



# **Edkaagmik Nbiizh Neyaashiinigamiingninwag Edbendaagzijig Trust**

## **Application Handbook**

*Version May 29, 2019*

**Edkaagmik Nbiizh Neyaashiinigamiingninwag Edbendaagzijig Trust**  
**Application Handbook**

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**Important Dates**

- Applications made available to the First Nation at the Community Annual General Meeting (AGM)
- Application deadline is the last Friday of August – Friday, August 30, 2019, 4:30 p.m.
- Third week of December – Letters to applicants are issued and funding distributed
- January 1 and onward – Anticipated project start dates
- Mid-April – Financial audit completed. Surplus distributed
- May/June – AGM. Trust reports to community

## 1.0 Purpose of Handbook

- To inform you about how to apply for funds available from the Trust;
- To inform you about how each proposal will be reviewed and evaluated; and
- To provide you with information to complete the 2018 application form.

**Please read this handbook carefully before beginning to fill out the Application Form.** This handbook was developed based on the Edkaagmik Nbiizh Neyaashiinigamiingninwag Edbendaagzijig Trust Agreement (dated October 16, 2012). If you would like to receive a copy of the Trust Agreement, please contact one of the Trustees.

Our objective is to manage the Edkaagmik Nbiizh Neyaashiinigamiingninwag Edbendaagzijig Trust with the intent of generating reasonable capital growth and income for the long-term benefit of Chippewas of Nawash Unceded First Nation. Available Funds section describes how annual trust funds are generated for community grants.

## 2.0 Operations Principles

The Trustees have adopted some guiding principles by which to operate. They are as follows:

1. We want our work to be open and easily understood by anyone who wishes to find out how we operate. Visit [www.nawashtrust.ca](http://www.nawashtrust.ca).
2. The Trustees are accountable to the Community and its Members and we will work in the best interests of the Community and its Members.
3. We want those who deal with us to feel fairly treated.
4. We want to manage and administer the Trust funds to improve the quality of life for our Membership both on and off-reserve.
5. Trust funds are to provide present and long-lasting benefit for the Chippewas of Nawash Unceded First Nation community for many generations.
6. By growing the funds, Chippewas of Nawash Unceded First Nation community will have an independent source of income from the invested capital. **Consideration for funding will be given to projects that advance the interests and quality of life of Chippewas of Nawash Unceded First Nation and its members.**

### 3.0 Main Objectives of the Trust Funds Available for Projects

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

Proposals should build upon existing strengths already present in the community. Examples of strengths of our nation and community are:

- The traditions and customs we have maintained
- Diversity
- Size and location of our Unceded territory
- Solid history and sense of who we are and our rights
- Sense of responsibility to the seven generations
- Pool of dynamic, educated members

