



CULTURE, ARTS, RECREATION AND ENTERTAINMENT FUND POLICY GUIDE

Approved by Motion: 14-1021.15

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Appendix A- 2014/2015 C.A.R.E Fund Application

SECTION 1- CULTURE, ARTS, RECREATION, ENTERTAINMENT (C.A.R.E) FUND POLICY

1.1 OBJECTIVE

The intent of the C.A.R.E Fund is to provide cultural education, artistic, recreational, and entertainment opportunities to the members of Beausoleil First Nation.

In doing so, we will promote healthy wellness, and healthy development for the members of Beausoleil First Nation.

Activities that are targeted at meeting the needs, interests, and aspirations of the members of Beausoleil First Nation will give everyone the opportunity to have fun, socialize, promote physical activity and participate in cultural activities.

Members of Beausoleil First Nation who participate in culture, arts, recreation, or entertainment activities are most likely to promote a healthy community. Thus, the purpose of the fund is aimed at preventing disease, obesity and promoting overall health and wellness.

1.2 COUNCIL MANDATE

- I. The C.A.R.E. Committee is hereby authorized and established by the Beausoleil First Nation Council. The Committee shall develop and revise as necessary the Policy and Procedures and relevant forms regarding the C.A.R.E. application and approval process. The draft C.A.R.E. Policy, Procedures, forms and any amendments to the approved C.A.R.E. Policy and Procedures will be presented to Council for final review and approval with any necessary Committee recommendations.
- II. In developing the policy and procedures concerning access to the C.A.R.E. fund, the Committee shall develop a process that prioritizes the funding support of Cultural, Arts, Recreational and Entertainment activities that provide an opportunity to the

- greatest number of members of the community as possible to participate.
- III. The Committee shall have full authority to consider and approve or reject applications for funding in the key areas in accordance with approved policy and procedures and based on available funds.
 - IV. The available funds are hereafter based on the tobacco levy revenues generated annually by First Nation vendors.
 - V. C.A.R.E. funding applications shall be subject to a one time annual access limitation of \$500.00 for individual applicants and \$1000.00 for group applicants. All Beausoleil First Nation finance policies and procedures are applicable to the distribution of the C.A.R.E. fund.

1.3 PURPOSE

The C.A.R.E Fund will be to assist the members of Beausoleil First Nation who want to participate in an individual or organized group that provides activities in relation to Culture, Arts, Recreation, and Entertainment. The C.A.R.E Fund is supported by tobacco quota levy fees and BFN Own Source Revenue. Each fiscal year (April 1-March 31) levy fees are collected from local BFN retailers at a cost of \$1.00 per carton. The annual revenue of the fees that are collected is approximately \$17,000 dollars. The Fund is also supported by BFN own source revenues (leasing, OFNLP, and the Nookmis Revenue Account) with a matching contribution to the fees that are collected. The total C.A.R.E Fund contribution is approximately \$51,000 per annum.

SECTION 2- APPLICATION CRITERIA

2.1 CRITERIA - Who can apply?

The guidelines set forth in this section will be used to determine whether an applicant/application is eligible for C.A.R.E Funding. Upon initial contact by the potential applicant, the selection committee will discuss the guidelines outlined in this section. All potential applicants should be encouraged to apply. In some cases, the C.A.R.E Committee may meet with the applicants prior to the deadline date. If, however the applicant is ineligible, they will be informed within 10 days following the committee meeting as to why their application does not meet eligibility requirements. Every effort will be made by the selection committee to refer non-eligible applicants to more appropriate resources.

2.2 ALLOWABLE COSTS

The following are allowable costs that apply to the Culture, Arts, Recreation, and Entertainment Fund:

- I. Cultural (socials, pow-wows, gatherings, or ceremonies)
- II. Arts (enrichment programs that include musical instruction, painting, crafting, dramatic theatre)
- III. Recreation (figure skating, learning to skate, hockey, soccer, volleyball, basketball, programs related to physical activity, YMCA programming etc...)
- IV. Entertainment (concerts, movies, musicals, sporting events)

2.3 NON-ALLOWABLE COSTS

The non allowable costs include the following, but are not limited to:

