



**PEGUIS TLE COMMUNITY FUND
POLICY AND PROCEDURE**

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Vision

We will assist in improving the social and economic quality of life for our Community members both on and off-reserve.

Mission

To review and approve each proposal with transparency, be financially accountable to our Community members, and be caregivers of the Peguis First Nation Trust.

Guiding Principles:

1. Transparency – to provide ongoing openness and communication;
2. Accountability – to accept the financial responsibility for the care and delivery of the trust fund on behalf of the Community;
3. Respect and Fairness – to review each application on an equal basis;
4. Getting Results – to improve the quality of life for our membership both on and off-reserve;
5. Long-term – to provide sustainable benefits for the future of the Peguis First Nation Community; and
6. Independence – to provide the freedom and support for the Community to progress forward.

Purpose:

- To provide the Community with a process for applications to be submitted, reviewed and approved; and
- Provide a list of various activities but not an exhaustive list that fall under the Community Fund Trust.

Conflict of Interest:

The TLE Community Fund Trustees must ensure that they are not in conflict of interest with reviewing and approving proposal applications of immediate family members. Immediate family members are defined as: grandfather/mother, mother, father, spouse, son, daughter, brother and sister. Should an application be submitted by an immediate family member the Trustee Member will remove him or herself out of the decision making process.

TLE Community Fund Trustees Financial Authority:

- 1) Trustees may approve funding up to \$50,000
- 2) Trustees may approve funding over \$50,000 and up to \$150,000 in consultation with Chief and Council
- 3) Trustees may approve funding over \$150,000 in consultation with Chief and Council and the Community Members at a scheduled meeting

Note: Adjustments for Inflation – Dollar amounts specified in Section 1.11, Paragraph 1.13(b) and Paragraph 8.4(c) of the Trust Agreement are to be adjusted for changes in the Consumer Price Index for Canada which have occurred from the date of the Trust Agreement is signed to the relevant date upon which reference to such dollar amount is made for purposes of the Trust Agreement.

Eligible Persons(s):

Means an individual whose name appears on the “band list”, as defined in the Indian Act, of the Beneficiary, whether or not the individual is ordinarily resident on any Reserve and “Members” means more than one Member.

Funding Guidelines and Activities:

- 35% of funds available will be used for business initiatives with emphasis on viable businesses that provide employment to community members
- 30% of funds available will be used for Youth initiatives
- 20% of funds available will be used to support Community activities, organizations and clubs
- 10% of funds available will be used for Elders initiatives
- 5% of funds used for Health initiatives

TLE Community Trust Fund Criteria:

1. Provision of supplementary or enhanced health care related services
2. Enhance or promote educational opportunities
3. Support assistance to address the special needs of Peguis Elders
4. Community development and improvement initiatives including infrastructure, equipment or enhancement of recreation facilities
5. Preservation of the language and cultural heritage
6. Treaty Days, pow-wow and community gatherings
7. Acquire, establish, or build a credit union or a bank or a trust company to be owned by Peguis, also known as the Peguis band.
8. Housing
9. Promote or establish business or commercial operations beneficial to the members
10. Any other activity beneficial to the Peguis Community members

Examples of Social and Economic funding proposals but are not limited to the following:

Health Initiatives:

Educational Training and development, scholarships and bursaries; gatherings, conferences

Creating and Improving Community Infrastructure which includes employment for Community Members:

Maintenance of roads, bridges, ditches, watercourses, buildings
Play Structures Repairs

Cultural Activities/Gatherings:

Treaty Days, Powwow, Religious, Traditional

Elders Initiatives:

Various types of social gatherings that promote health and wellness

Employment to community members:

Small, medium, large size businesses

Equipment Purchases/supplies

Housing:

Any proposals related to housing will be forwarded to Peguis First Nation Housing Department for further assessment

Youth Initiatives:

Youth Work Experience

Sports/Club activities at various levels: (See Sports List – Appendix 1 – Requests can be made to the TLE Trust Administrator for a copy)

The TLE Community Fund Trustees

The TLE Community Fund Trustees shall meet as applications are received.

Disclosure

As part of the TLE Community Fund Trustees transparency and principles, it should be noted that if an application is approved this will become public information that will be shared with the Community at the General Annual Meeting which takes place on a yearly basis.

You will be required to sign a disclosure release called Funding Agreement.

Application(s) Deadline Dates

- Application(s) – No Deadline
- The Community Fund Trustees will review all completed applications on an on-going basis
- Applications that require Chief & Council and the Members review will be completed as required
- Release of funds to approved applicants will start throughout the year from January - December

It should be noted that the TLE Community Trust Fund is not meant to be the sole source of funding for any proposal(s). Applicants are encouraged to apply to other financial institutions for supplementary funding and/or grants.

