



Congratulations, your ICCO has been awarded with a BC NEIHR grant. Now, there are some more steps that you need to take in order to facilitate your process.

Heads up!

1. Read and answer **all the BC NEIHR and UVIC emails** that you will receive in the following weeks. **Always check your spam!**

Next steps

1. Accept the grant by answering the email "Status of BC NEIHR grant" by Tara Erb.
 - a. Remember to **do it within 1 week of receiving**, otherwise the grant will be awarded to someone else.
 - b. Please be sure that the name of the principal applicant, ICCO legal name and mailing address are correctly spelled, complete, and that the address is correct too.
 - c. If not, please correct them. Not doing so will result in serious delays (more than 30 days) in the check delivery process.
2. The UVIC manages the BC NEIHR grant funds, so they are the ones who will create your grant agreement and the check with the grant for your ICCO.
 - a. They need to have all your details correct and updated to create the agreement (that is why Tara Erb is asking for names and address confirmation).
 - b. They will send an email to the principal applicant with the agreement, the title might look like spam (uses numbers and codes).
 - c. Please **open and read all emails coming from the UVIC**, review your spam folders if you have not received any email before April 20th (Ideally please look at it once a week after answering the first email).
 - d. The BC NEIHR does not receive a copy of that email, nor do we get informed when it is sent. It is your responsibility to follow up. Not doing so will result in delays.
 - e. **You need to have a bank account on your ICCOs name (not personal account)** ready BEFORE you sign the agreement. If you open the bank account after the check is issued it will not be possible to make a deposit, that will also result in 40-60 days delays.
3. If for any reason you don't have a bank account in your ICCOs name, you need to open one as soon as possible.



- a. If your ICCO is a non registered organization, the name of the bank account you need is 'Unincorporated Association, non-for profit Small Business Account'.
 - b. Please open the bank account before signing the UVIC agreement to avoid having your check issued before the bank account is open.
4. How to open the bank account:
 - a. Call your preferred bank, ask for requirements to open the bank account and for an appointment (appointments might take 5 to 10 days to be available).
 - b. Gather the proof that your organization exists. They normally ask for documents such as: a meeting minute, or an agreement among your collective's members, or a draft of your organization's future bylaws. Normally these documents must be signed by at least 3 members of the collective.
 - c. You don't need to be registered with BC authorities for these, be clear with your bank that you are an **unincorporated association**.
5. Remember that by the end of your project you need to declare your Use of Funds Report, a simple document that states how the grant has supported your organization and that the way you spent the money.
 - a. Please send your Use of Funds Report to report in order to release the 5% hold back. When doing so, be sure that your address has not changed.
6. Please let us know if there are some changes in your address, contact information, or team members for the project to bcneihr@uvic.ca
7. Contact the [Indigenous Health Research Facilitator in your area](#) OR whom you have a pre-established relationship with for any question or request of support.