



## Community Donation Fund Application

*The deadline for all applications is the third Friday of every month at 4:00pm.*

### **Checklist:**

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> All sections are completed accurately  | Applicant Initials _____ |
| <input type="checkbox"/> Proof of cost is attached  |                          |
| <input type="checkbox"/> Budget is completed  |                          |
| <input type="checkbox"/> Letter of reference attached   |                          |
| <input type="checkbox"/> Photocopy of applicant status card attached (and parent's status card if applicable) |                          |
| <input type="checkbox"/> Additional information for associations is complete, if applicable                   |                          |
| <input type="checkbox"/> Additional attachments required for associations is attached, if applicable          |                          |

Date Received: \_\_\_\_\_

### **Applicant**

Name: \_\_\_\_\_  
Band  
number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Mailing  
Address: \_\_\_\_\_  
Telephone  
number: \_\_\_\_\_  
School, if  
applicable: \_\_\_\_\_

Blue number: \_\_\_\_\_

### **Legal Guardian (if applicable)**

*If an applicant is under 18 years of age, or legally incapable, a legal guardian must apply on behalf of the applicant.*

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Mailing  
Address: \_\_\_\_\_  
Telephone  
number: \_\_\_\_\_

**Association (additional information)**

**Association  
Name:** \_\_\_\_\_

**Please attach an organizational chart, outlining your organization managers, employees, etc. as it applies to your organization**

**Please attach proof of your organizations decision to apply for a donation.**

**What is your organizations mission statement?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of  
Event/Project:** \_\_\_\_\_

**Organizer:  
Event/Project  
Name:** \_\_\_\_\_

**Donation Classification**

**Community**  
*An event, activity or project that creates awareness in the community, promotes unity, inclusiveness, and participation at the community level or develops or demonstrates community pride.*

**Recreation**  
*Creates recreational opportunities, encourages participation in such opportunities, or develops constructive behaviour through recreation.*

**Arts & Culture**  
*Preservation, creation and promotion of Haudenosaunee culture and art, including traditional and contemporary forms of art, language, history & spirituality.*

Have you been approved for funding from the Donation Fund before?  Yes  No

If yes, date: \_\_\_\_\_

If yes, what was its purpose: \_\_\_\_\_





**Budget**

<b>Project Costs</b> Please list all costs required to complete your project/event	<b>Amount</b>
<b>Total Expenses:</b>	

<b>Project Funding</b> Please list all other funding sources (confirmed and requested)	<b>Amount</b>
<b>Total Amount Raised:</b>	

Total Expenses:	
Total Amount Raised:	
Balance of Funding Required:	
<b>Donation Amount Requested</b> (max. \$500 individual, \$1000 association):	

**Volunteer Information**

All applicants must complete a minimum of four (4) volunteer hours which benefit the community in order to be eligible to receive a donation

**Organization:** \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) \_\_\_\_\_ Total \_\_\_\_\_

Volunteered: \_\_\_\_\_ Hours: \_\_\_\_\_

Provide a brief description of volunteer work performed:

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**Organization:** \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) \_\_\_\_\_ Total \_\_\_\_\_

Volunteered: \_\_\_\_\_ Hours: \_\_\_\_\_

Provide a brief description of volunteer work performed:

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**Organization:** \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) \_\_\_\_\_ Total \_\_\_\_\_

Volunteered: \_\_\_\_\_ Hours: \_\_\_\_\_

Provide a brief description of volunteer work performed:

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## **Application Attachments**

Please attach proof of your project's costs. This may be invoices, receipts, statements, quotes or any other document with similar evidentiary value that will verify the expense of the project as equal to, or greater than, the amount requested in your application.

Please attach a copy of the Applicant's Certificate of Indian Status. If the applicant is a minor, please also attach a copy of the parent's/legal guardian's Certificate of Indian Status.

