



SIX NATIONS COUNCIL DONATION FUND POLICY OCTOBER 2008

POLICY STATEMENT:

The Six Nations Elected Council has established the Donation Committee, the purpose for which is to distribute funds set aside by Council for charitable donations to Six Nations community associations, adults and youth. The donations shall actively promote, support and encourage community members in pursuing goals that lead to the healthy development and the betterment of the Six Nations community. The Committee has developed the following policy to outline the rules and regulations regarding the eligibility of applicants, the categories and amounts of the donations, the screening and selection process, and all other relevant matters concerning the donation fund.

Definitions

Accredited school – A school, or other full time educational program, recognized by a school board in Ontario or recognized by the Ministry of Training, Colleges and Universities

Adult – An individual Six Nations member who is 18 years old or over and out of school

Applicant - In the case of a child, or an infirm person, the parent / legal guardian of that person. Otherwise the individual or association submitting an application

Committee- the Donation Committee/ Selection Committee consisting of administrative staff and community members as appointed by the Senior Administrative Officer or Six Nations Council

Community Association- Organizations that are recognized as having a non-profit or charitable purpose and are located on the Grand River territory.

Donation- Funds that are donated

Fiscal Year- A one year financial period commencing on April 1st and ending on March 31st.

Parent / guardian- The natural parent, adoptive parent or legal guardian of a child or infirm person who is eligible for a donation

Policy or Donation Policy– The Six Nations Council Donation Fund Policy

Proven Costs- Amount owed that can be verified by invoices or other acceptable documentation confirming the expense, the date and the creditor/seller/debtee

Recipient- The person or association receiving the donation.

Territory - The Six Nations Indian Reserve No. 40

Youth- All individual Six Nations members who are either under 18 or 18 to 25 years old and still in school

Allocations

Allocations are subject to the amount of funds received by the Committee for donations. The Donation Committee shall allocate an amount to the donation fund by March 31 for the next fiscal year that starts on April 1. The fund shall each be exclusively used for donations. The fund shall be dedicated to Youth applications, Adult applications, and Community Association applications. Once the fund is depleted no more donations shall be made for the remainder of that fiscal year.

Donations

Donations are subject to the Committee's available funds. Donations will only be made to cover proven costs. In order for an application to be approved for a donation it must be complete and correct. The Committee will award donations to applications that have the greatest merit. Applications ought to be demonstrably intended to cover expenses connected to Arts and Culture, Recreation or Community related activities, events and projects. The amount to be donated by the Committee is determined by the score an application received pursuant to "Appendix B".

Eligibility

1. Only youth and their parents/guardians may apply for the funds allocated to youth donations. Youth are all individual Six Nations members who are under 18 or 18 to 25 years old and still in school.
2. Only adults may apply for the funds allocated to adult donations. Adult means an individual Six Nations member who is 18 years old or over, out of school and not applying on behalf of an association.
3. Only those Community Associations that are recognized as having a non-profit or charitable purpose and are located on the territory may apply for the funds allocated to Community Association donations. Sporting Teams shall be considered a form of Community Association. Any association, organization, group, or department that receives annual funding from Six Nations Elected Council shall not be eligible to apply for a donation.
4. Funds shall be donated to adults, youth and community associations that are, in the opinion of the Selection Committee, pursuing goals that lead to positive growth, achievement, healthy development and the betterment of our community. For greater certainty, applications that can be associated to Arts and Culture, Recreation and/or Community shall be assigned higher priority for a donation.
5. Funds will be donated based on availability of funds and the criteria outlined in this policy. Separate funds shall be allocated for adults, youth and community associations in amounts determined by the Committee.
6. All applicants shall perform a mandatory minimum of four (4) volunteer hours in order to remain eligible to receive a donation. The applicant shall complete volunteer hours performing unpaid service for the benefit of the Six Nations community. This volunteer service can not be done to assist the organization applying for a donation, nor can volunteer service be done for the exclusive benefit of a member of an applicant's family.
7. Recipients shall not apply for, nor receive, a donation more than once in a fiscal year.
8. If an individual received monetary assistance resulting from a Community Association application that individual remains eligible to apply for a donation under the Youth or Adult fund. There is no limit to how often an individual may benefit from a community association donation however, a person may only submit one application as an individual per fiscal year.
9. Adult "bar related activities" are not eligible to receive donations.
10. Individuals shall not be funded if an organization the individual represents has received a prior donation in the current fiscal year.
11. An organization shall not have an individual, who has been a recipient of a youth or adult donation; apply on its behalf if that donation occurred during the current fiscal year.