Application Procedure

Proposals:

As outlined under the “General Principles” the TLE Community Fund Trustees will be reviewing each application(s) with these principles in mind followed by proposals that strengthen our community. Applicants must include in their proposals:

- a) identify long term feasibility;
- b) identify our community members who will support the project in terms of employment;
- c) maintain and strengthen our traditions, customs and size of our community; and
- d) show the long-term sustainability for future generations

Steps in the Application Process:

- 1) Application completed, submitted, stamped received
- 2) TLE Trust Administrator acknowledges the proposal by contacting the applicant advising whether or not it meets the intent
- 3) TLE Trust Administrator shall contact the applicant if the proposal is missing any information and what is required
- 4) Review and Assessed by the TLE Community Fund Trustees:
 - a. A reconfirmation that the application meets the intent of the fund request
 - b. A reconfirmation that all the necessary information is contained in the package
 - c. Specific Assessment – is the application specific as to how it benefits the community, it is measurable, it is attainable and specifies the benefits of the project to the Community Members
 - d. It should be noted that it is at the discretion of the Community Fund Trustees that any names that are referenced on the applications may be subject to a police check, credit check, drug test and personal character reference check.
 - e. Monitoring and Evaluation of the Project – it is the responsibility of the applicant to ensure they have the appropriate insurance where needed, report on the progress quarterly which includes the financial reports and submit a final report on the project success. Applicant will be contacted if requirements are not met
 - f. A Funding Direction and Resolution is made to accept and approve the proposal
 - g. A Funding Agreement must be signed
 - h. The financial documents will be sent to the Financial Trustees for final processing

Only those applications that are completed with all questions answered, all documentation attached and signed will be considered. Should there be an applicant requesting a significant amount of funds – they may be required to present their proposal at a Community meeting. (See **TLE Community Fund Trustees Financial Authority Number 3**)

Incomplete Applications:

Any incomplete application(s) will be contacted advising of the missing information. Applicant(s) will have 90 days from the date of being contacted by the Peguis TLE Trust Administrator to resubmit their application(s) for future consideration. If all requested information is not received within this timeframe the applicant will be contacted that the application is terminated.

If an applicant wishes to reapply, they must resubmit a new application package as the previous application(s) documentation will be officially closed.

Application(s) Appeal Process:

Should an applicant wish to appeal the decision of denial of their proposal the applicant(s) must submit the following information within 21 days of receiving the decision letter from the TLE Community Fund Trust Administrator:

- 1) a letter outlining any relevant information that might have been missed in the application/proposal that was first identified; and
- 2) any further supporting documentation that was overlooked by the applicant

Once the letter has been received by the TLE Community Fund Trustees they shall have 10 working days to write to the applicant(s) with their final decision. Once the final decision has been made by the TLE Community Fund Trustees that will remain final.

Frequently Asked Questions (FAQ's)

Q: When I submit my proposal when will I find out if it has been approved or denied?

A: The Community Fund Trustees shall meet as applications are received. Decisions are made at the meeting(s) and thereafter, the Peguis TLE Trust Administrator will contact you.

Q: Once approved when will I receive the funds?

A: Once the Community Fund Trustees have all the documentation such as Letter of Approval, Funding Direction, Resolution, Funding Agreement completed and the Financial Document (cheque requisition) it is then forwarded to The Financial Trustees for a further review and approval. This is a separate meeting from the Community Fund Trustees. This could take a month for the final process to go through.

Q: What information is required of me once all documents go through the Financial Trustees?

A: The Peguis TLE Trust Administrator will contact you for your banking information which consists of Name of your Bank, Location, Transit Number and Account information. This information is required, as there are no cheques written. It is all done through a bank transaction into your account. The bank transfer comes from the Royal Trust through RBC.

Q: What happens if I don't have all the information for the Community Fund Trustees to make a decision?

A: The Peguis TLE Trust Administrator will contact you outlining what information is still required for a review of your proposal.

Q: I heard that I would need a drug test done – Is this true?

A: Yes. You will also need to provide a satisfactory police check, drug test (hair sample) and provide a character reference letter.

Q: Who does the drug testing?

A: We have a local Compliance Office in Fisher River that provides this service to Peguis. There are other service providers that can provide this service. You will be required to pay a fee for this service at the time of the test.

Q: Is there an appeal process if my proposal is denied?

A: Yes. It must be in writing. Please see the Appeal Process in the Policy Document.

Q: If my appeal is denied, who can I speak too about the denial?

A: The TLE Community Fund Trustees are the final decision makers.

Q: If I am denied, am I able to resubmit another proposal at a later date?

A: Yes. There is no timeframe to resubmit but keep in mind a complete package must be submitted.