



***Rainy River First Nations Trust  
Proposal Submission Guidelines***

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## Letter from the Community Fund Trustees

This is our first edition of the Rainy River First Nations Trust (“the Trust”) Proposal Submission Guidelines for Members wishing to submit proposals to the Trust. The primary purpose of these Guidelines is to provide applicants with information on the requirements for submission of proposals and what the Community Fund Trustees will be looking for in proposals submitted to the Trust.

The Community Fund Trustees have adopted the following Mission Statement:

*To ensure that all proposals submitted to the Community Fund Trustees by applicants are reviewed thoroughly in accordance with the Trust Agreement and using the 7 teachings of Honesty (Gwayakwaadiziwin), Respect (Minaadendamowin), Wisdom (Nibwaakaawin), Love (Zaagi’idiwin), Bravery (Aakode’ewin), Truth (Debwewin), and Humility (Dabadendiziwin).*

The Rainy River First Nations Trust Agreement (the “Trust Agreement”) states that the Trust Funds may be used for one or more of the following purposes:

*Expenditures Beneficial to the Beneficiary that will enhance and supplement funding and programs provided by Canada, Ontario or the First Nations wherever possible and also preserve, protect and advance the treaty and aboriginal rights of the First Nations and its Members so as to provide benefits from the Trust for all Members whether resident on or off Reserve.*

There are also other provisions in the Trust Agreement which give examples of projects which may be considered appropriate. These

provisions are discussed in more detail below. The provisions may also be found in the Trust Agreement on pages 13, 14, 15, 16 and 17. A copy of the Trust Agreement is available at the Trust Office at the following address:

Rainy River First Nations Trust  
C/O Trust Administrator  
P.O. Box 484  
Emo, ON P0W 1E0  
Toll Free: (855) 482-2158

Generally, in order to obtain funds or funding from The Trust, an Applicant must provide evidence of attempts to obtain other sources of funding from the Federal or Provincial governments, Rainy River First Nations, or other independent sources such as banks and other financial institutions, where applicable. A proposal from an Applicant must also demonstrate how the funding will be of benefit to the First Nation or its Members. In particular, proposals that are based on the objects set forth in Section 8.2 of the Trust Agreement will receive favourable review. We also believe in partnerships and the benefit of existing groups working together to build on existing momentum.

The Community Fund Trustees will work with you to develop ways to help all of us to evaluate and monitor your project. Please read these Guidelines carefully before beginning to fill out the Application Form which is at the back of the Guidelines. We also invite you to visit our website [www.rainyriverfirstnationstrust.ca](http://www.rainyriverfirstnationstrust.ca).

Signed:

The Community Fund Trustees:

Joey Baptiste (Chair)  
Willie Wilson  
Lou Ann Bombay  
Robert Horton

## Trust Proposal Guidelines

### Trust Proposal Guidelines

The purpose of these Guidelines is:

- To tell you about the Trust
- To tell you about the application process
- To give you some guidance on what we look for in a proposal;  
and
- To give you the application form

If you need more help or information contact the Trust Office. The Toll Free number is 1-855-482-2158 or [administrator@rainyriverfirstnationstrust.ca](mailto:administrator@rainyriverfirstnationstrust.ca) .

## **Mandatory Criteria**

The Trust Agreement at Section 8 sets out the following requirements for use of the Trust Funds:

### 1. General Application of the Trust Property

The Financial Trustees have agreed to hold the Trust Property on the terms set out in the Trust Agreement for the benefit of Rainy River First Nations and, without limiting the generality of the foregoing, to assist Rainy River First Nations in the implementation of the Settlement Agreement by:

- a) acquiring land to be registered in the name of Rainy River First Nations or any agent, trustee or legal representative of the Beneficiary;
- b) discharging expenses associated with the purchase of land and other implementation of the Settlement Agreement; and
- c) the advancement of the interests of and quality of life of Rainy River First Nations and its Members through the preservation, enhancement and application of Trust Property.

