

ʔakisq̓nuk First Nation

Recreation / Donation Policy & Procedure

1.0 PURPOSE:

- 1.1 To promote the health and well-being of ʔakisq̓nuk First Nation Members by facilitating their access to recreation/sporting, cultural and social opportunities through the fair and equitable access to financial assistance.

2.0 POLICY EFFECTIVE DATE:

- 2.1 This policy shall be in effect from the date approved by motion of Chief and Council and shall remain in effect until such time as it is revised or rescinded by motion of Chief and Council.

3.0 FUND:

- 3.1 The Chief and Council shall allocate an annual budget based on availability of funds. The Chief and Council may, at their discretion, allocate the annual budget incrementally over the course of the year. The Chief and Council may delegate the administration of this fund to a committee.

4.0 APPLICATION PROCESS:

- 4.1 All applicants shall complete a Recreation/Donation application form. Applications under \$500.00 must be submitted at least two (2) weeks prior to the start of the activity or fee due date for which they are requesting funding. Applications that exceed \$500.00 must be submitted at least one month (1) prior to the start of the activity or fee due date for which they are requested funding.
- 4.2 *****All supporting documents/registration forms must accompany each application. Failure to do so will result in the application being sent back as incomplete. *****
- 4.3 Any late requests OR incomplete applications may result in delayed decisions / payments.
- 4.4 Requests made by an individual who owes money to the Band and has not set up a repayment plan will **NOT** be considered. NOTE: Children are exempt from this clause as they are not responsible for their parents' debts.
- 4.5 Only applicants committing to contribute a personal portion will be considered. Should the application be on behalf of a child, the parent(s) or guardian must commit to a personal portion on behalf of the child.
- 4.6 Any application requesting an amount greater than \$750.00 will be forwarded to the Chief & Council for review and decision.

- 4.7 Successful applicants (Recipients) shall, upon completion of events / activities, provide to ʔakisq̓nuk First Nation a written summary of their opportunity/experience. This may include pictures, video, etc... as the recipient chooses. Subsequent applications may be denied/delayed until such time as outstanding completion summaries are submitted.

In the case of a team/group or donation, the individual listed as the main contact on this application is responsible for submitting the written summary. Failure to provide that summary may prevent that individual from receiving further funding.

- 4.8 All applications are subject to availability of funding. The total amount requested will not necessarily be the amount approved.
- 4.9 Applications will be reviewed at the earliest possible opportunity. Every effort will be made to ensure applications are reviewed in a timely manner. If the review of applications is delayed for whatever reason, the applicant will be notified, and an approximate date of review will be given.
- 4.10 Successful applicants will be contacted by telephone within five business days of approval. Letter will also be sent to formally notify the applicant of the decision made.
- 4.11 If successful, the approved amount will be provided in accordance with the ʔakisq̓nuk First Nation's cheque processing procedures.
- 4.12 Applicants not approved for funding will be notified in writing within five business days of the decision, stating the reasons for declining the application.
- 4.13 In the event that an applicant granted funding, fails to complete their respective activity/event for reasons other than those beyond their control, the ʔakisq̓nuk First Nation reserves the right to demand repayment. Non-repayment will restrict eligibility for future funding

5. CHILDREN (UNDER 18) ORGANIZED RECREATION:

- 5.1 Assistance may be granted to children under the age of 18 who are still attending school for participation in registered programs directly administered by recognized, organized recreational or sporting organizations or schools such as: sports teams, local Hockey Club, dance School, martial arts, etc.
- 5.2 Individuals requesting funds under this category may apply for **a maximum of \$750.00 per child/per fiscal year (April 1– March 31).**
- 5.3 Funding for equipment rentals or purchase, uniforms or safety gear will only be considered in situations where extreme financial hardship is demonstrated.

6.0 ADULT (18 AND OVER) ORGANIZED RECREATION:

- 6.1 Funding will not be approved for the purchase of uniforms, jackets or equipment for teams/groups or individuals.
- 6.2 Applications for a team/group or individual must clearly identify their contribution when requesting funding.
- 6.3 Only one (1) application per applicant shall be approved per fiscal year. If the applicant received funding as part of a team, the total allocation to the team will be divided equally among the ʔakisq̓nuk First Nation Members and that portion will be deducted from the eligible donation maximum for that individual.

6.4 INDIVIDUALS:

- i) Assistance may be granted to individual adults ages 18 and over, for participation in registered programs directly administered by recognized, organized recreational or sporting organizations or post- secondary schools.
- ii) Individuals requesting funds under this category may apply for **a maximum of \$500 per fiscal year (April 1 – March 31).**

6.5 FAMILIES:

- i) Assistance may be granted to a family for participation in recreation activities. A family is defined as Parent(s) and dependent children under the age of 18 years.
- ii) Families requesting funds under this category may apply for **a maximum of \$750 per fiscal year (April 1 – March 31).**

6.6 TEAMS OR GROUPS:

- i) Assistance may be granted to a team or group for participation in an organized event.
- ii) Contributions to teams/groups will only be approved on the condition that the Team or group consists of a minimum of 50% ʔakisq̓nuk First Nation members eligible to receive funding as per Section 3 herein. A complete list of team/group members, both Akisq̓nuk First Nation members and others, must be submitted with the application. Akisq̓nuk First Nation members listed as team/group members may be asked to confirm their involvement with the team/group for the specific event for which funding is being sought.

7 DONATIONS:

- 7.1 Any Band Member may submit an application for a donation from ʔakisq̓nuk First Nation. Donations may be for various extraordinary events / activities. Applicants will be required to follow the same process as outlined in section 4. Approval of donations will

be subject to availability of funds.

7.2 Applications for donations submitted by or on behalf of children age 18 and under must be accompanied by proof of reasonably good attendance and effort in school.

Date Application Received: _____
By: _____

**ʔakisq̓nuk First Nation
Application for Recreation / Donation**

Is this application for:

Individual Funding _____ Team/Group Funding _____
Family Funding _____ Donation _____ (Please check one)

Applicant information:

Individual/Family/Team/Group Name: _____

Main contact (if different from above): _____

Address to be contacted at:

Telephone Number:

(H) _____ (Cell) _____

Supervisor / Driver: _____ (if applicable)

Funding Request:

Cost Breakdown:

Registration Fee \$ _____

Gas/ Mileage \$ _____

Accommodations \$ _____

Meals \$ _____

Other \$ _____

Total Cost: \$ _____

APPLICANT'S FINANCIAL CONTRIBUTION: \$ _____

Other Sources of funding:

_____	Amount _____	Confirmed? Y / N
_____	Amount _____	Confirmed? Y / N
_____	Amount _____	Confirmed? Y / N

TOTAL AMOUNT OF FUNDING REQUESTED FROM AFN: \$_____

Who the funds are for: (if a team/group, please attach a list of participants and clearly identify Akisqnuk First Nation Members)

Where will the event/activities take place:

Date(s) the event/activities will be happen:

Start date: _____ End date: _____

If funding is approved, who shall the cheque be made out to?

Mailing Address:

Applicant's Signature: _____ Date: _____

Signature of Parent / Guardian (if applicant is under 18):

Date Application Reviewed: _____

Approved by: _____ Amount: _____

Not approved: _____ Reason: _____

Declined by: _____