

PEGUIS FIRST NATION SURRENDER CLAIM TRUST

FUNDING GUIDELINES



Revised July 2015

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Surrender Claim Trust Funding Application Guidelines

Section 1: Introduction

The purpose of this handbook is:

- ❖ To inform you about the Trust and the application process;
- ❖ To let you know how your proposal will be reviewed and evaluated; and
- ❖ To provide you the application form.

Our objective is to manage the Trust with the intent of generating reasonable capital growth and income which can be used towards the needs of the Peguis First Nation Community.

We have adopted some core values by which to operate. These values are as follows:

1. Manage the Trust for the best use of funds and maximize investment growth activities
2. Continue to quantify and be fully aware of our financial capability
3. Implement fair and equitable distribution processes for the collective benefit of Peguis beneficiaries
4. Attain excellence of operations
5. Monitor effective use of funds
6. Implement active communications



Section 1.1 – Authorized Uses

Consideration will be given to projects and programs that advance the interests and quality of life of Peguis and its members. While no specific restrictions will be applied to funding between on or off reserve member applications or allocations between different authorized uses (as below), the Community Fund Trustees will give fair and equitable consideration to all applications based on their individual merits as presented.

Projects should sustain and improve community infrastructure and/or address the community's social, economic and physical needs (and per the authorized uses of the Trust) in areas such as:

- (i) to provide supplementary or enhanced health care related services or facilities for Members;
- (ii) to enhance and promote educational opportunities, including but not limited to providing funding for the Beneficiary to enable it to build, to establish and operate schools or training facilities for Members, to provide scholarships and bursary funds for Members, and to recognize achievements by Members in educational endeavours;
- (iii) to provide support and assistance to address the special needs of the elders of Peguis, their cultural contributions to the community and the Members, and their role as keepers of knowledge;
- (iv) to provide assistance to the Beneficiary in its community development and improvement initiatives, including the construction and maintenance of roads, bridges, ditches, water-courses, fences, buildings or permanent improvements, works or infrastructure on any Reserve, the purchase of industrial or manufacturing equipment or machinery to be owned by the Beneficiary for community purposes, and the promotion, establishment or enhancement of recreational facilities owned by the Beneficiary;
- (v) to promote the preservation, study and learning of the language and cultural heritage of the Beneficiary;
- (vi) to encourage community activities, including the annual Treaty Days, pow-wow and community gatherings;
- (vii) to acquire, establish, or build a credit union, bank or trust company to be owned by the Beneficiary;
- (viii) provide funding to assist the Beneficiary in the provision of housing to Members;
- (ix) to promote or establish a business or commercial operation beneficial to the Beneficiary or its Members;
- (x) to protect, preserve and advance the aboriginal and Treaty rights of the Beneficiary and its Members;



Section 1.2 – Approval Authorities and Important Dates

All applications will be reviewed and discussed by the Community Fund Trustees. The following approval authorities will be observed (as outlined in the Trust agreement):

- applications of the Trust Property for amounts less than **\$82,315.00** reviewed by Community Fund Trustees
- approval of the Community Fund Trustees Applications for funding **\$82,315 and up to \$274,385** must also be reviewed and approved by Chief and Council by way of a Band Council Resolution.
- Applications for funding **over \$274,385 or more** must be reviewed and approved by both Chief and Council and by the Members at a meeting of Members.

Disclosure: The applicants associated with any approved funding applications agree and permit the Community Fund Trustees to disclose and share with the Peguis First Nation Community membership the nature of any projects approved; the amounts approved; and the principal applicants involved in any approved funding directions.

Once the necessary approvals above have been received, applications will be submitted to the Financial Trustees who will ensure all provisions have been met and then funds are released in accordance with the general funding policies unless otherwise required.

Important Dates Relating to the Funding Application Process:

Applications Process:

- Applications must be received on or before the following annual dates: March 1, July 1 and November 1. Any applications received after these dates will be addressed at the next review session.
- The Community Fund Trustees will endeavor to review all qualified applications ASAP of the annual cutoff dates.

It is the responsibility of the applicant to ensure that the completed application /proposal be received in sufficient time for the Trustees to make an informed decision.

