



Appendix "A"

Community Donation Fund Application

The deadline for all applications is the third Friday of every month at 4:00pm.

Checklist:

- | | |
|--|--------------------------|
| <input type="checkbox"/> All sections are completed accurately | Applicant Initials _____ |
| <input type="checkbox"/> Proof of cost is attached | |
| <input type="checkbox"/> Budget is completed | |
| <input type="checkbox"/> Photocopy of applicant status card attached | |
| <input type="checkbox"/> Additional information for ASSOCIATIONS is complete, IF APPLICABLE | |
| <input type="checkbox"/> Additional attachments required for ASSOCIATIONS is attached, IF APPLICABLE | |

Date Received: _____

Applicant

Name: _____

Status Card
Registration
Number: _____

Date of Birth: _____

Mailing
Address: _____

Telephone
Number: _____

School, if
applicable: _____

Email Address: _____

Legal Guardian (if applicable)

If an applicant is under 18 years of age, or legally incapable, a legal guardian must apply on behalf of the applicant.

Name: _____

Status Card
Registration
Number: _____

Mailing
Address: _____

Telephone
Number: _____

Email Address: _____

Association (additional information)

Association Name:

Please attach an organizational chart, outlining your organization managers, employees, etc. as it applies to your organization

Please attach proof of your organizations decision to apply for a donation.

What is your organizations mission statement?

Donation Classification

☐ **Community**

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.

☐ **Recreation**

Creates recreational opportunities, encourages participation in such opportunities, or develops constructive behaviour through recreation.

☐ **Arts & Culture**

Preservation, creation and promotion of Haudenosaunee culture and art, including traditional and contemporary forms of art, language, history & spirituality.

☐ **Education**

Post secondary, training program or workshops that educates and promotes healing, well-being and community awareness.

☐ **Health**

Assistance in ones overall health and well-being and quality of life.

Have you been approved for funding from the Donation Fund before? ☐ Yes ☐ No

If yes, date:

If yes, what was
its purpose?

**Date of
Project:**

Organizer:

Project Name:

Describe the reason for your donation request, and the costs you would like covered.

Describe how this donation will contribute to your (or if you are an association, your participants) positive growth, achievement, and healthy development.

How will your project benefit the community?

Describe your fundraising activities to date:

Budget

Project Costs Please list all costs required to complete your project/event	Amount
Total Expenses:	

Project Funding Please list all other funding sources (confirmed and requested)	Amount
Total Amount Raised:	

Total Expenses:	
Total Amount Raised:	
Balance of Funding Required:	
Amount Requested: <ul style="list-style-type: none"> • Max \$1,000 for individuals • Max \$3,000 for associations (if amount exceeds \$3,000, please still identify the amount requested) 	

Volunteer Information

All **Individual Applicants** must complete a minimum of four (4) volunteer hours which benefit the community in order to be eligible to receive a donation. At least one (1) **Community Association** member applicant must complete a minimum of eight (8) volunteer hours which benefit the community in order to be eligible to receive a donation.

As per section 5.10 and 5.11 of the Community Donation, Grant, and Sponsorship Fund Policy, Vulnerable Person applicants may be exempted from the volunteer requirement and Parents and guardians will complete volunteer hours for youth who may be considered too young (see those sections in the policy for full details). If applicants are unable to volunteer due to their status as a Vulnerable Person or Youth, please make this known when submitting your application.

Organization: _____

Name of Volunteer: _____

Supervisor: _____ Signature: _____

Phone: _____ Email: _____

Date(s) Volunteered: _____ Total Hours: _____

Provide a brief description of volunteer work performed:

Organization: _____

Name of Volunteer: _____

Supervisor: _____ Signature: _____

Phone: _____ Email: _____

Date(s) Volunteered: _____ Total Hours: _____

Provide a brief description of volunteer work performed:

Organization: _____

Name of Volunteer: _____

Supervisor: _____ Signature: _____

Phone: _____ Email: _____

Date(s) Volunteered: _____ Total Hours: _____

Provide a brief description of volunteer work performed:

Application Attachments

Please attach proof of your project's costs. This may be invoices, receipts, statements, quotes or any other document with similar evidentiary value that will verify the expense of the project as equal to, or greater than, the amount requested in your application.

Please attach a copy of the Applicant's Certificate of Indian Status.

