



**KWANLIN DÜN FIRST NATION**

**DONATIONS POLICY**

**This amended Donations Policy was duly approved by Council on the 12th day of March 2014.**

## **1.0 Policy Statement /Scope**

The Kwanlin Dün First Nation (KDFN) has centralized the process for donation funding. Applications may be submitted from adults, adult groups, youth or youth groups to the Donations Fund for recreation or community based activities. Please see section 4.0 for details.

A committee made up of KDFN citizens, was established to review and process all donation applications. KDFN departments are prohibited from providing donations to KDFN groups seeking funds for events or activities. **All funding requests must be directed to the Committee for processing.**

## **2.0 Donation Fund Eligibility**

1. KDFN citizens.
2. Applications will be funded based on availability of funds for the fiscal year.
3. Individuals (adult or youth) or groups (adult or youth) must be made up of at least 50% KDFN citizens to be eligible for funding.
4. Individuals (adult or youth) or groups (adult or youth) can only apply for funding once in a fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>).
5. Activities where drugs and or alcohol are likely to be publicly consumed are not eligible for funding.

For the purpose of this policy, a youth shall be defined *as a person who is at least 14 years of age, and not yet 20 years of age*, as described in Part III, Youth Council Section 35 (1) of the *Constitution of the Kwanlin Dün First Nation*.

## **3.0 Application Requirements**

1. Application forms must clearly indicate the event or activity, the date the event or activity will take place, amount of funding required, amount of funds raised, a list of who is involved, a contact name and day time phone number.
2. All applicants are expected to raise a portion of the total funding required for the activity or event. Amounts raised must be equivalent to 50% of the total funding required by adults or adult groups; and 25% of the total funding required by youth or youth groups.

3. All applications will be accompanied by a budget clearly showing amount of funds being requested and the amount of funds raised through other sources. The Committee may request verification (in writing) to show that funds were raised from other sources.
4. The Executive Directors' Office shall work with the Committee and assist applicants with filling out application forms and preparing budgets.

#### **4.0 Categories eligible for funding**

Recreation – a sporting event, activity or project that creates recreational opportunities, traditional pursuits, encourages community participation, and develops a healthier life style through recreation; **or**

Community – a sporting event, an educational event, activity or project that creates awareness in the community, traditional or customary activities that promotes unity, inclusiveness and participation at the community level or develops community pride.

#### **4.1 Eligible Costs**

Eligible costs will include, but is not limited to, registration fees for sports teams, team accommodations, team travel, facility rental, school events and trips. All funding decisions will be at the discretion of the Committee.

#### **4.2 Maximum Amounts**

Applicants for recreational or community funding may apply for a maximum of **\$2,000.00** per fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>).

#### **4.3 Application Deadlines**

Individuals and groups must plan for upcoming events and activities and submit funding applications well in advance of the event/activity for consideration by the Committee.

Applications must be received by the KDFN receptionist (Administrative Building) by 4:00 pm on the 20<sup>th</sup> of each month.

Application forms are date stamped to indicate it was received prior to the deadline. Late applications will not be reviewed until the following meeting.

Committee meetings will take place prior to the 30<sup>th</sup> of each month except February when the meeting will take place prior to the 28<sup>th</sup>.

#### **4.4 Disclosure**

Applications must clearly demonstrate all funding activities, personal contributions, and all other funding sources applied for and/or received.

#### **5.0 Decision Making Process**

The Committee will review the applications for donations and use their best judgement when approving applications. Decisions will be based on the amount of funding requested and the amount of funding available.

#### **5.1 Notifying the Applicants**

All applicants will be notified by the Executive Directors Office whether or not their application was funded. If the application was denied, the applicant will be told the reason why it was denied.

#### **5.2 Appeals**

Appeals may be directed to the Executive Directors Office in writing within 30 days of the decision.

#### **6.0 Agreement for the Release of Funds**

Applicants receiving funds will agree that:

1. the funds will only be used for the purposes set out in the application form.
2. where possible, KDFN will directly pay for approved expenses, i.e. purchase orders for food, gas, equipment, etc.
3. 10% of cash payments will be held back by KDFN until reports have been submitted.
4. unused funds **must** be returned to KDFN at the end of the event or activity.
5. receipts will be provided to show how the funds were spent.
6. a portion of the donated funds will be repaid if required by the Committee.
7. by not complying with the rules, organizations may not be eligible for future donations.

#### **7.0 Tracking System**

The Executive Directors Office 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 spent, and the outcome of the event.

## **8.0 Reporting Requirements**

### **8.1 Recipient Reports**

Donation funding recipients are required to submit a written report to the Committee within thirty (30) days of the event to show how the money was spent. **Recipients who fail to submit a written report will not be eligible to apply for KDFN donation funding in the future.**

### **8.2 Executive Directors' Office**

The Executive Directors' Office will prepare a quarterly report providing an overview of the fund's activity to be presented to Council.

### **8.3 Accountability**

Records of all donations will be kept for a period of seven (7) years as required by federal law.

## **9.0 Policy Review**

This policy may be reviewed annually by the Committee who will recommend amendments to Council.

**Agreement for the Release of Funds**

1. The applicant has been allocated \$\_\_\_\_\_ from the Donation Fund and agrees to abide by the KDFN Donations Fund Policy.
2. The applicant agrees to use the funds for the purposes identified and agreed to in the application form.
- 3. The applicant agrees to provide a financial report with official receipts attached, and a written report within thirty (30) days of the end of the event or activity.**
4. The applicant agrees that a breach of these terms may result in ineligibility from further donations.
5. The applicant confirms that he/she has read and understood the KDFN Donation Policy.

**Signature and Acknowledgement**

Applicant's name (printed): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicant's Report**

1. Organization Name : \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Date event took place \_\_\_\_\_

3. Amount of funding received \$ \_\_\_\_\_

4. Outcome of the event or activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Expenses - **Receipts for Expenses must accompany report.**

Activity	Expense	Receipt Attached

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date