



Economic and Social Inclusion Corporation (ESIC)

How to establish a Community Inclusion Network (CIN)

How to establish a Community Inclusion Network

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A - Introduction



Overcoming Poverty Together (OPT): New Brunswick's Economic and Social Inclusion Plan was developed over two years through a collaborative process which included extensive public engagement and representation of the business, non-profit and government sectors, as well as people who have experienced poverty.

OPT is the roadmap for actions to reduce poverty and promote socioeconomic inclusion throughout the province.

The **NB Economic and Social Inclusion Corporation (ESIC)** has been established at arms'-length from government to guide, support and monitor the implementation of the plan. The ESIC Board of Directors is drawn from all sectors. It is building a team who will be responsible for the work of the Corporation.

OPT recognizes that effectively addressing the issues of poverty and exclusion involves collaboration among all sectors, as well as a sharing of resources and responsibilities. This approach requires infrastructure which enables all groups and citizens to work together close to the ground. A mechanism is needed through which communities can meet, identify priorities, obtain resources and take action on issues of concern to them. This mechanism is the **Community Inclusion Network (CIN)**.

A major task of the ESIC is to help establish Community Inclusion Networks which are regionally responsive. There are twelve designated CIN regions (Appendix A). Each region will create its own CIN with assistance from the ESIC team and with some financial support provided by ESIC.

Some regions currently have the structural capacity to establish a CIN, while others may not. ESIC team members will be available to assist regions in the developmental process of a CIN, helping to build capacity where it is needed and facilitating the process where it is beginning or advanced. It is recognized that some regions will have a CIN before others, but every region will have the opportunity and support to develop its own.

Thank you for taking the time to review this information and it is our hope that you will support this plan by submitting your interest to become a CIN.

B - What is a Community Inclusion Network?

A CIN is an organization developed through a collaborative process in each region. Its members are groups and individuals from all sectors who have an interest in promoting socioeconomic inclusion. These interested parties will be invited to work together to set up the CIN, identify regional issues and priorities, and implement initiatives to address them.

C - The process to establish a CIN in your region

The province is divided into 12 regions (see Appendix A). To apply to be a CIN, within your region gather groups and individuals who have common goals and interests in poverty reduction and socioeconomic inclusion. With your group in place, you will need to focus on and develop a plan which outlines the following points in order to apply to be the CIN for your region.

- List the individuals and the groups your CIN represents, what area of the region they are from and which individuals will comprise the governance structure;
- Show that there is community support for your group as the regional CIN by two letters of support from organizations that indicate their confidence in the group's ability to facilitate the development of the CIN. These letters should show that you are recognized in your region and have the capacity to complete the process;
- Demonstrate that your group either currently has or is able to leverage financial and volunteer resources in your region;
- Indicate that your group can address the linguistic needs of both official linguistic communities within your region;
- Demonstrate that your group has the financial management support in place.

For a detailed listing of the criteria see Appendix B "Criteria for Recognition".

When developing your plan, your group needs to keep in mind that it will have to demonstrate that actions identified in the proposed regional plan will address the regional needs of poverty reduction. Also, that the regional plan must be consistent with the poverty reduction objectives established in the OPT.

The deadline for submitting your application (Appendix C) to be a CIN is December 22, 2010 by 4:00 pm.

D –For your information

How does our group apply to be a CIN?

If your group is ready to apply to be a CIN, submit your information using the application form in Appendix C. Please feel free to expand the document as is required and attach any supporting documents

Our group is interested in applying to be a CIN, but we cannot be organized by December 22nd - what do we do?

If your group cannot gather all the information together by the deadline, but you want to be considered as the CIN for your region, you should contact the ESIC team for assistance. If your group determines that it will not be ready by the deadline, you will need to submit a letter to ESIC by December 22nd indicating your interest.

Our group has an interest in being a CIN, but we need help to get organized.

The ESIC team may help your organization or your region with your application. Contact the ESIC team for more information.

Does our group need to be incorporated?

Because the CIN will be receiving and disbursing funds, it must be incorporated. There are two ways to do this. First, the group may select one member organization which is already incorporated to submit an application on behalf of the group. If this application is approved by the ESIC Board, this organization would, in effect, host the CIN on behalf of the rest of the group.

Alternatively, the potential CIN group may wish to incorporate a brand new organization to serve as the CIN. The choice of which of these two methods of proceeding is up to the group. The ESIC team can help your group decide on a course of action.

Our group is interested but we need some financial assistance to help us submit our CIN letter of interest or application.

