



Curve Lake Gaming Revenue Fund

INDIVIDUAL APPLICANT GUIDEBOOK

The Applicant Guidebook contains detailed information concerning applicant and project eligibility to help you complete a Statement of Intent and/or an Application Form.

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Privacy Disclaimer

The Gaming Revenue Fund is committed to protecting the privacy of any personal information you may provide when applying to access the funds. Part of that commitment is to explain what information may be requested and why, how it will be used and who may have access to it. The Gaming Revenue Fund will not use or share any personal information provided through the application process or otherwise except with the consent of the individual to whom the information relates. Our practices have been designed to comply with the privacy provisions of Curve Lake First Nation.

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Organization Chart



About the Gaming Revenue Fund

The Gaming Revenue Fund (GRF) is a program that provides Curve Lake First Nation with the opportunity to access funding allocated from the Ontario Lottery and Gaming Corporation (OLG) in an effort to enhance our First Nation.

OLG revenue is provided to Curve Lake First Nation through an agreement that is managed by the Ontario First Nations Limited Partnership (OFNLP).

Each year the budget is divided up proportionally to ensure adequate distribution for potential community based project (s). By Percentage, the present allocations as follows:

Administration of the Fund	5%
Individual Applications	10%
Department/Committee Applications	40%
Corporation/Group Applications	45%

Projects supported must benefit Curve Lake First Nation and fit one of the five designated areas of Health; Education; Community Development; Cultural Development; and Economic Development.

Goals and Objectives of the GRF

1. Approved and managed by members of Curve Lake First Nation
2. The goal of the GRF is to provide access to financial resources to assist Applicants in achieving desired goals and objectives for the betterment of the First Nation.
3. To financially support community projects/activities that do not have adequate sources of funding and to enhance those that do.

Goals and Objective of the GRF Committee

1. To ensure funds are approved according to the guidelines of the Ontario First Nations Limited Partnership as well as policies and procedures, approved by the GRF Committee, Finance Committee, Chief and Council and CLFN Membership.
2. To process funding requests in a consistent, professional, and timely manner.
3. To ensure the Gaming Revenue Fund application process is simplified to attract more projects and more community involvement.
4. To verify all in-kind contributions.
5. To report regularly to Chief and Council and the First Nation of any changes to the policy and procedures and of any funding activity or decisions. Annual meetings will be scheduled to review previous year end activities and reports, to modify the member application process (if required), and present proposed financial budget and reports.

Applicant Eligibility

INDIVIDUAL APPLICATION:

One person applying to the fund (also referred to as the Lead Applicant) whom is responsible for all aspects of the project.

Applicant Eligibility:

1. The Lead Applicant must be a CLFN status member. The Applicant will need to provide proof of status by presenting your status card to the Administrator.
2. Must be at least 18 years of age at the time of submission.
3. Applicant must not be in receipt of any personal gain from the project. Management of the Project is strictly voluntary.
4. Applicant must be aware of the restrictions placed upon the use of these funds as listed in the project eligibility, outlined on Page 4 of this Guidebook.
5. Applicant must demonstrate that other funding sources have been approached and that funding for the project is not eligible or already exhausted.
6. Curve Lake Staff who are non-members of Curve Lake First Nation may apply to the GRF, if all other criteria are met, and all supporting documentation (including letters of support) are provided.

Project Eligibility

1. Projects Funded by the GRF must fit one or more of the 5 eligible categories:
 - Health
 - Education
 - Community Development
 - Cultural Development
 - Economic Development
2. Benefit must last beyond project funding.
3. Project must be completed within 1 year or reimbursement of funds to the Gaming Revenue Fund is required.
4. All Applicants are required to invest a minimum of 5% equity towards their project. Forms of equity include: cash, in-kind contribution, or a combination of both. The investment of cash equity is strongly encouraged and preferred, however, in-kind contributions will be assessed on a case-by-case basis.
5. Equity contributions must be identified within the Application. Verification to be provided in the form of paid receipts and/or letters indicating in-kind contributions.
6. Each Eligible Applicant is allowed to apply twice a year, up to the maximum. Preference will be given to first time applicants.
7. Project must benefit the community (i.e. beautification, social betterment, improved environment, etc.).
8. Eligible costs to be determined on a project by project basis (i.e. materials, capital, travel, etc.).
9. Applicant must demonstrate financial need.
10. Applicant must demonstrate that other sources of funding have been approached, exhausted and/or denied.

