partial Funding (Optional) 5 Work Plan 6 Upload Files 7 Submit

» Contacts Previous Save Next

**Project Team and Partners (if any)\***  
Please add the contact information of all managers, supervisors, and project team members.

Find contact

YOUR PARAGRAPH TEXT

	Email	Contact role
Project Team Member 0/5 (Min: 1)		
Project Supervisor, Director, Manager or Partner (Min: 1)		
Partners 0/10 (Min: 0)	Sorry, no matching records found	

Rows per page: 10 0-0 of 0

All roles must have assigned the minimum number of contacts



# STEP 7: BUDGET

1) CLICK "ADD NEW FISCAL BUDGET"

2) ADD LINE ITEMS AS NEEDED

ALL SUMMARY ITEMS ARE LINKED TO THE WORK PLAN. USE BRIEF DESCRIPTIONS OF EACH BUDGET ITEM.

3) ADD YOUR ADMINISTRATION COSTS AFTER SUBTOTAL

2023/2024 CFP Enhancing Capacity

1 Proposal 2 Contacts 3 Budget 4 Partial Funding (Optional) 5 Work Plan 6 Upload Files 7 Submit

» Budget

Budget start year: 2023

**ADD NEW FISCAL YEAR TO BUDGET**

Previous Save Next

Fiscal Year 2023/2024 **ADD NEW BUDGET LINE +**

Category	Summary	Total Requested to ICCE	Other Donors
Community staff	CE Coordinator <small>13 characters (max: 255 characters)</small>	CAD 30,000	CAD
Commercial Software	GIS Data analysis <small>17 characters (max: 255 characters)</small>	CAD 25,000	CAD

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1 Proposal 2 Contacts 3 Budget 4 Partial Funding (Optional) 5 Work Plan 6 Upload Files 7 Submit

» Partial Funding (Optional)

Partial Budget Option

Budget start year: 2023

**ADD NEW FISCAL YEAR TO BUDGET**

Previous Save Next

Total

Administrative costs, to a maximum of 10%: CAD

TOTAL REQUESTED FROM ICCE CAD 0

TOTAL FROM OTHER DONORS CAD 0

SUB TOTAL CAD 0

# STEP 8: WORKPLAN

- 1) CLICK THE "ADD NEW WORK PLAN LINE"
- 2) CLICK THE SPACE IN THE "BUDGET LINE ITEMS." THIS IS WHAT WAS FILLED IN YOUR "SUMMARY" FIELD FROM THE PREVIOUS BUDGET SECTION. HERE, YOU CAN ADD MORE DETAIL ABOUT WHAT THIS SECTION WILL DO.

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1 Proposal 2 Contacts 3 Budget 4 Partial Funding (Optional) 5 Work Plan 6 Upload Files 7 Submit

» Work Plan Previous Save Next

**Work Plan** ADD NEW WORK PLAN LINE + Q

Description of Activities	Budget Line Items	Start Date	End Date	Staff Involved
<input type="text"/> <small>This field is required</small>	<ul style="list-style-type: none"><li>CE Coordinator</li><li>Analysis</li><li>Student Researcher</li><li>Student Researcher</li><li>Knowledge dissemination, GIS training</li><li>Consulting fees</li><li>Knowledge Keepers</li><li>reaching remote communities for engagement sessions</li><li>atv's and boats for data samples</li><li>Elders in communities involved</li></ul>	<input type="text"/>	<input type="text" value="2024-01-23"/>	<input type="text"/> <small>0 characters (max: 255 characters)</small>

Previous Save Next

# STEP 9: UPLOAD REQUIRED DOCUMENTS

## UPLOAD LETTERS OF SUPPORT FROM INDIGENOUS COMMUNITY (OR COMMUNITIES).

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1 Proposal 2 Contacts 3 Budget 4 Partial Funding (Optional) 5 Work Plan 6 Upload Files 7 Submit

» Upload Files Previous Save Next

Please upload Letters of Support from Indigenous community (or communities)

Upload Files

Name	Remove
Drag the file here, or click to browse files	

Maximum file size is 52 MB

Previous Save Next

REMEMBER TO SAVE YOUR APPLICATION

# STEP 10: SUBMIT APPLICATION

CHECK ALL THREE BOXES AND SUBMIT APPLICATION.  
NOTE: AFTER SUBMISSION YOU CAN ONLY VIEW THE APPLICATION, NO EDITS  
CAN BE MADE!

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1 Proposal 2 Contacts 3 Budget 4 Partial Funding (Optional) 5 Work Plan 6 Upload Files 7 **Submit**

» **Submit** Previous Save Next

After submitting you won't be able to edit the application anymore

**Terms**

- I validate that the information in this proposal is accurate to the best of my knowledge
- I understand that the project funds must be expended by March 31, 2023
- I have the authority to submit this proposal on behalf of my organization

Submit Previous Save Next