Financial assistance will only be available to groups after they have been approved to be the regional CIN. However, the ESIC team is available to assist your group with the CIN application, at no cost.

We are interested but we want to learn more about the Overcoming Poverty Together (OPT): New Brunswick's Economic and Social Inclusion Plan, where do I find the information?

The plan and supporting documents are listed in section F – resources, of this document.

Will there be more than one CIN selected for each region?

Only one CIN will be approved for each region. If more than one group submits an application or expression of interest (letter) to be a CIN, the ESIC team will assist the groups in deciding how to proceed through collaboration.

How will the CINs be selected?

The Board or a designated committee of the Economic and Social Inclusion Corporation will consider all applications, and approve one Community Inclusion Network for each region. In approving a Community Inclusion Network, the Board will concentrate on the needs of the region and whether these needs are met as presented through the CIN's plan. If the Board receives more than one application per region it may request that applicants consider working together to develop a more comprehensive regional plan.

Is there financial support available after our group is selected as the CIN for our region?

Once a Community Inclusion Network is approved, ESIC will provide an initial financial contribution to assist the CIN to develop a detailed regional plan. Specific information as to what the financial contribution will cover will be provided to the selected CIN. The ESIC Team will also provide support to the Community Inclusion Network as it works to develop the detailed regional plan.

What are the requirements for a regional plan?

The detailed regional plan should be developed in an inclusive process, with input from all members of the CIN. It should:

- * Demonstrate regional needs in the communities. Proof of needs can be established with socioeconomic data and community feedback.
- * State goals and objectives for poverty reduction which meet demonstrated regional needs. These goals and objectives must be consistent with the poverty reduction objectives established in *Overcoming Poverty Together: The New Brunswick Economic and Social Inclusion Plan*.
- * Identify actions that will be undertaken to meet regional objectives. Each action should include a budget, a timeline, and a description of the regional area which it will cover. Together, these actions should demonstrate that the proposed plan will address the needs of the entire geographic region of the Community Inclusion Network.
- * Demonstrate your Community Inclusion Network's ability to seek and secure resources from the communities. Resources could include partner organizations which host administrative or project activities, in-kind resources (such as volunteer labour) and financial resources, including financial donations.

What is the next step after submitting the regional plan?

Once the detailed regional plan has been approved, the CIN will receive financial contributions from the ESIC to assist in the implementation of the programs outlined in the plan. Detailed plans may foresee direct implementation of programs by the Community Inclusion Network or implementation of programs by other community partners.

As a CIN, what reports will we have to submit?

Each CIN is required to submit an annual report to ESIC which will provide an update on its progress toward achieving the goals of the regional plan and describes how it has used funds received in the previous fiscal year. Community Inclusion Networks will be required to update their regional plans every two years.

E - Contact the ESIC team at:

Economic and Social Inclusion Corporation
703 Brunswick Street, Scovil House
PO Box 6000
Fredericton, NB EB3 5H1
(506) 453-5979 (English) / (506) 453-5973 (French)
(506) 444-2978 (Fax)
esic-sies@gnb.ca
www.gnb.ca/poverty

Contact us. We are here to help you succeed.

F - Resources:

Economic and Social Inclusion Act - Bill 39
New Brunswick Regulation 2010-137 under the Economic and Social Inclusion Act (O.C. 2010 - 461)
Overcoming Poverty Together - The New Brunswick Economic and Social Inclusion Plan
<http://www.gnb.ca/0017/index-e.asp> - Department of Social Development
<http://www.gnb.ca/poverty> - ESIC

APPENDIX A

ESIC CIN REGIONAL BOUNDARIES (BY COMMUNITIES)

ESIC has divided the province into 12 CINs, which are then grouped into three specific areas, Southern, Central and Northern. Each area will be served by an ESIC team member. (For a breakdown by Region with the corresponding counties etc. refer to NB Regulation 2010-137)

