

APPLICATION GUIDELINES



The Painted Hand Community Development Corporation invites applications from Charitable and Non-profit organizations within Yorkton Tribal Council, cities of Yorkton & Melville and Secondary areas (located within 100 km / 60 mile radius of Yorkton) for the following purposes:

- Economic Development
- Social Development
- Community Infrastructure development & Maintenance
- Educational Development
- Recreational facilities operation & development
- Senior and Youth programs
- Cultural Development
- Justice Initiatives
- Health Initiatives
- Other Charitable Purpose

WHO CAN APPLY?

1. Organizations within Yorkton Tribal Council, cities of Yorkton & Melville and Secondary areas (located 100 kms/within a 60 mile radius of Yorkton).
2. Organizations whose activities fall within the permitted purposes stated above.
3. Federal and Provincial organizations are NOT eligible to submit applications.
4. Individuals are NOT eligible to submit applications.

WHAT IS ELIGIBLE FOR FUNDING?

Eligible programs will:

1. Focus on partnerships between First Nation and Non-First Nation Communities.
2. Focus on Economic Development initiatives.
3. Focus on Human Services that improve education, health, and well-being of children, youth, and families.
4. Where possible, actively involve those to whom the programs and services are to be provided in the development, management, and delivery of programs.
5. Have community involvement in project implementation.
6. Be preventative in nature and address community identified needs.
7. Demonstrate cultural sensitivity/awareness, reflecting the input of the community.
8. Be integrated and coordinated with other community programs and services of a similar nature.
9. Focus on health initiatives that are early intervention and preventative in nature.
10. Positive early intervention programs and extensions, additions, or outreach to existing programs offering a different service may be considered.

ELIGIBLE COSTS AND PROJECTS

Eligible costs include:

- Salaries (Board discretion)*
- Materials
- Supplies
- Rent
- Utilities
- Equipment

Eligible costs may also include any reasonable direct project costs that are needed to effectively and efficiently carry out and approved project's objectives. **The determination of eligibility will be subject to PHCDC Board approval.**

*** Salaries that are specialized to program delivery where one community/organization's human resource capacity does not possess the accredited designation required.**

INELIGIBLE COSTS AND PROJECTS

- Projects where the sole objective is to conduct research, studies, surveys, and are not reasonable direct project costs.
- The development or maintenance of a web site.
- Projects where the sole objective is the delivering of workshops to staff and are not reasonable direct project costs.
- Projects where the sole objective is to attend conventions or workshops.
- Programs that duplicate existing programs and services in the community. However, careful consideration will be given to projects that might enhance an existing programs objective.

THE DETERMINATION OF ELIGIBILITY WILL BE SUBJECT TO PHCDC BOARD APPROVAL.

APPLICATION EVALUATION

The evaluation will be based primarily on the information provided in the application form. Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting. General evaluation criteria include:

- **Community Support:** the display of community support and partnership for participation in the progra demonstrated.
- **Program Effectiveness:** indication that the program will provide tangible services, benefit a significant number of individuals, and be based on community needs.

PROCESS

Allocation Process:

- Within Two (2) weeks of the application **EVALUATION DATE**, each organization will be notified in writing from the PHCDC Board of the outcome of its request for funding.
- Successful applicants will be informed of the payment schedule.
- Successful applicants will receive 80% of the funding amount when the project commences. The remaining 20% will be payable when the program has completed all requirements of the follow up report process.

ORGANIZATIONS WILL BE REQUIRED TO SUBMIT A DETAILED FOLLOW UP REPORT WITHIN 60 DAYS OF PROJECT COMPLETION.

Application Process:

- Evaluation will be based on information provided on the application form. Therefore, each section on application form must be completed.
- The PHCDC office must receive completed applications by 4:00 pm every Jan. 15th, April 15th, July 15th, & Oct 15th. If any of these Dates fall on a weekend, the following business day no later than 4:00 pm.
- Organizations should keep a copy and **drop-off**, or **mail the original with signatures** to the PHCDC at:

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