

NISGA'A TS'AMIKS VANCOUVER SOCIETY

**TS'AMIKS HEALTH & WELLNESS REIMBURSEMENT
GRANT GUIDELINES**

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2026 Program Year

Program Purpose	Reduce socio-economic barriers and improve access to physical, mental, emotional, and spiritual well-being for eligible Nisga'a citizens.
Eligible Expenses	Alternative footwear; home workout equipment; fitness trackers; community sport and recreation fees; land-based wellness items; cultural dance regalia; and Elder-specific wellness expenses, as described in these guidelines.
Application Period	October 01, 2026 to December 01, 2026, or until funds are exhausted, whichever comes first.
Attendance Method	Reimbursement of eligible paid expenses upon submission and approval of an online application with acceptable proof of payment.
Grant Amount	Total 2026 program budget: \$18,000.00. Maximum reimbursement: \$75.00 per eligible applicant, subject to available funds.

1. Program Purpose

The purpose of the Ts'amiks Health & Wellness Reimbursement Grant is to lessen socio-economic barriers so eligible Nisga'a Ts'amiks members have greater access to physical, mental, emotional, spiritual, cultural, and land-based well-being. The program reimburses up to \$75.00 per eligible applicant for approved wellness expenses.

2. Program Authority

The 2026 Ts'amiks Health & Wellness Reimbursement Grant is administered by NTVS under a total approved budget of \$18,000.00. All reimbursements are subject to these guidelines, verification of eligibility and receipts, and the availability of program funds.

3. Eligible Expenses

Traditional Fitness and Active Living

- **Alternative footwear:** walking shoes, runners, and sport cleats;
- **Home workout equipment:** yoga mats, resistance bands, and dumbbells;
- **Fitness trackers:** devices such as Fitbits;
- **Community sport and recreation fees:** basketball, soccer, and recreation passes for swimming or skating.

Cultural and Land-Based Wellness

- **Land-based wellness:** outdoor rain gear, hiking boots, and hiking poles;
- **Cultural wellness:** cultural dance regalia material.

Health &, Mental, and Preventative Health

- **Elder-specific wellness:** supportive footwear and Elder workout programs;
- **Mental Health and mindfulness:** Subscriptions to wellness applications or mindfulness workshop fees;
- **Nutrition:** Healthy cooking classes;

4. Eligibility Requirements

Applicants must meet the following criteria:

1. The applicant must be a Nisga'a citizen ordinarily residing within the NTVS service area and registered to receive services from NTVS.
2. The applicant must provide a valid Nisga'a Citizenship Number.
3. A complete online application and acceptable proof of payment must be submitted between April 01, 2026 and December 01, 2026, or before funds are exhausted.
4. If the applicant's address has changed, the NLG change-of-address procedure must be completed.

Immediate household members generally include:

- Applicant;
- Nisga'a spouse/partner residing in the same household;
- Dependent Nisga'a children residing in the same household;
- Nisga'a elder and/or parent(s) residing in the same household.

Participation is limited to approved members - per the most recent NLG Citizenship Registry List - and their eligible household members where specified.

Approval is subject to verification of the eligibility criteria and available program funding

5. Ineligible Applications

An application may be considered ineligible when:

1. The applicant does not meet the citizenship, registration, or residency requirements.

2. The application is incomplete, duplicated, submitted outside the application period, or cannot be verified.
3. Acceptable proof of payment is not provided. Bank statements and photographs are not accepted as proof of purchase.
4. The expense is covered under the Nation's non-insured benefits, including massage or physiotherapy.
5. The expense is for vitamins, supplements, prescriptions, or accessories.
6. The application contains false, misleading, altered, or materially inaccurate information.

Administration should not deny an application solely because additional clarification is required. Where reasonable, the applicant should first be given an opportunity to provide missing information.

6. Eligible Applicant

An application may be submitted by:

- A parent;
- A legal guardian;
- A person with lawful custody;
- A caregiver with appropriate authorization; or
- A Nisga'a citizen who is legally permitted to apply on their own behalf.

Where the applicant's relationship to the Nisga'a citizen(s) is unclear, administration may request proof of custody, guardianship, caregiving responsibility, or authority to apply.

The name of the payment recipient should match the name of the approved applicant.

