**Bigstone Cree Nation**

2021 TRUST PROPOSAL APPLICATION

**Part A** – Information about you Date: 2020-09-21 3:12 PM

**Project Director**: Click or tap here to enter text. **Treaty Number**: Click or tap here to enter text.

**Address**: Click or tap here to enter text. **City/Town**: Click or tap here to enter text.

**Province:** Click or tap here to enter text. **Postal Code**: Click or tap here to enter text.

**Home Phone**: Click or tap here to enter text. **Cellular Phone**: Click or tap here to enter text.

**Fax Number**: Click or tap here to enter text. **E-mail Address**:Click or tap here to enter text.

Which Trust category are you applying to access funding from?

**(Check off only one (1) Trust Fund category with amount requested for that category)**

Please note that all application submissions need to be in by 11:59 p.m. Friday January 15, 2021

BCN Trust [ ]  Off -Reserve Members [ ]  Wabasca/Desmarais [ ]  Calling Lake [ ]  Chipewyan Lake [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Position on Team | Role & Responsibility | Signing Authority |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ]
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**Part B** – Information about your Project

**IMPORTANT**

Please note that this document is required for formal reviews of the project by the Trustees and/or Chief & Council and from time-to-time, Bigstone Cree Nation Members. The Project Director is responsible for documenting decisions that materially affect the project, in his/her Quarterly Report. Any other changes or modifications to the original project plan are recorded as an Addendum and attached to the original Project Application. It is the responsibility of the Project Director to ensure that an Addendum is submitted to the Communications/Project Coordinator to be presented to the Trustees and/or Chief & Council for approval.

**Title of Proposal:** Click or tap here to enter text.

**Project Start Date:** Click or tap here to enter text. **Expected end date:** Click or tap here to enter text.

**Introduction:**

This where you explain the nature of the Project, its’ overall goals and value to the Membership and to the Community. Be clear, concise, and brief without sacrificing the key details. Start you message with an introductory sentence followed by bullet points to highlight the purpose of the project.

Click or tap here to enter text.

\*add additional sheets as needed

**Methodology:** Goals and Objectives of your proposal

This is where you describe the applicable indicators and qualitative observations that outline the basics of your project. Make it easy for the reader to understand why your project is important to them, how it is uniquely suited to address specific challenges/barriers and how your Proposal will meet the needs of Membership or the Community as a whole.

Click or tap here to enter text.

**Evaluation Plan**: What results do you expect to achieve over the course of the project? Identify benchmarks that indicate you have reached your goal and follow the plan in your quarterly reports.

**List the resources needed for the project:**

Describe the manpower, gools and resources being utilized to achieve the goals of the project.

* Describe the activities and methods you/your team will employ to achieve your goals and objectives

Identify resources, people; programs or groups, explain their role and contribution to the project and how it helped you achieve the goals of the project:

* What results do you expect to achieve?
* What criteria will you be using to measure success?

Will you be subcontracting out?

* Briefly describe who, when, where, why, and how?

**The reader should be able to understand who supervises certain deliverables.**

Click or tap here to enter text.

Identify which category your proposal request should be classified under?

* Health Care-Improve health and well being (Emotional, Physical, Mental, Spiritual) [ ]
* Education and Training-Occupational training and development of infrastructure [ ]
* Elder Care [ ]
* Infrastructure improvement -Roads, Renovations. Sewer and Water , Plumbing [ ]
* Preserving the Cree language [ ]
* Community Activities [ ]
* Economic Development-Creating jobs, generating opportunities for a greater economic independence [ ]
* Cultural enrichment-Benefits from enhancing cultural awareness traditions and identity [ ]
* Protection of Aboriginal identify and Treaty Rights [ ]

What research and/or studies have you/your team completed to determine the needs of membership or the community, that this proposal will provide?

Click or tap here to enter text.

**Projected Budget**

How much funding are you/your team requesting with this proposal? Click or tap here to enter text.

Please provide a chart or graph that shows the details of the budget and how the funds are to be used.

* The chart or graph will demonstrate if the budget is adequate for the project
* It will help you to prioritize your objectives to achieve your goals.
* The chart or graph will also help you to determine whether the project will be completed within the allocated budget
* You can update your chart as you proceed and submit it with your quarterly report

**\*\*Format a Bar or Line chart to demonstrate the details of your budget using your Cash Flow Chart.**

Have you included a Cash Flow Budget? Yes [ ]  No [ ]

If you checked off “no”, please explain why you did not submit a Cash Flow budget.

Click or tap here to enter text.

Have you/your team contacted any other funding agencies prior to contacting Bigstone Cree Nation Trust?

 Yes [ ]  No [ ]

If you checked off “yes”, please provide the details of the request, the amount negotiated and the result.

Click or tap here to enter text.

If the request was denied, please provide the details of why the request was denied.

Click or tap here to enter text.

Is the funding request from Bigstone Cree Nation Trust to be used with any other funding sources(s) or partner(s)?

 Yes [ ]  No [ ]

If you checked off “yes”, identify the funding source(s) or partner(s): Click or tap here to enter text.

What is the % breakdown of the funding from other source(s) or partner(s)?

Click or tap here to enter text. % Click or tap here to enter text. %

Click or tap here to enter text. % Click or tap here to enter text. %

Click or tap here to enter text. % Click or tap here to enter text. %

Click or tap here to enter text. % Click or tap here to enter text. %

**Quarterly Reports**

It is essential that you submit a Quarterly Report for the duration of the Project. The first (1st) report is to be submitted within three (3) months after the Project director signs the Contract Agreement and the funding has been transferred. Subsequent reports are to be submitted every three (3) months until the Project is completed. It is the responsibility of the Project Director to ensure the reports are submitted on time. Delinquent reporting means that the funding will be suspended until the reports are submitted to the Project Coordinator.

**Definition**

Quarterly means every three (3) months.

**Executive Summary**

This is the reader’s digest of the Proposal. It is essential to submit an Executive Summary so that when voting starts, the Executive Summaries are posted on the Bigstone Cree Nation website. Members who reside out-of-community want to be informed about what they are voting on. Therefore, Executive Summary needs to be clear, concise, and brief.

**Evaluation Report**

It is equally important to submit an Evaluation Report at the conclusion of the Project. This is where you identify what worked and what did not work. You can follow your Evaluation Plan to define the success or the unsuccessful conclusion of the project.

**IMPORTANT to KNOW**

Bigstone Cree Nation Trust will no longer tolerate non-compliance of Reporting:

1. The consequence for non-compliance with reporting is rejection of application and/or funding withheld indefinitely.
	1. Trustees and/or Chief & Council will not accept excuses for non-performance.
2. Any assets or equipment (computers, cameras etc.) purchased with Bigstone Cree Nation Trust funding are to be returned to Bigstone Cree Nation upon completion of project.

The Project Director coordinates all aspects of the project to its completion and is responsible for his/her team’s performance.

The success of the program is our due diligence to Membership. Bigstone Cree Nation Trust employees are responsible to Membership, the Trustees and to Chief & Council