SOUTHERN AREA

REGION 1* Greater Moncton / Westmorland County / Albert County	REGION 2* Greater Saint John / Sussex / Queens East / Kings East	REGION 8* Charlotte County	REGION 11* Kent County
Alma	Brunswick	Blacks Harbour	Acadieville
Beaubassin East	Cambridge-Narrows	Campobello	Bouctouche
Botsford	Cardwell	Clarendon	Bouctouche First Nation
Cap-Pelé	Grand Bay-Westfield	Dufferin	Carleton
Coverdale	Greenwich	Dumbarton	Dundas
Dieppe	Hammond	Grand Manan	Elsipogtog First Nation
Dorchester	Hampstead	Pennfield	Harcourt
Elgin	Hampton	Saint Andrews	Huskisson
Fort Folly First Nation	Havelock	Saint Croix	Indian Island First Nation
Harvey	Johnston	Saint David	Rexton
Hillsborough	Kars	Saint George	Richibucto
Hopewell	Kingston	Saint James	Saint Mary
Memramcook	Lepreau	Saint Patrick	Saint-Antoine
Moncton	Musquash	Saint Stephen	Saint-Charles
Petitcodiac	Norton	St. George	Saint-Louis
Port Elgin	Petersville	St. Stephen	Saint-Louis de Kent
Riverside-Albert	Quispamsis	West Isles	Weldford
Riverview	Rothesay		Wellington
Sackville	Saint John		
	Saint Martins		
	Simonds		
	Springfield		
	St. Martins		
	Studholm		
	Sussex		
	Sussex Corner		
	Upham		
	Waterford		
	Westfield		
	Wickham		

* This is not a complete list, and can include other communities in the 12 regions that are not on the list.

CENTRAL AREA

REGION 3* Fredericton/ York South /Tracy / Oromocto / Gagetown / Sunbury County / Queens North / Minto / Chipman	REGION 7* Miramichi and surrounding area	REGION 9* Harvey - McAdam - Nackawic - York South / Stanley / Doaktown	REGION 10* Carleton County / Victoria County
Blissville	Alnwick	Blissfield	Aberdeen
Burton	Blackville	Bright	Andover
Cambridge	Chatham	Canterbury	Aroostook
Canning	Derby	Doaktown	Bath
Chipman	Eel Ground First Nation	Douglas	Brighton
St Mary's First Nation (Devon 30)	Glenelg	Dumfries	Bristol
Fredericton	Hardwicke	Harvey	Centreville
Fredericton Junction	Metepenagiag First Nation	Ludlow	Denmark
Gagetown	Miramichi	Manners Sutton	Florenceville
Gladstone	Neguac	McAdam	Gordon
Kingsclear	Nelson	Meductic	Hartland
Kingsclear First Nation	Newcastle	Millville	Kent
Lincoln	Northesk	Nackawic	Lorne
Maugerville	Rogersville	North Lake	Northampton
Minto	Southesk	Prince William	Peel
New Maryland		Queensbury	Perth
Northfield		Southampton	Perth-Andover
Oromocto		Stanley	Plaster Rock
Oromocto First Nation			Richmond
Saint Marys			Simonds
Sheffield			Tobique First Nation
Tracy			Wakefield
Waterborough			Wicklow
			Wilmot
			Woodstock
			Woodstock First Nation

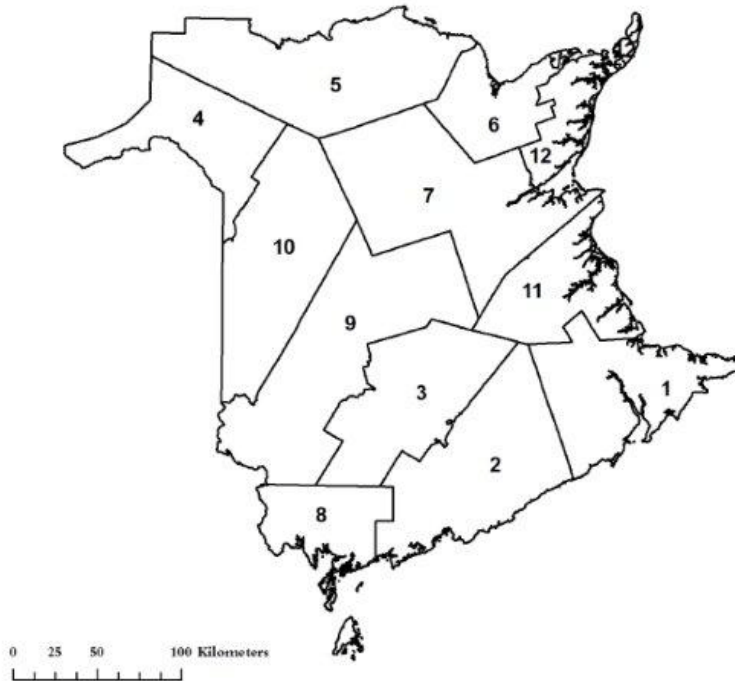
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NORTHERN AREA