Please attach one credible, written letter of reference attesting to the character of the Applicant. This reference cannot be from a member of the Applicant's family

## **Acknowledgement and Consent**

I, \_\_\_\_\_, the undersigned hereby represent and warrant that I am duly authorized and eligible to submit this application and provide the information herein. I swear that the information submitted in this application is true, correct and complete to the best of my knowledge. I hereby authorize and instruct the Six Nations Elected Council, its agents, and employees to obtain necessary business and/or personal information regarding this application from any source for verifying the content of this application and deciding whether to grant a donation, sponsorship or grant for the requested purpose. If my request is approved, I agree to accept all liability arising and resulting from the above activity, event, or project. I further absolve Six Nations Elected Council, its agents, successors, and employees of any liability associated with, arising, or resulting from the activity, event, or project. I declare that I have read and understood the Community Donation, Grant, and Sponsorship Fund Policy (SNCR: GC#851-11/27/2012) and hereby agree to abide by its terms as well as undertake, in good faith, any conditions set out by the Donation Committee for the receipt of a donation, grant, or sponsorship.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## Community Donation, Grant, and Sponsorship Fund Policy

Category: Public

Date for Review: January 2014

Approved By: GC#851-11/27/2012

Previous Versions: Six Nations Council

Effective Date: January 1, 2013

Donation Fund Policy 2009

### 1. Purpose

1.1 The Six Nations Elected Council (SNEC) is committed to the betterment of the community and its members. SNEC has regularly supported individuals and organizations that foster community volunteerism and engagement; facilitate events and activities that lead to positive growth, achievement, healthy development; and the betterment of our community. This policy is designed to ensure that all requests for Funding from SNEC are made according to established and common criteria.

### 2. Policy Statement

- 2.1 All requests for Funding from SNEC shall only be considered in accordance with this policy. Council will not approve any Funding requests that do not comply with this policy.
- 2.2 Individuals or Community Associations that approach departments or programs for Funding should be referred to this Policy.

### 3. Definitions

- 3.1 "Adult"- an individual Six Nations member who is 18 years or older and not attending school.
- 3.2 "Applicant" shall refer to any youth, adult or Community Association seeking a donation from SNEC.
- 3.3 "Community Association"- Organizations that are recognized as having a non-profit or charitable purpose and are located on the Grand River Territory, and includes sports teams.
- 3.4 "Donation" – means any funds or waived rental fees provided to an Individual or Community Association pursuant to Part 1 of this Policy.
- 3.5 "Funding" – means Donations, Grants, Grants-in-Kind, and Sponsorships
- 3.1 "Grant" – means an amount of money or an in kind contribution provided by SNEC for a specific project/event including waiving rental fees on SNEC owned facilities pursuant to Part 2 of this Policy.
- 3.2 "Fiscal Year" shall refer to the one year period commencing April 1<sup>st</sup> and ending on March 31<sup>st</sup>.
- 3.3 "Parent/Guardian"- the natural parent, adoptive parent or legal guardian of a child or infirm person who is eligible for a donation.



- 3.4 “Proven Costs”- Costs that can be verified by invoices or other acceptable documentation confirming the expense, the date and the creditor/seller.
- 3.5 “Sponsorship” – means an amount of money or an in kind contribution provided by SNEC, pursuant to Part 2 of this Policy, in which SNEC will receive something in exchange including but not limited to:
  - (a) Tickets to an event;
  - (b) The purchase of a table to a fundraising dinner;
  - (c) Entrance of a team for a tournament; or
  - (d) Combinations of benefits or other activities through which SNEC may be publicized.
- 3.6 “Youth”- all individual Six Nations members who are either under 18 or 18 to 25 years old and still in school.

## **PART 1 – DONATIONS**

### **4. Scope**

- 4.1 Part 1 applies to all requests for Donations
- 4.2 An Individual is eligible to receive a Donation for up to \$500 in accordance with Part 1 of this policy.
- 4.3 A Community Association is eligible receive a Donation for up to \$1000 in accordance with Part 1 of this policy. Requests from Community Associations for more than \$1000 shall be considered in accordance with Part 2 of this policy.

