



Curve Lake Gaming Revenue Fund

GUIDEBOOK FOR GROUP, COMMITTEE or DEPARTMENT

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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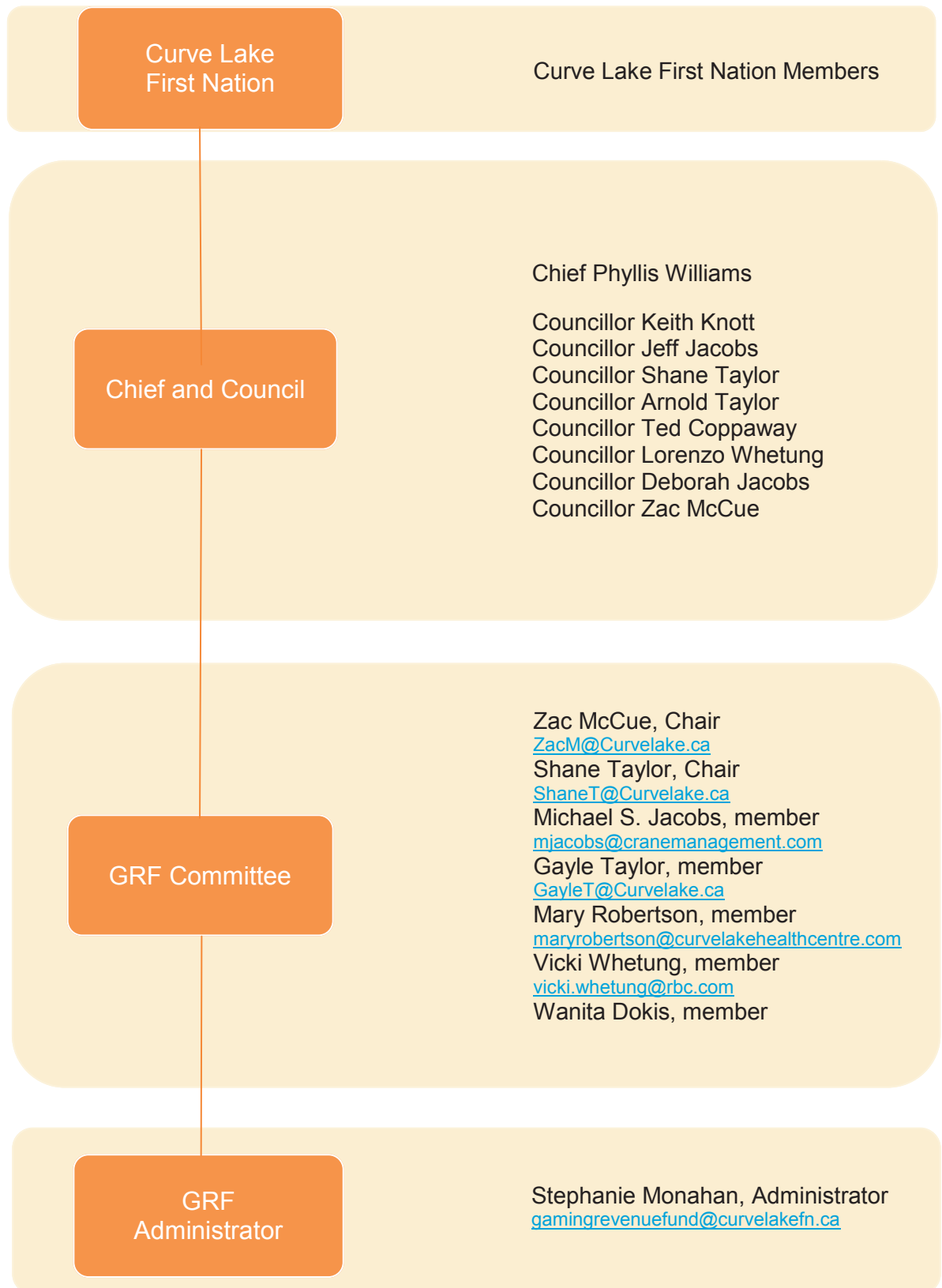
Privacy Disclaimer

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 Objectives 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 budgets and reports.

