



**KWANLIN DÜN FIRST NATION**

**FIRST NATION ARTWORK  
& CRAFTS PURCHASE POLICY**

## 1.0 Policy Statement/Scope

The Kwanlin Dün First Nation (KDFN) shall establish a Committee to oversee the purchase of art and/or craft products from KDFN citizens on behalf of the KDFN government for display in a KDFN building or to give away as gifts. Individual KDFN departments are prohibited from purchasing arts or crafts on behalf of KDFN, however, individual employees may purchase art or craft products for their own use with their own funds.

**Please note: The Kwanlin Dün First Nation is not obligated to purchase any type of artwork or craft products whether they are submitted through the call for arts and craft products by the Committee, or presented to KDFN for sale without an invitation.**

**All requests for art or craft products will be directed to the Committee who will be responsible for all purchases on behalf of KDFN.**

## 2.0 Art/ Sculptures/Sewing/Craft Purchases

An inventory of all previously purchased and stored items shall be undertaken and will be maintained by the Executive Director. The Committee will review the inventory of arts and crafts owned by KDFN and determine whether or not specific products are needed. The Committee may announce a call for submissions of original art work from artists, sculptors, painters, or crafters up to a maximum of four (4) times a year, or as required.

Each call will be for a specific type of craft such as slippers, mitts, jewelry, or for a specific type of art work. The amount of funding available for the purchase of artwork and craft products in any fiscal year will depend on the amount of money set aside in the budget for this purpose.

Artists or craft persons whose work has been purchased for \$2,000 or more during a fiscal year (April 1 to March 31), will not be eligible to submit products for sale to KDFN until the following fiscal year to provide an opportunity for all KDFN artists or craft persons to sell their products to KDFN.

Artists or craft persons whose work has been purchased by KDFN for less than \$2,000.00 in a fiscal year (April 1 to March 31) can continue to submit products if their item fits the criteria of the Committee's call for products until they have reached sales of \$2,000.00 for the fiscal year.

Applications that exceed the \$2000.00 limit, shall be forwarded to Council by the Chair of the Committee for discussion and decision.

### **3.0 Application Requirements**

1. Application forms must clearly indicate the type of work being submitted, a detailed description of the product, a photo of the work (if possible), or a sketch, and the cost for the finished product.
2. The Executive Directors' Office shall assist applicants with filling out application forms and preparing budgets.

### **4.0 Application Deadlines**

Application forms are date stamped by the KDFN Receptionist to indicate they were received prior to the deadline.

### **5.0 Decision Making Process**

The Committee will review all applications submitted to KDFN and use their best judgment when selecting art work or craft products for purchase. Decisions will be based on the quality of the end product, the cost of the product and the amount of funding available.

### **6.0 Notifying the Applicants**

All applicants will be notified by the Executive Directors' Office whether or not their application was successful.

### **7.0 Tracking System**

The Executive Directors' Office will track all applications, including who applied, the type of product, the amount of the purchase, and an inventory of arts or crafts purchased.

### **8.0 Reporting**

The Executive Directors' Office will prepare a quarterly report providing an overview of the fund's activity to be presented to Council.

#### **8.1 Accountability**

Records relating to the fund will be kept for a period of seven (7) years as required by federal law.

## **9.0 Policy Review**

This policy may be reviewed annually by the Committee, who will recommend amendments to Council for approval.