



## Kwanlin Dün First Nation DONATIONS POLICY

<b>Initial Approval Date:</b> March 12, 2012	<b>Revised Date:</b> March 12, 2014, May 6, 2021
<b>Legislative Authority:</b> <i>Constitution of KDFN s.40(k); KDFN Financial Administration Act s.45(1)(a).</i>	<b>Policy Authority:</b> OIC-2021-16
<b>Administrative Authority:</b> Administration	

### PURPOSE

The purpose of this policy is to guide the fair allocation of funds to Kwanlin Dün citizens to support participation in activities or events that promote mental, physical and spiritual wellbeing, learning, and traditional and cultural pursuits.

### OBJECTIVE

The objective of the policy is to outline eligibility requirements, a fair review process, and terms and conditions for funding.

### SCOPE

This policy applies to all Kwanlin Dün citizens and groups that apply for funding under this policy, and to Kwanlin Dün departments.

### DEFINITIONS

**Committee** means the Donations/First Nations Artwork and Crafts Committee, or other committee appointed by Council to make decisions under this policy.

**Elder** means the same as in the *Constitution of the Kwanlin Dün First Nation*.

**Fiscal year** means the period from April 1 to March 31.

**Group** means a team, organization, or committee.

**Youth** means a person who is under the age of 20 at the time an application for funding under the policy is made.

## **POLICY**

### **Eligible Activities or Events**

1. Activities or events are eligible for funding if they benefit KDFN citizens or the KDFN community and also meet the criteria in one of two priority areas:
  - a. Community and Cultural Fund: Events, activities, education or projects that promote traditional or cultural activities, or community unity, inclusion, participation and pride.
  - b. Sports and Recreation Fund: Events, education or activities that promote recreation, traditional pursuits, and a healthy physical, mental, and spiritual lifestyle.
2. The following are not eligible for funding:
  - a. Any project, event, education or activity that directly receives funds from a KDFN source other than the donations fund, or that is eligible under a KDFN funding program.
    - i. For clarity, events to which KDFN contributes, but is not a primary organizer are eligible for funding.
  - b. Activities and events where drugs and alcohol are likely to be consumed.

### **Eligible Applicants**

3. The following individuals or groups are eligible to apply for funding:
  - a. Individuals who are KDFN citizens. For clarity, a KDFN beneficiary must also be a citizen in order to be eligible.
  - b. Parents or guardians of youth KDFN citizens applying on their behalf.
  - c. Groups made up of individuals of whom at least 50% are KDFN citizens.
4. The following individuals may be eligible for funding at the discretion of the Committee, and based on evidence provided in the application.
  - a. Groups made up of individuals of whom at least 50% are either KDFN citizens or youth whom the Committee determines have a close connection to McIntyre or the KDFN community.

### **Eligible and Ineligible Costs**

5. Eligible costs will be approved by the Committee.
6. Ineligible costs include:
  - a. Wages, honoraria, or money paid to the applicant, or to any member of the applicant group.
  - b. Administrative or other costs that are paid on a recurring basis, including, but not limited to utilities, phone bills, rent, or insurance.
  - c. Tips, gratuities, or interest.
  - d. Alcohol or drugs.

- e. Personal travel not associated with an institution or program.
- f. Any other cost that the Committee identifies as ineligible when making a funding decision.

### **Amount of Funding**

- 7. Individuals may be funded up to 50% of the total funds required, to a maximum of \$2,000 per fiscal year, except
  - a. Elders and Youths may be funded up to 75% of the total funds required, to a maximum of \$2,000 per fiscal year.
- 8. Groups may be funded 50% of the total funds required to a maximum of \$2,000 per fiscal year, except
  - a. Groups in which every KDFN citizen is an Elder or Youth may be funded up to 75% of the total funds required, to a maximum of \$2,000 per fiscal year.
- 9. All applicants must contribute the remainder of the total funds required through other non-KDFN sources. For the purpose of this clause, income assistance paid by KDFN is not considered a KDFN source.

### **Limits to funding**

- 10. Individuals and groups may only receive funding under this policy once in a fiscal year.

## **PROCEDURE**

### **Applications**

- 11. All Donation funding requests must be submitted on the designated form to the Committee for review and approval.
- 12. All applications must include budgets showing amounts being requested, and amounts being raised through other sources. The Committee may request written verification that funds were raised from other sources.
- 13. Applications must be received by the front desk of the Administration office by 4:00 pm on the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on Saturday or Sunday, the deadline is 4:00 pm on the Monday immediately after the 20<sup>th</sup>.
- 14. Applicants are responsible for submitting applications well in advance of the proposed date of the event or activity. The Committee cannot guarantee payment will be available prior to the event or activity.

### **Application Review**

- 15. The Committee will assess applications for **Community and Cultural** funding based on the following criteria, and any other factor the Committee chooses:
  - a. Benefit to and impact on Kwanlin Dün citizens and community;
  - b. Degree to which the activity or event pursues the goals of

- i. Physical health
    - ii. Mental and spiritual health
    - iii. Cultural awareness and pride
    - iv. Participation in traditional pursuits
    - v. Community pride, unity, or inclusion
  - c. Value for money
16. The Committee will assess applications for **Sport and Recreation** funding using the following criteria, and any other factors the Committee chooses:
- a. Degree to which the activity or event pursues the goals of physical health, mental and spiritual health; or participation in traditional pursuits; and
  - b. Value for money.
17. Notwithstanding the above, the Committee can choose not to approve any application that is not in Kwanlin Dün's best interests.

#### **Decisions**

18. Applicants will be notified if their application has been successful at least three (3) days before the next month's application deadline.
19. If an application is not successful, the applicant may request an explanation from the Executive Director's office why the application was not successful.
20. Funding will be based on availability of funds for the fiscal year.

#### **Conditions of Funding**

21. Applicants receiving funds agree to the following terms and conditions:
- a. The funds will only be used for the purposes set out in the application form.
  - b. Wherever possible, KDFN will directly pay for approved expenses, i.e. purchase orders for food, gas, equipment, etc.
  - c. 10% of cash payments will be held back by KDFN until reports have been submitted.
  - d. Unused funds must be returned to KDFN at the end of the event or activity.
  - e. Receipts will be provided to show how the funds were spent.
  - f. A final report will be provided within 30 days of the final expenditure.
22. Not complying with these and any other requirements outlined in the funding agreement may make individuals and groups ineligible for future donations.

#### **Reporting Requirements**

23. Funding recipients must submit a written report to the Committee within thirty (30) days of the final expenditure claimed under this funding to prove how the money was spent.

24. Recipients who fail to submit a written report may not be eligible to apply for KDFN donation funding in the future.

**Tracking System**

25. The Committee will track all requests for funding: who applied, the activity or event, how much funding was requested, how much funding was received, how the money was spent, and the outcome of the event.

26. The Committee will prepare an annual report with an overview of the fund's activity, for presentation to Council.

**RELATED POLICIES**

First Nation Artwork & Crafts Purchase Policy