



BIGSTONE CREE NATION

2023 TRUST PROPOSAL

APPLICATION

PART A – Information About You

Date: **JANUARY 13, 2023**

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

Project Director: Bigstone Executive Director **Treaty No.:**

Address: BOX 960

City/Town: WABASCA

Province: Alberta

Postal Code: T0G 2K0

Telephone Number: 780-891-3836

Cellular Phone: 780 891-7332

Email address: lorna.auger@bigstone.ca

Fax Number: 780-891-3888

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

Team Members	Position on Team	Roles and Responsibilities	Signing Authority
Lorna Auger	Team Lead Administrator	Set up of meetings and confirming Treaty dates and budget analysis	<input checked="" type="checkbox"/>
Corrine Cardinal	Membership Clerk	Verify Membership status	<input checked="" type="checkbox"/>
Shannon Ladouceur- Alook	Finance Director	Finance duties	<input checked="" type="checkbox"/>
Raven Cardinal	E.A to Administration	Collection of information	<input type="checkbox"/>

Part B – Information About Your Project



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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: 2023 Off Reserve Trusts Emergency Assistance Program

Project Start Date: January 01 2023 Expected **end date:** December 31 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.

Bigstone Cree Nations' head office receives requests from off reserve members and affiliates with undue hardship for basic needs, such as food, rent and assistance with utilities, transportation, etc. BCN contribution funding agreements are structured and designed to assist BCN members residing on reserve. Making it difficult to assist members residing off reserve due to funding reporting requirements. Therefore, the nation strategies in seeking funds through Off Reserve Trust funds to assist Members residing in Urban areas for programing such as emergency essential needs.

*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.

Managed and operated by the Bigstone Cree Nations' head office, under the direction of the Executive Director, the off-reserve Emergency Assistance team members would coordinate and operate all off-reserve member requests and follow Criterial listed below to assist emergency requests as they come in. The E.A to administration would collect and gather information based on application form created and seek status of applicant through membership manager and information shared with team members for approval and payment processing would be operated by finance Directors office.



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CRITERIA REQUIRMENTS:

1. Proof of status would be collected and verified by Membership dept.
2. Summary of income and expenses gathered for approval requirements, documents filed and destroyed at each audit year end.
3. Payments made only to supplier of choice and no payment would be made directly to applicant.
4. One-time annual assistance per household will be based on a capped amount to treat requests as fair as possible ex. (\$200) (
5. If trust application is approved, the approved trusts amount to be transferred to an off-reserve trust account of BCN Finance department for all finance recording and accounting purposes.

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 nature of this project is to ensure that the Nation and its members receive assistance at a capped amount to assist is basic necessity of life. Goal is to exhaust all off-reserve services and on reserve programs (if nay fit criteria) before approval. Many members are caught in unforeseen circumstance that enables Nation Programs or services to assist based on jurisdiction and funding regulations.

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

January-March

Trust application submission and voting process

April-June

Trust application approval process and notice of approval with release of funds

July-September

Prepare and post financial budgets, allocation of funds, set up operations, postings, application form etc.

October-December

General operations based on criteria and job roles and responsibilities and final report. ***NOTE: request For cash forwards to trustees should money not be depleted, with projected end date timelines.

Result:



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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.**

All BCN departments would play key roles in identify other services in and around communities prior to emergency assistance approval. I expect to achieve communication, enhance life and assist members when no other funding venues are available in unforeseen circumstances targeted to Improve health and well-being (emotional, physical, mental, spiritual) of members and affiliates of Bigstone Cree Nation.

Criteria measures in place are as follows with mandatory proof of documentation

Must be a member/affiliate of the nation

Payments made to utility providers, Landlords, members for transportation, etc.

Must reside out of the Urban communities including PTFN.

Project End Evaluation by the Administrator:

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



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- 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?

I have researched basic need approval requirement for all nation departments for on reserve assistance including off reserve programs in urban areas what other communities, municipalities and BCN services provide

Projected Budget

How much money are you/your team requesting with this proposal? \$100,000

Have you included a Cash Flow budget? Yes No

Trust Proposal Cash Flow Budget			Total amount/Estimates
Revenue	Emergency assistance program		100,000.00
	Applicable to off reserve members and affiliates estimate at 200 a piece would assist 500 members in urgent dire need.		\$200 / 100,000= 500.00 each
Application Date	Personal Infor	Approval amount	Balance
		200	

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

There are no provincial and/or federal funding grants subject to on reserve organizations priority given to applications in urban communities.

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.

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.



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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 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.

Lorna Auger

Print Name

Signature

Incomplete applications will not be accepted.