

Application GUIDE 2019

Community Initiatives Fund of Kahnawà:ke
lakoienawá:se nonkwe'shón:'a
Here for the needs of the People

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Application Guide for the CIF

We understand that filling out the application for funding may be complicated for some, which is why we've implemented this guide; to help provide a better understanding of what information is required. If, after reading it through, you still have questions please don't hesitate to contact the CIF Coordinator, who will be happy to assist you.

A definitions listing appears at the end of this guide.

Application Tips

Things to remember:

- We do not grant 100% of funds requested. Seek financial collaboration.
- Applicants will be required to make a presentation of their proposal.
- CIF will **NOT** fund salaries or wages to your board & committee members.
- Conflict of interest should be avoided.
- The CIF reserves the right to request resubmitted bids.
- If your organization is approved for funding a financial agreement must be signed prior to the release of any funding.
- Payments will be dependent on milestone and reporting requirements.
- Please use only the space provided on the application form. Additional information may be included as attachments.

Required

- Use **ONLY** the application package provided.
- A signed letter of support from your board or committee indicating they are fully aware of your project application to the CIF.
- Projects where there are building renovations, land enhancements or infrastructure upgrades will need the following legal documentation included with the application.
 - ◆ Proof of insurance including third party liability;
 - ◆ MCK resolutions approving use of communal land;
 - ◆ Proof that any land or building is community owned.
- Upon project completion, successful applicants will be required, working in coordination with the CIF, to inform the community of their project outcomes through a community presentation or other conventional or electronic media.

On completion of a funded initiative, you will be required to participate in a confidential debrief interview with the Fund Coordinator.

**Deadline for application is Thursday, March 28, 2019
at 12:00 p.m. (Noon).**

We will absolutely accept no late applications after 12:00 p.m.

Part A – Description of CIF

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.¹

Eligible beneficiaries include but are not limited to:

- Grassroots organizations;²
- Community organizations;³
- Non-profit organizations; and
- Causes/mobilizations⁴.

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.

1. 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;⁵
- Community operations/services that already receive core funding from federal and provincial governments;⁶
- 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.⁷

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

¹ An existing committee with the responsibility for authority, decision-making and accountability.

² Organizations started and operated by a group of like-minded people who were drawn together to tackle a community problem or issue.

³ Community-based, not-for-profit organizations that provide social services to community members.

⁴ People that take action or exist to advocate for the welfare of a person or group, seen as a subject of concern.

⁵ Applications are restricted to NEW initiatives, however, if CIF funds will lead to your existing services becoming financially stable, you may apply.

⁶ You cannot access CIF funds for services already being covered by government sources.

⁷ Daily expenses incurred by staff or volunteers, i.e. meals, gas, etc.

Part B – Application for Funding

Information about You

Organization – Official Name of Organization or Group(s) applying for funding.

Mailing Address – What is the official mailing address of the Organization? Do not list the location address of the project.

Primary Contact Person/Telephone/Email – This will be the person we contact regarding your application and all correspondence will be addressed to this person. This person must be a Kanien'kehá:ka of Kahnawà:ke registered on the Kahnawà:ke Kanien'kehá:ka Registry. The contact person must have signing authority for the project. Contact person 2 will be consulted in your absence.

1. Financial Benefit

Members of your organization/group, board or advisory committee cannot benefit financially from your proposed initiative. Your application is not eligible.

2. What is your organization's mandate/mission?

Your answer to this question helps us understand your organization or group's objectives or the reason why you exist. When we review your application, we look for consistency between your mandate and your proposal.

3. How long has your organization/group been in existence?

State in years, months or weeks.

4. Describe your governance and management structure.

An established Board of Directors/Committee shows the CIF that you have community members in place that are accountable and will guarantee you meet the goals of your project. Please ensure that conflict of interest is avoided in all aspects of Board of Directors/ Committee and governance.

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

Tell us how many active employees and volunteers you have.