### 2. Specific Guidelines for Application of Trust Property

Expenditures Beneficial to the Beneficiary will enhance and supplement funding and programs provided by Canada, Ontario or Rainy River First Nations wherever possible and also preserve, protect and advance the Treaty and aboriginal rights of Rainy River First Nations and its Members so as to provide benefits from the Trust for all Members whether resident on or off Reserve.

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Without limitation of the foregoing, these expenditures may be applied by the Beneficiary for Implementation Purposes and Community Purposes as follows:

- a) for Implementation Purposes, by the payment of funds out of the Trust Property to:
  - (i) permit the Beneficiary to acquire land for social, economic development, cultural or other purposes of interest to Rainy River First Nations, including related costs;
  - (ii) pay the costs of inspection, appraisal, capital purchase, purchase transaction, holding, tax adjustment and incidental related costs, including agents, representatives or Trustees retained to purchase or hold title to land on behalf of Rainy River First Nations; and
  - (iii) implement the Settlement Agreement, including required staff, equipment, travel or other administration costs pertaining to the purchase of land, monitoring and Reserve creation process.

With respect to use of the Trust Funds for “Community Purposes”, Section 8.2(b) of the Trust Agreement set out a list of possible projects which may qualify as being for “Community Purposes”:

- b) for Community Purposes, by payment of funds out of the Trust Property to:
  - (i) provide supplementary or enhanced health care related services or facilities to Members;
  - (ii) enhance and promote educational opportunities, including but not limited to providing funding for the Beneficiary to enable it to build, establish and operate schools or training facilities for Members, in providing scholarships and bursary funds for

## Trust Proposal Guidelines

Members and recognizing achievements by Members in educational endeavours;

- (iii) provide support and assistance to address the special needs of Rainy River First Nations elders, their cultural contributions to the community and Members and role as keepers of knowledge;
- (iv) provide assistance to Rainy River First Nations in its community development and improvements initiatives, including:
  - (A) the construction and maintenance of roads, bridges, ditches, water-courses, fences, buildings or permanent improvements, works or infrastructure on any Reserve;
  - (B) the purchase of industrial or manufacturing equipment or machinery to be owned by the Beneficiary for community purposes; and
  - (C) the promotion, establishment or enhancement of recreational and cultural facilities owned by the Beneficiary;
- (v) promote the preservation, study and learning of the language and cultural heritage of the Beneficiary;
- (vi) encourage community activities, including the annual fish fry, pow-wow and community gatherings;
- (vii) acquire, establish, or build a credit union or a bank or a trust company to be owned by the Beneficiary;
- (viii) provide incentive funding to a Member to assist that Member in acquiring or otherwise financing housing, or to provide funding to the Beneficiary

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if the Beneficiary is providing housing to Members;

- (ix) promote or establish a business or commercial operation owned by the Beneficiary and/or a Member or Members;
- (x) protect, preserve and advance the aboriginal and Treaty rights of Rainy River First Nations and its Members;
- (xi) pay the reasonable fees and honoraria (as approved in accordance with Section 14.1 of the Trust Agreement) and expenses of the Financial Community Fund Trustees and the Community Fund Trustees in connection with the administration and operation of the Trust, including any form of education which will assist them in their duties as Financial Community Fund Trustees or Community Fund Trustees, such as financial and investment training; and
- (xii) pay the reasonable costs and expenses of professional management, accounting, legal and other services necessarily required in the administration of the Trust Property and protection of the Trust Property;

and also including any other activity, undertaking, project or initiative which the Community Fund Trustees may recommend or approve as consistent with the general guidelines for Community Purposes as provided in the Trust Agreement, provided that, for greater certainty:

- A) the nature of a certain activity, undertaking, project or initiative considered as Expenditure Beneficial to the Beneficiary for Community Purposes may, as the circumstances dictate, provide for Expenditures Beneficial to the Beneficiary or benefit to primarily or only Members ordinarily resident on Reserve or

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primarily or only Members ordinarily resident off Reserve from time to time;

- B) all payments in respect of Expenditures Beneficial to the Beneficiary for Implementation Purposes or for Community Purposes as provided shall be made only to the Beneficiary and shall not be made directly to any Member; and
- C) no Trust Property shall at any time be used by Rainy River First Nations, directly or indirectly, to pay the debt or operational deficit of Rainy River First Nations or to make any per capita distribution to the Members of Rainy River First Nations.