Acknowledgement and Consent

I, _____, the undersigned hereby represent and warrant that I am duly authorized and eligible to submit this application and provide the information 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 of the Grand River Elected Council, its agents, and employees to obtain necessary business

and/or personal information regarding this application from any source for verifying the content of this application and deciding whether to grant a donation, sponsorship or grant for the requested purpose. If my request is approved, I agree to accept all liability arising and resulting from the above activity, event, or project. I further absolve Six Nations of the Grand River Elected Council, its agents, successors, and employees of any liability associated with, arising, or resulting from the activity, event, or project. I declare that I have read and understood the Community Donation, Grant, and Sponsorship Fund Policy and hereby agree to abide by its terms as well as undertake, in good faith, any conditions set out by the Donation Committee for the receipt of a donation, grant, or sponsorship.

Signature

Date



Community Donation, Grant, and Sponsorship Fund Policy

Category: Public

Approved By: GC#191/10/08/2024 and
GC#192/10/08/2024

Effective Date: October 8, 2024

Date for Review: Annually

Previous Versions: Six Nations Council
Donation Fund Policy 2009, 2013,

ICGF#563/05/16/2022 and ICGF#565/05/16/2022

1. Purpose

1.1 The Six Nations of the Grand River Elected Council (SNGREC) is committed to the betterment of the community and its members. SNGREC has regularly supported individual members and community organizations that foster community volunteerism and engagement, facilitate, and participate in team and individual sports and/or events, and facilitate social activities that lead to positive growth, achievement, and healthy development. Funding for individual members and community organizations will be considered under the following categories:

- (a) Arts & Culture
- (b) Recreation
- (c) Community
- (d) Education, and
- (e) Health.

1.2 This policy is designed to ensure that all requests (from community members and associations for community events) for Funding from SNGR are made according to established and common criteria.

2. Policy Statement

2.1 All requests for Funding from SNGR (see appendix “A” for the Community Donation Fund Application) shall only be considered in accordance with this policy. SNGR will not approve any Funding requests that do not comply with this policy.

- 2.2 Youths, Vulnerable Persons or Community Associations that approach departments or programs for Funding should be referred to this Policy.

3. Definitions

- 3.1 “Applicant” shall refer to any Youth, Vulnerable Persons or Community Association seeking a donation, grant or sponsorship from SNGR.
- 3.2 “Community Association”- Organizations that are recognized as having a non-profit or charitable purpose (which includes sports teams) and are located on the Six Nations of the Grand River Reserve No. 40.
- 3.3 “Committee” – means the Six Nations of the Grand River Donation Committee as appointed in accordance with this policy.
- 3.4 “Disabled Person” – as defined by the Ontario Human Rights Code, a disabled person in an individual who has or has had a:
- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and includes but is not limited to diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
 - (b) a condition of mental impairment or a developmental disability,
 - (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
 - (d) a mental disorder, or
 - (e) any impairment, whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person’s full and equal participation in society.
- 3.5 “Donation” – means any funds or waived rental fees provided to a Youth, Vulnerable Person or Community Association pursuant to Part 1 of this Policy.
- 3.6 “Elder” – means Six Nations members who are 55 years of age and older.
- 3.7 “Family Member” – means:

- (a) Spouse, including but not limited to common-law spouse and same-sex partner;
 - (b) Child, mother, father, sister, brother, grandchild, grandparent, aunt, uncle, niece and nephew;
 - (c) Mother-in-law, father-in-law, sister-in-law and brother-in-law; and
 - (d) Stepmother, stepfather, step-sister, step-brother and step-child.
- 3.8 “Fiscal Year” shall refer to the one-year period commencing April 1st and ending March 31st.
- 3.9 “Funding” – means Donations, Grants, Grants-in-Kind, and Sponsorships.
- 3.10 “Grant” – means an in-kind contribution or funding up to \$3,000 that is approved by the Committee for a specific project/event including waiving rental fees on SNGR owned facilities pursuant to Part 2 of this Policy.
- 3.11 “Parent/Guardian”- the natural parent, adoptive parent or legal guardian of a Youth or Vulnerable Person who is eligible for a donation.
- 3.12 “Proven Costs”- Costs that can be verified by invoices or other acceptable documentation confirming the expense, the date, and the creditor/seller.
- 3.13 “Six Nations Community” – means Six Nations of the Grand River Reserve No. 40.
- 3.14 “SNGR” – means Six Nations of the Grand River and includes Chief, Council and Administration.
- 3.15 “SNGREC”- means Six Nations of the Grand River Elected Council.
- 3.16 “Sponsorship” – means an in-kind contribution or funding up to \$3,000 that is approved by the Committee, pursuant to Part 2 of this Policy, in which SNGR will receive something in exchange including but not limited to:
- (a) Tickets to an event;
 - (b) The purchase of a table to a fundraising dinner;
 - (c) Entrance of a team for a tournament; or
 - (d) Combinations of benefits or other activities through which SNGR may be publicized.
- 3.17 “Vulnerable Person(s)” – means Six Nations members who are 19 years of age and older and are at a higher risk of harm or exploitation due to factors that

impair their ability to protect their own interests. Vulnerable persons may include but are not limited to, the elderly, disabled persons, and those experiencing homelessness or poverty.