Information about Your Initiative

1. Initiative Name:

This is the title you have given your initiative; NOT the name of your organization.

2. Where will this project take place?

List the exact location where the majority of your planned activities will take place.

3. Amount of funding requested:

List the amount of money you are requesting from the CIF to contribute to your initiative. Make sure this amount matches totals in Part C.

Please prioritize your expenditures by identifying the items of highest need.

4. Initiative Start Date: End Date:

The funding period is June 1, 2019 to May 31, 2020. Your start and end dates must fall within this period.

5. Summary of the initiative:

Provide a clear and concise one-paragraph, summary of your initiative that does not exceed 200 words.

6. How will your project continue to operate after CIF funding is concluded?

The objective of the CIF is to contribute toward new community initiatives. Applicants should not expect to be fully funded or funded year-after-year, therefore, the CIF needs to know what you have planned into the future. List both financial strategies (e.g. other sources of funding) as well as non-financial strategies such as partnering, capacity building, etc.

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

The CIF may request a copy of any research that has been completed, for review. (Example: Community Strategic Plans, Annual Reports, Internal Needs Assessment)

8. How will you engage these community members?

Explain how you plan to market your project to the community. This can include print (newspaper, posters, newsletters, press releases), radio (PSAs, noon-hour talk show, live interviews etc...) or personal contact (phone calls, direct letters) and internet and social media. You will be required to provide specific details in your monthly reporting.

9. Will your initiative create employment for Kahnawa'kehró:non?

Include job titles, number of new positions created and estimated salaries.

10. Will your initiative create any physical infrastructure?

Include buildings, equipment, facilities and resources.

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

List other initiatives by name and attach letters of acknowledgement and support when submitting your application. Limit to three (3) letters.

12. Please provide a detailed work plan. (see example below)

1. Activities:

Once you have identified the results that you expect to achieve, the next step in the planning process requires you to develop your activities. Each activity should be tied to an expected result. Each result should have at least one activity associated with it. Remember that your results and activities should have a link to your organization's mission and your goal.

In the case of capital projects, state the steps required to complete the proposed construction or acquisition.

Please remember to include actual timelines.

2. Responsibility:

In the next column, describe who will plan and deliver each activity. For example, if the results include updating wiring in your building, the work plan should include obtaining an inspection from a certified electrician as an activity and specify who will have responsibility for organizing the inspection (example: a volunteer or a general contractor).

3. Timeline:

Each goal or activity should include an estimated timeframe as to when you will begin this activity and when you plan to complete. This will help you keep track in terms of planning and implementation.

4. Results:

Your work plan should include a list of concrete and measurable outcomes that your organization expects to achieve during the length of your initiative. Each result should support your goals and be achieved through activities you identified in the Activities column.

Your results should be an itemized list of what you hope to accomplish. Results should be achievable and measurable and can be quantitative and qualitative. Don't stop at numbers and percentages; provide a more in-depth perspective on the impact of your project.

When you are deciding how to measure results, here are a few suggestions:

- Is there any easy way to quantify results? Example: Attendance Log or satisfaction survey
- What do we need to build into our program to ensure we have measurable results? Example: Make sure participants fill out questionnaires to assess their satisfaction with the initiative/event.

5. Evaluation Plan:

The last column asks you to identify how you will know if your project has achieved the results you had planned for.

In this column you should identify the indicators of success: how you will know if your activities achieved the desired results and how will you measure them. The indicators of success in your evaluation plan should be connected to the measurable results you identified in the first column. If one expected result were to increase participation in a program, an increased number of participants would indicate success. One method of measuring would be through attendance logs.

The form in the application is designed for straightforward evaluations of simple initiatives. If you have a more complex initiative you may want to develop a more elaborate evaluation plan.