As noted in (C) above, there is an absolute restriction on using the Trust Funds, directly or indirectly, to pay the debt or operational deficit of the First Nation or to distribute Trust Funds directly to all of the Members of the First Nation.

### General Principles

When reviewing proposals, in addition to ensuring that the proposals meet the requirements set out in the Trust Agreement, the Community Fund Trustees are guided by the following principles:

The Community Fund Trustees believe that proposals should:

1. Invest in strengths, i.e. add to or build on existing infrastructure and Member resources.
2. Support and invest in those who show an ability to manage and monitor their projects effectively.

## Trust Proposal Guidelines

These are some of the principles that we believe will demonstrate a successful proposal:

1. Projects with up-front and long-term strategic planning.
2. Projects which demonstrate responsible selection of those who will work on and support the project.
3. Projects that are goal focused on people and participation.
4. Projects with clear, modest and manageable objectives

### Strengths and Opportunities

The proposal should build upon existing strengths already present. Examples of strengths are:

- The traditions and customs we have maintained;
- Our connection with the land in Rainy River First Nations
- Our language;
- Healing practices;
- Children and youth programs;
- Education and existing infrastructure;
- Training programs and awareness programs;
- Economic development;
- Elders' knowledge and direction;
- Cultural and physical connection to the land and water;
- Wellness programs.

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### Community Development Trust Criteria

Proposals should strive to attain a social or economic purpose or benefit to the Community and Members such as:

#### Social Purposes Defined

- ◆ Training and education;
- ◆ Improved health and well-being (emotional, physical, intellectual, spiritual);
- ◆ Benefits from improving awareness of culture, traditions, identity;
- ◆ Networking – building relationships within the Community and outside the Community;
- ◆ Contribution to the betterment of the Members.

#### Economic Purpose Defined

- ◆ Increase of income to Members and/or the Community;
- ◆ Generation of jobs;
- ◆ Occupational training and development of infrastructure;
- ◆ Opportunity for creating greater economic independence.

## Trust Proposal Guidelines

### Community Events

Section 8.2(b)(vi) of the Trust Agreement provides that Trust Funds may be used by the First Nation for events which encourage community activities, including the annual fish fry, pow-wow and community gatherings. As community events are different from other proposals in that they are unique to the community and external funding is not readily available, community events would normally be funded on an annual basis, provided the First Nation submits the following items to the Community Fund Trustees:

- a written description of the event which describes the activities, the expected positive outcomes, a listing of participants where possible, and individuals responsible for the planning and management of the event.
- A detailed budget which shows the planned expenditures of the event.
- A contribution of 10% equity by the First Nation.
- Details on the First Nation' attempts to obtain sponsorship for the events from vendors or other contributors.
- The community event description and budget must be updated on an annual basis.

If, after review by Community Fund Trustees, it is determined that all conditions have been met, a funding direction will be signed and forwarded to Financial Trustees to requisition payment.

For purposes of these Guidelines a "Community Event" is an event in which all members of the First Nation, whether they are resident on or off-reserve and from all age and social categories, can participate in. The event is not restricted to one segment of the population.

