

COMMUNITY INITIATIVES FUND of KAHNAWÀ:KE (CIF)

Iakoienawá:se nonkwe'shón:'a / Here for the needs of the People

Application Package 2019-2020

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PART A – DESCRIPTION OF CIF

1. Background

The Community Initiatives Fund of Kahnawà:ke (CIF) contains a \$3 million initial allocation provided by the Mohawk Council of Kahnawà:ke (MCK). It is administered by the MCK and Tewatohni'saktha (TEWA), (hereinafter jointly referred to as the "Sponsors"). The creation of the CIF is based on the notion of improving socio-economic conditions within Kahnawà:ke, through the development of positive and sustainable initiatives. The CIF, under the administration of the Oversight and Review Committee, will operate for as long as it is financially sustainable and at the discretion of the Sponsors.

The funding process is proposal-based, in which community members, organizations and/or other eligible entities will submit an application for a new initiative that will increase the quality of life for community members, as a collective, and promote sustainability. All other sources of private, community, and government funding must be explored before applying to the CIF. CIF funding may only be provided where no other source of funding is available.

The CIF will be structured in such a way that monetary contributions, solicited from various sources, will be injected allowing the fund to function indefinitely.

2. Purpose

The purpose of the CIF is to stimulate Kahnawà:ke's social economy and improve the quality of life for Kahnawa'kehró:non collectively, by investing in the community through engagement, motivation, empowerment and support.

Inspiration is drawn from the principles and values defined in the Shared Vision Statement in pursuit of creating a strong, healthy Kanien'kehá:ka identity and prosperous community.

The CIF is intended to support initiatives that have a socio-economic focus specifically in areas that have been identified as important¹ by Kahnawa'kehró:non. Initiatives must benefit community as a collective and demonstrate how they will address one or more of the following areas:

- ◆ **EDUCATION & LEARNING**
- ◆ **LANGUAGE & CULTURE**
- ◆ **HEALTH & WELLNESS**
- ◆ **SOCIAL ECONOMY**

¹ *Identified through community consultation reports and strategic plans.*

3. Funding Principles

- To implement ideas with potential to support, encourage, engage and empower individuals and organizations in taking responsibility to improve the quality of life in Kahnawà:ke;
- To stimulate the social economy and promote financial sustainability;
- To benefit people, the environment, the social economy, and culture;
- To address community needs;
- To support merit-based initiatives that demonstrates investment in our community; and
- To offer a user-friendly and simplified manner in which to access funds.

4. Funding Criteria

Eligible Recipients

Those who may apply for project funding are:

- Kanien'kehá:ka of Kahnawà:ke registered on the Kahnawà:ke Kanien'kehá:ka Registry; or
- Community organizations and groups with an established governance structure.

Eligible beneficiaries include but are not limited to:

- Grassroots organizations;
- Community organizations;
- Non-profit organizations; and
- Causes/mobilizations.

A member, or members, of an eligible group or organization, may be required to sign the Funding Agreement on behalf of their entire group or organization and will be personally liable for all of the obligations undertaken.

5. Restrictions

The following items will NOT be entitled to funding under the CIF:

- Recurring operational costs of an existing organizational service or initiative, unless the funds will assist the operations/services/initiatives in becoming financially self-sustaining;
- Community operations/services that already receive core funding from federal and provincial governments;
- Donations and/or fundraising requests;
- Individual social needs;
- Debts;
- Retroactive funding for project expenses that have already been incurred;
- Private for-profit businesses; and
- Per Diem.

This list is not exhaustive and the final decision rests with the Oversight and Review Committee.

6. Focus Areas

EDUCATION & LEARNING

The objective is to improve educational outcomes through curriculum and co-curricular enhancements, student support services and increased literacy.

With emphasis on initiatives that promote:

- Languages and science, technology, engineering, arts, mathematics (STEAM) studies;
- Traditional teaching;
- Healthy behaviours and life skills;
- Collaboration, mentorship and parental involvement;
- Strategies for student perseverance and retention in school; and
- Higher-level learning.

LANGUAGE & CULTURE

The Fund's objective is to work toward fulfilling the community's Shared Vision, which states that in 2029, Kanien'kéha is the main language in our community and Kaianere'kó:wa is our guiding principle.

With emphasis on initiatives that promote:

- Increased proficiency in Kanien'kéha;
- Kanien'kehá:ka traditions, individual identity and collective unity;
- Reducing the impacts of residential school and multigenerational trauma;
- The preservation of history, culture and language; and
- Environmental protection & enhancement.

HEALTH & WELLNESS

The objective is to increase the potential for people to be healthy in mind, body and spirit and to assist with healing and rehabilitation.