7. Application Process

Applications will be accepted from October 01, 2026 to December 01, 2026, or until the \$18,000.00 program budget is exhausted, whichever comes first. Receipts dated within the current fiscal year, beginning April 01, 2026, will be eligible if submitted with a complete application by December 01, 2026, or before funds are exhausted. Applications will be reviewed in the order received. Each eligible applicant may receive reimbursement of up to \$75.00.

Applications must be completed online through the NTVS JotForm, and paper applications will not be available.

The program operates on a reimbursement basis. Applicants must submit an actual receipt issued by the vendor at the time of payment or an email confirmation from the vendor confirming payment. Bank statements are not accepted because of privacy requirements.

7.1 Applicant Information

Applications will be processed in a timely fashion and if necessary, contact the application to request additional information if necessary. The following information is required for an application to be processed efficiently:

- Applicant full legal name;
- Telephone number;
- Email address;
- Current residential address;
- Confirmation that the applicant is authorized to apply on behalf of Nisga'a member(s).
- Full legal names of household participants;
- Dates of birth for household participants;
- Nisga'a Citizenship numbers;

7.2 Proof of Payment

Acceptable proof of payment is an actual receipt issued by the vendor at the time of payment or an email confirmation from the vendor confirming payment. Receipts must be dated within the current fiscal year beginning April 01, 2026 and must be submitted no later than December 01, 2026, or before funds are exhausted. The receipt must identify and support the eligible expense claimed. Bank statements are not accepted.

7.3 Applicant Declaration

The applicant must declare that:

1. The information provided is complete and accurate.
2. The applicant is authorized to apply for the participants.
3. The applicant and/or participants are Nisga'a citizens enrolled with NLG Nisga'a Citizenship Department under NTVS service delivery area.
4. NTVS may verify the submitted information.
5. The applicant understands that incomplete or inaccurate information may delay or prevent approval.
6. The applicant agrees to repay any amount issued as a result of false, duplicate, or materially inaccurate information.

8. Verification of Nisga'a Citizenship

Approval under the Ts'amiks Health & Wellness Reimbursement Grant is subject to verification of the applicant's Nisga'a citizenship and residence within the NTVS service delivery area. Applicants must provide the Nisga'a Citizenship Number for each person for whom reimbursement is requested.

Where citizenship cannot be verified, administration may direct the applicant to NLG Citizenship Department to acquire the Nisga'a Citizenship Number, or apply for Nisga'a Citizenship.

Citizenship information must only be used for administering and verifying eligibility for the program.

9. Proof of Custody or Guardianship

Proof of custody, guardianship, or caregiving authority is not required for every application.

It may be requested when:

1. The applicant's relationship to the participant is unclear.
2. Further clarification is reasonably required.
3. More than one person applies for the same participant(s).
4. A custody or payment dispute is brought to administrations attention.
5. The participant is in the care of an extended family member, foster caregiver, or another person.
6. Administration has a reasonable concern about whether the applicant is authorized to apply for or receive reimbursement on behalf of the eligible person.

Acceptable documentation may include:

- A guardianship document;
- A custody order;
- A care agreement;
- A letter from a recognized agency;
- School records identifying the parent or guardian;
- Other documentation reasonably accepted by administration.

Administration must handle custody information confidentially and should not attempt to resolve family or legal disputes.

Where competing applications are received, payment should be held until the applicant's authority is reasonably established.

10. Funding Availability

Funding is limited to the approved program budget of \$18,000.00 and is available until December 01, 2026, or until funds are exhausted, whichever comes first.

Complete applications will be considered in the order received, subject to eligibility verification and remaining funds.

1. Date and time the complete application is received;
2. Verification that the expense and receipt meet these guidelines; and
3. Availability of funds at the time of approval.

Submission of an application does not guarantee reimbursement. NTVS may close applications before December 01, 2026 if the program budget is exhausted.

If additional information is requested, the applicant must respond by the deadline provided. An application may remain incomplete and may not be approved if the requested information is not received before funds are exhausted or the application period closes.

11. Application Changes and Withdrawals

Applicants should notify NTVS as soon as possible if information changes or if they wish to withdraw an application before payment is issued.

11.1 Application Withdrawal

An applicant may withdraw an application by contacting NTVS before reimbursement is processed.

Prompt notice allows NTVS to:

- Stop processing the reimbursement;
- Correct program records; and
- Keep funds available for other eligible applicants.

11.2 Duplicate or Inaccurate Claims

NTVS may decline, suspend, or recover a reimbursement where an applicant:

- Submits the same receipt or expense more than once;
- Provides altered, false, or materially inaccurate information; or

- Receives reimbursement for an ineligible or previously reimbursed expense.

