



BIGSTONE CREE NATION

2022 TRUST PROPOSAL APPLICATION

PART A –2022 Calling Lake Community Coordinator and Office O&M

Date: **JANUARY 17, 2022**

The following information is essential for approval and for **BCN Trust Administration** to contact you.

Project Director: Bigstone Executive Director **Treaty No:** 45803259-01

Address: BOX 960

City/Town: _ WABASCA

Province: ALBERTA

Postal Code: T0G 2K0

Telephone Number: 780-891-3836

Cellular Phone: 780 891-7332

Fax Number: 780-891-3888

Email address: lorna.auger@bigstone.ca

Which Trust classification are you applying to access funding?
(Check off only one Trust Fund category, with amount requested for that category)

Please note that all application submissions need to be in by
January 17, 2022 at 11:59 pm, no exceptions.

(It is recommended to submit all proposals 5 business days prior to deadline)

Bigstone Cree Nation Department

Members at Large/Committee

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

| Mandatory (4) Team Members | Position on Team | Roles and Responsibilities | Signing Authority |
|---|--------------------------------|--|-------------------------------------|
| <i>Lorna Auger</i> | <i>Team Lead Administrator</i> | Set up of meetings and confirming Treaty dates and budget analysis | <input checked="" type="checkbox"/> |
| <i>Corrine Cardinal</i> | <i>Membership Clerk</i> | Verify Membership status | <input type="checkbox"/> |
| <i>Shannon Ladouceur- Alook</i> | <i>Finance Director</i> | Finance duties | <input checked="" type="checkbox"/> |
| <i>Charlene Gullion</i> | Human resources | Hiring and Employment practices | <input type="checkbox"/> |

Part B – Information About Your Project

IMPORTANT

Please note that this form is required for formal reviews of the project by the Trustees and Chief & Council and from time-to-time, Bigstone Cree Nation Members. It is also necessary if the Accountable Body is requested to make decisions that materially affect the project, including changes or modifications to the original plan. It is the responsibility of the Project Director to complete the form, assisted by the Project Team or Society/Committee.



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Executive Summary

Title of your proposal: 2022 Calling Lake Community Coordinator and Office O&M

Project Start Date: ___July 2022_____ **Expected end date:** ___July 2023_____

Executive Summary

This Summary gives the reader a concise overview of the project's purpose; the team's research; progress; and process of the project. Summarize the importance of the project and its main objective.

*Add additional sheets as needed

Description

Describe the nature of the project, it's overall goal and value to the Membership and to the Community. Be concise and brief without sacrificing the necessary details. Start your message with a brief introductory sentence followed by bullet points to highlight the purpose of the project.

Administered the Administration Department of Bigstone Cree Nation the Calling Lake Office will be open to Calling Lake Bigstone Cree Nation Members to provide easy local access for Bigstone Cree Nation Products and services through the Calling Lake Community Coordinator.

Calling Lake is residents both on and off reserve comprise of BCN Members which include Adults and children and those affiliated to the community of Calling Lake are all eligible for programs and services providing the status they carry. The demand for the operating and maintenance of this office is high and needs programs and services and event coordinator as need.

Services provided are as follows: Human Services (ISETS & Social Services) Housing; Membership applications, status cards, registration,; funeral services, Lands Management, Administration, Public Works, Restorative Justice, etc.

The Calling Lake Community Coordinator would assist in all current/upcoming projects and or programs working close with a department managers.

*Add additional sheets as needed

Goals of your proposal:

You should provide data that describes relevant statistics and qualitative observations that outline the requisites of your project. Make it easy for the reader to understand why your project is important, how it is uniquely suited to address a specific challenge/barrier and how it will meet the needs of Membership and the Community.

The nations role is to ensure the members needs are met and the Managers are to ensure this Role is met and request any means of financial support to help assist, the office space is available but the operation and maintenance budget is lacking and the operation of this office is crucial.

Target Timelines and outcomes for each Quarter (provide a brief summary):



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July-
September

Regular operations as per job descriptions roles and responsibilities, servicing the community

October-December

Regular operations as per job descriptions roles and responsibilities, servicing the community

January-March

Regular operations as per job descriptions roles and responsibilities, servicing the community

April-June

Hiring and recruiting, Job review and Regular operations as per job descriptions roles and responsibilities, servicing the community

*Add additional sheets as needed

Result:

Evaluation Plan: What results do you expect to achieve over the course of the project? How will you know when the project is completed that your goals and objectives have been met?