Applicant Eligibility

APPLICANT TYPES

Corporation or Group: A group of three or more people applying to the fund to achieve a common goal/benefit to the community, and must be a majority of Curve Lake First Nation status members. Corporations must be not-for-profit entities, whose affiliation lies within the Community of Curve Lake First Nation. The Corporation or Group must identify a Lead Applicant who is a status member to be responsible for all aspects of the project.

Department or Committee: A First Nation Department or Committee of Council must be recognized by the First Nation and requires a letter of support signed by the General Manager. The Department or Committee must identify a Lead Applicant who is a status member to be responsible for all aspects of the project. (see page 6 for a more detailed description of Committees/Departments)

All Applicants must meet the following criteria:

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. Groups must consist of a minimum of 3 people.
6. Project must not provide any personal gain to the Applicant. Management of the project is strictly voluntary.
7. Applicant must demonstrate that other funding sources have been approached and that funding for the project is not eligible or already exhausted.
8. 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 **prior to the fiscal year end, March 31**.
4. Multi-year agreements (up to 3 years)
 - Departments and Committees are only eligible to apply
 - Must demonstrate that all other funding has been exhausted and/or denied
 - May include funding for wages, where no other possible sources of funding is available (proof required indicating denial and/or funds unavailable).
 - Application must be accompanied with a detailed work-plan showing goals and objectives and the expected outcome of the project. Quarterly reports will assess the progress of the project.
 - Applications must run with the fiscal cycle of the First Nation.
 - It is preferred that applications be submitted between January and March (last quarter).
5. All Applicants are required to invest a minimum of **10%** 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.
6. 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.
7. Each Eligible Applicant is allowed to apply more than once per year, up to the maximum. Preference will be given to first time applicants.
8. Project must benefit the community (i.e. beautification, social betterment, improved environment, etc.).
9. Projects must be unique and not duplicate or extend an ongoing project.
10. Eligible costs to be determined on a project by project basis (i.e. materials, capital, travel, etc.).
11. Applicant must demonstrate financial need.
12. Applicant must **provide documentation** that other sources of funding have been approached, exhausted and/or denied.

Project Cost Allocation and Blanket Approvals

Funding Allocation

	MINIMUM	MAXIMUM
Groups/Corporations	\$500	\$50,000
Departments/Committees	\$500	\$100,000

In order to assist the Gaming Revenue Fund Committee to stay within budget requirements funding allocation limits have been set for the following Projects:

PROJECT TYPE	Funding Allocation
Special Event	\$ 20,000
Blanket Approvals	\$ 20,000
New Program or Program Enhancement	\$ 50,000
Training and Professional Development	\$ 50,000
Other (Beautification, etc.)	\$ 50,000
Multi-year projects/agreement (per fiscal)	\$100,000
Capital/Infrastructure/Technology	\$100,000

- Departments/Committees may submit two applications per fiscal year, to access the maximum eligible amount in their category. **See page 6 for a more detailed description of Department/Committee**
- Applicants are not guaranteed the total eligible amount as funding is based upon availability of funds within the GRF.
- **Funding will be allocated by fiscal year. Therefore funding will end March 31 regardless of start date.**
- See page 4 for a more detailed description of project eligibility criteria.

Blanket Approvals

- Chief and Council are eligible to approve **two (2)** projects as Blanket Approvals . Assessed on a case by case basis.
- Amount not to exceed \$20,000
- Should the recurring project exceed the \$20,000 limit an application **MUST** be made to Gaming Revenue Fund.

