



PROJECT FINANCIAL POLICY FOR NOOKMIS 2021

Within the 2021/2022 annual approved Nookmis Budget certain priorities were identified and a financial support value determined and approved by the Nookmis Committee.

INTENT:

To make available, financial support towards projects that focus on strengthening initiatives for individuals or groups within the BFN community.

OBJECTIVE:

To implement a process where Beausoleil First Nation members and/or groups may access financial resources up to a determined level, to plan, implement, monitor and evaluate a learning, skill development, and ancestral knowledge retention strategies aimed at building up the community for the future.

2021 PROJECT CALLS

Under guidance of the Nookmis Committee, the Project Coordinator will facilitate the 2021 Project Calls:

1. The Request for Proposal (RFP) Application period launches on **September 2nd, 2021**.
2. RFP applications due by **September 2nd, 2021 by 4:30 p.m. EDT**.
3. All received RFP applications will be time-stamped, no late submissions will be accepted.
4. The Nookmis Committee reviews RFP applications.
5. Successful and unsuccessful applicants will be notified after Nookmis Committee review and BFN Chief and Council approval of the Nookmis Committee review recommendations

PROJECT COST POLICY

Allowable Costs

- To support maximum benefit to a broad cross-section of BFN members, project costs shall be reasonable as defined in the Project Cost Policy (noted below*)



- Payments to a third party whenever possible is the preferred arrangement
- Reimbursement to the project lead of actual expenses associated with pre-approved project costs will be considered and must be submitted to the Nookmis Office.
- Any project savings shall be retained within the Nookmis account.
- Project costs shall not exceed the level as approved by the Nookmis Committee
- Beausoleil First Nation Nookmis account shall not be held liable for any cost over-runs that are project related nor for anything related to contractual arrangements made beyond what is agreed to and approved by the Nookmis Committee.
- All costs shall be reasonable in relation to the project and must include original receipts, detailed invoices/formal agreement/contract where fee for service is arranged. *
- Where honorariums are proposed for members, elders, teachers, instructor's, costs must be reasonable in value up to, but not exceeding \$200 per day, depending on the nature of the service provided and at the discretion of the Nookmis Committee
- Contracted arrangements for instructional services must ensure that any licenses, certification or other professional reference for their area of expertise is provided with the proposal
- Service Fees for food preparation or other service providers not reflected above are limited to \$200 per day or \$15 per hour plus reasonable costs
- Premises to rent for the activity venue may be considered at reasonable costs and where payment is to a third party
- Cost of necessary materials and supplies may be included with written/documentated estimates and must be pre-authorized within the Nookmis office via approved Purchase Order (PO) system within budgetary limits of approved projects.
- Any "in-kind" costs or other source funds must be reflected in the *Project Budget*



- Multiple applications, from the same applicant/group, that total over \$5,000 and fall under the same pillar will **not** be accepted – you may be asked to resubmit a proposal(s)
- No extension provided on RFP application deadline

Ineligible Costs

- NO Salaries or benefits
- NO Entrepreneurial start-ups
- NO Alcoholic beverages or controlled substance(s)
- NO Administration Fees
- NO Capital Equipment or purchases for materials and supplies over \$1000 unless expressly approved by the Nookmis Committee dependent on the nature of the proposed activity and number of BFN members benefiting.
- NO personal loans
- NO items or services on Term Contracts or fee for service arrangements/contracts that have not been clearly defined within the initial proposal
- NO cash advances

Letters of Intent Components

- Summary statement – Who wants to do what, how much is requested, what are the timelines
- Statement of Need – Outline the issue you are addressing including the solution offered by your project
- Project Activity – Highlight reasons why your project will be a success
- Outcomes – Any specific outcomes you wish to achieve and how success will be evaluated
- Budget – General description of cost-breakdown and total amount of request

Proposal Process

Process to Apply



Interested BFN members or groups may submit to the Nookmis Project Coordinator a **Request for Proposal Application** that clearly demonstrates a learning or knowledge sharing opportunity that will garner renewed interests and skill development to members of Beausoleil First Nation. Apply easily online using our Google [RFP Application Form](#), or you can email Tori Cress for a fillable form.

ALL Proposals Applications will include a budget component, as well as a workplan for that outlines the duration of project.

Proposals must include:

- Executive summary *Your plan summarized in brief*
- Goals *What are project goals?*
- Objectives *Why are you doing this?*
- Time Frames *Dates of proposed activity*
- Learning Outcomes *What new knowledge, skills or abilities will occur?*
- Previous Experience *Have you had any previous experiences or involvement in similar activity? If so, what and when?*
- Advertising *How will you advertise your activity?
Must have Nookmis logo on all advertising material.*
- Evaluation *Describe how you will evaluate your project?*
- Final Report *Indicate who will be responsible for submitting a final report (include any pictures)*
- Budget *What are the costs associated with this proposal – please include value requested to Nookmis and other values either in-kind or through other funding sources*

Confirmation that project is targeted to BFN membership and will occur on Christian Island

Project Closing

Evaluation



An evaluation component must be included with project proposal application to assist with demonstrating the success of the activity proposed (This will also be helpful for "best practices" to be considered in any future activities that are similar).

Final Report

- Hardcopy of final report to be submitted to Project Coordinator promptly upon completion of your project/event.
- Community Reporting Component – You must present your final reporting info to the general BFN community
 - o Nookmis Committee Meetings
 - o BFN Trust Community Meeting – Proposal Updates
- Failure to adhere to Final Reporting requirements may affect future proposals and applications

The final report must also include a statistical component highlighting total number of BFN members participating/benefitting from this activity and the same information will be used in community reporting commitments through Niigaaning G'Chimnissing Trust.

VESTED INTEREST VALUATION: (to be completed by the Nookmis office only)

Total project Costs: \$ _____

Number of BFN Members benefitting # _____

BFN Member Vested Value: \$ _____

(divide # of BFN Members by project costs)

Inquiries and Due Dates

PROPOSAL APPLICATIONS – DUE: **August 18th, 2021 4:30 P.M. EDT**

In Person: to Melissa Sunday, Front Desk of the BFN Administration Building, Christian Island

Email: toricress@chimnissing.ca

Fax: 705-247-2239