



BIGSTONE CREE NATION “TRUST”

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Letter from the Trust Administrator

Tansi Members,

This is the fifth edition of the Bigstone Cree Nation Handbook and Guidelines for Trustees and Bigstone Cree Nation Members and Affiliates.

There were 8 trusts that were created from the Bigstone Cree Nation Settlement Agreement. The purpose of these Trusts is to administer, manage and invest the Trust Property of, and for the benefit of the Beneficiaries and to advance the interest of the Beneficiaries, including the attainment of objects and purposes considered beneficial to the Beneficiaries. The Trustees for the Bigstone Trusts are the Chief and Council. Other persons who act in an advisory role and are not a member of the Council are sometimes asked to serve as Trustees. Below are the names of the Trustees for the Bigstone Trusts.

BIGSTONE CREE NATION TRUST

Trustees: Gordon T. Auger, Clara Moberly, Stella Noskiye, Gloria Anderson,
Independent Trustee: Barrie Houston

BIGSTONE CREE NATION CHILDREN'S TRUST

Trustees: Gordon T. Auger, Josie Auger, Bert Alook,

CHIPEWYAN LAKE COMMUNITY TRUST

Trustees: Gordon T. Auger, Stella Noskiye, Ivan Alook

CALLING LAKE COMMUNITY TRUST

Trustees: Gordon T. Auger, Gloria Anderson, Edward Bigstone

CHIPEWYAN LAKE CAPITAL TRUST

Trustees: Gordon T. Auger, Stella Noskiye, Ivan Alook

CALLING LAKE CAPITAL TRUST

Trustees: Gordon T. Auger, Gloria Anderson, Edward Bigstone

OFF RESERVE AND AFFILIATES TRUST

Trustees: Gordon T. Auger, Edward Bigstone, Ivan Alook, Art Bigstone
Bigstone Member from the community at large: Ralph Cardinal

WABASCA DESMARIS COMMUNITY TRUST

Trustees: Gordon T. Auger, Freda Alook, Francis Gladue



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The five Community Trusts that Members’ can draft proposals on are:

- (1) Bigstone Cree Nation Trust- All Members’ & Affiliates’ can submit proposals on the Nation’s Trust
- (2) Chipewyan Lake Community Trust – All Members’ & Affiliates’ living in the community of Chipewyan Lake
- (3) Calling Lake Community Trust – All Members’ & Affiliates’ living on reserve in Calling Lake
- (4) Members’ and Affiliates’ Trust – All Members’ & Affiliates’ living off reserve
- (5) Wabasca/Desmarais Community Trust - All Members’ & Affiliates’ living on reserve(s) in Wabasca/Desmarais

The BCN Trusts are similar in their terms. The Calling Lake, Chipewyan and Wabasca/Desmarais trusts are almost identical to the BCN Trust; however, it is clear that the community trusts are established for the benefit of each community. In addition, the Calling Lake, Chipewyan Lake and Wabasca/Desmarais trusts are for the benefit of only those living in each of those communities and the BCN Off Reserve Members and Affiliates Trust is expressly established to attend to BCN Members and Affiliates not living on the BCN Reserves.

The goal of the Trustees is to manage all Trusts in generating revenue and grow the capital that will in the end be used to achieve Miyopimatisowin – the goal of our communities. The funds in the Trusts are received by the Trustees upon certain conditions regarding how funds are to be paid out. This handbook reviews those conditions.

Please read these guidelines carefully before filling out the application form. We also invite you to visit our website @www.bcntrust.ca. where Guidelines, Trust Application and other information can be downloaded from the website.

The following people can be contacted if you require additional information on the Trust and the entire process.

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Yours truly,

Yvon N. Jeannotte
Trust Administrator, Bigstone Cree Nation



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Purpose of this handbook

The purpose of this handbook is:

- To inform you about the Trusts;
- To explain the application process;
- To let you know how proposals will be decided upon and scored; and
- To provide you with the application form.

Eligible Recipients

Beneficiaries

The beneficiaries of the Bigstone Cree Nation Trust include all members and affiliates of the First Nation, whether they reside on or off reserve. The beneficiaries of the Community and Off Reserve Trusts are the members and affiliates of each community.

What we look for in funding a Proposal

We want the funded projects to benefit our members and communities. We do not want to dictate what that means as we are open to new and innovative ways to approach this. The following are some guidelines and principles of success that we will follow:

- Projects with up front and short or long term strategic planning
- Projects which demonstrate careful selection of those who will work in and support a project.
- Projects that are community oriented and goal focused on people and participation.
- Clear, modest and manageable objectives (small scale rather than mega projects).
- Consideration will be given to jointly-funded opportunities.



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What we cannot fund (the following are just examples)

- Research
- Projects that benefit individuals alone without showing benefit to the larger communities
- Individual for profit projects, i.e., subsidizing your business
- Services already funded by another program.