WORKPLAN EXAMPLES

Activities 1: What are the main steps needed to achieve your project goals?	Responsibility 2: Who will be responsible for each activity (in your organization or a partner organization)?	Timeline 3: When will each task begin and when will you complete?	Results 4: Your itemized list of expected accomplishments.	Evaluation Plan 5: How will you know if your work is successful? How will you evaluate the results of your activities?
FOR ONE TIME FUNDING				
<ol style="list-style-type: none"> 1. Create a listing of new books to purchase. 2. Purchase new books. 	<p>Manager will compile listing of books to purchase for Director approval. Manager will place order.</p>	<p>Sept to Oct 2019</p>	<p>An enhanced supply of reading material for community use.</p>	<ol style="list-style-type: none"> 1. The addition of new books available 2. Feedback from users. 3. Book usage
CAPITAL PURCHASE				
<ol style="list-style-type: none"> 1. Remove old grandstands 2. Prepare site for new grandstands. 3. Install new grandstands. 	<p>The selected contractor will be responsible for each step.</p>	<p>Fall 2019 Oct 25 & Nov 10 2019</p>	<p>A brand new grandstand.</p>	<ol style="list-style-type: none"> 1. A successful Safety Inspection 2. Number of individuals using the stands at various events. 3. Comments/Feedback from public.
ONGOING				
<ol style="list-style-type: none"> 1. Post job opening 2. Conduct Interviews 3. Hire 4. Complete Orientation 	<p>Director will complete steps in hiring new staff member.</p>	<p>Sept. 2019</p>	<p>A full-time staff person is hired.</p>	<ol style="list-style-type: none"> 1. Office has staff person available to compete administrative duties 2. Completion of Job Evaluation 3. Daily supervision

Part C – Financial Requirements

Complete this carefully following the notes at the bottom of the page. **Be sure to include your last year's financial statements**

1. The CIF will look more highly at organizations that have demonstrated they also have a financial commitment in the project.
2. CIF needs to know if there is a financial commitment from any other organization. You should also list any pending applications.
3. If you are charging fees, you should demonstrate how these fees are going back towards expenses for this project. Fees should not offset expenses outside your proposed initiative i.e. fees pay salaries.
4. CIF needs to see that you have generally accepted accounting principles in place. If you do not have the ability to do your own financials during the initiative these costs can be included in your proposal as an additional expense.
5. This budget should match the work plan expectations and funding requirements. The Initiative Budget shown is only a guideline. You can change the budget items listed or create your own to match your current financial statements. You should also change the month titles to reflect your initiative workplan.
6. All costs over \$500.00 should be listed on a separate page under budget notes. Example: Salary \$18,200.00 = 35 hours @ \$10.00/hr for 52 weeks.
7. All major capital costs over \$2500.00 will require 3 written estimates.
8. All major contract work over \$2500.00 will require 3 written estimates.
9. Any quotes from suppliers or sub-contractors should reflect the anticipated start date of the project.

Include the expenses of your **WHOLE** project, not just amount requested from the CIF.

FINANCIAL EXAMPLE

Item	Total Expense	Requested From CIF	From Other Sources		In-Kind Contributions		Source & Contact Person Telephone & Email
			Confirmed	Potential	Confirmed	Potential	
Salaries & Benefits	46,610	30,000	16,610	0	0	0	Source: Federal Funds Contact Person: H.Smith Contact #: xxx-xxxx
Program Costs (Program-related expenses such as materials, resources, travel, promotion)	7,390	0	6,790	0	600	0	Source: Provincial Funds Contact Person: A.Gates Contact #: xxx-xxxx In-Kind – Printing Contact Person: M.Kemp Contact #: xxx-xxxx
Administration (Rent, insurance, office supplies, account & legal)	19,300	4,000	9,000	6,300	0	0	Source: Private Donation - \$9,000 Contact Person: M.Jacobs Contact #: xxx-xxxx Source: Potential Bursary dollars Contact Person: K.Trudeau Contact #: xxx-xxxx
Capital (Computers, office furniture, equipment, renovations, repairs)	6,000	6,000	0	0	0	0	
Miscellaneous (Please specify)	0	0	0	0	0	0	
TOTAL	\$79,300.00	\$40,000.00	\$32,400.00	\$6,300.00	\$ 600.00	\$ 0.00	

Note:

- **TOTAL EXPENSE:** include sponsorships, donations, grants and other financial assistance.
- Include our own contributions to the cost of the initiative.
- 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.

