**Stream 1 – Letter of Intent (LOI) Application Template**

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| **All applications must be submitted through the SM Apply system at apply.academic.ubc.ca/.**  **This template is for reference purposes only.** |

**Instructions**

**\*Late applications will not be accepted\***

**Indigenous Strategic Initiatives (ISI) Fund Stream 1: Innovative Projects LOI deadline: 3:00 PM (PST) on Friday, January 12, 2024.**

Stream 1 provides seed funding for new initiatives that advance the Indigenous Strategic Plan (ISP). Cost-shared initiatives are welcomed. Applications should outline a plan for project sustainability reflecting the ongoing responsibility of the implementing unit. Eligible applicants are staff, faculty members and post-doctoral fellows at UBC Vancouver and UBC Okanagan campuses.

**Funding Limits**

Applicants can request between $30,000 – $100,000 over the life of the project from one to two years.

**Application Process**

There are two stages to the application process for Stream 1. First, a Letter of Intent (LOI) must be submitted. Then, if the LOI is successful, the applicant will be invited to submit a full application.

**Principal Applicant**

UBCV/O faculty, staff and/or post-doctoral fellows. Post-doctoral fellows must plan to be at UBC for at least one-year of the implementation cycle. If the Principal Applicant is an undergraduate or graduate student, please apply to [Stream 3: Student-led Projects](https://isp.ubc.ca/implementation/isi-fund/funding-streams/stream-3-student-led-projects/).

**Co-Applicant(s)**

UBCV/O faculty, staff, post-doctoral fellows and/or students (cross-campus collaboration is strongly encouraged) and community partners. If the Principal Applicant is in a post-doctoral role, there must be a faculty member as Co-Applicant.

**Department/Unit Head or Dean Support**

Proposals must be approved by the applicable department/unit Head or Dean prior to submission. If more than one unit is involved (e.g. partnership between units or campuses), signatures from all associated Dean/Director/University Librarian/Administrative Unit Heads are required, and a lead unit identified who will receive the funds and be responsible for reporting.

**All Indigenous Strategic Initiatives (ISI) Fund Stream 1 Letters of Intent (LOIs) must be submitted by 3:00 pm (PST) on Friday, January 12, 2024.**

* Before proceeding, please read all ISI Fund criteria and application instructions at: <https://isp.ubc.ca/implementation/isi-fund/funding-streams/>
* Applications should be written in language that is understandable to a non-specialist.
* The ISI Fund online application system is plain text. You will not be able to add tables, graphs, or charts in your proposal.

**Application Form for “ISI Fund Cycle 3: 2023-2024 Stream 1 – LOI”**

**Project Title (200 characters max.)**Do not use all-caps.

**Project Team and Relationships**

***Required: Co-applicants must have provided their informed consent to be a part of this project.***

**Principal Applicant**

*For administrative purposes, there must be one Principal Applicant who is a full-time UBC faculty or staff member, or post-doctorate at either the UBC Okanagan or UBC Vancouver campus.*

Principal Applicant’s Name

Principal Applicant’s Role

Principal Applicant’s title(s)   
*(e.g. Assistant Professor, Instructor,   
Professor of Teaching, etc.)*

Principal Applicant’s primary (UBC)   
email address   
*(e.g. jane.doe@ubc.ca)*

Principal Applicant’s Faculty, College,   
or administrative unit

If other, please specify

**How many co-applicants would you like to add to this application?**

Principal applicants may add up to five co-applicants to each project. The co-applicants must have provided their informed consent to be a part of this project.

* 1
* 2
* 3
* 4
* 5

**Project Team and Relationships**

***Required: Co-applicants must have provided their informed consent to be a part of this project.***

**Co-Applicant**

*For administrative purposes, there must be at least one Co-Applicant.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)   
*(e.g. Assistant Professor, Instructor,   
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)   
email address   
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,   
or administrative unit

If other, please specify

**Co-Applicant #2 (optional)**

*Up to five co-applicants can be included.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)   
*(e.g. Assistant Professor, Instructor,   
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)   
email address   
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,   
or administrative unit

If other, please specify

**Co-Applicant #3 (optional)**

*Up to five co-applicants can be included.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)   
*(e.g. Assistant Professor, Instructor,   
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)   
email address   
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,   
or administrative unit