Department and Committees

Departments

DEPARTMENT	Program/Service
Community Infrastructure	Public Works Capital Projects & Housing Waste Transfer Site
Cultural Department	Cultural Centre Elder's Advisory Cultural Outreach
Economic Development	Economic Development Employment Officer Employment Resource Centre
Education	Post Secondary Day Care Curve Lake School Student Success
General Government	Human Resources Finance Membership Communication IT Support Inter-Governmental
Health and Family Services	Social Services Seniors Centre Health Centre Home and Community Care
Lands Department	Lands Manager Duty to Consult Rights and Resource Petroglyphs Williams Treaty

Committees

Community Infrastructure Committee
Finance Committee
Health and Family Services Committee
Gaming Revenue Fund Committee
Recreation Committee
Health and Safety Committee
Lands Committee
Youth Council
Education Committee
Treaty Overlap Committee

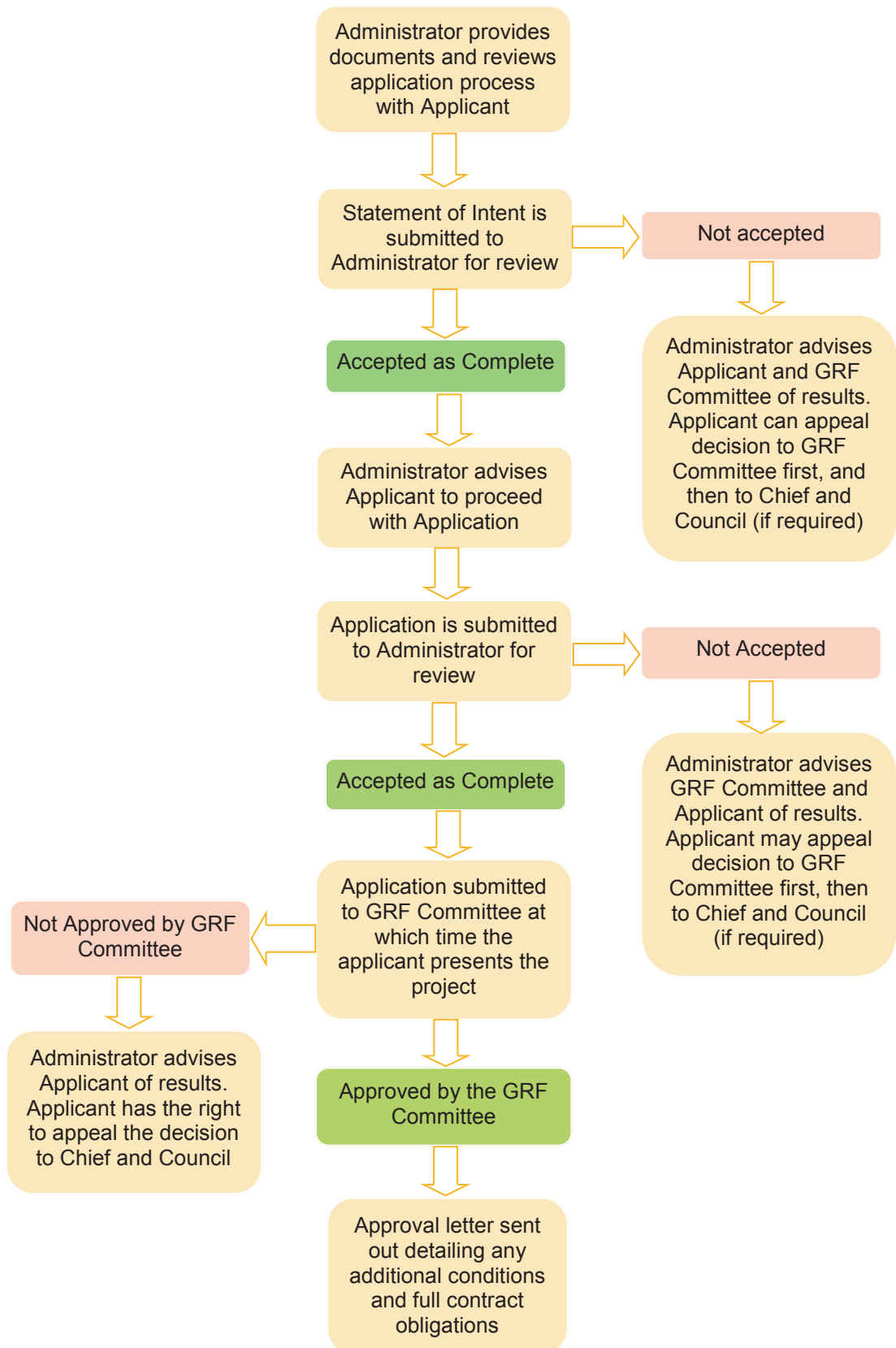
ORT Committee
Communication Committee
IT Working Committee
Community Task Force
Chief and Council
Pow Wow Committee
Rights and Resources Committee
Housing Committee
Economic Development Committee
Employee/Employer Committee

