

OKIKENDAWT HYDRO REVENUE AND DOKIS COMMUNITY TRUST **INSTRUCTIONS FOR THE FUNDING APPLICATION**

GENERAL INFORMATION:

The Trust was set up for the purpose of preserving and managing the revenue stream from the Okikendawt Hydro project and the Land Management Settlement claim. Its proceeds are for the long-term benefit and enjoyment of the Dokis First Nation and its respective Band Members.

A portion of the Trust funds for proposals will be made available **twice a year** to fund projects that enhance community life. ***Priority will be given to applicants who are requesting funding for new projects only . No applications will be accepted for projects completed prior to 2021.***

You will be required to submit an application package with the documents noted below.

Please do not hesitate to contact the Trust Administrator at any time with questions regarding the process or the application at claims.trust@dokis.ca or by phone at 705-763-2200, ext. 235.

APPLICATION PROCESS

1. Before completing an application, enquire with your community leader (Chief, Council) for the amount of funding available to Members of Dokis First Nation community for Dokis First Nation community proposals. The amount of funding available will vary each period.
2. Complete the attached “Applicant Checklist” to make sure your proposal meets all of the requirements. If you are unsure with any of the requirements, please get in touch with us. You **DO NOT** need to submit the Applicant Checklist. This document is for your own use.
3. Complete all sections of the attached “Application Form”. Use attachments if space is insufficient.
4. Include all documentation that supports your application. Every proposal in excess of \$10,000.00 will be submitted by the Trust Administrator to Council for certification that:
 - 1) the application meets with the values of Dokis First Nation; and,
 - 2) the applicant has not received and will not be receiving funding from any other Source of Funds from Dokis First Nation.
5. Make a copy of your completed application for your records.
6. Completed applications can be submitted during the submission deadlines identified below in person, by email, or by fax to the following address:

Okikendawt Hydro Revenue & Dokis Community Trust
Attention: Susan Greer
940-A Main Street
Dokis First Nation, ON P0M 2N1
Ph#: 705-763-2200, Fax #: 705-763-2087
Email: claims.trust@dokis.ca

7. Trustees encourage submissions of applications as early as possible. The Trustees will review applications and will make best efforts to advise applicants of any missing information within thirty (30) days. Applications that are incomplete as of the close of the deadline for submissions identified below will not be considered for funding in that funding round and will be returned to the applicant for resubmission during the next round of applications.
8. Applications will be reviewed in the sequence they are determined to be complete. An application does not guarantee any level of funding. Each application is assessed on its own merits and in the context of demonstrating a Dokis First Nation community need and subject to funding availability.
9. Funding decisions will be announced to successful applicants within thirty (30) days of the application deadline (see submission deadlines below).
10. ***The Trustees Approve Your Application for Funding*** – the Trustees will provide you a letter setting out the terms of payment to be provided and the conditions for receiving the funding, including:
 - signing an indemnity and release form;
 - completing the attached “Summary Report” within ninety (90) days of the Dokis First Nation’s fiscal year-end, which requires a financial report together with of all documentation relating to the expenditure of Trust funds, including invoices, receipts, and service agreements. Should the project be a multi-year project, a Summary Report will be required each year;
 - consent for the release of all information required for Trust reporting and community information; and
 - such other conditions the Trustees determine are reasonably necessary for the successful completion of the Project.

If an application is received after the submission deadline, it will be kept on file, but will not be reviewed until the next funding decision date. Please make sure to send your application in advance of the funding deadlines so that any incomplete information can be submitted before the deadline.

SUBMISSION DEADLINES

Trust funds for proposals will be accepted twice a year:

- The first round of applications must be submitted from April 1 to April 30 at 5:00 p.m. EST.
- The second round of applications must be submitted from October 1 to October 30 at 5:00 p.m. EST.

** If a deadline falls on a statutory holiday or a weekend, please note that the proposals will be due by 5:00 p.m. EST on the next business day.*

INTERNAL APPLICANT CHECKLIST

BEFORE SUBMITTING THE APPLICATION FORM

To prevent any delays in reviewing your application for funding, please make sure that you have addressed all of the following points before submitting your application form.

Requirements:

- The Application is submitted well in advance of the deadline.

You are an eligible applicant because you are a registered Member of Dokis First Nation

- Organization representing Dokis First Nation (note that the organization's project must benefit the First Nation and its members of the Community)
 - Joint proposal by eligible applicants
- The amount requested does not exceed the amount made available by the Trust (for joint applications, the amount requested cannot exceed the amount available for each applicant's First Nation or Community)
- Your project supports one (1) or more of the following permitted purposes:
 - Enhances community planning for Dokis First Nation
 - Supports community events and gatherings for Dokis First Nation
 - Improves community infrastructure for Dokis First Nation
 - Addresses community housing needs for Dokis First Nation
 - Promotes the health and well-being of the Dokis First Nation Band Members.
 - Preserves or protects the language, culture and traditional land use of the Dokis First Nation.
 - Carries out community-based environmental projects or otherwise advances the environmental priorities of Dokis First Nation.
 - Provides educational and economic opportunities for the Dokis Band Members (including scholarship/bursary, trade apprenticeships, and internships)
 - Supports community business development and capacity building for the Dokis First Nation Band Members.
- Trust funds will not be used for the following purposes:
 - Individual payments (except scholarship programs).
 - Payments to elected leadership, officials, or the family members of elected leadership and officials.
 - Any other purpose that might reasonably be construed as directly benefiting an individual at the expense of or in preference to the First Nation or Community as a whole.
- Your proposal is for a project not otherwise fully funded by other sources (e.g. federal or provincial government)
- Your proposal will enhance the quality of community life or traditional lands of a First Nation
- Your proposal is supported by Leadership certification in that:
 - 1) the application meets with the values of Dokis First Nation and

