



BIGSTONE CREE NATION

2023 TRUST PROPOSAL

APPLICATION

PART A – Information About You

Date: January 12, 2023

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

Project Director: Joanne Hicks **Treaty No:** _____

Address: Box 263 **City/Town:** Calling Lake

Province: AB **Postal Code:** T0G0K0

Telephone Number: 780-331-2765 **Cellular Phone:** 780-327-9825

Fax Number: _____ **Email address:** joannehicks93@gmail.com

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 11:5p 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

Team Member	Position on Team	Roles and Responsibilities	Signing Authority
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Joanne Hicks	Project Manager	<ul style="list-style-type: none"> • Plan and Develop the Project Idea. • Create and Lead the Team. • Monitor Project Progress and Set Deadlines. • Solve Issues That Arise. • Manage the Money. • Ensure Stakeholder Satisfaction. • Evaluate Project Performance. 	<input checked="" type="checkbox"/>
Victoria Hicks	Executive assistant	Provide Support	<input type="checkbox"/>
Shawn Hicks	Team Member	Provide Support	<input type="checkbox"/>
Mona Gladue	Team Member	Provide Support	<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.

Executive Summary

Title of your proposal: Calling Lake Food Bank

Project Start Date: July 2023 **Expected end date:** July 2024

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.



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The Calling Lake Food Bank serves all of Calling Lake, Alberta. Calling Lake food bank goal is to alleviate hunger in Calling Lake by soliciting, ordering, packaging food for distribution. Our service is a monthly food box program. Calling Lake Food Bank receives support from the Bigstone Cree Nation and recently the MD of Opportunity #17.

Approximately 15%-20% of Calling Lake residents qualify for assistance from Calling Lake Food Bank. Our client base is low-income people, mainly families, who need a helping hand to put food on the table. Nearly half of those served by the program are single families and elders. Calling Lake Food Bank operates out of the old northern lakes college facility where we store donated or purchased food for distribution. The program actively purchases food from Edmonton and Athabasca grocery store or wholesalers.

It is estimated that the number of families and elders who need services from Calling Lake Food Bank will increase during the next five years. Calling Lake food bank is growing and a number of families in need, with the high unemployment rate in the community and lack of programming. Calling Lake Food Bank is an important resource to the community because we can offer the most important resources these families need. Food!

Our services improve the ability of families to care for children and elders and achieve goals of selfsufficiency. Calling Lake Food Bank services, now, are a small investment in comparison to cost of ignoring the problem of hunger in the community and the influence it has on a number of health and crime issues.

*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.~~

The purpose of this project is to continue with the Calling Lake food bank and to ease the over all stress to BCN member and affiliates in the community of Calling Lake on and off reserve, by offering a food box hamper once a month. The teams progress has been steady and successful with making food hamper each month for register members. The process is to register for a food hamper each month, which the project manager posts the registration dates and deadline to receive a food hamper each month, online, and on bulletin boards within the community, then having to enquire enough cardboard boxes to make food hampers, which at times have been challenging. The project manager than arranges time and dates to make the food hampers with the project team, and certain volunteer members of the community to make the food boxes.

*Add additional sheets as needed



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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 importance of this project and main objective is continue with the Calling Lake food bank for BCN members and affiliates in the community of Calling Lake, on and off reserve. The overall goal is to offer a food box program once a month, to ease some of the overall stress, and offer relief to each BCN member in Calling Lake. The need remains in the community, critical government programs and benefits are ending, despite the continued hardship faced by low-income families. affording adequate food is challenging.

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

July-September

To provide food box hampers to as many people in need that register monthly.

October-December

To provide food box hampers to as many people in need that register monthly.

January-March

To provide food box hampers to as many people in need that register monthly.

April-June



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To provide food box hampers to as many people in need that register monthly.

*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.
- **Members at Large will need WCB and Insurance to undergo Trust Proposal Projects.**

Over the course of this project, what I expect to achieve in this over all project is to help elevate hungry in the Calling Lake community. Resources needed for this project:

Manpower: Team members listed, community volunteers

Tools: Food, Cardboard boxes, vehicles, and closed in trailer, building **Resources:**

Costco, wholesalers, Grocery stores

*Additional sheets as needed

Project End Evaluation by the Administrator:



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Indicate below which category your proposal request fall under:

- Community Development **
- Health Care
- Education and Training
- Elder Care
- Infrastructure improvement
- Preserving culture and language
- Community activities development • Economic
- 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?

The research that has been done to determine the requirements of membership to provide this service to the members is that every month member have to call or text the project manager to register for a food box hamper ensure that the major of people on the list are BCN members.

*Add additional sheets as needed



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Projected Budget

How much money are you/your team requesting with this proposal? \$60,000.00 _____

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?

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*Add additional sheet as needed

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.

I approached the MD of opportunity to help with local non treaty status members in the community, the MD set and approved the amount of twenty-five thousand to be donated to the Calling Lake food Bank for the fiscal year.

*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: _____ MD of Opportunity #17 _____

What is the % breakdown of funding from other source(s) or partner(s)?
_____ 29.7% _____ % _____



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_____ % _____
% _____

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.

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.

I have seen an increase in the demand of food hampers in the community during the colder months and in these unpredictable times, the need for this project of the Calling Lake food bank is very important for the community, and the support we receive is equally important to keep this project successful.

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 Administator will conduct an 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.

Joanne Hicks
Print Name

Signature

Incomplete applications will not be accepted.