## **PROPOSAL GUIDELINES**

### **“Miyopimatisowin”**

Committed to the pursuit of the highest quality of life for all Members.

# **Tables of Contents**

Letter to Members……………………………………………………………………………………………..3/4

Purpose of Proposal Guidelines...…………………………………………………………….............................5

Eligible Recipients…………………………………………………………………………………....................5

Beneficiaries………………………………………………………………………………………....…………...5

What we look for in funding a proposal...……………………………….................................…………5

Trust Criteria…………………………………………………………………….….…………………………...5

 Social Benefit Defined…………………………………………………………………………………..5

Economic Benefit Defined………………………………………………………………………………5

Outline for Proposals…………………………………………………………………………………................6

Proposal Assessment Process…………………………………………………………..…………...…………6/7

Eligible Expenses…………….……..……………………………………………………………………...……7

Obligations of funded projects………………………..…………………………………………………………7

Project Monitoring and Evaluation……………………………………………………………………………..8

Deadlines………………………………………………………………………………………………………..8

Tansi Members,

There were five (5) community trusts that were created from the Bigstone Cree Nation Settlement Agreement. The purpose of these Trusts is to administer, manage and invest the Trust Property of, and for the benefit of the Beneficiaries and to advance their interest. The Trustees for the Bigstone Trusts are the Chief and Council. Other persons who act in an advisory role and are not a member of the Council are sometimes asked to serve as Trustees. Below are the names of the Trustees for the Bigstone Trusts.

#### BIGSTONE CREE NATION TRUST

**Trustees:** Silas Yellowknee; Loretta Gladue, Eva Yellowknee; Ken Alook

**Independent Trustee:** Fay Cardinal

 **OFF RESERVE MEMBERS and AFFILIATES TRUST**

Trustees:Silas Yellowknee; Lawrence Oar; Felix Schroder; Don Gambler

**Bigstone Member At Large:** Ralph Cardinal

#### WABASCA DESMARIS COMMUNTIY TRUST

**Trustees:** Silas Yellowknee; Robert Cardinal; Helen Alook

#### CALLING LAKE COMMUNITY TRUST

**Trustees:** Silas Yellowknee, Loretta Gladue, Lillian Anderson

#### CHIPEWYAN LAKE COMMUNITY TRUST

**Trustees:** Silas Yellowknee; Eva Yellowknee; Maggie Alook

The five Community Trusts that Members’ can draft proposals on are:

1. Bigstone Cree Nation Trust- All Bigstone Cree Members’ & Affiliates’ currently residing on-reserve or off-reserve.
2. Chipewyan Lake Community Trust – All Bigstone Cree Members’ & Affiliates’ currently residing in the community of Chipewyan Lake.
3. Calling Lake Community Trust – All Bigstone Cree Nation Members’ & Affiliates’ currently residing in the community of Calling Lake.
4. Off Reserve Members’ and Affiliates’ Trust – All Bigstone Cree Nation Members’ & Affiliates’ currently residing off-reserve.
5. Wabasca/Desmarais Community Trust - All Bigstone Cree Members’ & Affiliates’ currently residing on reserve in the communities of Wabasca/Desmarais

The BCN Trusts are similar in their terms. The Calling Lake, Chipewyan Lake and Wabasca/Desmarais trusts are almost identical to the BCN Trust. The community trusts are established for the benefit of each community. The Calling Lake, Chipewyan Lake and Wabasca/Desmarais trusts are only for the benefit of the members residing in those communities and the BCN Off Reserve Members and Affiliates

Trust is expressly established for the benefit of BCN Members’ and Affiliates’ not residing on BCN reserve lands.

The goal of the Trustees is to manage all Trusts in generating revenue and grow the capital that will, in the end be used by membership to achieve Miyopimatisowin – the goal of our communities. This handbook outlines those conditions.

Please read the guidelines carefully, before filling out the application form. We also invite you to visit our website at www.bigstonetrust.ca to download the Guidelines, Trust Application or to review other information regarding the Trusts.

The following people can be contacted if you require additional information regarding the Trust Application and the entire process.

Eunice Stuart, Trust Administrator Mabel Gladue, Communication/Project Coordinator

Office: 780-3836 Ext. 293 Office: 780-891-3836 Et. 239

Fax: 780-891-3888 Fax: 780-891-3888

Email: eunice.stuart@bigstone.ca mabel.gladue@bigstone.ca

#### Purpose of Proposal Guidelines

The purpose of these Guideline is:

1. To inform you about the Trusts;
2. To explain the application process;
3. To provide you with the application form.

**Eligible Recipients**

##### **Beneficiaries**

The beneficiaries of the Bigstone Cree Nation Trust include all members and affiliates of the First Nation, whether they reside on-reserve or off-reserve. The beneficiaries of the Community and Off Reserve Trusts are the members and affiliates of each community.

**What we look for in funding a Proposal:**

We want the funded projects to benefit our members and communities. We do not want to dictate what that means as we are open to new and innovative ways to approach this. The following are some guidelines and principles of success that we follow:

1. Projects with long/short term strategic planning
2. Projects that demonstrate careful selection of those who will work in and support the project.
3. Projects that are community oriented and goal focused.
4. Clear, modest and manageable objectives (small scale rather than mega projects).
5. Additional consideration will be given to jointly funded opportunities.