Please Note: Under exceptional circumstances, the Community Fund Trustees reserve the right at any time to consider and approve special applications which the Community Fund Trustees feel will provide a significant benefit to Peguis and where there is an urgency to fund such an application versus leaving to a later date.



If you need assistance or information, please contact:

Peguis Surrender Claim
Trust
P.O. Box 942
Peguis First Nation, Manitoba
R0C 3J0
Attention: Community Fund
Project Officer

Email:
cfprojectofficer@gmail.com
Phone Number: (204) 645-5644
Fax: (204) 645-5866
Toll Free: 1-877-509-7890

**Please read these guidelines carefully before
proceeding to the Application Form.**

**There are 2 different applications. Please ensure
you have the proper application.**

1. Community Fund Projects Under \$5000
2. Community Fund Project Over \$5000



Section 2: Our Statement of Vision, Mission and Values

MISSION STATEMENT: To manage and safeguard the Trust so it will benefit the people of Peguis for all time. We are dedicated to apply our resources to support Peguis, to build a strong nation, to elevate the quality of life for our people and to preserve and protect the legacy that defines us as a sovereign nation.

As caretakers of the Peguis First Nation Surrender Claim Trust, the Trustees are responsible for managing the distribution, income and growth of trust assets for the use of current and future generations of the Peguis Community.

Our goal is to help improve the quality of life for our Community members both on and off-reserve by making strategic investments of the resources entrusted to us, we can support the social and economic development of our Community.

What we cannot fund

- ❖ It is **NOT** intended that the Community Fund will be the sole source of funding for services, programs or projects where other funding may be available or whereby other funding has already been provided by another Government or Community program. However, further consideration may be given to supplement or jointly-fund certain opportunities where deemed beneficial by Community Fund Trustees. Leveraging of additional funding or other resources is strongly recommended.
- ❖ The Community Fund will not replace funding that is the responsibility of government.
- ❖ Projects that do not fall within one of the areas of funding outlined in the Trust Agreement.

Eligible applicants

Those who may apply for funding are:

- ❖ Band members as registered on the Band Membership list
- ❖ Representative of a recognized Peguis organization or corporation. Applications on behalf of an organization or company must be supported by a letter from the director, assistant director or senior manager of the organization or company. The Letter must accompany the application.
- ❖ Peguis First Nation, as represented by Chief and Council.



Section 3: What We Look For in a Proposal

We want the funded projects to benefit our Community. We do not want to dictate what that means as we are open to new and innovative ways to approach funding.

The Trustees believe in:

1. Investing in strengths, i.e., adding to or building on existing infrastructure or partnering with projects for mutual benefit and leverage.
2. Preserving a significant portion of the money for future generations.
3. Supporting and investing in those who show an ability to manage and monitor their projects effectively.

These are some principles of project success that we will follow:

1. Projects with up-front and long-term strategic planning.
2. Projects which demonstrate careful selection of those who will work in and support the project.
3. Projects that are Community oriented and goal focused on people and participation.
4. Clear, modest and manageable objectives within the affordability of the Community Fund Trust.

Section 3.1: Strengths and Opportunities

The proposal should build upon existing strengths already present in the Community. Examples of strengths of our Community are:

- ❖ The traditions and customs we have maintained;
- ❖ Diversity;
- ❖ Size and location of our Community;
- ❖ Solid history and sense of who we are and our rights;
- ❖ Sense of responsibility to the seventh generation;
- ❖ Pool of dynamic, educated members.



Section 3.2: Mandatory Criteria

1. Proposals must meet one or more of the eligible uses of the Trust as outlined in the Trust Agreement.
2. Applications must include the following:
 - ❖ a full description of the proposed project activities;
 - ❖ ability to demonstrate that the intended project or program can be ably managed and administered
 - ❖ the goals and objectives of the project with established timelines;
 - ❖ a business plan including a budget statement indicating expenses and anticipated sources of revenue that are considered realistic and which meet the needs of the project;
 - ❖ an evaluation plan with success measures;
 - ❖ supporting documents, such as:
 - letters of recommendation or support.
 - details concerning partnerships with other service providers.
 - certain proposals may require a character reference where deemed beneficial to the application.
3. The Trustees **may** require an applicant to present their proposal in a public forum for all members of the community to have an opportunity to hear, understand and ask questions.
4. Those Applicants seeking further funding will require evidence of successful completion of previously funded projects or successfully completed steps in their projects (completion and submission of the project report).
5. Subsequent applications for funding will only be considered once the required written reports containing both narrative and financial information have been received by the Community Fund Trustees.
6. List and attach the policies that will govern the program or project.
7. **Only completed application forms will be considered for funding.** To be considered complete, the application must be signed; all questions must be answered and all required documentation must be attached.



