



BIGSTONE CREE NATION

TRUST PROPOSAL APPLICATION

PART A – Information About You

Date: January 14, 2026

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

Project Director: Joanne Hicks **Treaty No:** [REDACTED]

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

Province: AB **Postal Code:** T0G0K0

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

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

Which Trust classification are you applying to access funding?
(Check off only one Trust Fund category)

Please note that all application submissions need to be in by
January 15, 2026 at 11:59 p.m. no exceptions.

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
Joanne Hicks	Project coordinator	team lead	☒
Victoria Hicks	Executive Assistant	Support position	☐
Jasmine Stewart	Support	Support position	☐
			☐

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.



BIGSTONE CREE NATION

TRUST PROPOSAL APPLICATION

Executive Summary

Title of your proposal: Calling Lake Food Bank

Project Start Date: July 2026 Expected end date: July 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.

Please see attached

*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.

*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



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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



BIGSTONE CREE NATION

TRUST PROPOSAL APPLICATION

Projected Budget

How much money are you/your team requesting with this proposal? 100,000.00

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?

*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.

*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)?

_____	%	_____
_____	%	_____
_____	%	_____



BIGSTONE CREE NATION

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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.

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 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

Joanne Hicks

Signature

Incomplete applications will not be accepted.

Calling Lake Food Bank Project Proposal

Executive Summary

The Calling Lake Food Bank project is dedicated to alleviating hunger within the community. Its primary objective is to reduce food insecurity by offering essential food assistance to individuals and families who need support. The project team remains committed to ongoing research, development, and the implementation of effective strategies to ensure the food bank's sustained success.

Project Importance

This initiative holds significant importance, as it directly addresses the critical need to ensure that no member of the community goes hungry. By supporting those who face food insecurity, the food bank enhances the overall well-being and social stability of the area.

Project Nature, Goals, and Community Value

The following points outline the nature of the Calling Lake Food Bank project, its overarching goals, and the value it brings to both Membership and the broader Community:

- Provides essential food assistance to individuals and families experiencing hardship.
- Focuses on reducing food insecurity through targeted support and resource distribution.
- Engages in ongoing research and development to continually improve food bank operations.
- Implements effective and adaptable strategies to maximize positive outcomes.
- Strengthens community well-being by ensuring basic needs are met.
- Contributes to social stability by supporting vulnerable populations.

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.

Goals of the Proposal

The Calling Lake Food Bank project seeks to address the urgent issue of food insecurity within the community by providing essential food assistance to individuals and families experiencing hardship. Recent statistics demonstrate a significant increase in demand, with the number of members both on and off reserve accessing support rising from 70 to 165 people each month. This substantial growth underscores the evolving needs of the community and highlights the increasing importance of the food bank's role in supporting vulnerable populations.

Qualitative observations further reveal the challenges faced by low-income families and elders, particularly as food prices have doubled over the past year. Many community members now struggle to afford basic groceries, which has intensified the need for monthly food box hampers.

The initiative's targeted approach—offering monthly food box hampers—provides vital relief, helping individuals and families bridge the gap each month and maintain adequate nutrition.

By focusing on reducing food insecurity through strategic support and resource distribution, the project is uniquely positioned to address specific barriers faced by the community. Its adaptable strategies and commitment to ongoing research and development ensure that assistance is tailored to meet the diverse needs of both membership and the broader community. Ultimately, the project aims to strengthen community well-being and contribute to social stability by ensuring that basic needs are met for all.

Relevant Statistics and Qualitative Observations

Recent data indicates a significant rise in the number of individuals seeking assistance from the Calling Lake Food Bank. Specifically, the number of members both on and off reserve accessing support has increased from 70 people to 165 people each month. This substantial growth highlights the evolving needs of the community and underscores the increasing importance of the food bank's role in addressing food insecurity and providing essential resources.

Project Importance and Unique Approach

The project is critically important due to the growing challenges faced by low-income families and elders who rely on limited monthly supports. With food prices having doubled over the past year, many community members are finding it increasingly difficult to afford basic groceries. This situation has heightened the need for monthly food box hampers, which offer essential relief by helping individuals and families bridge the gap each month.

Addressing Specific Challenges and Meeting Community Needs

The initiative is uniquely suited to address food insecurity within the community. By providing monthly food box hampers, the project directly responds to the increased financial pressures and rising costs that have made it difficult for vulnerable members to maintain adequate nutrition. This targeted support ensures that both membership and the broader community receive assistance tailored to their circumstances, helping to alleviate hardship and promote overall well-being.

Target Timelines and Outcomes for Each Quarter

July – September

During this period, the project will focus on establishing foundational activities. This includes organizing logistics for monthly food box hampers, coordinating with key partners, and initiating outreach to ensure community members are aware of available supports. The primary outcome expected is the successful distribution of food boxes to those in need at the start of the project year.

October – December

In the second quarter, the project will emphasize consistent delivery and fine-tuning of the food hamper program. The team will monitor participation rates, gather feedback from recipients, and adjust operations as needed to address any emerging challenges. The outcome will be improved efficiency in service delivery and increased satisfaction among community members accessing support.