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
- Group Applications have membership that is a majority of Curve Lake First Nation members
- Applicant and Co-Applicant (if applicable) are 18 years of age or older
- Department, Committee, Corporation or Group is recognized by CLFN (see page 6)
- Applicant has provided a letter of support from the General Manager and/or their Department Coordinator/Manager, which will also identify and confirm the financial need for the project
- Applicant has demonstrated that the project is unique and does not duplicate or extend an ongoing project (for a Department, Committee, Corporation or Group request)
- 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 the **fiscal year** unless otherwise stated in the approved contract (i.e. multi-year funding agreement)
- Applicant has **provided documentation** that other funding sources have been approached and/or exhausted. 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 **10%** 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.
- The Lead Applicant must demonstrate recognition of the contribution of funding from the GRF. Requirements for recognition will vary depending on the type of Application.
- Applicants must show acknowledgement of the contribution of the Gaming Revenue Fund upon project completion (posting in newsletter, certificate of appreciation, photo, presentation, etc.)
- Applicants must show acknowledgement of the contribution of the Gaming Revenue Fund where capitol assets are purchased using project funding, (sign, sticker, or other appropriate media applied directly to the asset).

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.curvelakefn.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 Wiinookeedaa Road
Curve Lake, ON
K0L 1R0

Email: gamingrevenuefund@curvelakefn.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.

Corporation or Group Applicant: A group of three or more people applying to the fund to achieve a common goal/benefit to the community, and must be a majority of Curve Lake First Nation status members. The Corporation must be a not-for-profit organization. Ad hoc Committees and Working Groups would apply under this category. The Corporation or Group must identify a Lead Applicant who is a status member to be responsible for all aspects of the project.

Department or Committee: A First Nation Department or Committee of Council must be recognized by the First Nation and requires a letter of support signed by the General Manager. The Department or Committee must identify a Lead Applicant who is a status member to be responsible for all aspects of the project. See page 6 for a more detailed listing

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.

10% Equity: The applicant must contribute 10% of the total project costs into the project. At least 5% must be contributed in cash and 5% can be contributed by 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?

10% of the total project cost is required. If you cannot provide the 10%, you may consider fundraising (bake sale, dance, 50/50 draw) to help offset the required 10%.

Does the 10% equity contribution have to be cash?

No, 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. The remaining 5% must be a cash contribution.

Where or to whom do we pay the 10% equity contribution, if we are paying cash?

The 10% 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 10% 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.

Frequently Asked Questions

Day Care has applied for \$20,000 and the School has applied for \$50,000. Department limit is \$100,000. Can Education Department apply for \$30,000?

No, there is a maximum of two (2) applications per Department.

Health Centre wants to have a Community celebration. What is the maximum that can be applied for?

Special Events have a maximum budget of \$20,000 per fiscal year

Organization Review Committee wants to have staff training and workshops. The cost is \$75,000. Is this project eligible?

The project does meet the eligibility guidelines however Training and Professional Development has a limit of \$50,000.

My application is approved in January. Do I have a year to complete the project?

No, funding runs on the fiscal year. You would have until March 31 to complete.

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