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

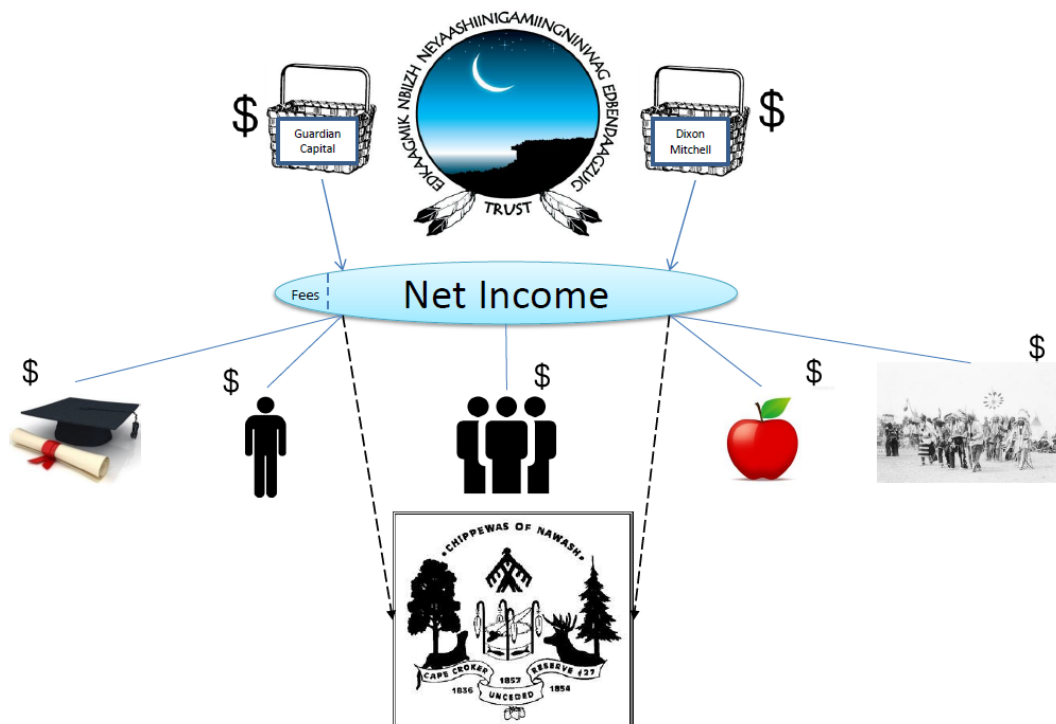
1. To acquire land for the benefit of the First Nation
2. To advance the education of the Members
3. To promote the health of the Members
4. To promote economic development of the First Nation and/or its corporations
5. To preserve or protect the culture and heritage of the First Nation
6. To improve infrastructure on Reserve lands or on lands owned by the First Nation or by one of its corporations or this Trust
7. To provide for housing needs
8. To provide funding for enhancing governance

**Important:** Details on each of these objectives can be found in the Trust Agreement on pages 11-13. **Please Note:** We encourage applicants seeking small business funds to approach the Small Business Fund which is administered by the Chippewas of Nawash Economic Development Department. We encourage band members seeking education tuition to approach the Chippewas of Nawash Board of Education Department.

## 4.0 Available Funds

It is the obligation of the Trustees to be far sighted 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.

While not required, the Trustees reserve the right from time to time to consult with Chief and Council and Beneficiaries on any project submissions to verify the First Nation's funding, and compare alignment of the project proposal's goals against those outlined in our Comprehensive Community Plan. This diagram shows how funds are generated for annual distribution.



*The Coldwater Trust funds are invested into two separate portfolios. One is managed by Guardian Capital while the other is managed by Dixon Mitchell. The investment returns generated by both portfolios – dividend and interest payments and capital gains – constitute the income produced by the Trust. A small percentage of this income is used to pay for the investment managers' fees and other administration expenses. What's left is termed Net Income and every year the Trustees distribute as much of this amount as possible to community members and programs, by way of approved applications and projects. Any remaining Net Income not paid out for approved projects is paid over to Band Council as directed by the Trust Agreement.*

## 5.0 Application Procedures

Those who may apply for funding are:

- Eligible Members as registered on the Chippewas of Nawash Unceded First Nation Membership list.
- Chippewas of Nawash Unceded First Nation on behalf of the community.

### APPLICANT INFORMATION:

Check Box: Member applicants are applicants who are not applying on behalf of Council or a Band program/department. Council applicants are Council directly or a Band program/department.

Complete current contact information that will be used for application correspondence.

Band programs **must** have the department supervisor sign the application.

Supporting BCR's are required for Council and band program/department applications. Please give yourself ample time to get this prior to submitting your application.

### PROJECT INFORMATION:

Question#1 – Provide a project description. The requested information is intended to answer who, what, where, when and why the project is a good idea. Please adhere to the word limit and ensure your project description is in line with the rest of the application. The intention of the Trust is to be of benefit to all Members of our Nation. Be as clear as possible. This is your opportunity to demonstrate why this is a good idea for our Nation.

Question #2a) – Goals, Impact and Outcomes. The Trust activities are for the long-term benefit of our community. We want to know how your project may impact future generations.

Question #2b) – What are measurable deliverables of the project and how will these be tracked? How will you know what you described in your project description has been achieved?

Question #3 – This question is intended to identify how you will manage the project and whether there are any laws, policies, regulations and/or guidelines you will employ to ensure success. Are there any federal, provincial or band laws/policies you need to follow? i.e.: building codes, personnel policies, Species at Risk Act, Privacy Policy, Custom policies. Or is your idea "NEW". If so, what will you do to ensure you are successful?