With emphasis on initiatives that promote:

- Reduction of and abstinence from alcohol and substance abuse;
- Self-esteem and personal/familial core values;
- Healthy relationships and behaviours;
- Fitness and recreation; and
- Food security.

SOCIAL ECONOMY

The objective is to increase the socio-economic success of our community for an improved quality of life in terms of better infrastructure, services, jobs and security.

With emphasis on initiatives that promote:

- Workforce development & income security;
- Social enterprise;
- Financial literacy; and
- Community planning.

Further consideration will be given to proposals that:

- **Are new and innovative;**
- **Promote and foster self-sufficiency;**
- **Address current community issues;**
- **Have measurable and successful outcomes and positive impacts;**
- **Are collaborative in nature;**
- **Target elders and youth;**
- **Incorporate respect for the environment;**
- **Provide apprenticeships or training opportunities;**
- **Promote volunteerism; and**
- **Incorporate more than one focus area.**

PART B – APPLICATION FOR FUNDING

The initial allocation for 2019-2020 funding is \$500,000. Please use only the application form provided, and supply information relevant to the grant being requested. All sections of the application form need to be completed in order for your application to be considered.

This form is an editable PDF document. Please complete all fields then save your file.

Submission of a complete application with all the necessary documentation does NOT guarantee that funding will be approved.

Please keep a copy of your application, as you or your organization will be required to report on the activities set out in the application should funding be approved.

Also be informed that should your organization receive funding from the CIF:

1. A Funding Agreement must be signed prior to the release of any funding; and
2. A Funding Schedule will be implemented and payments will be dependent on milestone and reporting requirements.

The CIF will review applications, and if more information is required, you will be contacted. The request for further information does not imply that your project has been approved. Failure to submit the requested information can result in your project not being approved for funding.

Applicants will be required to make a presentation to the Oversight and Review Committee.

All submissions require a signed letter of support from your board or advisory committee indicating they are fully aware of your application to the CIF.

Completed applications and required documents can be:

- **Emailed** in one combined PDF to cif@kahnawakefund.com or printed; and
- **Hand-delivered** in a sealed envelope to the main reception at the Mohawk Council of Kahnawà:ke.

**The deadline date for applications is
Thursday, March 28, 2019, at Noon**

Applications will NOT be accepted after the deadline.

All applicants are required to meet with the Fund Coordinator, and it is strongly recommended that you make an appointment prior to completing the application.

INFORMATION ABOUT YOU

Organization

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Mailing Address

P.O. Box		Territory	
Telephone	Fax	Email	
Website			

Primary Contact

Name	Email
Band No.	Cell Phone

Contact Person 2

Name	Email
Cell Phone	

1. Will any member of your board or committee receive funds from this project?

No Yes

Board and committee members are not eligible to receive wages or salaries. Please see exclusions on Page 4 of the Application Guide – your application may not be eligible.

2. What is your organization's mandate/mission? (100 words max)

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3. How long has your organization/group been in existence? (25 words max)

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4. Describe your governance and management structure and provide the names of your Committee/Board members below. (100 words max)

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5. How many staff members and volunteers belong to your organization?

	Full-time	Part-time
Staff		
Volunteers		

INFORMATION ABOUT YOUR INITIATIVE

1. Initiative Name:

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2. Where will this initiative take place?

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3. Amount of funding requested:

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Please **PRIORITIZE** your expenditures by identifying the items of highest need.

	Expenses to be funded by CIF	Amount
1		
2		
3		
4		
5		
6		
7		
8		

4. Initiative Start Date	Initiative End Date

5. Provide a summary of your initiative below: (200 words max)

6. Please provide a brief overview of the sustainability strategy in place to ensure that this initiative continues after the grant has expired. (100 words max)

Note: **Sustainability also applies to capital projects i.e. staffing and maintenance of facilities, equipment, etc.**

7. Have any research studies, surveys or questionnaires been referenced to determine the need(s) identified?

No Yes

Please identify and describe:

8. How will you inform and engage community members about your initiative?

9. Will your initiative create employment for community members?

No Yes

Please describe below.

Title	# of Positions	Salary Range

10. Will your initiative create any new physical infrastructure?

No Yes

Please describe below: (100 words max)

Initiatives where there are building renovations, land enhancements or infrastructure upgrades will need the following legal documentation included with application:

- Proof of insurance including third party liability
- Mohawk Council of Kahnawà:ke resolutions approving use of communal land
- Proof that any land or building is community owned

11. Will your initiative support, link or collaborate with any other community initiatives?

No Yes

Identify below and attach letters of support: (100 words max)

12. Please provide a detailed work plan. *(Refer to Application Guide for help completing this table)*

Activities 1: What are the main steps needed to achieve your goals?	Responsibility 2: Who will be responsible for each activity (in your group or a partner organization)?	Timeline 3: When will each task begin and when will you complete it?	Results 4: Your itemized list of expected accomplishments.	Evaluation Plan 5: How will you evaluate the results of your activities? How will you know if your work is successful?

