



**Handbook and Guidelines for
Funding Applications
for the
Okikendawt Hydro Revenue &
Dokis Community Trust**

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Program Handbook

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Section 1: Introductory Comments from the Trustees

The purpose of this handbook is:

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

As financial caretakers of the Okikendawt Hydro Revenue & Dokis Community Trust, the Trustees are responsible for managing the safety, income and growth of trust assets for the use of current and future generations of the Dokis First Nation.

Our goal is to help create, reinforce and sustain conditions for the improved quality of life for our Community Members both on and off-reserve. We emphasize approaches that address the needs of our Community.

By making strategic investments of the resources entrusted to us, we can support the social and economic development of our Community. 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 Dokis First Nation and its members (“our Community”).

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

1. Transparency – We want our work to be open and easily understood by anyone who wishes to find out how we operate.
2. Accountability – The Trustees are accountable to our Community and we will work in the best interests of our Community.
3. Principles of Respect and Fairness – We want those who deal with us to feel fairly treated
4. Getting Results – We want to manage and administer the Trust to improve the quality of life for our membership both on and off-reserve.

5. Long-term Focus – The Trust is to provide present and long-lasting benefits for our Community for many generations.
6. Independence – By growing The Trust, our community will have an independent source of income from the invested capital.

Section 2 – Eligible Applicants

Those who may apply for funding are:

- Members of Dokis First Nation recorded on the First Nation Membership List maintained by the First Nation Band Office.
- Representative of a recognized Dokis First Nation 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.
- Dokis First Nation as represented by Chief and Council.

To ensure that a broad number of Dokis First Nation members benefit, Trustees may exercise their discretion to not grant funds to the same individual member applicant if they received a grant from the Trust in the previous Trust fiscal year.

Section 3 – Authorized Uses

Consideration will be given to projects and programs that advance the interests and quality of life of our Community. The Trustees will give fair and equitable consideration to all applications based on their merits as presented. Please note that The Trust Agreement does give the Trustees the discretion to favor one applicant over another if the latter has made more than one previous successful application for funding. The Trust Agreement also states that Trustees are also granted discretion to place preference funding requests that are intended to be implemented on reserve and not off reserve.

Projects should sustain and improve our community and/or address the community's social, economic and physical needs. The Projects should not be for

providing a only a personal benefit to an individual Member. The Okikendawt Hydro Revenue and Dokis Community Trust agreement lists the uses of trust income under section 8.1 (vii) Here is a summary of the areas qualified for funding;

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

As funds available from the Trust are not enough to meet Dokis First Nation or member requests for all areas noted above over some application periods, the

Trustees might choose to prioritize the use of funds from the Trust. In doing so, the Trustees will take into account:

- The terms of the Trust agreement related to distributions;
- A Trustee's duty to maintain an even hand and to not be in a position of conflict of interest;
- The funds available for distribution during a given distribution application period;
- Whether the proposed project benefits numerous Members of Dokis versus only one or a few Members of Dokis
- Comprehensive or strategic plans that may be shared by Dokis First Nation Chief and Council;
- Other funding available to the Community;
- Past and current applications from the Community;
- Other relevant factors.

For example, the Trustees might prioritize use of funds for Housing, Education and Health and Wellness, over one large infrastructure or economic development project.

Decision making on the prioritization of uses of Trust property for the Community will be determined by a majority of Trustees and the decision will be documented.

Section 4: Pursuing other sources of Funding

Section 8.1 (ii) (b) and Section 8.2 (iii) require that on receipt of Project Funding Requests, the Trust Administrator shall certify whether the Applicant has applied and budgeted for any other funding which may be available to fund the Request including but not limited to Government Grants.

As this is a requirement clearly spelled out in the Trust Agreement, the Trustees strongly encourage Applicants to make **reasonable attempts** to explore other sources of funding or grants.

It is strongly recommended that applicants communicate clearly the efforts they undertook to seek alternative funding for their desired project within the application. This may impact the Trustees discussions and decision making.

Where can I go?

One of the first places you can inquire is with the Trust Administrator, Susan Greer who can refer you to the appropriate department head of the Dokis First Nation Band Office.

Indigenous Services Canada website <https://www.sac-isc.gc.ca>

We would also suggest exploring either Waubetek Business Development Centre and or Two Rivers Development Corporation

If members need more help or information, they should contact the Trust Administrator, Susan Greer who may bring the matter before the board of trustees:

Trust Administrator:

Ms. Susan Greer
940A MainStreet
Dokis First Nation, ON P0M 2N1

(705) 763-2200 ext 235

Claims.trust@dokis.ca

Section 5 – Funding Levels and Important Dates

All funding advances will be in the form of grants with all applications reviewed and discussed by the Okikendawt Hydro Revenue and Dokis Community Trustees. The Trustees will document approval of the total disbursement by a majority of Trustees in meeting minutes or by email or otherwise in writing.

As outlined in the Trust Agreement, the required documentation to support your funding request will depend on the level of funding being requested:

- Any single expenditure from revenue up to \$10,000.00 shall proceed directly to the Trustees by the Trust Administrator for review and approval.
- Any single expenditure between \$10,000.00 and \$999,999.99 will require a Certification from Chief and Council that 1) the proposed project meets with the values of the Dokis Community and 2) that there are no other grants or funding being made available for the same project as that in the Application. This will be obtained by the Trust Administrator on your behalf.
- Any single request exceeds \$100,000.00 then Band Member approval is required prior to submission to the Trustees. The voting procedures and required percentages of turn out and approval are outlined in Clause 8.8 of the Trust Agreement

Submission and Acceptance of Applications:

- Applications for funding can be made up to 4:30 PM on April 30th and August 31st.
- The Trustees will review all qualified applications within 30 days of the date of the respective submission deadlines of April 30th and August 31st and will notify in writing all candidates of whether they were successful, not successful or whether further information is required
- If further information is requested by the Trustees then the applicant has 30 days from the date of the Trustees' request to provide the information or the Application will be set aside.