Trust Criteria

Social Benefit Defined

Proposals should strive to attain a social or economic benefit of the communities such as:

- Training and education i.e., Culture, language, history, customs, traditions and stories
- Improved health and well-being (emotional, physical, intellectual and spiritual)
- Benefits from improving awareness of culture, traditions and identity.
- Networking – building relationship within the communities and outside the communities.
- Contribution to long lasting community betterment.

Economic Benefit Defined

- Increase of income to members and communities.
- Generation of jobs.
- Occupational training and development infrastructure.

Outline for Proposals

Proposals should include the following:

- The goals and objectives of the project;
- A full description of the proposed project activities;
- An evaluation plan;
- A budget that is realistic and which meets the needs of the project;
- Supporting documents, if any, such as:
 - Letters of recommendation or support;
 - Details concerning partnerships with other service providers.



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Proposal Assessment Process:

- A. Bigstone Members draft proposals to use the money in a way that will enhance the quality of Community life and benefit directly or indirectly more than a small number of Members of the Community.
- B. Once your proposal has been received, the Trust Administration Team will carefully review it to ensure completeness of the application before it goes any further.
 - 1. Was the proposal received by the deadline date and time?
 - 2. Was all relevant information and supporting documentation submitted?
 - 3. Have all the questions on the application form been answered?
 - 4. Has the Budget been submitted with the application?
- C. If the proposal does not pass the review it may be returned to you to revise a portion or to provide missing information. You may decide to submit the proposal again. The designated administration staff are available to work with you and explain how to revise it for it will be more likely to get through the review process.
- D. The Community Trustees perform a review of the proposal and presents to Council the list of recommended proposal for membership approval.
- E. Council reviews the proposals submitted and if in agreement with the Trustee’s recommendations, calls a meeting at which a vote by ballot of the voting Beneficiaries to approve each Program and Service budget for that fiscal year is carried out.
- F. If a majority of the voting Beneficiaries approve the spending, the Trustees will request that the monies are transferred to the community for the benefit of the Beneficiaries.
- G. If the Beneficiaries fail by majority vote to approve the budgeted Programs and Services, the Council may call on subsequent vote(s) to reconsider the Programs and Services which were not previously approved or new Projects/Programs & Services.
- H. If the Beneficiaries fail by majority vote to approve the budgeted Programs and Services in a subsequent vote, the Council will ask the Trustees to return all of the Net Income to the principal balance.
- I. No monies will be advanced to the communities for the programs and services in that calendar year.



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Eligible Expenses

The following are some examples of types of operating expenses that can be covered:

- Employee and volunteer training;
 - Materials and supplies
 - Rent, utilities and maintenance
 - Equipment rental;
 - Transportation;
 - Project evaluation;
 - Audits;
 - Proposal promotion
-

How are Proposals Rated?

Each of the proposals are scored on the following:

1. Meeting the Trust Criteria

- 1 point for meeting a single criterion
- 2 points for meeting more than one criterion

2. Meeting the Community Development criteria, social or economic.

The following point system will be used:

- 1 point for low benefit or impact (example of low benefit or Impact is positively affecting less than 50 members of our communities).
- 2 points for medium benefit or impact (example of medium benefit or impact is positively affecting more than 50 but less than half of our communities).
- 3 points for high benefit or impact (example of high benefit or impact is positively affecting more than one half of our communities).

The review process will look at the strength of the method you will use, including the process, organization, management, timeline, budget, evaluation, monitoring plans and background information of you and your team.



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The following point system will be used:

	Low	Medium	High
• Specific	1	2	3
• Measurable	1	2	3
• Attainable	1	2	3
• Results oriented	1	2	3
• Can be done in a reasonable time frame	1	2	3

You will be awarded between 1 and 3 points for the degree to which your methodology is specific, measurable, attainable, results oriented and can be done in a reasonable time.

Points will be awarded as follows:

- 1 point for low
- 2 points for medium
- 3 points for high

A minimum threshold score of 14 points is necessary for a proposal to be considered.

Obligations of Funded Projects

If your proposal is approved by the members and you do get funding from the Trustees, you must meet the terms and conditions set out in the payment agreement between your project and the Trustees. As part of these terms and conditions, you must report any changes in personnel, submit quarterly activity and financial reports and submit a complete evaluation report when the project ends.

The above list represents only some of the terms and conditions. The rest are listed in the payment agreement.

Project Monitoring and Evaluation

Both a project and the Trustees benefit when project monitoring and evaluations are in place. As a funding body, the Trust is accountable to our communities.

All projects that are approved by the beneficiaries will be monitored and evaluated. Reports will be required to be submitted before additional funding will be released.

Deadlines:

- Members will be able to submit applications to each respective Trust until January 16, 2017, which is the deadline date.
- Written decisions will be sent to all applicants in March, 2017. Payments will start approximately June 26, 2017.

Thank you, and we look forward to receiving and reviewing your proposal.