Question#4 – List your team members. List the main team members and what their role is in the project. Include letters of support.

Question#5 – Identify the objectives of the Trust. Please read pages 11-13 of the Trust Agreement for more details. Check the boxes beside the objectives that are applicable to your project. Explain how your project fits into each checked objective.

Question#6 – Identify the number of band members who will benefit from your project. With an increasing number of applicants, investments will be made that reach membership across lifespan.

Question#7 – Identify the term of immediate and long-term benefits to the First Nation. i.e.: a project certifies a large number of members for a specific trade. Long term benefits could include economic, social and health well-being for generations.

Question#8 – Identify if you or your department have used the funds for your particular project in the past. i.e.: building upgrades, cultural education support, breakfast program, etc.

Question #9 – Identify if previous reporting requirements have been met. Provide a summary of the results of the last project if funded by the Trust. Those Applicants seeking further funding will require evidence of successful completion of previously funded projects or successfully completed steps in their projects. (i.e.: how many people benefited, how long the project lasted, an expense summary – how was the money used?).

Budget – Identify the amount of funding you are requesting. Identify the total cost of the project. This total cost may not be the amount you are applying for. i.e.: a project may have a total cost of \$20,000 but you are applying for \$10,000. Identify if you have approached and/or secured other sources of funding or in-kind contributions for your project. Supporting documentation must be provided to confirm these secured sources. **Please fill out the budget and expense worksheets in either Form A, if the request amount is \$5,000 or less, or Form B, if the request amount is \$5,001 or over.** Include all expenses. Include a value for in-kind contributions and include in your expenses and in your revenue worksheet.

## 6.0 Supporting Documentation

Applications must include supporting documentation to confirm secured partnership or in-kind funds. Feasibility studies, cost/benefit analysis, BCR's, applicable CCP sections, risk assessments, studies/reports, supporting letters of partnerships, supporting letters to reflect benefits of project, acceptance letters, business plans, operational procedures & policies, personnel policies, board policies, and applicable regulations and guidelines that your project will be operating under should be attached to your application.

## 7.0 Application Submission

ALL applications must be submitted to the Corporate Trustee, Glen Del Bel and Angela Spano, prior to the deadline. Applications can be submitted via email, fax or mail. If you are mailing your application, give yourself appropriate time for mailing delivery times so that it gets to his office before the deadline.

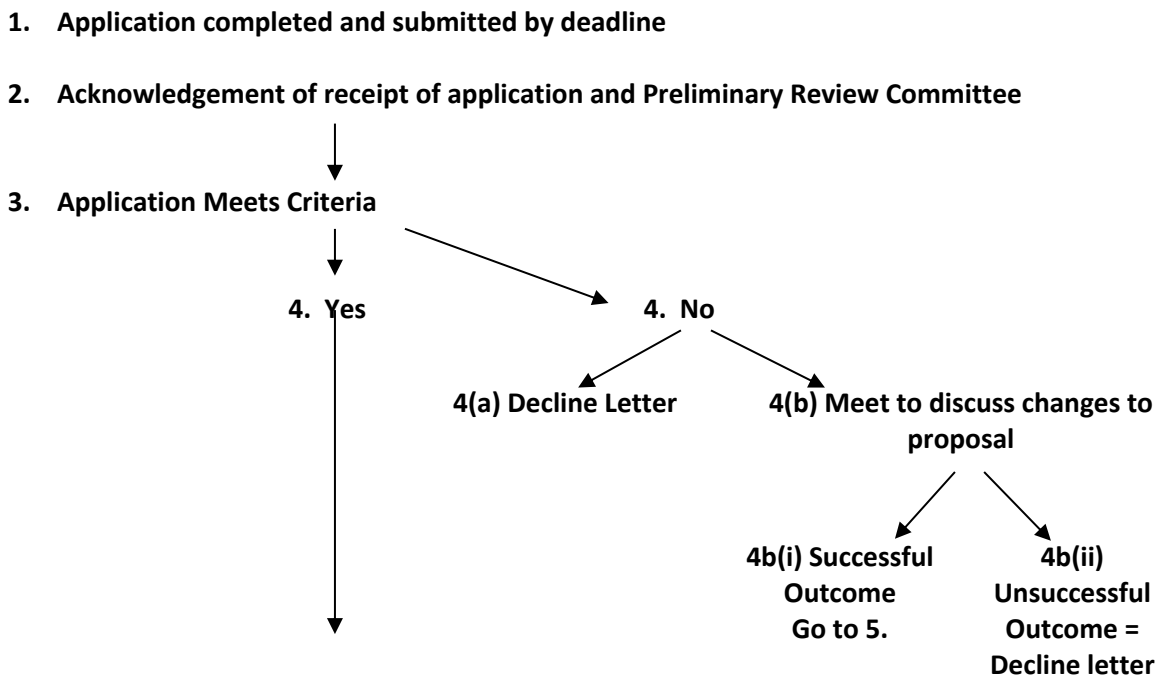
**Do not leave applications at the Band Office. They will not be accepted.**

