

COMMUNITY ECONOMIC OPPORTUNITIES PROGRAM (CEOP)
INSTRUCTIONS

- 1) Review the program guidelines to ensure that your project meets the eligibility requirements.
- 2) Complete the application template with sufficient details about the project and the benefits that will be achieved.
- 3) Please attach any relevant documentation that will further support your application. This may include resumes of project managers/consultants, quotations, terms of reference, contracts, agreements, leases etc.
- 4) Include a letter or BCR from your band/tribal council, which confirms their support for your project and their willingness to act as a flow-through agent for the project.
- 5) Applications should be submitted to:

CEOP
Economic Development Unit
Indian and Northern Affairs Canada
Room 200, 1 First Nations Way
Regina, SK S4S 7K5
EcDevSask@inac-ainc.gc.ca

- 6) Upon receipt of your application, INAC will screen your application to ensure that it meets the eligibility requirements for the CEOP. Applications that meet the screening criteria will then be forwarded to analysts for review. Applicants whose projects do not meet eligibility requirements will be advised of the decision.
- 7) Projects that have been assessed will be presented to the Project Review Committee (PRC) for their review and recommendation.
- 8) Once a project has been approved by INAC, a project approval letter and amendment annex will be issued by the department to the applicant. The project approval letter and amendment annex will identify the terms and conditions of the funding contribution. This date shall be deemed as the official project approval date.
- 9) After a project has been approved by INAC and the applicant has accepted the terms and conditions of the amendment, they may begin to incur supported eligible expenses to undertake activities outlined in the project. **Expenses incurred prior to the official project approval date will not be reimbursed by INAC.**
- 10) INAC will reimburse supported eligible project costs upon receipt of project cost claim forms.

For more information please contact:

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