January – March

The focus in this quarter will be on evaluating progress made during the first half of the year. The team will analyze collected data, assess the effectiveness of distribution methods, and document lessons learned. The intended outcome is to identify areas for improvement and ensure that the program continues to meet the evolving needs of the community.

April – June

In the final quarter, the project will implement any necessary adjustments based on evaluations and feedback. This period will also include preparing a comprehensive report on outcomes achieved, resource utilization, and recommendations for future cycles. The expected outcome is the completion of the project year with clear evidence of impact and strategies for ongoing support.

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?*

Result:

Evaluation Plan: The anticipated results for the project include a measurable reduction in food insecurity among targeted community members, improved access to nutritious food, and increased satisfaction with support services provided. To determine whether these outcomes are achieved, the project will employ quantitative metrics such as the number of food boxes distributed, participation rates, and recipient feedback, as well as qualitative assessments from community consultations and partner organizations. Success will be evaluated by comparing baseline data collected at project initiation to outcomes at year-end, with additional indicators including the sustained engagement of key stakeholders and the adaptability of service delivery in response to feedback. The completion of the project will be marked by comprehensive reporting, documentation of lessons learned, and recommendations for future improvement, ensuring that all goals and objectives are transparently assessed and clearly communicated to both funders and community members.

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.*

Project Resources and Implementation Methods

Resources Required

The successful execution of the project will require a combination of manpower, tools, and essential resources. Key resources include dedicated team members responsible for project coordination, distribution, and data collection. Physical tools such as vehicles for transporting food hampers, storage facilities, and packaging materials will be utilized throughout the program cycle. Additionally, digital platforms may be employed for tracking participation rates and gathering recipient feedback.

Manpower and Team Structure

The project team will consist of individuals assigned to specific roles, including program management, logistics, and food hamper distribution. Each member will contribute to the delivery and refinement of the food hamper program, ensuring that operations run smoothly and that feedback is effectively gathered and acted upon.

Project Activities and Methods

To achieve the project's objectives, the team will carry out a series of coordinated activities. These include the regular distribution of food hampers to community members, monitoring participation, and collecting feedback from recipients. The team will also conduct ongoing assessments to fine-tune operations, address challenges as they arise, and ensure continuous improvement. These methods are designed to promote efficiency in service delivery and enhance satisfaction among those receiving support.

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.

Oversight, Expected Outcomes, and Management Details

Expected Results

The project aims to achieve measurable results aligned with its stated objectives. These results include efficient delivery of services, positive community engagement, and continuous improvement based on recipient feedback and participation rates. The team anticipates enhanced satisfaction among beneficiaries as a direct outcome of the project's activities.

Success Criteria

Success for this project will be measured using clearly defined criteria, such as the level of participation, timely completion of deliverables, and the quality of feedback collected from recipients. These benchmarks will enable the team to evaluate progress and make data-driven adjustments as needed.

Subcontracting Details

No, this project will not be subcontracted but if any aspects of the project are subcontracted, detailed information regarding the parties involved—including who is being subcontracted, the timing and location of their involvement, the reasons for subcontracting, and the methods used—will be provided. This ensures transparency and clarity regarding all external contributions to the project.

Management of Deliverables

The Project Coordinator is responsible for budgeting, ordering groceries and boxes, and assigning tasks to the Executive Assistant, Administrative Assistant, and volunteers. The Executive Assistant will support reporting, organization, and project management responsibilities when the Project Coordinator is unavailable. Meanwhile, the Administrative Support Worker will coordinate food box pickups, manage postings, and oversee cleaning activities. This structure provides clarity regarding each role's responsibilities, ensuring accountability and effective project oversight.

Projected Budget

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

_____100,000._____

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?

Projected Budget

The project team is requesting a total amount of \$100,000 to support the implementation and operation of the Calling Lake Food Bank Project. This funding is essential to ensure that all project activities are adequately resourced and that the objectives outlined in the proposal can be effectively achieved.

Cash Flow Budget

Quarter	Income (\$)	Expenses (\$)	Net Cash Flow (\$)
First Quarter	25,000	25,000	100,000
Second Quarter	25,000	25,000	75,000
Third Quarter	25,000	25,000	50,000
Fourth Quarter	25,000	25,000	25,000

The cash flow budget reflects a total allocation of \$100,000 over a one-year period, with equal quarterly distributions supporting both the food hamper program and related operational costs.

The cash flow budget, totalling \$100,000 for the 12-month duration of the Calling Lake Food Bank Project, is designed to support the distribution of 160 food box hampers each month or more, while also covering essential administrative, cleaning, and miscellaneous expenses to maintain seamless project operations. This financial planning will help ensure the project remains on track and meets its objectives. Adhering to these established budgetary guidelines enables the project team to focus on delivering meaningful assistance to community members, while fulfilling all reporting requirements and supporting the overall success of the initiative.