PART C – FINANCIAL REQUIREMENTS *(Refer to Application Guide for help completing this table)*

Item	Total Expense	Requested Funding from CIF	Other Sources of Funding		In-Kind Contributions		Source & Contact Person Telephone & Email
			Confirmed	Potential	Confirmed	Potential	
Salaries & Benefits							
Initiative Costs (Program-related expenses such as materials, resources, travel, promotion)							
Administration (Rent, insurance, office supplies, account & legal)							
Capital (Computers, office furniture, equipment, renovations, repairs)							
Miscellaneous (Please specify)							
TOTAL							

NOTE:

- Please include sponsorships, donations, grants and other financial assistance
- Include our own contributions to the cost of the initiative and those in-kind contributions of your donors and community partners
- Specify the source of confirmed and potential income (including in-kind contributions) and provide the name, phone # and e-mail
- Your total expenses should balance with the total of all income and contributions.

PLEASE ATTACH PREVIOUS YEAR’S FINANCIAL STATEMENTS

13. Cash Flow *(Please download the excel spreadsheet from website and refer to guide for help completing it.)*

(INSERT YOUR INITIATIVE NAME) Cashflow

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
REVENUE													
CIF Funding													\$ -
Your Program Funding													\$ -
Other Funding													\$ -
(a)TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES													
Human Resources													
Staff Salaries													\$ -
Staff Benefits/MERCS													\$ -
Administration													\$ -
Insurance													\$ -
Internet Service													\$ -
Photocopy & Fax Fees													\$ -
Postage & Courier													\$ -
Rent													\$ -
Telephone/Fax													\$ -
Utilities													\$ -
Program Costs													\$ -
Advertising & Promotion													\$ -
Bank Charges													\$ -
Food & Entertainment													\$ -
Mileage													\$ -
Office Supplies													\$ -
Resources													\$ -
Training													\$ -
Capital Costs													\$ -
Computers													\$ -
Furniture & Equipment													\$ -
Renovations													\$ -
(b) TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(a-b) SHORT/OVER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NOTES:

Breakdowns

Totals over \$500.00 should be listed on a separate page under budget notes - Example: Salary \$18200.00 = 35 hrs @ 10.00/hr for 52 weeks

Estimates - any quotes from suppliers or sub-contractors should reflect the anticipated start date of the project.

All major capital costs over \$2500.00 will require 3 written estimates.

All major contract work over \$2500.00 will require 3 written estimates.

Specifics

Please adjust the months above to reflect your expected start date and completion date. One Sept/18

The list above can be amended to reflect expenses you actually will use. Feel free to delete those you won't use.

PART D – INITIATIVE TEAM

List the names of each Team Member. These are the people who are hands-on involved with organizing your initiative. (Include Elders, Traditional People and consultants.)

Team member	Position on team	Roles & responsibilities

Indicate two (2) signing authorities for this initiative.

- 1.
- 2.

PART E – RELEASE OF INFORMATION

I/We declare that all the information that has been provided to the Community Initiatives Fund of Kahnawà:ke is true and correct.

I/We therefore authorize the Community Initiatives Fund of Kahnawà:ke to obtain and/or make inquiries as deemed necessary for the evaluation of my application.

I/We authorize any person, corporation or agency having information or knowledge of my project to release such information to the Community Initiatives Fund of Kahnawà:ke or a Representative thereof (including the CIF Sponsors).

I/We authorize Community Initiatives Fund of Kahnawà:ke (including the CIF Sponsors) to release information or knowledge of my project to any person, corporation or agency and media requiring such information.

I/We understand that the Community Initiatives Fund (including the CIF Sponsors) has the full discretion to accept or reject a project proposal at any time and for any reason without any obligation to provide a reason for the refusal of the project in whole or in part.

I/We understand that the CIF Sponsors may require the Recipient(s) to bind themselves contractually and adhere to any contractual obligations as deemed necessary by the Sponsors in order to receive the requested project funding.

For the Recipient:

Signing Authority 1

Signing Authority 2

Printed Name

Printed Name

**The deadline date for applications is
Thursday, March 28, 2019
Applications will NOT be accepted after 12:00 p.m. noon.**

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