If other, please specify

**Co-Applicant #4 (optional)**

*Up to five co-applicants can be included.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)   
*(e.g. Assistant Professor, Instructor,   
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)   
email address   
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,   
or administrative unit

If other, please specify

**Co-Applicant #5 (optional)**

*Up to five co-applicants can be included.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)   
*(e.g. Assistant Professor, Instructor,   
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)   
email address   
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,   
or administrative unit

If other, please specify

**Other Project Team Members**

*Please indicate all other project team members' names as well as their corresponding titles, affiliations, and email addresses, separated by commas (e.g. Jane Doe, Associate Professor, History, Faculty of Arts, jane.doe@ubc.ca). Please also indicate any other partners and the nature of your relationship with them.*

***Required:****Project team members must have provided their informed consent to be a part of this project.*

**Indigenous Partnerships**

If applicable to your project, describe how Indigenous partners and communities will be involved in the development and implementation of the project.

Do you have an established partnership with the community?

* No external engagement anticipated
* Aspirational partnership
* Established partnership

Please provide a brief description of how you plan to build relationships with the community, how the project will be co-developed, and how the project will respond to community-voiced needs and aspirations.

**Project Overview**

**Indigenous Strategic Plan (ISP) Action Alignment (250 words max.)**

Please list the [Indigenous Strategic Plan Action or Actions](https://isp.ubc.ca/implementation/the-action-plan/) most relevant to your proposal. Projects must align with at least one of the 43 actions of the Indigenous Strategic Plan.

[**ISP Self-Assessment Tool**](https://isp.ubc.ca/implementation/implementation-tools-resources/)**(250 words max.)**

*The*[*ISP Self-Assessment Tool*](https://isp.ubc.ca/implementation/implementation-tools-resources/)*must be completed prior to Letter of Intent submission.*

Have you/has your team completed the ISP Self-Assessment Tool?

* Yes

How has the ISP Self-Assessment Tool informed your understanding of the work your unit/Faculty does and what has the impact been on your proposal?

**Short Project Description (250 words max.)**

*What are you proposing to do or change with this project? Briefly explain the project and how it will contribute to the implementation of the*[*UBC's Indigenous Strategic Plan*](https://isp.ubc.ca/files/2021/09/UBC.ISP_StrategicPlan2020-SPREAD-Borderless-REDUCED.pdf)*.*

**Environmental Scan (250 words max.)**

*Detail whether there is any other work currently taking place at UBC that is similar to this proposal. If so, how are you building on this work, collaborating with those currently doing it, or adapting it to a different context?*

**High-level Approach/Project Activities (250 words max.)**

*How will you undertake this project? What support resources will you need to develop this project?*

**Project Benefits (150 words max.)**

*Briefly describe why this project is important and what are its tangible benefits.*

**Evaluation Criteria (250 words max.)**

*How will you measure the success or performance of this project?*

**Prior Funding Applications**

Have you previously applied for the Indigenous Strategic Initiatives Fund?

* Yes
* No

If yes, please detail how this application differs from previous applications.

**Project Budget and Funding Overview**

It is extremely important that this funding not act as a substitute for core funding from Faculties and units. The implementation of the ISP is the responsibility of everyone at UBC and as such Faculties and units are expected to develop and set aside their own funds for their ISP initiatives/projects.

**Funding Requested from the Indigenous Strategic Initiatives Fund**

*Indicate the funding being requested. At this point, high-level estimates are appropriate. Please review the*[*Eligible and Ineligible Expenses*](https://isp.ubc.ca/implementation/isi-fund/process-timelines-budgets/)*and*[*Frequently Asked Questions*](https://isp.ubc.ca/implementation/isi-fund/funding-faqs/)*.*

***This field must be a numerical amount in dollars -- without commas -- and with optional cents.***

|  |  |  |  |
| --- | --- | --- | --- |
|  | Budget Item | Fiscal Year 1 | Fiscal Year 2 (optional) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |

**Optional: Additional Budget Items (if applicants have beyond 15 budget items)**

*If your application includes budget items that did not fit in the table above, please list them here:****Remember to include their cost in your total project budget.***

**Total Project Budget**

*The total budget for an ISI Fund Stream 1: Innovative Project can be between $30,000 and $100,000 over the life of the project.*

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**Optional: In-Kind Support**

*What existing and ongoing support (including in-kind support) will the unit(s) or Faculty(-ies) commit to this work if their application is successful? And how will this impact the project’s ongoing sustainability?*