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BIGSTONE CREE NATION TRUST PROPOSAL APPLICATION

PART A – Information About You

Date: January 14, 2024

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

Project Director: Lorna Auger

Treaty No. [REDACTED]

Address: P.O Box 960

City/Town: Wabasca Alberta

Province: Alberta

Postal Code: T0G 2K0

Telephone Number: (780) 891-3836 **Cellular Phone:** (780) 319-9696

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 15, 2026 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
Lorna Auger	Team Lead Administrator	Supervisor and Administrator	☒
Raven Cardinal	E.A to Administration	Assistant	☒
Angie Cardinal	Budget Analyst	Finance duties	☒

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



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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: 2026 Nation Community, Senior and Elder Worker Project

Project Start Date: July 31 2026 **Expected end date:** July 31 2027

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.

Reporting to the Bigstone Cree Nation Executive Directors the Nation Community, Senior and Elder Worker will assist in Administering Bigstone Cree Nation Programs and services, be a spokes person in community, senior and elder needs, assist members in applications such as Housing, ISETS, Social, Education, Community Wellness, Estates, Membership, funeral, foodbank etc. Nation has limited staff, the receptionist is station at her desk and main objection is to keep the sub office open 5 business days of the week and time is of essence. The Community, Senior and Elder Worker, this worker will be situation in the Nation sub office and administer to Nation Members and Affiliates giving an immediate contact person in the Nation Bigstone Cree Nation reserve to support and provide easy, local access for Bigstone Cree Nation programs and services through the Nation Community, Senior and Elder Worker Support Worker.

*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 Nation Community on and off reserve residents comprise of BCN Members and Affiliates are eligible for programs and services providing criteria requirement of a program/service. The demand for programs and services is high. The community is located 1 hour away from Bigstone Cree Nations Main office making it difficult for members to apply or receive services. The department make monthly visits however meeting, deadlines and urgent matters that arise often causes barriers to success.

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 Nation Community, Senior and Elder Worker is to assist in all current/upcoming projects and or programs working close with a department manager, attend monthly meetings and report on a monthly basis to the Bigstone



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Cree Nation Executive Director.

*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.

Bigstone Cree Nations role is to ensure the members needs are met and the departments are tasked to ensure this task is met, however due to lack of funding, supply and demand of programs and funding are not always met. Therefore, financial support to have an onsite worker is required.

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

July-September

Hiring and recruiting, Job review and 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
Final reporting budget and operations of project.

January-March

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

April-June

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?



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- The reader should be able to understand who manages certain deliverable.
- **Members at Large will need WCB and Insurance to undergo Trust Proposal Projects.**

A Community, Senior and Elder Worker support work job description identifying duties and responsibilities include: 3 consecutive work days, adhere to and assist with 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/Virtual meetings, participate in Managers monthly meetings, various committees and community meetings and events 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 falls 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 | ☐ |



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- 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 support worker (not specific to one department. Office space is available where a local representative who the members can have immediate access to in assisting in everyday basic living needs.

*Add additional sheets as needed

Projected Budget

How much money are you/your team requesting with this proposal? \$60 ,000

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?

2023 Nation Community Support Worker		
Coordinator	5 days a week	\$36,400.00
Phone	Monthly	\$600.00
Travel	1 per week	\$22,000.00
Office supplies	Stationary, etc.	\$1000.00
Total Budget		\$60,000

*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 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.



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Lorna Auger

Print Name

L. Auger
Signature

Incomplete applications will not be accepted.

