



Application Check List 2024 Review for 2025 Funding

Before handing in your application please ensure you have read through the handbook thoroughly to ensure you are eligible and have completed the application form correctly. Each questions must be answered to be considered complete. Incomplete applications will not be considered for funding.

Please note that appearance/completeness of applications are noted and clear and concise answers will increase the success of your application.

Please run through list before submission

- The correct Application form marked "SNCDT Application Form 2024" is submitted.
- Reference the handbook as you complete the application (step by step help with your answers)
- Contact information is accurate and the mailing address is a location capable of receiving mail.
- Contact person must be a Six Nations Band Member and a signing authority of the project.
- Governance and Management Structure description is complete (Part A, #5)
 - List of board members (must have Six Nations Member Representation, see handbook should you not have Six Nations Member Representation on your board)
 - Organizational chart included
 - List of meeting dates.
- Indicate the total amount your organization has received from SNCDT and provide stats for each.
- Title of the project must describe your project. (cannot be the name of your organization)
- Project start and end date fall in year 2025. (Part B, #3)
- Executive summary must clearly describe your project within 250 words max.
- Include 2 letters of support. (2 letters max)
- Workplan shows the outline and evaluation of each step required to complete your project.
- Acknowledgement of Funding – indicate how you will acknowledge funding.
- Amount requested equals total of priority list.
- Attach the previous year's financials statements or audit. (Council Depts include Dept G/L, Financials these are specific to your department)
- Financial requirement is a summary of the whole project not just the amount requested. Indicate all sources of funding.
- Cashflow is a reflection of the whole project not just the amount requested.
 - Cashflow must fall within January – December 2025
 - Breakdown all totals over \$500 (Summary of Breakdowns)
 - 3 quotes required for capital work or costs over \$2,500.
- Quotes have been summarized and prioritized and attached. (Summary of Quotes)
- Ensure your financial request matches throughout Part C.
- Projects that include **building renovations, land enhancements or infrastructure upgrades** will need the following legal documentation included with the application:
 - Proof of insurance including third party liability
 - Band council resolutions approving use of band owned land
 - Proof that any land or building is community owned.
- Project team bios must be included (no longer than one page in length). (Part D)
 - The contact person must be on the project team and a signing authority.
 - Must have at least two signing authorities
- All projects dealing with children must have police checks completed.
- Salary requests must include
 - Job descriptions
 - Outline of hiring process
 - Notice of competition
 - Statement of qualifications
- Ensure you have two signatures (Part E, page 14)
- Provide all requested information - answer each question to deem your application complete**
- Please note all conflicts of interests must be avoided.
- A letter of acknowledgement from the board or advisory committee signed off by Board Secretary indicating they are fully aware of submission of project application.
- Submit this Checklist with Application submission



SNC DT APPLICATION FOR 2025 FUNDING

An electronic copy of your complete application is required. In a continual effort to save paper we will only accept electronic copies. If you are unable to complete an electronic copy please contact the office.

SUBMISSION MUST BE TO THE OFFICE BY EMAIL coordinator@sncomtrust.ca

**The deadline date for applications for will be
June 28, 2024 at 4:30 p.m.
No late applications will be accepted.**

Please contact the office if you have not received a receipt of application before the deadline.

Things to remember:

- All applications will be reviewed by the Trustees and if more information is required a letter will be sent. The request for further information in no way implies that your project has been approved. Failure to submit the requested information will result in your project application being deemed as incomplete and will not be considered for funding.
- All applicants will be required to make a community presentation on their application.
- Please remember that SNC DT will not fund salaries or wages to your board/ advisory committee members.
- Conflicts of interest should be avoided.
- The Trust reserves the right to request resubmitted bids.
- Clear and concise answers will increase the success of your application. Please use only the space provided on the application form.
- Answer all questions and provide all information to ensure your application is deemed complete.

Help is always available.

Please call the office to set up a convenient time to review your application or answer any questions you may have prior to submission. We can also provide use of a computer if required. Our staff cannot write the proposal for you but they can guide you in the right direction.

It is strongly recommended that first time applicants meet with the Trust Coordinator for application assistance.