Cashflow is a monthly breakdown of your **whole** project, not just amount requested from the CIF.

Initiative Cashflow

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
REVENUE													
CIF Funding	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 7,000.00	\$ 40,000.00
Program Funding	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 24,000.00
Other Funding	\$ 1,200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 9,100.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 15,300.00
(a)TOTAL REVENUE	\$ 6,200.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 14,100.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 9,500.00	\$ 79,300.00
EXPENSES													
Human Resources													
Staff Salaries	\$ 4,000.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 4,000.00	\$ 3,200.00	\$ 4,000.00	\$ 3,200.00	\$ 3,200.00	\$ 4,000.00	\$ 3,200.00	\$ 3,200.00	\$ 41,600.00
Staff Benefits/MERCS	\$ 97.00	\$ 78.00	\$ 78.00	\$ 78.00	\$ 97.00	\$ 78.00	\$ 97.00	\$ 78.00	\$ 78.00	\$ 97.00	\$ 78.00	\$ 78.00	\$ 1,012.00
Administration													
Insurance	\$ 1,000.00												\$ 1,000.00
Internet Service	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 780.00
Photocopy & Fax Fees													\$ -
Postage & Courier	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 120.00
Rent	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00
Telephone/Fax	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 3,000.00
Utilities	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 2,400.00
Program Costs													
Advertising & Promotion	\$ 200.00				\$ 200.00				\$ 200.00				\$ 600.00
Bank Charges	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 240.00
Food & Entertainment													\$ -
Mileage													\$ -
Office Supplies	\$ 400.00	\$ 200.00	\$ 200.00	\$ 400.00			\$ 400.00		\$ 200.00	\$ 400.00		\$ 400.00	\$ 2,600.00
Resources													\$ -
Training	\$ 2,400.00												\$ 2,400.00
Capital Costs													
Computers			\$ 3,000.00										\$ 3,000.00
Furniture & Equipment	\$ 1,500.00				\$ 1,500.00								\$ 3,000.00
Renovations													\$ -
(b) TOTAL EXPENSES	\$ 11,142.00	\$ 5,023.00	\$ 8,023.00	\$ 5,223.00	\$ 7,342.00	\$ 4,823.00	\$ 6,042.00	\$ 4,823.00	\$ 5,223.00	\$ 6,042.00	\$ 4,823.00	\$ 5,223.00	\$ 73,752.00
(a-b) SHORT/OVER	\$ (4,942.00)	\$ 477.00	\$ (2,523.00)	\$ 277.00	\$ (1,842.00)	\$ 9,277.00	\$ (542.00)	\$ 677.00	\$ 277.00	\$ (542.00)	\$ 677.00	\$ 4,277.00	\$ 5,548.00

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 change the month to indicate your expected start and completion date. Example Mth 1 - Jan/13 a One Sept/18

Change and use the expense names you currently use for your project or in your current financial statements.

This spreadsheet can be downloaded from our website.

Part D – Initiative Team

Initiative Team:

Your initiative team consists of all of the members of your team who are involved with your project and carry responsibilities, such as but not limited to, contact person, signing authorities, resource members, etc. Include the primary contact person listed in the first section of your application.

Signing Authorities:

Signing authorities are those team members within your Initiative Team who have authority to sign Financial Agreements and other documents (such as cheques, requests to the CIF, etc.)

The CIF requires a minimum of 2 signing authorities.