Project Cost Allocation

Individual Applications can apply for the following:

MINIMUM	\$ 500
MAXIMUM	\$ 10,000

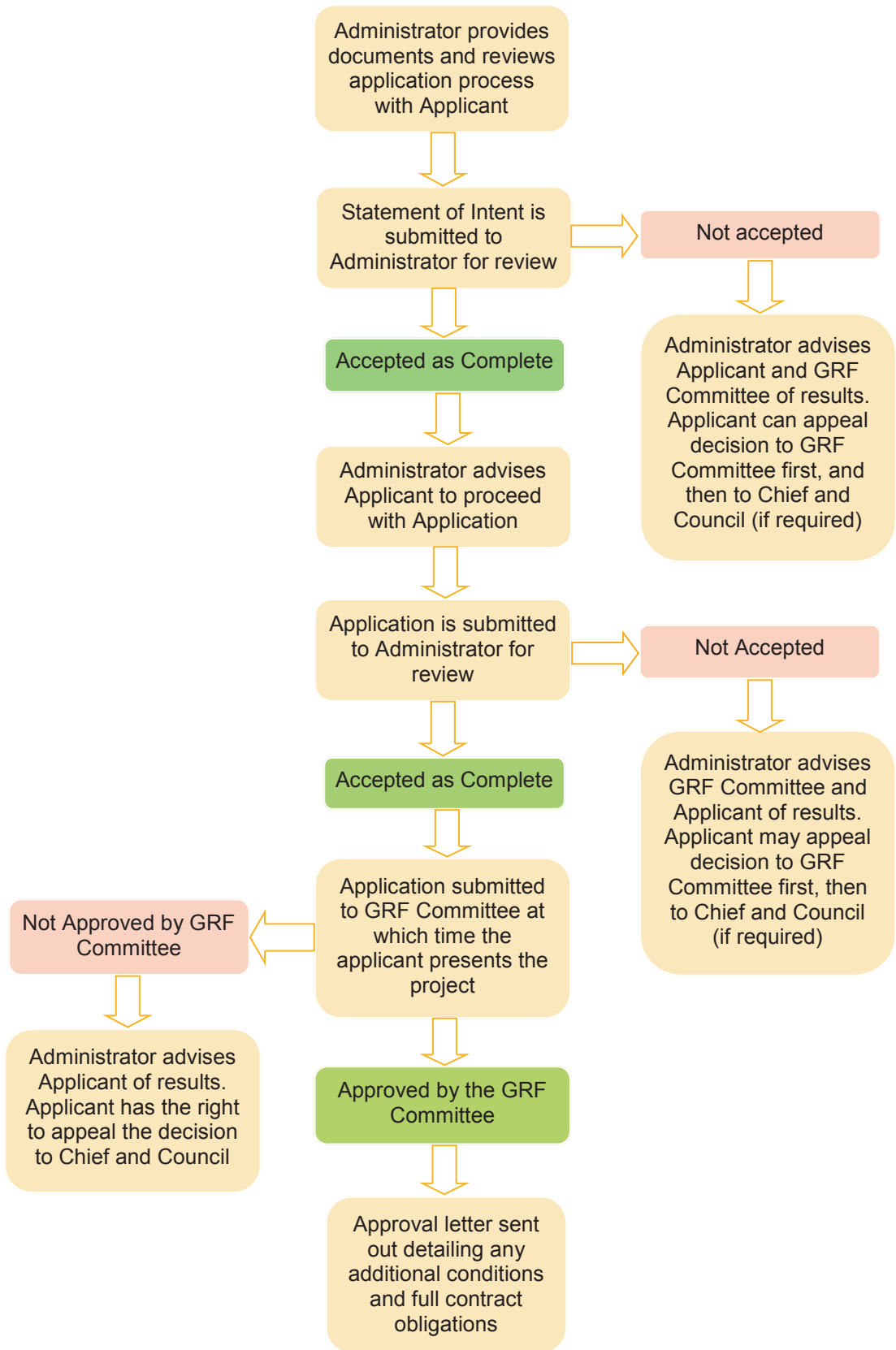
Applicants may submit two applications per fiscal year, to access the maximum eligible amount in their category. Applicants are however, not guaranteed the total eligible amount as funding is based upon availability of funds within the GRF.