Applications

12. All requests for a donation from Six Nations Elected Council shall be submitted to the Donation Committee for its review and recommendation prior to being approved. All requests shall be made pursuant to this policy and in accordance with the provisions of this policy.
13. Only one donation may be applied for per application, per person/association, per fiscal year.
14. Individuals and Community Associations requesting donations must complete their respectively appropriate application form attached to this policy as appendices "A1" and "A2". The application form shall indicate how the applicant meets the criteria outlined in this policy. The application form shall be accompanied by all documentation required by the Donation Committee.
15. Community Association applications must present acceptable documentation of the association's decision to permit the applicant to apply on its behalf for a donation. Appropriate documentation can include a signed motion, signed minutes, signed letter or anything with similar evidentiary value. Documentation must clearly indicate who the applicant is, his/her role with the association, the scope and mandate of the decision, the date and be signed by at least one person designated as a signing authority for the association. Applications without this documentation shall be deemed to be incomplete.
16. If a group of six (6) or more individuals submit acceptable applications under similar circumstances for the same event, within thirty (30) days of each other, those applications shall be assembled together and collectively deemed to be a Community Association application. An application from a Community Association pursuant to this section shall be exempted from having to provide a copy of a motion to apply for a donation.
17. All applicants/recipients are expected to make an attempt to raise some funds on their own and to document fund raising efforts and report the amount of funds raised in their applications.
18. All applications shall be accompanied with documentation evidentiary of all expenses for which a donation is requested. In circumstances where this is not possible a credible reference shall be supplied that is able to attest to the expense for which a donation is requested.
19. All applicants shall ensure the application is complete and correct to the best of his or her knowledge.

Categories for Funding

20. The Committee shall give preference to funding applications that address one of the following categories: Arts and Culture, Recreation or Community.
21. Applications that do not specifically address one of the categories will still be accepted however such applications will be given a lesser priority.

Arts and Culture

22. An activity, event or project that focuses on the preservation, creation and promotion of Haudenosaunee culture and art shall be classified as an application to this category. Without limiting the generality of the foregoing, this category

shall include both traditional and contemporary art forms as well as applications relating to language, history or spirituality.

Recreation

23. An event, activity or project that creates recreational opportunities, encourages participation in such opportunities, or develops constructive behaviour through recreation shall be classified as an application to this category.

Community

24. An event, activity or project that creates awareness in the community, promotes unity, inclusiveness and participation at the community level or develops or demonstrates community pride shall be classified as an application to this category.

Eligible Costs

25. Eligible costs shall include, but not be limited to: registration costs, lessons, accommodation, travel, facility rental, equipment, awards, permits, licenses, school events, trips and supplies. This list shall not be interpreted to be exhaustive. All decisions concerning funding shall be at the discretion of the Committee. All expenses must be proven costs in order to be eligible.
26. The Donation Committee shall not donate money for clothing, business ventures for profit, government agencies, debts, honoraria, operating costs, salary/wages, computers/laptops, events where alcohol is present, official fees, events for profit, demonstrations of a political nature or anything that has the potential to create controversy. This list shall not be interpreted to be exhaustive. All decisions concerning funding shall be at the discretion of the Committee.

Amount

27. Individuals may apply for a donation up to a maximum of five hundred dollars (\$500.00) per fiscal year. Community Associations may apply for a donation up to a maximum of three thousand dollars (\$3000.00) per fiscal year. A Sport Team may apply for a donation of up to five thousand dollars (\$5000.00) when applying as a Community Association. When amounts allocated to the donation fund are exhausted then no further donations will be given out for that fiscal year.
28. Only proven costs shall be eligible for donation.
29. If a group of applicants have been deemed a community association, pursuant to section 16 of this policy, the total amount donated shall be divided equally among those applicants. The amount given to any applicant in this way shall not exceed the amount that he/she initially requested.