- I. Salary or honorarium payments of any kind
- II. Charges incurred contrary to the policies and practices of the organization involved
- III. Capital outlay

- IV. The value of personal services, equipment, and materials contributed without the cost of the participant
- V. Costs of discounts not taken
- VI. Fines and penalties
- VII. Individual professional fees and dues
- VIII. Cost for employees and volunteers personal items, such as coach's jackets, hats, shoes etc.
- IX. Costs used to replace a deficit budget of an existing part-time program
- X. In-kind contributions may not be claimed as an allowable cost
- XI. Cost of maintenance equipment (purchase, rental, or up-keep)
- XII. Operational costs
- XIII. Travel costs for Beausoleil First Nation full-time, part-time, or contract employees that are undertaking this activity/project as part of their jobs.
- XIV. Costs of activities after the fact or after it is completed which essentially bypasses the approval process.

2.4 DEADLINE DATES

- I. In order to ensure fair access and fair distribution of the C.A.R.E fund, the following deadline dates shall be adhered to for group applications:

Spring.....February 21st
Summer.....May 21st
Fall.....September 21st
Winter.....November 21st

- II. Deadline dates for individual applications shall occur on the 21st of every month.
- III. Failure to comply with these deadline dates will result in your application not being reviewed until the following deadline date.

2.5 Group Applications

Community groups may apply for funding under C.A.R.E. This aspect of the funding is proposal based. Calls for proposals will occur three weeks prior to every deadline date.

Groups will be allowed to make one application per year. Groups may access up to a maximum of \$1000 dollars once per fiscal year

Travel expenses such as accommodation, meals, and mileage will not be paid to individuals but rather as a group benefit to the recognized chair/spokesperson who will distribute to members accordingly.

Confirmation of fund-raising activities also needs to be confirmed prior to the release of C.A.R.E Funding (eg. Bank statements, statement of group, letter from band authority, etc.).

Receipts must be provided upon completion of the activity. Failure to do so will result in disqualification the next call for proposals. Quotations for accommodations must also be provided with application.

2.6 Individual Applications

Individual community members can access funding through the C.A.R.E Fund. Parents or Guardians are required to apply for children who are under the age of 18.

Individuals will be allowed to make one application per year. Individuals may access up to a maximum of \$500 dollars once per fiscal year

Travel expenses back and forth to lessons may be considered to applicants who are low income (ie. Who are in receipt of social assistance).

Fees for registration shall be reimbursed to applicant upon proof of registration payment. Registration fees may also be paid directly to the organization where appropriate.

In exceptional circumstances, consideration may be given to sponsor a child to attend a unique program (ie. Art program in another country or career development camp, etc.). This will be based on the same rate a group would receive.

2.7 COMMUNITY SERVICE

A minimum of four hours of volunteerism per individual is required. Community Service is to be completed upon approval of funds. Applicants must provide letters (including team/group list of those whom volunteered) verifying completion of Community Service upon request. Community service cannot be the activity that was submitted on your application. Failure to complete community service will affect future applications.

2.8 REFERENCES

Three mandatory references are collected through the application process to verify the participation as stated in the activity. Written references can be provided but are not mandatory to the application. References can be personal, community, character or business related. Only three letters of support/recommendation will be accepted, others will be disregarded.

SECTION 3- CULTURE, ARTS, RECREATION, ENTERTAINMENT FUND COMMITTEE TERMS OF REFERENCE

3.1 COMMITTEE COMPOSITION

- I. A C.A.R.E committee will be formed to review all C.A.R.E Fund applications, discuss and make final decisions on successful/unsuccessful applications.
- II. The C.A.R.E Committee shall be comprised of a Chair (non-voting member), Co-Chair (voting member), Secretary (voting member), and 2 committee members (voting members).
- III. Beausoleil First Nation Chief and Council will be represented by the Health Portfolio Councillor as an ex-offio (non-voting).
- IV. The Beausoleil First Nation Council will accept and approve the Committee members as recommended on an annual basis or as required in the event of the resignation, removal or death of a member provided the Committee has followed its election or appointment procedures.
- V. Administration of the fund shall rest with the Beausoleil First Nation Recreation and Events Department; more specifically the duties to oversee the financial aspects of the C.A.R.E Fund. This will be completed by the Recreation and Events Coordinator with the assistance of the Beausoleil First Nation Finance Department.