REGION 4* Edmundston / Madawaska County / Grand Falls	REGION 5* Restigouche County	REGION 6* Bathurst and surrounding area	REGION 12* Péninsule Acadienne
Baker Brook	Addington	Allardville	Alnwick
Clair	Atholville	Bathurst	Bas-Caraquet
Drummond	Balmoral	Beresford	Bertrand
Edmundston	Belledune	New Bandon	Burnt Church First Nation
Grand Falls	Campbellton	Nigadoo	Caraquet
Lac Baker	Charlo	Pabineau First Nation	Grande-Anse
Madawaska	Colborne	Petit Rocher	Inkerman
Madawaska First Nation	Dalhousie	Pointe-Verte	Lamèque
Notre-Dame-de-Lourdes	Durham		Le Goulet
Rivière-Verte	Eel River Bar First Nation		Maisonnette
Saint-André	Eel River Crossing		Neguac
Sainte-Anne	Eldon		Paquetville
Sainte-Anne-de-Madawaska	Grimmer		Sainte-Marie – Saint-Raphaël
Saint-François	Indian Ranch		Saint-Isidore
Saint-François de Madawaska	Kedgwick		Saint-Léolin
Saint Hilaire	Saint-Quentin		Saumarez
Saint-Jaques	Tide Head		Shippagan
Saint-Joseph			Tracadie-Sheila
Saint-Léonard			
St. André			
St. Hilaire			
St. Leonard			

* This is not a complete list, and can include other communities in the 12 regions that are not on the list.

ESIC CIN REGIONAL MAP



APPENDIX B

CRITERIA FOR RECOGNITION (From the NB Regulation 201-137)

For the purposes of paragraph 32(1)(b) of the Economic and Social Inclusion Act, the criteria for recognition of a group as a Community Inclusion Network are as follows:

(a) a governance structure is in place for the group that includes a board composed of at least

- (i) one person who is an employee within the meaning of the *Civil Service Act* or a member of the Legislative Assembly,
- (ii) one representative of the business sector,
- (iii) one representative of the non-profit sector, and
- (iv) one person who lives in or has lived in poverty

(b) there is community support for the recognition of the group as a community inclusion network, as demonstrated by two letters of support;

(c) the group has the ability to leverage financial or volunteer resources in the community;

(d) the group has the ability to address the linguistic needs of both official linguistic communities in the geographic area in which the group will operate; and

(e) the group has a procedure in place for financial management that is based on generally accepted accounting practices.

APPENDIX C

COMMUNITY INCLUSION NETWORK (CIN) APPLICATION FORM

Deadline: December 22, 2010 at 4:00pm

<i>Date Received</i> _____	<i>Region #</i> _____ <i>(office use only)</i>
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APPLICANT

Group name		
Name of incorporated organization that is a member of the group		
Charitable Registration Number of the organization (if applicable) –		
Main contact for the group:		
Surname	First Name	Title
Street Address		
City	Province New Brunswick	Postal Code
Telephone (H) (506) (W) (506)	Fax (506)	Email

CIN REGION

Under which region are you submitting this application?

Region # _____

COMMUNITY INCLUSION NETWORK PROPOSAL

Summarize how the community in your region is supportive of this submission. *Attach at least two letters of support.*

FINANCIAL AND VOLUNTEER RESOURCES

Outline how your proposed CIN has the ability to leverage financial or volunteer resources in the community.

FINANCIAL MANAGEMENT

Outline how your proposed CIN has a procedure in place for financial management that is based on generally accepted accounting practices.

GOVERNANCE STRUCTURE

List the members who comprise the governance structure. Please add more lines if required.

Name	Organization they represent and title	Business / Non-profit / Government / Poverty <small>(please indicate which group each person represents)</small>	Address

OFFICIAL LANGUAGE LINGUISTIC NEEDS

Indicate how your proposed CIN will meet the official language linguistic needs of your region.

BRIEF PRELIMINARY REGIONAL PLAN

Briefly outline your proposed CIN's poverty reduction plan as it directly related to the
"Overcoming Poverty Together: The New Brunswick Economic and Social Inclusion Plan"

GROUP SIGNATURE(S)

Name of Applicant	CIN Region
Name of Incorporated Organization	
<hr style="width: 80%; margin-left: 0;"/> Signature of Primary Applicant	<hr style="width: 80%; margin-left: 0;"/> Date
<hr style="width: 80%; margin-left: 0;"/> Signature of Executive Authority of Host Organization	<hr style="width: 80%; margin-left: 0;"/> Date

You can send your application:

By mail:

Economic and Social Inclusion Corporation
 703 Brunswick Street, Scovil House
 PO Box 6000
 Fredericton, NB EB3 5H1

By Fax:

(506) 444-2978 (F)

By Email:

esic-sies@gnb.ca

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE
 December 22, 2010 AT 4:00 PM**