Time of application

30. Applications must be submitted in advance of a Donation Committee meeting held prior to the event or activity to be funded. Late applications will not be considered.
31. Applications received by the last working day of the month will be reviewed at the next sitting of the Selection Committee. The Selection Committee shall normally meet on the last Thursday of each month to review and select successful applicants.
32. Applications will be accepted on contingent requests. Recipients in competitions may apply for funding for an event that the Recipient has not yet

qualified for (e.g. qualifying round, quarter finals, semi-finals, etc); however Recipients shall not receive any funds until the applicant confirms with the committee that such qualification has taken place.

33. The Donation Committee may meet at any time to discuss an application if it is considered an urgent request.

Agreement for the Release of Funds

34. All applicants prior to receiving funds shall sign an, “Agreement for the Release of Funds”, as set out in “Appendix C”, to the effect that funds are to be used for the purposes set out in the application form and the recipient agrees to abide by the terms and conditions of this policy.
35. Funds not used for the approved purposes shall be required to be returned.
36. Receipts shall be required to account for the use of all funds donated.
37. Any individual that fails to abide by the Agreement for the Release of Funds shall render himself or herself ineligible to receive any future donation from Six Nations Elected Council.
38. Any Community Association that fails to abide by the Agreement for the Release of Funds shall render itself ineligible to receive any future donation from Six Nations Elected Council. Any representative of the offending association shall also forfeit his or her individual eligibility to apply for, or receive a donation from Six Nations Elected Council.

References

39. Applicants must provide one credible, written reference from a Six Nations member attesting to the character of the Recipient. This reference shall not be a member of the applicant’s family.

Screening and Rating

40. All applications shall be subject to a screening process and each application shall be screened and rated according to the criteria outlined in this policy.
41. Rating the application’s merit shall be completed in accordance with “Appendix B”.

Selection Committee

42. A Selection Committee of administrative staff and a community member, when available, shall screen and select applications for donations based on the criteria outlined in this policy. The Committee shall exercise its best discretion when reviewing applications and making recommendations for approval of applications. All decisions of the Donation Selection Committee shall be final.

Rating Applications

43. Eligible applications shall be rated according to the criteria attached in appendix “B”.
44. Those applicants achieving the highest ratings shall be considered for funds before lower scoring applicants.
45. All applications must attain a minimum score to qualify for funds.
46. The rating that an application receives shall determine the amount of the donation to be made if the application qualifies at all for such a donation.

Notification/Announcements

47. All applicants will be notified by the Selection Committee whether their application was funded or rejected and the notification shall be accompanied by any reason for the application's rejection. Recipients may be announced at the regular General Finance meeting and may be advertised in the media.

Recipient/Applicant Reports

48. Recipients or those applying on their behalf are required to submit a financial report including official receipts and a written report to the Committee within thirty (30) days following the event, on how the money donated was spent and how the donation lead to positive growth, achievement and the healthy development of the Recipient and the betterment of our community. The report must also include verification that the recipient has completed the necessary four (4) hours of volunteering. The Council may publish these reports in the media.
49. Recipients who fail to submit a financial report; receipts and/or a written report shall forfeit his or her eligibility to apply for a Six Nations Donation in the future until the appropriate follow-up is submitted.

Accountability

50. Recipients that did not use the funds as proposed in their budget or who were otherwise prevented from using the funds shall return all unused or misused funds to the Six Nations Council.
51. Recipients who do not have receipts to verify the expense of the event/activity as equal to the amount indicated in the Agreement for the Release of Funds shall be required to return the unused amount to the committee. Recipients shall only be required to return funds in this way if the discrepancy between the donation and the receipts is greater than fifty dollars (\$50.00).
52. Recipients or those applying on the behalf of Recipients receiving funding who do not comply with this policy shall not be eligible for further funding.
53. The Donation Committee shall keep records of all donation applications for a period of seven (7) years. Individuals and Associations who, pursuant to this policy, have rendered themselves ineligible for future donations shall have their information maintained on an ineligibility list.
54. This policy shall be reviewed annually.