3.2 C.A.R.E COMMITTEE ROLES AND RESPONSIBILITIES

The committee is responsible reviewing all C.A.R.E Fund applications and will follow the roles and responsibilities as listed below:

- I. Be available for monthly scheduled meetings; In the event that there are less than 5 applications, the committee will review the applications via electronic communication.
- II. review applications and provide a scoring or evaluation in a professional manner that will produce a fair analysis of the request;
- III. Research the needs of the community as a whole as it relates to the C.A.R.E. objectives;

- IV. Promote the objectives of C.A.R.E. to all Beausoleil First Nation membership;
- V. Make final decisions in regards to successful applicants;
- VI. Prepare a monthly and quarterly report for Council that will contain the follow information: the total number of applications approved or declined, total expenditure of applications processed and a budget for future deadlines.
- VII. Follow up in writing to prior recipients of C.A.R.E. funds to update success stories database;
- VIII. Assist potential applicants in the application process and promotion thereof
- IX. Research similar funding opportunities available to applicants to support or enhance their requirements or requests i.e. Dream Catcher fund, Jump Start, etc.
- X. Review C.A.R.E Fund applications at least 10 working days after the deadline dates.
- XI. Review budgets related to the C.A.R.E Fund.
- XII. Establish criteria and policies for the equitable distribution of funding.
- XIII. Review applications for eligible applications and determine the amount of funding, if any to be funded by the C.A.R.E Fund.
- XIV. Comply with guidelines as set out in this policy.

3.3 DUTIES OF THE CHAIR PERSON

The Chair Person will be responsible for the following:

- I. Call Committee Meetings by contacting each Committee member with at least one week's notice by telephone, email or in-person.
- II. Present the draft agenda in required format to the members prior to the commencement of the meeting.
- III. Conduct and call the meeting to order.
- IV. Review the draft agenda and order any amendments as necessary and present the draft to the Committee for approval.
- V. Inquire as to whether there are any declarations of conflict of interest.

VI. Shall adjourn the meeting upon completion of the agenda

In the absence of the Chairperson at a committee meeting, the Co-Chair will perform the duties of the Chairperson.

3.4 DUTIES OF THE SECRETARY

The Secretary will be responsible for the following:

- I. Will be responsible for preparing the draft agenda
- II. Ensure minutes and a record of the meeting is maintained.
- III. Ensure that copies of minutes are distributed to Committee members and relied on for meeting reports to Council.

3.5 REPORTING

The Committee shall be responsible for reporting on the status of the C.A.R.E. Fund on a quarterly basis. Additionally, the Committee shall provide an annual yearend report for the annual band meeting and Council review. The Annual yearend report should include at a minimum a report on type of activities funded, number of applications received, number of applications approved, record of funds spent and surplus (if any).

3.6 MEETINGS

The current Committee shall meet up 10 days following the deadline dates as listed in this policy.

Commencing October 20th 2014, the Committee members will meet up to 12 times per year to review and assess C.A.R.E. fund applications. The Committee will agree as to the date of their meeting following the deadline dates.

The quorum for the proceedings of the Committee shall be any three members and the Chair.

3.7 REMUNERATION

The Committee members will receive remuneration based on 12 meetings per year at a rate of \$50.00 per meeting. Committee members are required to be in attendance of a meeting to receive the honorarium.

3.8 CONFLICT OF INTEREST

A conflict of interest shall apply where a member of the committee:

- I. is associated with the subject matter of the activity or cause that funding is being requested;
- II. is a member of a group application for funding;
- III. is the applicant for individual funding;
- IV. is living in the same household as a fellow committee member;
- V. is living in the same household as an applicant;
- VI. is the immediate family member of an applicant (as per BFN P&P)

Where a member of the Committee believe that he or she has a potential conflict of interest as described above he or she shall advise the Chair and remove himself or herself from the relevant decision making process of the Committee.

Where it is alleged that a Committee member has violated the conflict of interest requirements, the committee member shall be removed forthwith from the Committee.

