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Appendix A- 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 First Nation will give everyone the opportunity to have fun, socialize, promote physical activity and targeted at meeting the needs, interests, and aspirations of the members of Beausoleil 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 CARE 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 CARE. 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 **\$750.00** for individual applicants and **\$1,500.00** 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 CARE 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, craft supplies, *lodging, food allowance during ceremonies, travel – airplane, bus, boat, ticket to get to ceremonies.*)
- II. Arts (enrichment programs that include musical instruction, painting, crafting, dramatic theatre, musical instruments, dance classes, theatre classes, sculpture classes, wood-working.)
- III. Recreation (figure skating, learning to skate, hockey, soccer, volleyball, basketball, programs related to physical activity, YMCA programming, fitness equipment, sporting tournaments & races, food allowance during tournament, travel – airplane, bus, boat ticket for tournament purposes up to maximum sponsorship. Driving lessons, summer camp, sports equipment pertaining to program, uniforms, etc.)
- IV. Entertainment (concerts, movies, musicals, sporting events, at the professional level, NHL, PWHL, MLB, NBA, PGA, MTL.)

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.
- XIIV. Applications must be submitted within three months of activity end date to be considered for approval.

2.4 DEADLINE DATES

The C.A.R.E. committee meets every third Sunday, of the month. Applications are reviewed and the committee will decide if approved or if the application needs to supply more information. This is including Group Applications.

- II. In order to ensure fair access and fair distribution of the CARE fund, the following deadline dates shall be adhered to for group applications:
- III. Deadline dates for individual applications shall occur on the 3rd Friday 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 CARE. 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 \$1,500.00 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 CARE Funding (e.g. 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.RE 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 \$750.00 dollars once per fiscal year.

Fees for registration shall be reimbursed to applicant upon proof of registration payment within the fiscal year (April 1 – March 31).

Registration fees may also be paid directly to the organization where appropriate. An exception will be considered when programs are quick to fill up faster than the application process.

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.

In exceptional circumstances, consideration may be given to sponsor a child to attend a unique program (i.e. Art program in another country or career development camp, etc.). This will be based on the same rate a group would receive (\$1,500.00)

2.9 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. Community service cannot be part of your employment or employment related program or event.

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

3.1 COMMITTEE COMPOSITION

- I. 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). (Chair only votes if not enough response from voting members. If members do not respond for voting for up to three consecutive meetings, they rescind their position on the committee and a community callout will be held).
- 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 CARE Fund. This will be completed by the Recreation and Events Coordinator with the assistance of the Beausoleil First Nation Finance Department

3.2 CARE COMMITTEE ROLES AND RESPONSIBILITIES

The committee is responsible reviewing all CARE 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. Promote the objectives of CARE to all Beausoleil First Nation membership
- III. Make final decisions in regards to successful applicants;
- IV. Prepare a 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.
- V. Follow up in writing to prior recipients of C.A.R.E funds to update success stories database;
- VI. Assist potential applicants in the application process and promotion thereof

- VII. Research similar funding opportunities available to applicants to support or enhance their requirements or requests I.e. Dream Catcher fund, Jump Start, etc.
- VIII. Review CARE Fund applications at least 10 working days after the deadline dates
- XII. Review budgets related to the CARE Fund.
- XIII. Establish criteria and policies for the equitable distribution of funding
- XIV. Review applications for eligible applications and determine the amount of funding, if any to be funded by the CARE 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 CARE 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.

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 2 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. The committee will communicate through electronic mail to stay consistent and easily available.

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 believes 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 articles for success stories and record keeping.

4.4 CARE 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 CARE 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 CARE 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. The Council portfolio holder will present to the community.

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

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

Beausoleil First Nation
Culture, Arts, Recreation, Entertainment Fund (CARE)
Approved by MOTION #24-0612.34

C.A.R.E. FUND APPLICATION