- 3.18 “Youth”- all individual Six Nations members who are either 18 years of age and under or 19 to 25 years of age and still in school.

PART 1 – DONATIONS

4. Scope

- 4.1 Part 1 applies to all requests for Donations from Youth and Vulnerable Persons and Community Associations including those hosting community events.
- 4.2 A Youth or Vulnerable Person is eligible to receive a Donation for up to \$1,000 in accordance with Part 1 of this policy.
- 4.3 A Community Association is eligible to receive funding up to \$2,000 which will be considered a Donation and must be in accordance with Part 1 of this policy. Requests from Community Associations for more than \$2,000 shall be considered Grants or Sponsorships and must be in accordance with Part 2 of this policy.
- 4.4 Applicants may receive assistance in completing their Application from the Community Liaison Officer located at Central Administration by making an appointment.

5. Donations

- 5.1 On an annual basis, SNGREC may make funds available for Donations for Youths, Vulnerable Persons and Community Associations.
- 5.2 Only applications which are completed correctly will be considered by the Donation Committee.
- 5.3 All applicants must make an attempt to raise some funds on their own and to document these efforts. These funds must be reported in their application.
- 5.4 A Youth, Vulnerable Persons or Community Association may receive only one (1) donation every two (2) fiscal years. If a Youth or Vulnerable Person applies

on behalf of an association, they may apply for a donation as a Youth or Vulnerable Person under this section.

- 5.5 To be eligible to receive a donation all Youth or Vulnerable Person applicants must complete a minimum of four (4) volunteer hours within the last six (6) months of submitting an application, which benefit the Six Nations Community subject to section 5.10 and 5.11 below.
- 5.6 Alternatively, applicants may complete their volunteer hours for another First Nations Community in their area, if they live outside of the Six Nations Community, in order to be eligible to receive a donation.
- 5.7 All Community Association applicants must demonstrate that it or one (1) of its members have completed a minimum of eight (8) volunteer hours within the last six (6) months of submitting an application, which benefit the Six Nations Community. in order to be eligible to receive a donation.
- 5.8 Volunteer service cannot be done to benefit either the applicant's family, or the organization applying for a donation.
- 5.9 Volunteer hours cannot be done for a for-profit business.
- 5.10 Applicants, who are Vulnerable Persons may be exempted from the volunteer requirement at the discretion of the Donation Committee.
- 5.11 Parents or guardians will complete volunteer hours for Youths who may be considered too young to complete volunteer hours at the discretion of the Donation Committee.
- 5.13 Where the applicant is a Community Association, the association must present documentation of the association's decision to submit an application. Documentation may include a signed resolution, minutes, a letter signed by someone with signing authority within the association or anything with similar evidentiary value, which clearly states:
 - (a) The person designated to apply on the association's behalf, as well as their role within the association;
 - (b) The scope and mandate of the decision; and
 - (c) The date.

- 5.14 All applications will be reviewed by the Donation Committee for completeness and approval.
- 5.15 The deadline for all applications is the third Friday of every month at 4:00 pm. Late applications will be considered in the following month.
- 5.16 The Donation Committee may meet at any time to discuss an application if, in the opinion of the Donation Committee, it is an urgent request.

6. Funding Categories

- 6.1 The Donation Committee shall review applications for eligible costs related to projects, events, education, and personal care that fall within the following funding categories:
 - (a) Arts & Culture - Any activity, event or project that focuses on the preservation, creation, and promotion of Haudenosaunee culture and art. This category shall include traditional and contemporary arts, language, history, or spirituality.
 - (b) Recreation - An event, activity or project that creates recreational opportunities, encourages participation in such opportunities, or develops constructive behaviour through recreation.
 - (c) Community - 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.
 - (d) Education - Post secondary training programs or workshops that educate and promote healing, well-being, and community awareness.
 - (e) Health - Assistance in one's overall health and well-being and quality of life.