ENNET Trust – Chippewas of Nawash  
Glen Del Bel and Angela Spano  
c/o Scotia Wealth Management  
44 Collier Street, 2nd floor, Barrie, Ontario, Canada L4M 1G6  
Phone: 1-705-726-4142  
Fax: 1-705-726-1283  
Email: [glen.delbel@scotiawealth.com](mailto:glen.delbel@scotiawealth.com)  
Email: [angela.spano@scotiawealth.com](mailto:angela.spano@scotiawealth.com)

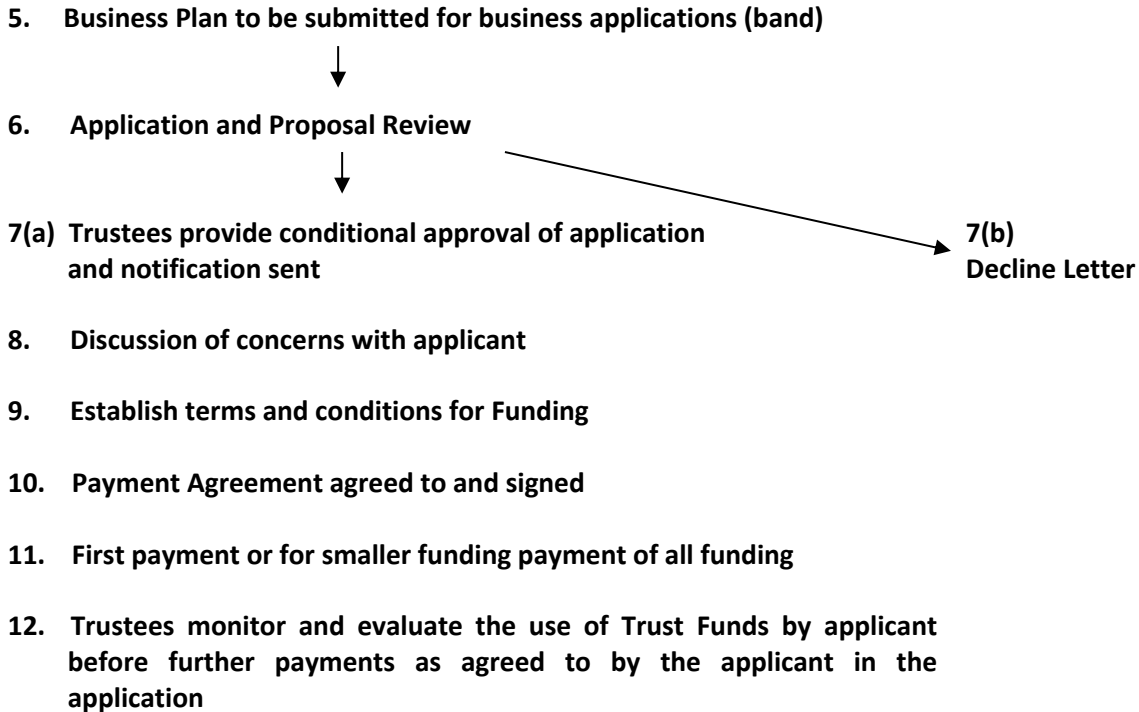
## 8.0 Application Processing

The Corporate Trustee will time and date stamp your application and send you acknowledgement saying that we have received your proposal. **Do not leave your application at the Band Office.**