Checklist for Applicant and Project Eligibility

Please review the following criteria before submitting your request for funding. This checklist is used to assess all funding requests to ensure fairness and accountability. Please note that all project approvals are subject to the availability of funds.

- Applicant, Lead Applicant and Co-Applicant (if applicable) are Curve Lake First Nation status members, or an employee of the First Nation
- Applicant are 18 years of age or older
- Project falls under one or more of the 5 eligible categories of Health, Education, Community Development, Economic Development and Cultural Development
- Applicant has demonstrated that the project will benefit Curve Lake as a whole i.e. social betterment, beautification, improved environment, healthy lifestyle, employment created, etc.
- Applicant has demonstrated that the project/activity will be completed within one year unless otherwise stated in the approved contract (i.e. multi-year funding agreement)
- Applicant has documentation that other funding sources have been approached. If a project is partially funded by an alternate source, the amount of funding must be identified on the Application form
- Applicant is not in receipt of any personal gain and is aware that management of the project is strictly voluntary
- Applicant is able to identify the 5% equity contribution into the project
- A finalized budget has been provided and accompanied with quotes from at least 3 sources for project costs
- Physical assets recommended to be purchased or built must have life-cycle costing projections (i.e. illustrate how the value of assets will decline annually)
- Applicant is willing and able to demonstrate recognition of the contribution of funding from the GRF
- Applications requesting funding for wages may be considered if it can be shown that there are no other avenues available, and where the project is unsustainable without staff

Application Process



Approval Requirements

- Lead Applicant will be requested to make a brief presentation to the GRF Committee on the day of review. While the presentation is not mandatory, it may be necessary for the Lead Applicant to be available to answer any questions the Committee may have, in order to make a decision.
- Administrator will notify the Applicant of the results of the decision made by the GRF Committee including full contracting obligations, reporting forms and applicable deadlines. Project Reporting forms include:
 1. **Project Status Report:** This form reports the progress of your project as it relates to the approved budget and schedule of events proposed on your Application form. The Applicant will be required to submit receipts and report on scheduled purchases or activities accomplished to date as well as the impact of unplanned conditions/activities to the project.
 2. **Project Evaluation Form:** This form reports on the completion of the project. The Applicant will describe all activities that were accomplished as per the schedule and identify any activities not accomplished with follow up action. All receipts for expenditures are to be submitted with the final Evaluation Form.
- All Applicants will be requested to submit any concerns or recommendations for improvement of our application process to the Administrator
- The Administrator will ensure all documents have been signed and submitted prior to issuing any funds.
- The Administrator will provide the Applicant with blank Cheque Requisition forms to be used in the issuing of funds.
- The Administrator will ensure that all project progress is reported and that the Community is kept current of all project developments. Concerns and/or recommendations for improvement of our Application process will be reported in the Project Status Report.
- Applicants must show acknowledgement of the contribution of the Gaming Revenue Fund upon project completion (posting in newsletter, certificate of appreciation, photo, presentation, etc.)

Deadlines

Applications are due on the last business day of every month, and must be received by the GRF Administrator by 4:00 p.m. on the deadline date.

All Applications will be assessed on the 2nd Wednesday of the following month, unless otherwise stated. GRF Committee meeting dates will be posted in the newsletter and on the CLFN website. (www.curvelakefirstnation.ca)

Applications not received within the specified deadline will not be considered. Applicants are encouraged to meet with the GRF Administrator to ensure Applications are processed in a timely manner.