7. Eligible Costs

- 7.1 At the discretion of the Donation Committee, eligible costs include, but are not limited to:
 - (a) Registration costs;
 - (b) Lessons;
 - (c) Accommodations and travel;

- (d) Facility rental;
- (e) Equipment, including uniforms; and
- (f) Awards;
- (g) Any expense or event which the Donation Committee deems does fall into the funding categories or other criteria as outlined in this policy.

7.2 Payment can be made directly to the Applicants once quotes, proof of payment or invoices have been received with the Application or submitted separately.

8. Ineligible costs/projects include:

8.1 At the discretion of the Donation Committee, ineligible costs include, but are not limited to:

- (a) Costs related to school trips or vacation travel;
- (b) Clothing;
- (c) Food;
- (d) For profit business ventures;
- (e) For profit events;
- (f) Government agencies;
- (g) Childcare costs;
- (h) Operating costs;
- (i) Debts;
- (j) Fees for Officials;
- (k) Rent/mortgages
- (l) Security/damage deposits
- (m) Honoraria/salary/wages;
- (n) Political demonstrations;
- (o) Computers/laptops;
- (p) Spending money, for example, for souvenirs;
- (q) Any event likely to cause controversy;
- (r) Any event involving alcohol; or
- (s) Any expense or event which the Donation Committee deems does not fall into the funding categories or other criteria as outlined in this policy.

9. Ineligible applicants include:

9.1 At the discretion of the Donation Committee, ineligible applicants include, but are not limited to:

- (a) Chaperones;
- (b) Any association, organization, group or department that receives annual budgeted funding from SNGR for operational/administrative expenses;
- (c) Any for-profit event being proposed by a not-for-profit organization or business;
- (d) Any applicant or event which the Donation Committee deems does not fall into the acceptable criteria outlined in this policy.

9.2 The following people may not apply on behalf of a Youth, Vulnerable Person or Community Association:

- (a) Members of Council;
- (b) Members of the Donation Committee;
- (c) Senior Directors/Managers;
- (d) The Chief Executive Officer: and
- (e) Chief Financial Officer.

10. Donation Committee

10.1 The Chief Executive Officer shall appoint a Donation Committee of administrative staff and, when available, a community member to screen applications in accordance with this policy.

10.2 The amount received by an Applicant will be determined by the Donation Committee based on criteria outlined by this policy.

10.3 The Donation Committee shall exercise its best discretion when reviewing applications and making recommendations for approval of applications.

10.4 All Applications are subject to available funding.

11. Notification/Announcements

- 11.1 All applicants will be notified by the Donation Committee whether their application was funded or rejected, and the notification shall be accompanied by any reason for the applications rejection.

12. Decision of the Committee

- 12.1 All decisions of the Donation Committee are final. Nothing in this policy prevents an Applicant from re-applying.

PART 2 – GRANTS AND SPONSORSHIPS

13. Scope

- 13.1 Part 2 applies to all Community Associations seeking funding in excess of \$2,000 but not greater than \$3,000 from SNGR which will be considered a Grant or Sponsorship. Any funding requests from Community Associations for \$2,000 or less will be considered Donations and must adhere to Part 1 of this Policy.
- 13.2 Any requests from Community Associations seeking a Grant or Sponsorship for greater than \$3,000 must complete the Application in accordance with this policy.
- 13.3 Youths and Vulnerable Persons are not eligible for a Grant or Sponsorship. However, Youths and Vulnerable Persons are eligible for Donations as per Part 1 of this Policy. All requests for Donations from Youths and Vulnerable Persons must adhere to Part 1 of this Policy.

14. Eligibility

- 14.1 In order to be eligible for a Grant or Sponsorship an organization must meet the following criteria:
- (a) The organization must be non-profit;
 - (b) The organization must be a Community Association;
 - (c) The organization must not have already received a Grant or Sponsorship in the last two (2) fiscal years;

- (d) The organization is not providing, or proposing, a service which is provided by a group or organization that is funded by or through SNGR; and
 - (e) The organization will provide a detailed written evaluation and financial report of the use of the Grant or Sponsorship at the end of the event or Project and provide same to the Donation Committee within 60 days of the event or Project ending;
- 14.2 The following Organizations are not eligible for a Grant or Sponsorship:
- (a) Organizations that have previously received funding from SNGR in the last two (2) fiscal years;
 - (b) Any association, organization, group, or department that receives annual budgeted funding from SNGR for operational/administrative expenses;
 - (c) Any for-profit organization or business; and
 - (d) Any Organization or project which the Donation Committee deems does not fall into the acceptable criteria outlined in this policy.
- 14.3 The types of projects that shall not be eligible for a Grant or Sponsorship are those that are:
- (a) Of a political nature;
 - (b) Likely to create controversy;
 - (c) Being run by a for profit or non-community organization; or
 - (d) Not open to the SNGR Community.