### Application Flow Chart







## 9.0 Application Review

The expectation of the Trust Agreement is that funded projects will benefit our Nation as a whole. Proposals **must** meet one or more of the eligible uses of the Trust without being specific, the Trustees remain open minded to new and innovative initiatives to meet such objectives. As some guidance, we list the following:

The Trustees believe in:

- Investing in strengths, i.e., adding to or building on existing infrastructure or partnering with projects for mutual benefit and leverage.
- Preserving a significant portion of the money for future generations.
- 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:

- Projects with up-front and long-term strategic planning.
- Projects which demonstrate careful selection of those who will work in and support the project.
- Projects that are community oriented and goal focused on people and participation (the project cannot exclude members off reserve).
- Clear, modest and manageable objectives within the affordability of the Edkaagmik Nbiizh Neyaashiinigamiingninwag Edbendaagzijig Trust.

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 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 additional information to receive the funding. i.e. a project charter.

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.

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. 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.

The Trustees will receive a copy of all proposals. A series of meetings will be conducted to evaluate the applications. Pre-Screening will be conducted at the first meeting of this series. Screening will be conducted at the subsequent meeting(s). The Prioritization step will be conducted after the Screening level.

- A. Once the proposal reaches the Trust office; you will receive an acknowledgement saying that we have received your proposal.
- B. The Trustees will review your proposal carefully to ensure it meets the mandatory criteria.
- C. If the proposal does not pass review it may be returned to you so you can provide missing material or you may decide to submit it again next year.

All proposals that pass “Step B” will then be reviewed by the Edkaagmik Nbiizh Neyaashiinigamiingninwag Edbendaagzijig Trustees or a sub-committee of the 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?

## **10.0 Obligations and Monitoring of Funded Projects**

As part of the terms and conditions, you must develop a mission statement and Code of Ethics for project staff, get appropriate insurance where applicable or necessary, report any changes in personnel, submit quarterly activity and financial reports, and submit a complete evaluation report when the project ends.

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 Trust is accountable to the community members and to Chief and Council. The Trust therefore monitors and evaluates the progress of funded projects on an ongoing basis. Each project funded by the Trust must monitor and evaluate itself using the criteria we have established as a guideline.

### **Approved Applications**

Applicants who have been awarded funds will be notified by mail. Applicants who have not been awarded funds will also be notified by mail.

### **Disbursement of Proposal Funds**

Funds will be disbursed, via mailed cheque, to the successful applicants on or before December 31<sup>st</sup>. This cheque will be accompanied by a letter outlining any applicable reporting requirements.

### **Successful Project Presentations**

All applicants, are informed that, by them completing the application, they are agreeing to the project details/results being made public. The Trust usually provides the project name and amount awarded on the public website, community newsletter, in reports to council and at the Annual General Meeting (AGM). We also select successful applicants who have completed their projects to come to the AGM and do a small display or presentation on their project.

## **Contacts (as of June 2018)**

### **Chippewas of Nawash Chief and Council Appointed Trustees:**

Peggy Mansur. Email: [council.peggy@nawash.ca](mailto:council.peggy@nawash.ca)

Anthony Chegahno. Email: [council.anthony@nawash.ca](mailto:council.anthony@nawash.ca)

### **Community Elected Trustees:**

Elisa Levi (until 2019): Email: [levi.ennet@gmail.com](mailto:levi.ennet@gmail.com)

Beedahsiga Elliott (until 2021): Email: [beedahsiga@gmail.com](mailto:beedahsiga@gmail.com)

### **Corporate Trustee:**

Please mail correspondence to:

ENNET Trust – Chippewas of Nawash

Glen Del Bel and Angela Spano

c/o Scotia Wealth Management

44 Collier Street, 2nd floor, Barrie, Ontario, Canada L4M 1G6

Phone: 1-705-726-4142

Fax: 1-705-726-1283

Email: [glen.delbel@scotiawealth.com](mailto:glen.delbel@scotiawealth.com)

Email: [angela.spano@scotiawealth.com](mailto:angela.spano@scotiawealth.com)