Authorization

55. This policy was approved by Six Nations Elected Council at the General Council meeting held on November 4, 2008 by SNCR No. GC#359/11/04/2008 to be effective on that date. This policy shall repeal and replace previous policies on youth, adult and community association donations.

APPENDIX A1
APPLICATION FORM FOR INDIVIDUALS
Six Nations Council Donation Fund

The applicant shall ensure the following information is provided. Please note: application forms **not completely filled out will be rejected**. The applicant shall confirm that the information is correct and that if accepted for funding the applicant shall agree to abide by the terms and conditions set out in the Donation Policy and Agreement for the Release of Funds.

1. **What category are you applying to?**

a. Youth fund - Only individual Six Nations members who are under 18 or 18 to 25 years old and still in school may apply for a youth donation. If you are under 18 you must have a parent or legal guardian apply on your behalf. The parent or legal guardian will be the applicant. Maximum amount is five-hundred dollars (\$500.00).

b. Adult fund- Adult means an individual Six Nations member who is 18 years old or over and out of school. If you are applying as an adult you are the applicant unless you are legally incapacitated then your legal guardian will be the applicant. Maximum amount is five-hundred dollars (\$500.00).

2. **a) If you are applying on behalf of another person please fill out that person's information below:**

Name: _____

Band Number: _____

Date of Birth: _____

Address: _____

Daytime Telephone: _____

School Attending (if applicable): _____

b) Are you the parent or legal guardian of the person above? _____

3. All applicants shall fill out this section. All applicants must be 18 years of age or older. If you are under 18 or legally incapable you must have a parent or legal guardian apply on your behalf. Please fill in the information below:

a. Name _____

b. Band Number _____

c. Mailing Address _____

d. Blue Number _____

e. Telephone Number _____

f. Date of birth _____

g. E-mail _____

4. Can the donation request you are applying for be classified into one of the following categories? (For clarification please see the Donation Policy)

Arts and Culture

Recreation

Community

5. Please briefly state the purpose of your donation request and a description of the costs to be covered.

6. Date of the event or activity. _____, _____, 200__.

7. Please indicate the organizer of the event, activity or project

10. Describe any volunteer activities the intended recipient participates in and how often.

11. Please state how the donation will contribute to the recipients' positive growth and the betterment of the community.

12. a) Has the Recipient received a donation from the Donation Committee or Six Nations Council previously? If yes indicate when, and for what purpose.

Yes. Date, _____

No.

b) If yes, please state the purpose of the previous donation.

13. The applicant shall provide a budget for the activity, project or event. (The applicant may modify the budget as it meets their needs or attach their own budget to the application form.)

EXPENSES (Example Registration Fees)	AMOUNT (example: \$100.00)
<i>Total Expenses:</i>	

FUNDING SOURCE Please list all other sources of funding whether confirmed or anticipated. (Example: Dreamcatcher Fund)	AMOUNT (Example: \$200.00)
<i>Total Amount Raised:</i>	

	AMOUNT
Total Expenses as indicated above:	
Total Amount Raised as indicated above:	
Balance of funding required:	
Donation Requested:	

[All applications are subject to a screening and rating process. The rating an application receives determines if it qualifies for a donation and the amount to be awarded.]

14. Applicants must provide a letter of reference from one reputable Six Nations member attesting to the character of the Recipient.

a) Name of personal reference _____

b) Address _____

c) Daytime telephone number _____

d) E-mail _____

15. Applicants acknowledgement and Consent

I, _____, the undersigned hereby represent and warrant that I am duly authorized to submit this application and provide information on behalf of any other party mentioned herein. I swear that the information submitted in this application is true, correct and complete to the best of my knowledge. I hereby authorize and instruct the Six Nations Elected Council, its agents, successors, and employees to obtain necessary business and/or personal information regarding this application from any source for the purpose of verifying the content of this application and deciding whether to grant permission for the above requested activity. If my request is approved, and the activity permitted, I agree to accept all liability arising and resulting from the above activity and furthermore, I absolve Six Nations Elected Council, its agents, successors, and employees of any liability associated with, arising, or resulting from the activity. I declare that I have read and understood the Six Nations Donation Policy (SNCR: GC#359/11/04/2008) and hereby agree to abide by its terms as well as undertake, in good faith, any conditions set out in the Agreement for the Release of Funds.