15. General Guidelines

- 15.1 All applications for a Grant or Sponsorship must be submitted prior to the start date of the event for which funding is being requested, if applicable, no applications will be considered after the event has started or taken place.
- 15.2 Only proposals which are completed correctly will be considered.

16. Applications

- 16.1 Applications, must at a minimum, demonstrate:
- (a) The amount being requested;
 - (b) What the funding will be used for, including a proposed budget;

- (c) Degree to which the event/project will support the enhancement of the quality of life at Six Nations;
- (d) How the proposed project/event aligns with SNGR's comprehensive community plan.
- (e) A demonstration of need in the community for the project/event;
- (f) How the organization will acknowledge SNGR's contribution to the project/event;
- (g) Other funding already secured;
- (h) Any anticipated funding;
- (i) A profile and history of the organization and its activities; and
- (j) Documentation of the association's decision to submit an application.
 - Documentation may include a signed resolution, minutes, a letter signed by someone with signing authority within the association or anything with similar evidentiary value, which clearly states the organization's decision to apply.

17. Application Review

- 17.1 All applications for a Grant or Sponsorship shall be reviewed by the Donation Committee and the Chief Financial Officer or their designate.
- 17.2 Applications shall be screened according to the following criteria:
 - (a) The demonstrated ability of the project/event to reflect SNGR's priorities as outlined in the comprehensive community plan;
 - (b) The quality of the application, and clarity of project/event objectives, reporting, deliverables, and outcomes;
 - (c) The overall quality, demonstrated need for, and distinctiveness of the project/event;
 - (d) The demonstrated ability of the organization to carry out the project/event;
 - (e) The anticipated impact on the quality of life at Six Nations;
 - (f) Opportunity for community involvement (e.g. volunteers, participants);
 - (g) Demonstrated proof of additional funding and financial partners; and
 - (h) The availability of funds for the Grant or Sponsorship.

- 17.3 The Donation Committee and the Chief Financial Officer or his/her designate shall dismiss any application that is, in their opinion, not completed correctly or is ineligible pursuant to section 14.
- 17.4 The Donation Committee and the Chief Financial Officer or their designate shall make a recommendation to SNGREC on any application. The recommendation shall include:
- (a) the amount, if any, that should be provided to the organization;
 - (b) any constraints that they believe should be placed on the funding;
 - (c) any conditions that they believe should be met prior to the release of any funds; and
 - (d) any other conditions that they believe are prudent in the situation.
- 17.5 SNGREC shall consider all recommendations and make a final decision on the application.

18. Responsibility

- 18.1 The Chief Executive Officer is the Procedural Authority and is authorized to approve any procedures, guidelines, applications, and forms that are required for the implementation of this policy.
- 18.2 The Director of Policy, Records and Communication in consultation with the Chief Financial Officer is the Position Responsible and is accountable for ensuring: the ongoing accuracy of the policy; that any procedures, guidelines, and forms are developed and approved by the Procedural Authority; that the policy is reviewed when scheduled; and that the distribution requirements are met.
- 18.3 The Donation Committee is the Implementation Body/Position and is responsible for ensuring that the policy is enforced and implemented in a timely manner.

19. Authorization

- 19.1 This policy was approved by the Six Nations Elected Council at the General Council Meeting held on November 27, 2012, by **(GC#851-11/27/2012)** to be

effective on January 1, 2013. This policy shall repeal and replace previous policies on youth, adult and community association donations.

- 19.2 This policy was amended and approved by the Six Nations of the Grand River Elected Council at the General Finance Meeting held on May 16, 2022, by **(ICGF#563/05/16/2022 and ICGF#565/05/16/2022)** to be effective **May 16, 2022**. This policy shall repeal and replace previous policies on youth, adult and community association donations.
- 19.3 This policy was amended and approved by the Six Nations of the Grand River Elected Council at the General Council Meeting held on October 8, 2024, by GC#191/10/08/2024 and GC#192/10/08/2024 to be effective October 8, 2024. This policy shall repeal and replace previous policies on youth adult and community association donations.