- 2) the applicant has not received and will not be receiving funding from any other Source of Funds from Dokis First Nation.
- If requested funds are greater than \$10,000.00, the Trust Administrator will provide evidence of approval from Chief and Council recommending support of the project.
- If the requested funds are greater than \$100,000.00, you have provided evidence of support from the Members of Dokis First Nations in accordance with Clause 8.8 of the Trust Agreement.
- The Application Form is signed and dated by the responsible individual, organization or group that is applying for funding.
- Before submitting your application, make sure the following documents are included:
 - Application Form
 - Supporting documentation

TERMS AND CONDITIONS

NOTE:

- All funding requests less than \$10,000.00 are to be reviewed and a determination made by the Trustees within 30 days;
- All funding requests between \$10,000 and \$99,999.99 are to be reviewed by the Trust Administrator, the Trust Administrator will submit an approval letter by Chief and Council and forward to the Trustees for further determination within 30 days of receipt, and;
- All funding requests in excess of \$100,000 are subject to Band Member approval.

An Applicant that is approved for funding by the Trust agrees to abide by the following terms:

- No portion of the Trust funding may be used to benefit either directly or indirectly the elected leaders or executive of any of the Dokis First Nation as remuneration or to otherwise benefit government officials or their immediate families.
- No portion of the Trust funding may be used for the direct financial benefit of any individual, such as per capita distributions or grants, except as a scholarship or bursary.
- No portion of the Trust funding may be used for any other purpose that might reasonably be construed as directly benefiting a Member of the First Nation for any purpose not approved by the Trustees.
- All original documentation relating to the Project (including all invoices, service agreements, receipts, etc.) must be kept and made available for inspection by the Trustees during regular business hours.
- For projects that are assessed by the Trustees as “high risk” economic growth projects, the Trustees shall have the discretion to decide how payments will be made and what additional supporting documentation is required.
- Before any money is advanced to the Applicant, an indemnity and release, in a form prescribed by the Trustees must be signed.
- The Applicant must complete a final report in a form prescribed by the Trustees verifying the final costs incurred with respect to the delivery of the Project and how the Project has met the stated objectives. If this is a joint application on behalf of more than one First Nation or Community, the Applicants will prepare and submit a joint final report form.
- The Trustees may publish or use in conjunction with the preparation of the Trust’s audited financial statements and annual report the name of the Applicant, a description of the Project and the amount of funding received from the Trust.

By accepting Trust funds, the Applicant is consenting to the release of any information provided to the Trustees. If the Applicant is found to not be in compliance with the above conditions, including if a summary final report is not submitted, future funding requests from the Trust may be denied and/or future payments under the Okikendawt Hydro Revenue and Dokis Community Trust Agreement may be withheld from the Applicant. The Chief and Council of Dokis First Nation will also be formally notified of an Applicant’s non-compliance.

If you agree with the terms above and covenant that the information provided above is true and accurate, please sign below:

Name of Applicant(s) (PRINT)

Title(s)

Signature of Applicant(s) (or Authorized Representative)

Date

Appendix A

Permitted Purposes

All capitalized terms set out in this Appendix A shall have the meaning ascribed thereto under the Okikendawt Hydro Revenue and Dokis Community Trust.

Permitted Purposes

Permitted purposes are projects, programs, services and related expenditures made to promote the health and well-being of the Dokis Band Members;

A) Community Infrastructure:

- acquiring land to be added to the lands of the Band.
- the building, establishment and operation of a school or schools.
- advancing the educational aspiration of deserving Members of the Band, including, but not limited to the provisions of scholarship and bursary funds for Members of the Band.
- Construction and maintenance of roads, bridges, ditches, water courses, fences, buildings or permanent improvements, works or infrastructure on Dokis Band lands.
- The purchase of industrial or manufacturing equipment or machinery for the Dokis Band or for a Band corporation.
- Enhance community planning.
- The building, establishment and operation of community facilities, including sports facilities.
- The building, establishment and operation of any other establishment which improves community infrastructure.

B) Economic Development

- Establishing and enhancing recreational facilities and events owned or hosted by the Band Members of Dokis or a Band corporation
- Promoting or founding a business of commercial operation owned by a member of the Dokis Band or a Band corporation.

C) Health and Welfare

- Promotion of any establishment or activity which positively impacts the health of the Band Members of Dokis First Nation.
- The building, establishment and operation of a hospital or medical clinic.
- The establishment of mental health and addiction research workshops or programs.
- The planning and implementation of community events and gatherings, including youth and elder camps and festivals, and other events which seeks to promote cultural awareness, land protection and studies, local artistic expression, language protection and any other project the goal of which is to preserve or protect the language, culture and traditional land of the Band.
- The planning and implementation of programs aimed at educating and training Band Members, including scholarships and bursaries

D) Contingencies

- Funding for support in the event of an emergency or disaster
- Funding for support for any other purpose which may be agreed upon in writing by the Trustees which has as its goal the alleviation of poverty and abject need.

Excluded Purposes

The Trust shall not pay, apply or distribute any Trust Property for the following purposes:

- a) to benefit either directly or indirectly the elected leaders or executive of any of the Communities as remuneration or to otherwise benefit government officials or their immediate families;
- b) direct financial benefit of any individual, such as per capita distributions or grants;
- any other purpose that might reasonably be construed as directly benefiting a Band Member at the expense of, or in preference to, the Community; or
- any purpose not listed as a Permitted Purpose;

For greater certainty, the Trustees are not precluded from using the Trust Capital to establish a scholarship program that awards scholarships to Members.

For greater certainty, an elected official is not precluded from benefitting from a project, program or service available to one or more Communities as long as an appropriate conflict of interest policy is in place.