Where to Apply

Please forward completed original Statement of Intent and/or Application forms to:

Gaming Revenue Fund Administrator
22 Winookeedaa Rd.
Curve Lake, ON
K0L 1R0

Email: gamingrevenuefund@curvelake.ca
Phone: (705) 657-8045
Fax: (705) 657-8708

Appeals Process

If the Administrator has refused to fund a project that the applicant feels is eligible, the Applicant has the right to appeal to the Gaming Revenue Fund Committee. If the GRF Committee supports the decision of the administrator and also refuses to fund the project, the applicant can then appeal to Chief and Council at which time a final decision will be made. It is also the responsibility of the Applicant and the Administrator to provide all support documentation to be presented to Chief and Council. The appeals process is based on the organizational structure found on Page 1 of the Guidebook.

Glossary of Terms

Ontario First Nations Limited Partnership (OFNLP): Established by First Nations to monitor the operation of Casino Rama Revenue.

Gaming Revenue Fund: A funding program based on net revenue and future generations monies distributed by OFNLP on behalf of OLG net revenue.

Lead Applicant: One responsible for managing all aspects of the project, who will liaise with the Administrator and the Gaming Revenue Fund Committee.

Individual Applicant: An individual person applying for project funding to the Gaming Revenue Fund intending to manage projects fitting within the eligibility criteria of applicants and projects. This person is also referred to as the Lead Applicant.

Statement of Intent: A summary of the project submitted prior to the formal application to assess applicant and project eligibility.

Application: A summary of the project/activity detailing proposed costs, budgets and financial proposals and forecasted project completion dates.

Life cycle costing projections: A report showing the yearly decline in value of assets either built or purchased (this is similar to the depreciation of a vehicle).

Capital Costs: One-time costs for purchases of machinery, equipment, and buildings with a value of over \$500.00.

5% Equity: The applicant must contribute 5% of the total project costs into the project. This can be contributed in cash, purchases or labour donated to help offset project costs.

Personal Gain: Applicants of initiatives funded under the GRF are not to receive any form of personal gain which is defined as follows:

- Direct receipt of money
- Direct receipt of any assets purchased through the initiative
- Direct receipt of intellectual property (trademarks, copyrights, etc.)
- Preferential treatment of selection process
- No financial compensation for managing the project
- Employment or purchase of services that are identified in the Conflict of Interest Policy

Community Benefit: All projects funded by the GRF must be accessible and/or available to all Curve Lake First Nation members. Approved projects must clearly demonstrate lasting community benefit within one or more of the 5 priority areas.

Frequently Asked Questions

How do I know if my project is eligible?

We encourage involvement of the GRF Administrator to ensure documents are accurate and that applications are processed in a timely manner. Page 4 of the Guidebook provides assessment criteria to help applicants determine project eligibility.

How much money do I need to apply?

5% of the total project cost is required. If you cannot provide the 5%, you may consider fundraising (bake sale, dance, 50/50 draw) to help offset the required 5%.

Does the 5% equity contribution have to be cash?

No, the 5% contribution can be donated in the form of labour, equipment or materials, but must demonstrate that the cost is at least equal to the 5% of the total project cost.

Where or to whom do we pay the 5% equity contribution, if we are paying cash?

The 5% equity must be reported as an expense of the project, in the form of a paid receipt.

If the donated labour is worth more than the 5% required contribution, do I get paid for the difference?

No. One of the rules of the fund is that there be no personal gain from the project.

Do I qualify for funding if I have an outstanding debt with Curve Lake First Nation?

Yes. However you must be in good standing with the First Nation.

I am a CLFN member but live outside of Curve Lake, can I still apply for funding?

Yes.

Can a group of people, or a team apply for funding?

You can apply as a group, but you need one lead applicant and the majority of your group must be CLFN status members.

What if my project benefits only a portion of the Curve Lake community (i.e. youth or seniors)?

This project would be considered eligible especially if the project make our Youth stronger or Seniors healthier. The benefit would be a stronger, better Community.

How long does the application process take?

Review of the statement of intent for your project should be completed with in one week. The overall process for approving a project should no take more than one month providing all documents are completed accurately and submitted in a timely manner.

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