3.9 VALIDITY OF ACTS

All acts completed by the Committee shall be valid, notwithstanding that it shall be determined afterwards that there was a defect in the appointment or removal of any member or that any of them was disqualified from holding their membership on the Committee, or had vacated office or was not entitled to vote.

SECTION 4- MARKETING AND PROMOTIONAL ACTIVITIES

4.1 NOTICES

The Committee will be responsible for drafting any notices, postings, brochures, commercials or website materials. All drafts of marketing and promotional materials will be provided to the Recreation and Events Coordinator for final production and distribution.

4.2 PROMOTIONAL MATERIAL

The Committee will plan regular promotional events and advertising in the community via Chimnissing website, posters local radio, commercials, etc. The Committee will also participate in community events to promote C.A.R.E. and its successful recipients.

4.3 PHOTOGRAPHING

The Committee may also seek volunteers for the purposes of photographing, video recording, observing an event or writing article(s) for success stories and record keeping.

4.4 C.A.R.E FUND ACTIVITY REPORT

It is the responsibility of the Committee to ensure that the applicant is aware that approval may include the use of the recipient's activity report, video or photo presentations for community reporting and promotional material and that the recipient may be required to perform community service through their participation in community events that promote the C.A.R.E. fund.

4.5 PROMOTION COSTS

Any administrative costs or support related to the administration of the C.A.R.E. fund shall be proposed on an annual basis and upon approval allocated to the budget of the Recreation & Events department for the exclusive purpose of the C.A.R.E. Committee.

4.6 ANNUAL GENERAL MEETING

An annual report shall be presented to the members in attendance of a BFN annual general meeting. Items for presentation shall be fiscal year budget and any other business that may be required to promote the C.A.R.E. Fund.

SECTION 5- LIABILITY

The Beausoleil First Nation C.A.R.E Fund, the C.A.R.E Committee, Chief and Council and the Administration of Beausoleil First Nation will not be held liable and is released from any responsibility that may occur during any activity for which funding is accessed.

SECTION 6- APPEALS (UNDER REVIEW)

An applicant may appeal a decision and can inform the Beausoleil First Nation Culture, Arts, Recreation, and Entertainment Fund Committee in writing within 30 days of the date of the decision.

APPENDIX A

2014-2015

C.A.R.E FUND APPLICATION



Beausoleil First Nation Culture, Arts, Recreation, Entertainment Fund 2014/2015 Individual/Group Application

100 Hundred O'Gemaa Miikan
Christian Island, ON
L9M 0A9
705-247-2051 Fax: 705-247-2239 Email: CARE@chimissing.ca

PLEASE REFER TO C.A.R.E POLICIES PRIOR TO COMPLETING. PLEASE ENSURE APPLICATION IS COMPLETE WHEN RECEIVED BY THE OFFICE. INCOMPLETE APPLICATIONS WILL BE RETURNED FOR COMPLETION. APPLICATIONS MUST BE SUBMITTED ON THIS APPLICATION FORM ONLY. REPRODUCTIONS OR DUPLICATIONS WILL NOT BE ACCEPTED.

APPLICANT INFORMATION

APPLICANT NAME:

.....
(Name of group or individual)

STATUS CARD NUMBER:

.....
(Please provide proof as well)

APPLICANT AGE(S):

.....
(Team or individual)

PARENT/GUARDIAN NAME(S):

.....
(If applicant is under 19 years of age)

CONTACT PERSON:

.....
MAILING ADDRESS:
.....
.....

Home phone Work phone Cell phone

Fax Email

PLEASE CHECK THOSE AREAS THAT APPLY TO YOUR APPLICATION:

- CULTURE
 - ARTS
 - RECREATION
 - ENTERTAINMENT
-

BENEFITS:

How will your project/application benefit you or your community? Check where applicable:

- Role Model Creation Increased Fitness Self-Improvement/Esteem Leadership Development
- Community Pride Improved Health Community Participation
- Other

Please specify:

.....

.....

.....