### **5. Donations**

- 5.1 On an annual basis, SNEC may make funds available for Donations for individuals and Community Associations.
- 5.2 Only applications which are completed correctly will be considered by the Donation Committee.
- 5.3 All applicants must make an attempt to raise some funds on their own and to document these efforts. These funds must be reported in their application. Applicants that raise a high level of needed funds will be rated higher than applicants that do not raise funds.
- 5.4 An individual or association may receive only one donation in a fiscal year. If an individual applies on behalf of an association, that individual may also apply for a donation under the youth or adult fund.
- 5.5 All Individual applicants must complete a minimum of 4 volunteer hours which benefit the Six Nations community in order to be eligible to receive a donation. Individuals under the age of 9 may have a parent or guardian volunteer on their behalf.
- 5.6 All Community Association applicants must demonstrate that it or its members have completed a minimum of 8 volunteer hours which benefit the Six Nations community in order to be eligible to receive a donation.
- 5.7 Volunteer service cannot be done to benefit either the applicant’s family, or the organization applying for a donation.
- 5.8 Applicants must provide one credible, written reference attesting to the character of the applicant. This reference cannot be from a member of the applicant’s family.

- 5.9 Where the applicant is a Community Association, the association must present documentation of the association's decision to submit an application. Documentation may include a signed resolution, minutes, a letter signed by someone with signing authority within the association or anything with similar evidentiary value, which clearly states:
- (a) The person designated to apply on the associations behalf, as well as their role within the association;
  - (b) The scope and mandate of the decision; and
  - (c) The date.
- 5.10 All applicants shall be subject to a screening process and each applicant shall be screened and rated according to the criteria outlined in "Appendix A" of this policy.
- 5.11 The deadline for all applications is the third Friday of every month at 4:00 pm. Late applications will be considered in the following month.
- 5.12 The Donation Committee may meet at any time to discuss an application if, in the opinion of the Donation Committee, it is an urgent request.

## **6. Funding Categories**

- 6.1 The donation committee shall review applications for eligible costs related to projects and events that fall within the following funding categories:
- (a) Arts & Culture - Any activity, event or project that focuses on the preservation, creation, and promotion of Haudenosaunee culture and art shall be classified as an application to this category. This category shall include traditional and contemporary arts, language, history or spirituality.
  - (b) Recreation - An event, activity or project that creates recreational opportunities, encourages participation in such opportunities, or develops constructive behaviour through recreation.
  - (c) Community - An event, activity or project that creates awareness in the community, promotes unity, inclusiveness, and participation at the community level or develops or demonstrates community pride shall be considered.

## **7. Eligible Costs**

- 7.1 At the discretion of the committee, eligible costs include, but are not limited to:
- (a) Registration costs;
  - (b) Lessons;
  - (c) Accommodations and travel;
  - (d) Facility rental;
  - (e) Equipment, including uniforms; and
  - (f) Awards.

## **8. Ineligible costs/projects include:**

- 8.1 At the discretion of the committee, ineligible costs include, but are not limited to:
- (a) Costs related to school trips or vacation travel;
  - (b) Clothing;
  - (c) For profit business ventures;

- (d) For profit events;
- (e) Government agencies;
- (f) Costs associated with post-secondary education;
- (g) Costs associated with health care;
- (h) Child care costs;
- (i) Operating costs;
- (j) Debts;
- (k) Fees for Officials;
- (l) Honoraria/salary/wages;
- (m) Political demonstrations;
- (n) Computers/laptops;
- (o) Spending money, for example, for souvenirs;
- (p) Any event likely to cause controversy;
- (q) Any event involving alcohol; or
- (r) Any expense or event which the committee deems does not fall into the funding categories or other criteria as outlined in this policy.

**9. Ineligible applicants include:**

9.1 At the discretion of the Donation Committee, ineligible applicants include, but are not limited to:

- (a) Chaperones;
- (b) Any association, organization, group or department that receives annual budgeted funding from SNEC for operational/administrative expenses;
- (c) Any for-profit event;
- (d) Any applicant or event which the committee deems does not fall into the acceptable criteria outlined in this policy.