NTVS may consider this history when reviewing future event applications.

12. Residency and Service Area

The applicant or participants the applicant is submitting an application for must ordinarily reside within the NTVS service delivery area.

Temporary travel or short term absences should not automatically make the application ineligible.

13. Application Methods

Applications will be accepted only through the online JotForm application.

Paper applications will not be accepted. Applicants who need help accessing or completing the application may contact NTVS for assistance.

The public notice must clearly state:

- How to access the form;
- Where to submit it;
- The deadline;
- The required documents;
- The contact information for assistance;
- That incomplete applications may be delayed or ultimately denied.

Applications and supporting documents should not be submitted through public Facebook comments or other public channels.

14. Accessibility and Application Assistance

Administration should make reasonable efforts to ensure the application process is accessible.

Applicants who cannot use the online application process may contact NTVS for assistance to complete the form.

Assistance may include:

- Providing a fillable PDF;
- Assisting elders with filling the JotForm;

- Assisting an applicant to identify required documents.

Providing assistance does not guarantee approval.

15. Application Review Process

Applications will be date-stamped and reviewed in the order received. Staff will confirm completeness, eligibility, citizenship and address information, eligible expenses, and acceptable proof of payment before forwarding an application for approval.

Approved applications will be processed under the NTVS weekly payment schedule. The cut-off is Wednesday at 12:00 p.m.; applications received after the cut-off or still incomplete at that time will move to the next week's payment run, pending approval.

- Received;
- Under review;
- Pending verification;
- Approved;
- Declined;
- Payment pending;
- Paid;
- Closed.

The review should include:

1. Confirming the application is complete.
2. Verifying Nisga'a Citizenship.
3. Confirming residency within the service area.
4. Confirming the applicant's authority where required.
5. Checking for duplicate applications.
6. Reviewing the requested payment information.
7. Recording the approval or decline decision.
8. Including the approved applicant on the payment list.

16. Conflict of Interest

To ensure fairness, transparency, and public confidence in the program, employees, contractors, and Board of Directors are not eligible to apply for or receive benefits through the Ts'amiks Health & Wellness Reimbursement Grant Program.

Applications submitted by the following will be denied:

- Current NTVS employees;
- Current NTVS Board of Directors;
- Current TDC and TVC Board of Directors;

Employees and Directors may participate in administering, promoting, or overseeing the program only in their official role and shall not receive any direct benefit from the program.

Applications with employees or directors included as participants will be denied.

Where a real, potential, or perceived conflict of interest arises, the individual must immediately disclose the conflict and remove themselves from any involvement in the related decision-making process.

16. 1 Purpose of the Restriction

This restriction is intended to:

- Protect the integrity of the program;
- Ensure equitable access for eligible community members;
- Prevent actual, perceived, or potential preferential treatment;
- Maintain public trust in NTVS program administration; and
- Support transparent and accountable use of program funds.

17. Program Integrity

NTVS may verify eligibility and maintain records to prevent duplicate allocations and ensure equitable distribution.

18. Privacy and Confidentiality

Personal information collected for this program will be used only for administering event participation and related reporting.

19. Roles and Responsibilities

NTVS administration is responsible for event promotion, application review, participant communication, and reporting. The Board is responsible for program oversight and approval.

20. Reporting Requirements

Following administration of the NTVS 2026 Ts'amiks Health & Wellness Reimbursement Grant Program, NTVS should maintain records including:

- Program name;
- Number of applications;
- Number of approved applications;
- Number of grants distributed;
- Number of adults;
- Number of children;
- Ages of all people awarded the grants;
- Total program expenditures;
- Number of declined applications;
- Number of waitlist applications;
- Any operational issues.

17. Program Reconciliation

Following each event, administration and finance should reconcile:

1. Approved applications lists;
2. Grants distribution records;
3. EFT transaction reports;
4. Cancelled and declined allocations;
5. Total expenditures.

Any discrepancy should be investigated and documented.

An annual summary report should be prepared for the Board containing:

- Total participating citizens;
- Number of families assisted;
- Number of singles and couples assisted;
- Total program costs;
- Recommendations for future programming.

18. Contact Information

Nisga'a Ts'amiks Vancouver Society

Email: receptionist@tsamiks.com

Telephone: 778-504-6792