Section 3.3: Community Benefit Criteria

(a) Social Benefit Defined

Proposals should strive to attain a social or economic benefit for the Community such as:

- ❖ Need for creating or improving infrastructure.
i.e., help to create or improve Community infrastructure – buildings, parks, facilities
- ❖ Training and education
i.e., culture, language, history, customs, traditions, stories
- ❖ Improve health and well-being (emotional, physical, intellectual, and spiritual).
- ❖ Benefits from improving awareness of culture, traditions, identity.
- ❖ Networking – building relationships within the Community and outside the Community.
- ❖ Contribution to long lasting Community betterment.

(b) Economic Benefit Defined

- ❖ Increase of income to Community.
- ❖ Generation of more jobs.
- ❖ Occupational training and development.
- ❖ Building economic development infrastructure.
- ❖ Opportunity for creating greater economic independence e.g., on-going profit centers.



Section 4: Application Flow Chart

1. Application package submitted.
2. Acknowledgement of receipt of application. Date received to be determined by method of delivery.
3. Determination if application meets criteria and the application is complete with all required information and attachments.
4. Application and proposal reviewed by Trustees.
5. Conditional approval or denial and notification sent to applicant.
6. Funding Direction forwarded to Financial Trustees to ensure it meets requirements.
7. Approval process initiated with Trustees, Chief and Council and Membership if required based on amount requested.
8. Funds Disbursed to appropriate party.
9. Project carries out and proponent reports back to Trust.

Note: This process is very formal and significant due diligence is required under the Trust Agreement. The process does take time and if you are approved the funds will be made available once the entire administrative process is completed. Patience is required as this is not a quick process.



Section 4.1: Proposal Assessment Process

- A.** Once the proposal reaches the Trust office; you will receive a letter of acknowledgement saying that we have received your proposal.
- B.** The Trust Staff will check your proposal carefully to ensure it meets the mandatory criteria as stated in section 3.2 on before proceeding and to ensure completeness of application. In the initial review the following items are confirmed;
 - 1. Did you include all the needed papers/information
 - 2. Have you answered all the questions on the application form?
 - 3. Does the proposal meet the criteria of the Trust Agreement?
 - 4. If you successfully applied previously, the previous project will be reviewed to ensure successful completion and reporting.

If the proposal does not pass our review it will be returned so you can provide missing material or revise it. You may decide to submit it again. We will provide you an explanation on what further information is required to be considered for further review. All proposals that pass “Step B” will then be reviewed by the Community Fund Trustees according to the following criteria:

- 1. Specific: The application clearly states the features and benefits relating to one or more authorized uses of the Trust.
 - 2. Measurable: Is the success of this project or program clearly measurable?
 - 3. Attainable: Does the application represent a realistic or attainable project based on the use of funds?
 - 4. Immediacy and length of benefit
 - 5. How many members will this program or project benefit?
- C.** After the application is approved by the Community Fund Trustees, the Trust staff will work with the applicant to finalize budgets and program needs. The final step is the signing of the Contribution Agreement between you and the Trust. This Contribution Agreement will include any conditions which must be complied with for the funding and outline the project objectives.

Section 4.2: Obligations and Monitoring of Funded Projects

At the discretion of the Community Fund Trustees, all business applications or recurring funding requests may require a police check, credit bureau, drug test and personal character reference for all individuals identified on the application.



Project Monitoring and Evaluation

As part of the terms and conditions of your application approval, you must submit a Project activity and financial report upon the completion of your project. It is felt that both the project and the Trust will benefit when project monitoring and evaluation are in place. As a funding body, the Peguis Community Fund Trust is accountable to the Community and to Peguis First Nation Chief and Council. The Trust therefore requires a Project Completion Report that evaluates funded projects. Each project funded by the Trust must meet the objectives identified in the application or proposal as approved or intended.