Signature

Date

Applications must be submitted in advance of a Donation Committee meeting held prior to the event or activity to be funded. Recipients must submit a report within thirty (30) days following the event or activity funded. All donation recipients must complete four (4) volunteer hours. Failure to abide by the terms of the Donation Policy may result in future ineligibility to apply for Six Nations Council Donations.

<i>For Office Use:</i> Date application was received: Application received by:	
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APPENDIX A2
APPLICATION FORM FOR Associations
Six Nations Council Donation Fund

The applicant shall ensure the following information is provided. Please note: application forms **not completely filled out will be rejected**. The applicant shall confirm that the information is correct and that if accepted for funding the recipient shall agree to abide by the terms and conditions set out in the Donation Policy and Agreement for the Release of Funds.

1. **What category are you applying to?**

- a. Only those Community Associations that are recognized as having a non-profit or charitable purpose and are located on the territory may apply for Community Association donations. Associations may be either incorporated or not. Any association, organization, group, or department that receives annual funding from Six Nations Elected Council shall not be eligible to apply for a donation. Maximum amount is three thousand dollars (\$3000.00).
- b. Sporting Teams are recognized as a group of mostly Six Nations members organized together to form a team for recreational or competitive games. Sporting Teams shall not earn a profit in order to remain eligible for a donation. Maximum amount is five thousand dollars (\$5000.00)

2. **a) Please fill out the association's information below:**

Name: _____

Address: _____

Daytime Telephone: _____

E-mail: _____

b) Are you a signing officer of the association above? _____

3. **All applicants shall fill out this section. All applicants must be 18 years of age or older. Please fill in the information below:**

a. Name _____

b. Status Card Number _____

c. Mailing Address _____

d. Blue Number _____

e. Telephone Number _____

f. Date of birth _____

g. E-mail _____

- 4. Please list the names and attach copies of Certificate of Indian Status for three other leaders of this association. (e.g. Directors, Executive, Signing Officers, Managers, Coaches)**

- 5. Please briefly state the objects (Mission Statement) of your association.**

- 6. Can the donation request you are applying for be classified into one of the following categories? (For clarification please see the Donation Policy)**

Arts and Culture

Recreation

Community

- 7. Please briefly state the purpose of your donation request and a description of the costs to be covered.**

- 8. Date of the event or activity. _____, _____, 200__.**

9. Please indicate the organizer of the event, activity or project

10. Please indicate contact information for the official organizer unless it is your association.

a. Contact's name _____

b. Telephone number _____

c. Contact's address

d. E-mail _____

11. Describe your fund raising activities and state the amounts received from these activities that will go toward supporting this applicant.

12. Describe any community service the association participates in and how often.

13. Please state how the donation will contribute to the positive growth and betterment of the community.

14. a) Has the applicant, or any individual listed in question 4, received a donation from the Donation Committee or Six Nations Council previously? If yes indicate when, and for what purpose.

<i>Name</i>	<i>Date Donation was Received</i>	<i>Purpose</i>

b) If yes, are any currently ineligible to apply for, or receive, a donation from Six Nations Council?

15. Please attach acceptable documentation of your association's decision to permit you to apply on its behalf for a donation. Appropriate documentation can include a signed motion, signed minutes, signed letter or anything with similar evidentiary value. Documentation must clearly indicate who the applicant is, his/her role with the association, the scope and mandate of the decision, the date and be signed by at least one person designated as a signing authority for the association. *Applications without this documentation shall be deemed to be incomplete.*

16. The applicant shall provide a budget for the activity, project or event. (The applicant may modify the budget as it meets their needs or attach their own budget to the application form.)