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

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Section 6: What the Trustees 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 this. But to give you some guidance, we list the following:

- (a). 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 Trust assets so as to benefit both current and future Members.
 3. Supporting and investing in those who show an ability to manage and monitor their projects effectively.
- (b). 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 Trust.

Section 6.1: Mandatory Criteria

1. Proposals must meet one or more of the eligible uses of the Trust as outlined in Part A of the application.
2. Applications should 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;
 - ❖ 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.
 5. List and attach the policies that will govern the program or project.
 6. 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 6.2: Examples of Acceptable Project Funding Requests.

(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
- ❖ Improved health and well-being (emotional, physical, intellectual, 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 centres.

What we cannot fund

- ❖ It is not intended that the Trust 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 Trustees.
- ❖ Loans to members
- ❖ Applications that provide a direct personal benefit to a Member such as furniture or appliances or vehicles for personal use or the repayment of any form of debt or expenses.

Section 7: Proposal Assessment Process

- A.** Once the proposal is delivered to the Trust Administrator, Susan Greer; you will receive a letter of acknowledgement confirming that your proposal has been received.
- B.** The Trust Administrator will check your proposal carefully to ensure it is complete and that it meets the mandatory criteria on page 9 before proceeding
- C.** If the proposal does not pass the initial review of being complete and/or meeting the mandatory criteria, it will be returned to you so you can provide missing material or revise it. You will be provided with an explanation on what further information is required and will have 30 days in which to submit the additional information.

All proposals requesting funds below \$10,000.00 will be submitted to the Trustees for review and determination and applicants will be notified as to the outcome of their application within 30 days of the submission deadlines of April 30th and August 31st.

All proposals requesting funding between \$10,000.00 and \$99,999.99 will be passed by the Trust Administrator before Chief and Council to certify that the project meets the values of the Community and that there is no other funding available for the project from Dokis First Nation. Upon receipt of certification the Trust Administrator will submit the Application and supporting documents to the Trustees for review and determination. Applicants will be notified as to their application within 30 days of the date of the submission deadlines of April 30th and August 31st.

If your application does not meet the values of the Community and/or there is alternate funding from Dokis First Nation allocated for the project the Trust Administrator will advise you in writing.

All proposals requesting funding in the amount of or in excess of \$100,000.00 will be taken by Chief and Council before a Band Membership Vote. The formula for determining a successful vote is set out in Section 8.8. of the Trust Agreement

Below we have included some of the considerations used by the Trustees in making their determination. These include but are not limited to:

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?

Section 8 : Disclosure

The applicants associated with any approved funding applications agree and permit the Trustees to disclose and share with the Dokis First Nation Chief and Council and membership the nature of any projects approved; the amounts

approved; and the principal applicants involved in any approved funding directions. This acknowledgement is currently captured in the Terms and Conditions signed by applicants.

Section 9 : Payment

Once the necessary approvals above have been received, Trustees will make the payment to Chief and Council who will then forward it onto the successful applicant. It is a requirement that the funding be paid to Chief and Council in order for the payment to be deemed not taxable.

It is the obligation of the Trustees to be prudent in the level of annual funding that is provided to ensure the financial well-being and stability of the trust fund for years to come. It is with this in mind, that the level of distributions will be reviewed annually to ensure they are in line with the income generated and with consideration to an allotment being retained within the trust for inflation and payment of trust expenses.

Appendix A:

TO HELP YOU PREPARE A PLAN FOR YOUR PROGRAM OR PROJECT

Your plan should be able to answer the following questions:

- **What is the title of your project?** Your title should be descriptive of your project.
- **What is the overall goal of the initiative?** This is the purpose and aim of the project and should fit in with the overall vision of the organization making the application.
- **What are the objectives?** These are the steps the initiative takes towards the goal. There will probably be more than one objective.
- **What is the strategy?** Each objective has a strategy to achieve it. Describe the methods and activities being carried out to achieve each of the objectives.
- **What effect will your program or project have on the Dokis First Nation Community?:** Tell us for each objective, what outcomes or benefits will be expected as a result. This could include such things as estimate of how many people will take part or benefit directly from the activity. How will the program help meet Dokis First Nation's long-term priorities?
- **What is the duration or time frame of the program or project?** If it is a project, specify how long it will take to complete. If it is a program, specify its duration (which may be ongoing).

- **How much will it cost?** After you have completed your budget and other supporting materials, please specify how much the overall project or program will cost and include it in your plan.
- **Who will manage the project?** Give the name and qualifications of the person who will be managing the project to demonstrate they have the necessary background to meet the objectives.

Appendix B: Optional Work Plan

You can use this table to organize your operational Work Plan. THIS IS OPTIONAL

Title of the Project					
Goals: 1. 2. 3. 4.					
Objectives (bullet points)	Strategies (briefly describe)	Deliverables (briefly describe)	Timeframe (state how long)	Cost in \$	Manager Name & Title