

M'tigo Min

Acorn Trust



Helpful Information: Application for Funds

The purpose of this application is to ensure that requests for funds from members of the community are clear and best match the targets the Trustee Committee has selected for the current year. Themes, as selected by the trustees, will change year to year based on mandatory consultation between the Trustee Committee and Community Members. Please read through this informational document before filling in the application form. This will help guarantee that your application is completed accurately and includes the correct information.

**** This year's maximum funding amount is \$15,000 per proposal. ****

Breakdown of Applicant/Representative Information:

This information is required for a number of reasons. The trustee Committee may need to contact you by mail, phone, or email for various reasons throughout the application process. Having correct contact information is essential for clear **communication** and to help maintain deadlines!



Additionally, it allows the trustees to **accurately identify who** is applying for funding from the Trust Fund. It is important to distinguish between individuals who are applying for a specific purpose or if they are applying on behalf of a committee, club or organization. A reason for this distinction is that an individual may be applying for an application on their own but also be a member of a club that has applied for funding for a different project. The same person may be applying for a request for funds, but it is important to identify that they are two **separate applications** for two **separate entities**.

Breakdown of Part One - Details of Nature of Request:



Question 1, 2 and 3 is simply the "What, When & Where" questions of the application. At the beginning of each year, the trustees will identify themes for the year based on feedback by the community. For example, a theme may be 'Learning and Development (this year's themes are highlighted

in question 4 of the application form). In this case, the trustees would like to see how your request for funds can fit into the theme of 'Learning and Development'.

The more details the better. If you have additional information that you feel can strengthen your application; attach it to your submission. This is **strongly encouraged** to give the trustees a complete picture of your proposal. If you do not have experience in managing the activity/request you are proposing (Question 6,) do not feel discouraged. Let us know what you **will** do to manage this activity, and why you feel confident in managing the project. You can add further details in Part Three: Your Success in the Community.



Questions 7 & 8 are meant to **pull more detail**. The trustees want to ensure that you or your group is protected physically and financially, and that all involved in the activity will be safe. If you don't know the answer to these questions, please take the time to research the scope of your activity and **submit when ready**. This will reduce delays in reviewing your application.

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In short, this section is – **what is the activity/reason for funds? When does the activity/reason for funds take place? Is it the current year, the following year, winter, spring, summer or fall? Where does the activity take place? Is it on-reserve, off-reserve? Does the request require insurance for protection? Is the proposals success dependant on third party involvement?**



The application is meant to obtain as much information as possible, so answer all questions honestly and to the best of your absolute ability.

Breakdown of Part Two: Financial Details

This part of the Application is the “Why” portion. *Why are the funds needed?* The Trustees want to know how much **thought and planning has gone into your activity**. The Trustees need to be confident that the funds will be handled wisely and will have a successful outcome. Success meaning carried out to the best of the applicant’s ability.

Question 1: *How much is being requested?* The trustees want to determine whether or not the amount being requested is appropriate for the activity being done. *Is the amount reasonable? Does it make sense?*

Question 2: is your rationale for funding. In this part of the application, the trustee’s would like to see a breakdown of funds; in other words - a **budget**. List or describe what funds you currently have, how you plan on spending it and how you would spend the additional funds. If you do not have any funds yet, you will want to submit a **mock budget** of how you plan on spending the funds should you be successful in your request.



Question 3 & 4: *What does multi-year proposal mean?* This just means we want to know if your activity is meant as a **one-time** activity, or if you plan on continuing your activity into the future. In other words, *will the activity take multiple years to achieve a goal or target?* One-Time or Multi-Year applications are accepted, however, please note that the amount granted, and frequency of distribution, would depend on multiple factors in any given year. (Such as: amount



of funds available in the Trust, and fairness to others in the community). This means, you may receive more funds the first year and less the next. Also, we require yearly proposals on Multi-Year projects along with project updates. [Trustees need to know this so they can plan ahead.](#)

Your experience in managing money, as asked in question 5, can range from **little to no experience** to an **advanced level of knowledge**. If you have experience with managing money, list what you have done in the past as it pertains to your application. If you have little experience in managing money, try and think of ways you handle money in your personal life. Keep it simple! We want to see that you understand the scope and severity of what it means to manage the funds that will be granted to you. **Most importantly, this question allows the trustees to build confidence in providing you the money to fund your project or activity.**

Question 6: *Have you requested funds from outside the Trust fund?* This is meant to give the trustees a full and fair image of the status of your situation and just how serious you are in accomplishing your goals. If you have requested money elsewhere or already raised money to go towards your activity, that’s great! We





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know that your activity has strong personal /cultural significance to you or your group, and we appreciate your effort in achieving success. So be honest, the trustees are inspired to support those serious about their activity.

Just like part one, if you have a budget sheet already made up in a separate format, please submit with your application. **Again, the more details and information you can provide will strengthen your application and is strongly encouraged.**



Breakdown of Part Three: Success within the Community



The 'Community' component of this application is very important to the screening process for all submissions. In addition to the themes that are identified by the trustees at the beginning of each year, the **cultural significance and overall benefit to the community** should be included in your activity or project in some way. Don't assume we will know what you mean based on your proposed activity. Clearly define how the activity promotes culture or language significance (if any), and how it benefits the overall Community. This could mean in the present day or in the future!

The question of who receives the overall benefit if successful in obtaining funds means just that. *Is there an age group or age that your activity is geared towards? Does it focus on youth, elders, women, men or all members? Are both on-reserve members and off reserve members included?* The trustees understand that not all activities will include the majority of the community. However applications that keep a majority of members in mind **will be viewed with a higher ranking than applications that cater towards the benefit of fewer individuals.** [Trustees are required by law to act with an even hand so we need to understand who will benefit from a particular project.](#)



Measuring your success in question three, how will you guarantee success for your proposed activity; we want to see that you are prepared to take this project seriously. Will you regularly check the status of your budget? Will you seek advice if needed and if so, from whom? Essentially this is your **due diligence** in ensuring that you will carry out the activity as proficiently as possible.



Last Question! Question 4: *how will you measure your success after the activity is complete? We want to know! How will **you** measure your success? Will you have members provide comments after the activity to gain feedback? Is there a way you can collect statistical information on your activity or project?* (for example, 25 people who participate in my activity will be able to utilize "skill obtained" or "item" for approximately 10 years until out of date/expired to benefit their life daily;) or perhaps you plan on carrying out your activity for a couple of years so you can gage the level of success based on previous year. This question is crucial to your application – do not leave this blank!

This summarizes the application form and what the trustees are expecting to receive in a Request for Funds Application. It is not only important to the trustees to seek out serious applicants, but to you: the Wasauksing First Nation Community. The application process is 100% transparent and as such, the application and screening processes need to be precise, thorough, and detailed in order to support successful candidates. If you have any questions

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regarding the application process, or the application itself, feel free to email trustadmin@wasauksing.ca and someone will be available for assistance. Chi-Meegwetch!