Part E – Release of Information

Please make sure that this section is signed by 2 (two) signing authorities listed on the Initiative Team.

The Appeal Process:

The Oversight and Review Committee is under no obligation to accept an application and has the full discretion to award the limited funding resources to eligible applicants and select projects while funding resources are available. Funding decisions may only be appealed to the Oversight and Review Committee for a final decision on the grounds that the CIF of Kahnawà:ke committed a manifest and substantial error in its decision to decline the application or where the principles of fundamental justice were not followed. The Oversight and Review Committee of the CIF of Kahnawà:ke cannot consider appeals based on the merits of an application simply because the applicant disagrees with the Oversight and Review Committee's decision.

Appeals must be submitted in writing to the Chairperson of the CIF within 30 days from the time you receive your letter of decline explaining what decision is being appealed.

The final decision by the Oversight and Review Committee may be appealed to the Kahnawà:ke Administrative Tribunal. Until such time as the Kahnawà:ke Administrative Tribunal is established, the Kahnawà:ke Communal Arbitration Procedure (a copy of which can be obtained from the Court of Kahnawà:ke) will apply in order to hear any unresolved appeals where there is a manifest error in the Oversight and Review Committee's decision to decline the application or whether the principles of fundamental justice were not followed in assessing the application.

Please ensure you clearly state the basis of your appeal. The contact person for the application must sign the letter of appeal. The CIF will respond, in writing, within 45 days of having received a letter of appeal.

For Assistance:

If you require any additional assistance with your application please feel free to contact the CIF Coordinator. Please remember that the coordinator cannot write the proposal for you but they may be able to guide you in the right direction.

The Fund Coordinator is available to meet with applicants at a mutually convenient time.

CIF Office Hours are Monday through Friday, 8:30 a.m. – 4:00 p.m.

**The deadline for applications is
Thursday, March 28, 2019 at 12:00 p.m. (noon)**

We will absolutely accept no late applications after 12:00 p.m.

Community Initiatives Fund of Kahnawà:ke
P.O. Box 359, Kahnawà:ke Mohawk Territory (QC) J0L 1B0
Phone: 514-245-1863
Email: cif@kahnawakefund.com

Definitions

Capital Expense: expenses incurred by a business for start up.

Capital Goods: expenses to purchase machinery, or goods to be used to produce a commodity.

Financial Literacy: the ability to use knowledge and skills to manage financial resources effectively for a lifetime of financial wellbeing.

Food Security: growing and accessing safe and nutritious food to live a healthy life.

Funding Agreement: is a detailed contract that will be signed by both the applicant and the CIF should funding be granted. The contract outlines all of the financial policies and procedures for the initiative.

Furniture & Equipment: expenses incurred to purchase office furniture and equipment such as adding machines, desks, computers, photocopiers, and faxes, etc.

Income Security: is the expectation of adequate income both during a person's working life and in old age or disability retirement.

Office Supplies: expenses incurred to purchase consumables such as pens, paper, and toner, etc.

Operating Expenses: expenses incurred by a business for the daily operations, such as heat, hydro, maintenance, janitorial fees.

Per Diem: a daily allowance for expenses.

Remuneration: any and all financial forms of payments, wages, salaries, honorarium, stipend, monetary compensation.

Social Economy or Socio-economic: programs or services of a non-profit entity that aim to increase social inclusion and reduce inequalities, while simultaneously creating economic value. (Puts people before profits.)

Social Enterprise: a revenue-generating business with primarily social objectives whose surpluses are reinvested for that purpose in the community, rather than being driven by the need to deliver profit to shareholders and owners. Examples: museums, food banks, volunteer organizations, charities, environmental groups, recreational and sports associations.

Travel/Mileage: expenses incurred by an employee when traveling on project related business.

Lease Hold Improvements: to mean any renovations made to office or building being rented to perform projects. Please note the CIF will not approve Lease Hold Improvements on office/buildings located on private property.

- END-