EXPENSES (Example Registration Fees)	AMOUNT (example: \$100.00)
<i>Total Expenses:</i>	

FUNDING SOURCE Please list all other sources of funding whether confirmed or anticipated. (Example: Dreamcatcher Fund)	AMOUNT (Example: \$200.00)
<i>Total Amount Raised:</i>	

	AMOUNT
Total Expenses as indicated above:	
Total Amount Raised as indicated above:	
Balance of funding required:	
Donation Requested:	

[All applications are subject to a screening and rating process. The rating an application receives determines if it qualifies for a donation and the amount to be awarded.]

17. Applicants must provide one reputable reference attesting to the character of the Recipient.

a) Name of personal reference _____

b) Address _____

c) Daytime telephone number _____

d) E-mail _____

18. Applicants acknowledgement and consent

I, _____, the undersigned hereby represent and warrant that I am duly authorized to submit this application and provide information on behalf of any other party mentioned herein. I swear that the information submitted in this application is true, correct and complete to the best of my knowledge. I hereby authorize and instruct the Six Nations Elected Council, its agents, successors, and employees to obtain necessary business and/or personal information regarding this application from any source for the purpose of verifying the content of this application and deciding whether to grant permission for the above requested activity. If my request is approved, and the activity permitted, I agree to accept all liability arising and resulting from the above activity and furthermore, I absolve Six Nations Elected Council, its agents, successors, and employees of any liability associated with, arising, or resulting from the activity. I declare that I have read and understood the Six Nations Donation Policy (SNCR: GC#359/11/04/2008) and hereby agree to abide by its terms as well as undertake, in good faith, any conditions set out in the Agreement for the Release of Funds.

Signature

Date

Applications must be submitted in advance of a Donation Committee meeting held prior to the event or activity to be funded. Recipients must submit a report within thirty (30) days following the event or activity funded. All donation recipients must complete four (4) volunteer hours. Failure to abide by the terms of the Donation Policy may result in future ineligibility to apply for Six Nations Council Donations.

For Office Use: Date application was received: Application received by:	
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APPENDIX "C"

AGREEMENT FOR THE RELEASE OF FUNDS

1. This is the Donation Committees agreement with the applicant wherein the applicant agrees to abide by the following terms and conditions for the use of funds allocated to the Recipient by the Six Nations Council Donation Committee.
2. The applicant has been allocated _____ dollars from the Donation Fund and acknowledges receipt thereof and agrees to abide by the Six Nation Council Donation Fund Policy.
3. The applicant agrees to use the funds for the purposes identified and agreed to in the applicants' application form (attached).
4. The applicant agrees that funds not used for the purposes and expenses outlined in the applicants application form, as determined by the Committee, shall be required to be returned to the Donation Committee.
5. The applicant agrees to provide a financial report with official receipts attached from the event or activity undertaken and a written report to the Committee, as required in s. 47 of the Six Nations Council Donation Fund Policy, **within thirty (30) days**, of the end of the activity or event for which the funds were provided.
6. The applicant agrees that breach of these terms and conditions shall result in the Applicant/Recipient being ineligible from further donations from Council.
7. The applicant confirms that they have read and understood the Six Nation Council Donation Fund Policy (attached).

SIGNATURE AND ACKNOWLEDGEMENT

8. The person signing below hereby represents and warrants that he or she is duly authorized by the Recipient identified above to receive these funds on behalf of the Recipient and represents and warrants that these funds shall be used according to this release, the information contained in the Application (attached) and the Six Nations Council Donation Policy.

The person signing below must be the applicant referred to on the application form (attached).

Applicants Name (print): _____

Amount of funds received: _____

Date: _____

Applicants' signature: _____

Witness Name: _____

Witness Signature: _____



Appendix "D"
Volunteer Hours Verification Form
Six Nations Council Donation Fund

Pursuant to s.47 of the Six Nations Council Donation Fund Policy, all recipients of donations must submit a report within thirty (30) days of the completion of the event or activity. As part of the report it is necessary for all recipients to verify that they have completed the mandatory four (4) volunteer hours. Please return this completed form accompanying your report in order to remain eligible for future Six Nations Council Donations.

Name: _____

Status Card Number: _____

Date of Birth: _____

Provide a brief description of the volunteer work performed:

How long was the recipient actively volunteering?

Supervisor's Name: _____

Supervisor's Telephone Number: _____

Supervisor's Signature: _____

Date: _____