BIGSTONE CREE NATION
2024 TRUST PROPOSAL APPLICATION

PART A – Information About You Date:

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

Project Director: _____. **Treaty No**: _____

Address: _____ **City/Town:** _____

Province: _____ **Postal Code:** _____

Telephone Number: _____ **Cellular Phone:** _____

Fax Number: _____ **Email address:**_____

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 15, 2024 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 Member	Position on Team	Roles and Responsibilities	Signing Authority
			☐
			☐
			☐
			☐

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: _____

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Project
Start Date: _____ Expected **end date:** _____

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.

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*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.

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

July-September

October-December

January-March

April-June

*Add additional sheets as needed

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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.

*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 ☐

- 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?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

*Add additional sheets as needed

Projected Budget

How much money are you/your team requesting with this proposal? _____

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

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.

_____
_____
_____
_____
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_____
_____
_____
_____
_____

*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.
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.

Print Name	Signature

Incomplete applications will not be accepted.