9.2 The following people may only apply on behalf of an association or a youth:

- (a) Members of Council;
- (b) Members of the Donation Committee;
- (c) Senior Directors/Managers; and
- (d) The Senior Administrative Officer.

**10. Donation Committee**

10.1 The Senior Administrative Officer shall appoint a committee of administrative staff and, when available, a community member(s) to screen applications in accordance with this policy.

10.2 The amount received by an Applicant will be determined by the Committee based on criteria outlined by this policy.

10.3 The committee shall exercise its best discretion when reviewing applications and making recommendations for approval of applications.

**11. Notification/Announcements**

11.1 All applicants will be notified by the Donation Committee whether their application was funded or rejected and the notification shall be accompanied by any reason for the applications rejection.

11.2 Applicants who receive a donation may be recognized at a General Council Meeting, and may be advertised in the media.

## **12. Appeals**

- 12.1 In the event an application is rejected by the Committee; the applicant shall have the right to request an interpretation of the Committee's decision. This interpretation shall include the provisions that were cited for rejecting the application, why the application met the substance of the provisions cited for rejection, what may be done to correct the application, and information on how to appeal the decision.
- 12.2 An applicant may appeal the decision of the Committee to the Six Nations Corporate and Emergency Services Committee by filing a written request with the Donation Committee Secretary, setting out the grounds or basis for the appeal within thirty (30) days from the date the notice was issued.
- 12.3 If a written appeal is not received, or post-marked, within thirty (30) days then no time extension shall be permitted and the decision of the Donation Committee shall be final.
- 12.4 The Corporate and Emergency Services Committee may request the appellant attend the appeal meeting.
- 12.5 The role of the Corporate and Emergency Services Committee in an appeal is to determine if the Donation Committee has followed this Policy. If the Policy was followed then the appeal shall not be successful.
- 12.6 If the Corporate and Emergency Services Committee determines that the Donation Committee erred in interpreting, complying with or applying the Donation Policy the following remedies shall be available to the appellant:
- (a) Original application must be re-rated by the Donation Committee and shall receive a score of at least twenty (20);
  - (b) Original application shall be amended and reviewed by the Donation Committee prior to a date set out by the Corporate and Emergency Services Committee; or
  - (c) Original application must be rated again and follow the determinations of the Corporate and Emergency Services Committee when rating the application.
- 12.7 The Corporate and Emergency Services Committee may prescribe any remedy they deem reasonable in a situation where the Donation Committee has been determined to have not followed policy. The Corporate and Emergency Services Committee shall not rate applications or recommend a donation amount. Notwithstanding the ability to amend this policy from time to time, the Corporate and Emergency Services Committee shall have no authority to donate funds, require funds to be donated, limit the amount to be donated, or otherwise interfere in the administrative aspects of the Donation Committee.
- 12.8 The decision of the Corporate and Emergency Services Committee on all appeals shall be final.

## **PART 2 – GRANTS AND SPONSORSHIPS**

### **13. Scope**

13.1 Part 2 applies to all Community Associations seeking a Grant or Sponsorship in excess of \$1000 from SNEC. Any requests from Community Associations for less than \$1000 must adhere to Part 1 of this Policy.

13.2 Individuals are not eligible for a Grant or Sponsorship. All requests for funding from Individuals must adhere to Part 1 of this Policy.

#### **14. Eligibility**

14.1 In order to be eligible for a Grant or Sponsorship an organization must meet the following criteria:

- (a) The organization must be non-profit;
- (b) The organization must be a Community Association;
- (c) The organization must not have already received a Grant or Sponsorship in the current or previous fiscal year;
- (d) The organization is not providing, or proposing, a service which is provided by a group or organization that is funded by or through SNEC; and
- (e) The organization is willing to provide a detailed written evaluation and financial report of the use of the Grant or Sponsorship at the end of Project.

14.2 The following Organizations are not eligible for a Grant or Sponsorship:

- (a) Organizations that have previously received funding from SNEC in the current or previous fiscal year;
- (b) Any association, organization, group or department that receives annual budgeted funding from SNEC for operational/administrative expenses;
- (c) Any for-profit organization; and
- (d) Any Organization or project which the Committee deems does not fall into the acceptable criteria outlined in this policy.