List the resources needed for the project:

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

- Briefly describe the activities and methods you/your team will employ to achieve your goals and objectives.

Which departments will oversee specific aspects of the plan and what programs or information are they using?

- 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 manages certain deliverable.

Activity Description: Receptionist to be hired 3 days a week Tuesday, Wednesday and Thursdays, to answer members requests and forward all calls to head office in Wabasca and submit Monthly operating reports.

Resources available for participation and BCN Department involvement would be attend via teleconference/Video conference all Managers monthly meetings along with and community engagement BCN meetings to keep informed of current or upcoming project, training, programs and services that the nation has for the community.

*Additional sheets as needed

Project End Evaluation by the Administrator:

Indicate below which category your proposal request fall under:

- Community Development **
- Health Care
- Education and Training
- Elder Care



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- Infrastructure improvement
- Preserving culture and language
- Community activities
- Economic development
- Cultural enrichment
- Protection of aboriginal identity and Treaty Right

****If you have chosen *Community Development*, which additional categories does your proposal request fall under?**

- Improve health and well-being (emotional, physical, mental, spiritual)
- Benefits from improving awareness of culture, traditions, identity
- Networking-building relationships with the community and outside the community
- Creating temporary jobs
- Occupational training and development of infrastructure
- Opportunity for creating greater economic independence

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

Community issues stem from Community Service Action Group and Managers meetings, identifying the needs and urgency of a community coordinator and office space where a local representative, the members can trust to help assistance in BCN Programs and Services .

*Add additional sheets as needed

Projected Budget

How much money are you/your team requesting with this proposal? 118,500

| Trust Proposal Budget | | | |
|--------------------------|---------------------------------|-------------|---------------|
| Coordinator | 5 days a week at 52 wks. | \$36,400.00 | |
| Phone | Monthly | \$ 2,500.00 | |
| Travel/Fuel | Meetings, Office supplies, etc. | \$ 4,000.00 | |
| Office Supplies | Paper, Ink, etc. | \$ 1,200.00 | |
| Heating | 84 per month | \$ 1,015.00 | |
| Internet | 667 per month | \$ 4,700.00 | |
| Power | 167 per month | \$ 2,000.00 | |
| Water and Sewer | 84 per month | \$ 1,015.00 | |
| Insurance Capital Assets | 11870 per year | \$11,870.00 | |
| Computer/Equipment | Repairs/ Purchases | \$ 4,400.00 | |
| Security | Provide security to community | \$49,400 | |
| Total Budget | | | 118500 |



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Have you included a Cash Flow budget? Yes No

If you checked off “no” please explain why you didn’t submit a Cash Flow budget?

*Add additional sheet as needed

Bank account information attached? **Bigstone Cree Nation Administration Account** Yes No

Have you/your team approached any other funding agencies prior to approaching BCN Trusts?

Yes No

If you checked off “yes”, please provide the details of the request, what amount was negotiated and what amount was approved. If the request was denied, please explain why it was denied.

*Add additional sheets as needed

Is the funding request from BCN Trusts to be used with any other funding source(s) or partner(s)? Yes No

If you checked off “yes”, identify the funding source or partner: _____

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

| | | |
|-------|---|-------|
| _____ | % | _____ |
| _____ | % | _____ |
| _____ | % | _____ |

Quarterly Report

If you/your team do not submit the first (1st) quarterly report within the first three (3) months of starting the project and subsequent quarterly reports thereafter until the conclusion of the project, your funds may be suspended indefinitely at the phase, the delinquency had been committed.



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Definition

Quarterly means every three (3) months.

Summary/Evaluation Report:

It is equally important to submit the final Summary/Evaluation report at the end of the project.

IMPORTANT to KNOW

BCN Trusts will no longer tolerate negligence, procrastination, and non-compliance.

1. The consequence for irresponsible acts of postponement, may be a “rejected proposal” by the Trustees and Chief & Council because of non-performance.
2. It is equally important to RETURN assets (property/equipment etc.) back to Bigstone Cree Nation when such items are purchased with BCN Trust funding, at the end, of the project.
3. Trust Administrator will conduct a Project End Evaluation Report.

When the Project Director undertakes to coordinate a project, it is his/her responsibility to comply with the requirements of the program and to ensure that his/her Team conforms.

BCN Trusts is responsible to Membership, the Trustees and to Chief & Council.

Lorna B. Auger

Lauger

Print Name

Signature

Incomplete applications will not be accepted.