COMMUNITY SERVICE:

Provide specific name of group, activity or organization that you will be volunteering for. A minimum of four hours of volunteerism per individual is required. Community Service is to be completed upon approval of funds. Applicants must provide letters (including team/group list of those whom volunteered) verifying completion of Community Service upon request. Failure to complete community service will affect future applications. **NOTE: Community service cannot be the activity that was submitted on your application.**

Check applicable service:

- Sports team/Organization School Church Elderly Dinner/Luncheons
- Pow-Wow Committee Holiday Event Special event/other Community Beautification

Please specify name of team, organization, school, church, event, community, etc:

.....

.....

.....

Have you been approved for funding by the C.A.R.E Fund before? If yes, did you complete your final report? Did you provide the required Community Service form, summary and proof of acknowledgement? What was your Community Service and when was it conducted? (If this is your first application, please skip this section)

.....

.....

.....

.....

ACKNOWLEDGEMENT

Please provide a clear description of how you will acknowledge the contribution of the C.A.R.E Fund (e.g., appreciation certificate, newspaper ad, plaque, photo, presentation, etc):

.....

.....

BUDGET

PROJECT COSTS AMOUNT

Please list ALL costs required to complete your project/event

.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
TOTAL COSTS	\$

OTHER PROJECT FUNDING AMOUNT:

Please list ALL other funding sources, confirmed or anticipated, for your project/event

..... <i>(Fundraising)</i>	\$
..... <i>(Personal/Donation)</i>	\$
..... <i>(Grants, Sponsorships, Dreamcatcher Fund, other, etc.)</i>	\$
Total Other Project Funding	\$
Balance of funding required <i>(Total costs less total other project funding)</i>	\$
Amount being requested from the C.A.R.E FUND:	\$

REFERENCES *MANDATORY*

Mandatory, references must be over 19 years of age and must be individuals other than those who have signed the Application Form. Three references must be LISTED, however, actual reference letters are preferred, but not mandatory. References can be personal, community, character- or business-related. Only three letters of support/ recommendation will be accepted, others will be disregarded.

1.Title/Name

.....

Mailing address

.....

.....

Home Phone Work phone Cell phone

Fax Email

2.Title/Name

.....

Mailing address

.....

.....

Home Phone Work phone Cell phone

Fax Email

3. Title/Name

.....

Mailing address

.....

.....

Home Phone Work phone Cell phone

Fax Email

DECLARATION

- I/We agree to provide the necessary documents as required/requested (ie. financial statements, supplier quotes)
- I/We agree that if our Application is approved, I/We will meet the Reporting Requirements as outlined in the Project Guidelines.
- We understand that failure to meet the Reporting Requirements will affect any future applications we may wish to submit to the C.A.R.E Fund.
- I/We confirm that the information contained in this application and the accompanying documents is true, accurate and complete.
- I/We agree that any photos taken or submitted in regards to this application can be used for the purposes of the C.A.R.E Fund

PROOF OF MEMBERSHIP

Copies of status cards (front and back including your 10-digit Band number) must be submitted for the following:

Individual applicants: 1) Actual individual applicant.

Group/team applicants: 1) Contact person; 2) Both persons who signed application.

*You can be both the contact person and the person who signed the application.

APPLICATION INFORMATION CHECKLIST:

YES NO

- All sections complete
- Community Service section complete
- Budget page - Other project funding listed
- Three references listed
- Copies of status cards included as required
- Application signed by two individuals over the age of majority for all applications

***** DO NOT SUBMIT INVOICES OR RECEIPTS UNTIL REQUESTED *****

SIGNATURES

This application form must be signed by at least TWO individuals over the age of majority (19 years of age) for both individual and group applications.

1. Name

..... (Please print name) (Signature)
------------------------------	----------------------

..... (Title/Relationship to Applicant) (Date)
--	-----------------

2. Name

..... (Please print name) (Signature)
------------------------------	----------------------

..... (Title/Relationship to Applicant) (Date)
--	-----------------



ADDITIONAL INFORMATION:

This application form can be submitted by person, mail, email or fax to the C.A.R.E FUND at the following addresses:

Mailing Address:

The C.A.R.E Fund
C/O Beausoleil First Nation
11 O'Gema Miikan
Christian Island, ON
L9M 0A9

Telephone: (705) 247-2051 | Fax: (705) 247-2239 | Email: CARE@chimnissing.ca

This application must be received by the C.A.R.E Fund by 2:00 pm on the deadline date(s).