

AddressBC First Nations Grant Program Guidelines

Introduction

The Integrated Cadastral Information (ICI) Society's AddressBC First Nations Grant Program offers financial support to First Nations for projects related to managing address data in a geospatial format. Through the AddressBC First Nations Grant Program, ICI Society aims to:

- ▶ Support First Nations to develop, improve, and maintain civic addresses in a Geographic Information Systems (GIS) format;
- ▶ Expand the coverage of First Nations addressing in the AddressBC database; and
- ▶ Promote equitable access to resources and funding in First Nations communities, with an emphasis on internal capacity building.

About AddressBC

AddressBC is an authoritative point-based civic address dataset for British Columbia, maintained by ICI Society. First Nations and Local Governments share their address data with ICI Society via GeoShare, the Society's automated data delivery system. The disparate address datasets are then integrated into a single point-based dataset, AddressBC.

Access to the AddressBC dataset is restricted to [ICI Society Members](#), which include Local Governments and First Nations, provincial government ministries and organizations, and utility providers and other private sector organizations.

- ▶ **What is a Civic Address?** A civic address is a numbering system relating to road names that provides the unique location of a building or property. It includes the street number, street name, and unit number (if applicable). Civic addresses require a latitude/longitude point location for use in 911 emergency response and GIS software.

Eligible Applicants

The AddressBC Grant Program is available to ICI Society First Nations Members who are looking to develop a GIS dataset of civic addresses or to improve their existing civic address dataset.

- ▶ **Not an ICI Society Member?** Membership is free for First Nations! [Learn more ↗](#)

Collaborative projects between multiple First Nations are welcome, however each applicant is limited to one application.

Eligible Projects

ICI Society strives to support projects that are tailored to each Nation's unique local context and work to build on existing strengths and assets. Potential projects and activities include, but are not limited to:

- ▶ Developing a civic address GIS dataset (e.g., digitizing paper maps, geocoding tabular data, establishing protocol for assigning addresses)
- ▶ Work to improve accuracy of existing dataset (e.g., updating stale data, improving spatial accuracy)
- ▶ Expanding existing dataset (e.g., incomplete addressing, new addresses)

Project Requirements

In addition to the project objectives as defined by the applicant, funded projects must also demonstrate a commitment to:

- ▶ Share address data in a GIS format with ICI Society on a regular basis.
 - Applicants must demonstrate their commitment to regularly submitting address data through the GeoShare platform into AddressBC. By participating in this data sharing initiative, your community actively contributes to maintaining accurate and up-to-date address information.
- ▶ Regularly review AddressBC quality assurance (Q/A) reports to identify errors.
 - Applicants should be actively engaged in reviewing the GeoShare Q/A reports. These reports offer valuable insights into the quality and integrity of address data. Regularly reviewing and analyzing these reports will help identify errors or anomalies that require attention.
- ▶ Resolve errors and/or anomalies in a timely manner.
 - Applicants are expected to resolve errors and anomalies identified in the GeoShare Q/A reports. This proactive approach ensures the continuous improvement of address data quality within your community.

Grant Maximum

The AddressBC Grant Program can contribute up to 100% of the cost of the project. Due to the broad range of eligible projects and activities, there is currently no funding maximum set. Grant amounts will be awarded based on the project's scope, impact, and alignment with the program's objectives.

Ineligible Costs and Activities

The following expenditures are not eligible for funding:

- ▶ Costs associated with developing the proposal;
- ▶ Capital costs, including computer hardware;
- ▶ Hospitality expenses;
- ▶ Routine or ongoing operating costs, including salaries and rent.

Application Requirements

Application Contents

To apply for the grant, interested ICI Society First Nations Members must submit an application that outlines their proposed project, expected outcomes, budget, and implementation plan.

All applicants are required to submit an electronic copy of the application, including:

- ▶ Completed Application Form with required attachments.
- ▶ Detailed budget indicating the proposed expenditures as well as any funding sources. Additional funding or support is not required for the project, but any other grant funding or in-kind contributions must be identified.

Application Deadline

ICI Society is accepting applications on an ongoing basis, with the first round of review anticipated to begin in early spring 2024.

Submission of Applications

Applications should be submitted via [online form](#).



Review of Applications

ICI Society will review all applications to ensure the required application contents have been submitted and that eligibility criteria have been met. Following this, eligible applications will be assessed based on the project's:

- ▶ Alignment with the intent of the AddressBC Grant Program;
- ▶ Anticipated impact; and
- ▶ Cost-effectiveness.

ICI Society will consider the population and provincial, regional, and urban/rural distribution of proposed projects. All funding decisions will be made by ICI Society.

Grant Management and Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements. Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project.

Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement outlining the terms and conditions of the grant awarded, which is required to be signed and returned to ICI Society. Funds may be dispersed in multiple payments (e.g., 50% at the approval of the project and 50% upon completion of the project or major milestone).

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. This means funds cannot be transferred to an activity that was not included in the approved application. In the event that the funding cannot be used in its entirety for the intended purpose, grant recipients must notify ICI Society as soon as possible. Approval from ICI Society will be required for any variation from the approved project. To propose changes to an approved project, applicants must submit an amended application package with an updated budget and written rationale for the proposed changes.

Reporting Requirements

All funded activities must be completed by March 31, 2025. The final report is due within 30 days after project completion.

Final Report

Applicants are required to submit an electronic copy of the final report, including the following:

- ▶ Completed Final Report Form with all required attachments, including a summary of the project and the activities completed.
- ▶ Detailed financial summary indicating the actual expenditures from the ICI Society AddressBC Grant Program for First Nations Members and other sources (if applicable).
- ▶ Optional: photos or media related to the funded project.

Additional Information

For enquiries about the application process or general questions regarding the program, please use the [Web Form to contact ICI Society](#). We are here to support you throughout the application process and beyond.