**TRUST CRITERIA**

**Social Benefit Defined**

Proposals should strive to attain a social or economic benefit of the communities such as:

1. Training and education i.e., Culture, language, history, customs, traditions and stories
2. Improved health and well-being (emotional, physical, mental and spiritual)
3. Benefits from improving awareness of culture, traditions and identity.
4. Networking – building relationship within the communities and outside the communities.
5. Contribution to long-lasting community betterment.

**Economic Benefit Defined**

1. Financial benefits to communities.
2. Generate jobs.
3. Occupational training.
4. Development infrastructure.

**Outline for Proposals**

Proposals should include the following:

1. The goals and objectives of the project;
2. A full description of the proposed project activities;
3. An evaluation plan;
4. A budget that is realistic and which meets the needs of the project;
5. Supporting documents (if any):
	* + - * Letters of recommendation or support;
				* Details concerning partnerships with other service providers.

**Proposal Assessment Process**

1. Bigstone Members draft proposals to use the money in a way that will enhance the quality of life for the community.
2. The Trust Administration Team review the proposals to ensure completeness of the application.
3. Was the proposal received by the deadline date and time?
4. Was all relevant information and supporting documentation submitted?
5. Have all the questions on the application form been answered?
6. Has the Budget been submitted with the application?
7. If the proposal does not pass the review, it may be returned to the applicant to revise, correct and edit. After the corrections and/or revisions have been completed, the applicant may re-submit the proposal.

f. The Trust Administration staff are available to explain the proposal process, to assist; to guide and to

direct you.

1. The Trustees review the proposals at a Trustee meeting for their respective community.
2. The Trustees adopt by motion, the recommended proposals to be presented to Council at a Special Chief & Council meeting.
3. Chief & Council review the recommended proposals submitted by the Trustees.
4. By motion, Council pass the recommended proposals to be presented to Members for voting.
5. The proposals are presented to the Beneficiaries (Membership) for voting.
6. Voting packages are mailed to the Beneficiaries.

The Members are encouraged to mail in their ballots as soon as possible.

1. By simple majority vote, Members approve the proposals, budgets and the proposed funding amount.
2. When the voting is completed, the ballots are counted, and the results recorded.
3. The first (1st) count is completed by the Communication/Project Coordinator.
4. The second (2nd) count is completed by a Trustee appointed. by the Trust Director to ensure accuracy.
5. The third (3rd) count is completed by the Trust Director to ensure accuracy.
6. If the Members fail, to approve the budgeted Programs and Services, the Council, may:
7. Call for subsequent vote(s) to reconsider the Programs and Services previously approved; or
8. Call for new Projects/Programs & Services to be submitted; or
9. Return unallocated funds back to the Capital Investment Account.

**Eligible Expenses**

The following are some examples of the types of operating expenses that can be covered:

1. Administration Fees
2. Employee and volunteer training;
3. Materials and supplies
4. Rent, utilities and maintenance
5. Equipment rental;
6. Transportation;
7. Project evaluation;
8. Audit;
9. Monthly bank fees
10. Advertising
11. Fees to set up a legal society

**Obligations of Funded Projects**

The following list represents some of the Terms; Conditions and requirements of BCN Trust Administration:

1. The Project Director (primary contact) on the Proposal assumes responsibility in complying with the terms and conditions outlined in the **Contract Agreement** between the Project Director and Bigstone Cree Nation.
2. The Project Director must write or delegate someone on the Team to write the quarterly report. The report must contain:
	1. Clearly defined goals and objectives
	2. Clearly defined timelines
	3. Measurable criteria-e.g. Milestones/achievements
	4. Changes (if any)
	5. Clear and defined budget-statements, invoices; receipts attached.
	6. Work breakdown schedule
	7. Scope Statement
		* Changes (if any-agreed to by all parties)
	8. Communication plan
	9. Risk Management plan
3. The Project Director must submit the first quarterly report within the first three (3) months of starting the project and subsequent quarterly reports thereafter until the conclusion of the project.
	1. The report must include all the information and documentation noted in “Obligations of Funded Projects” paragraph 2(a-i). Failure to do so, may result in funds being delayed at the phase the delinquency occurred.

b. The Project Director must submit a completed evaluation report at the completion of the project.

1. BCN Trusts deems the Project Director to understand the Terms and Conditions of the BCN Contract Agreement;
	1. Is compliant with the provisions of the proposal submitted to BCN Trusts; and
	2. Has assumed responsibility for the financial and reporting aspects.

**Project Monitoring and Evaluation**

It is the responsibility of the Project Director to monitor the progress of the project as it evolves to completion:

1. Well-organized monitoring of the Project is essential.
2. Well written reports
3. Ensure essential information and documents/receipts are attached to the report(s).

There is a sheet of “Questions” that the Project Director (primary contact) can follow to write a well-defined proposal and to follow as the project evolves to quarterly reports.

As the funding body, BCN Trusts is accountable to the Members of our communities.

**Deadlines**

1. Members can submit applications to each respective Trust until January 17, 2020 which is the deadline date.
2. Written decisions will be sent to all applicants by February 2021
3. Voting will take place during the months of March/April/May 2021
4. Payments for approved projects will start toward the end of June 2021

Thank you.

We look forward to receiving a proposal from ||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||| you.