14.3 The types of projects that shall not be eligible for a Grant or Sponsorship are those that are:

- (a) Of a political nature;
- (b) Likely to create controversy;
- (c) Being run by a for profit or non-community organization; or
- (d) Not open to the general public.

#### **15. General Guidelines**

15.1 All applications for a Grant or Sponsorship must be submitted at least ninety (90) days prior to the desired funding date. Late applications will not be considered.

15.2 Only proposals which are completed correctly will be considered.

#### **16. Proposals**

16.1 Proposals, must at a minimum, demonstrate:

- (a) The amount being requested;
- (b) What the funding will be used for, including a proposed budget;
- (c) Degree to which the event/project will support the enhancement of the quality of life at Six Nations;
- (d) How the proposed project/event aligns with SNEC comprehensive community plan and the Ontario First Nations Limited Partnership (OFNLP) funding

categories being community development, health, education, economic development, and cultural development.

- (e) How the organization intends to report on the results of the funding (i.e. how will SNEC know whether the proposed benefits were achieved);
- (f) A demonstration of need in the community for the project/event;
- (g) How the organization will acknowledge SNEC's contribution to the project/event;
- (h) Other funding already secured;
- (i) Any anticipated funding;
- (j) A profile and history of the organization and its activities; and
- (k) Documentation of the association's decision to submit an application.
  - (i) Documentation may include a signed resolution, minutes, a letter signed by someone with signing authority within the association or anything with similar evidentiary value, which clearly states the organization's decision to apply.

## **17. Proposal Review**

17.1 All proposals for a Grant or Sponsorship shall be reviewed by the Donation Committee and the Director of Finance or his/her designate.

17.2 Proposals shall be screened according to the following criteria:

- (a) The demonstrated ability of the project/event to reflect SNEC's priorities as outlined in the comprehensive community plan;
- (b) The demonstrated ability of the project/event to adhere to the OFNLP approved funding categories;
- (c) The quality of the application, and clarity of project/event objectives, reporting, deliverables, and outcomes;
- (d) The overall quality, demonstrated need for, and distinctiveness of the project/event;
- (e) The demonstrated ability of the organization to carry out the project/event;
- (f) The anticipated impact on the quality of life at Six Nations;
- (g) Opportunity for community involvement (e.g. volunteers, participants);
- (h) Demonstrated proof of additional funding and financial partners; and
- (i) The availability of funds for the Grant or Sponsorship.

17.3 The Donation Committee and the Director of Finance or his/her designate shall dismiss any proposal that is, in their opinion, not completed correctly or is ineligible pursuant to section 14. Whenever the Donation Committee dismisses a proposal they shall report that to Council for information.

17.4 The Donation Committee and the Director of Finance or his/her designate shall make a recommendation to Council on the proposal. The recommendation shall include:

- (a) the amount, if any, that should be provided to the organization;
- (b) any constraints that they believe should be placed on the funding;
- (c) any conditions that they believe should be met prior to the release of any funds; and
- (d) any other conditions that they believe are prudent in the situation.

17.5 Council shall consider all recommendations and make a final decision on the proposal.

**18. Responsibility**

18.1 The Senior Administrative Officer is the Procedural Authority and is authorized to approve any procedures, guidelines, applications, and forms that are required for the implementation of this policy.

18.2 The Policy Analyst is the Position Responsible and is accountable for ensuring: the ongoing accuracy of the policy; that any procedures, guidelines, and forms are developed and approved by the Procedural Authority; that the policy is reviewed when scheduled; and that the distribution requirements are met.

18.3 The Donation Committee is the Implementation Body/Position and is responsible for ensuring that the policy is enforced and implemented in a timely manner.

**19. Authorization**

19.1 This policy was approved by the Six Nations Elected Council at the General Council Meeting held on November 27, 2012 by (GC#851-11/27/2012) to be effective on January 1, 2013. This policy shall repeal and replace previous policies on youth, adult and community association donations.