## Trust Proposal Guidelines

### Outline for Proposals

Proposals should include the following:

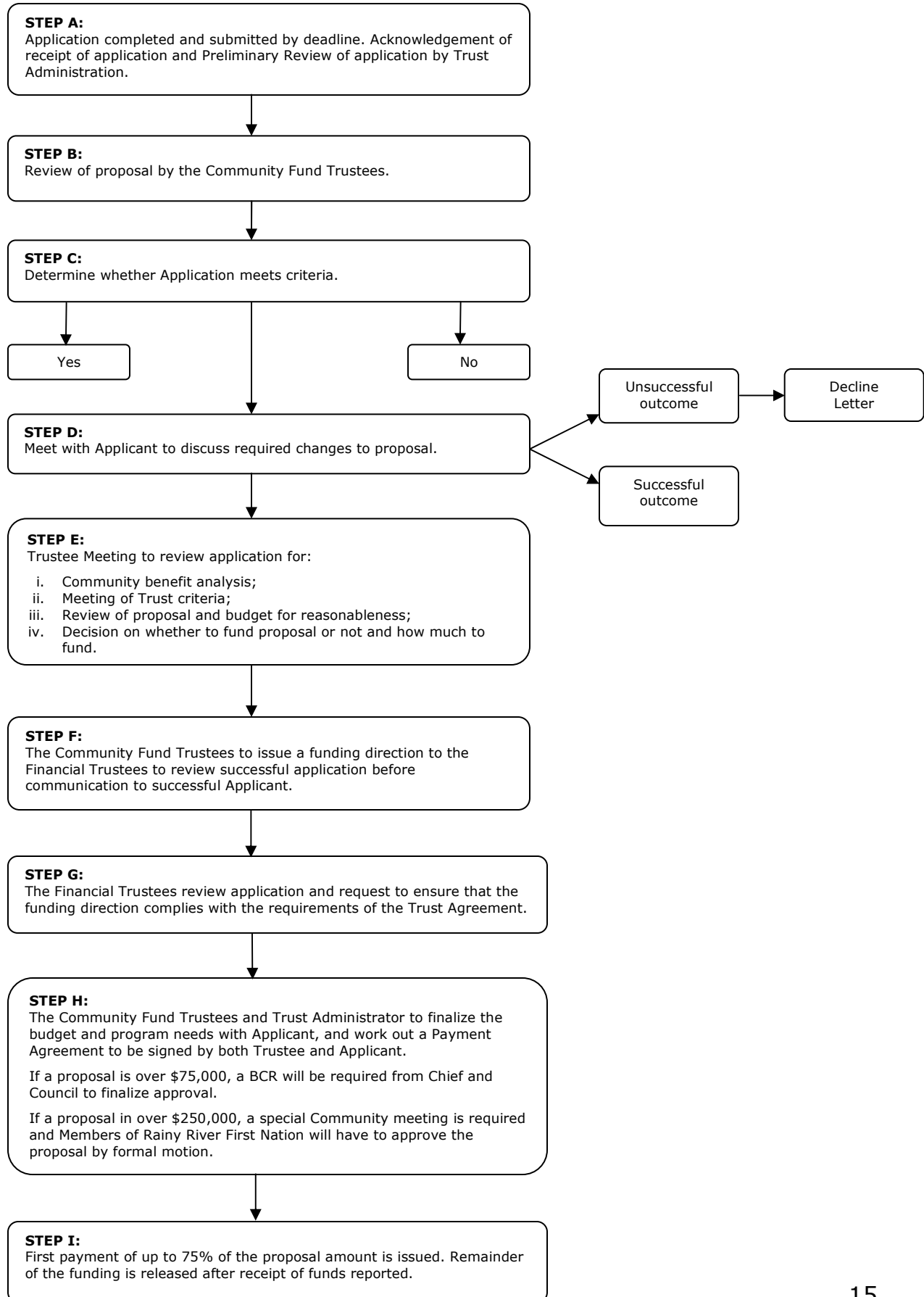
- ◆ The goals and objectives of the project;
- ◆ A full description of the proposed project activities;
- ◆ An evaluation plan;
- ◆ A budget that is realistic and which meets the needs of the project;
- ◆ Supporting documents, if any, such as:
  - Letters of recommendation or support;
  - Details concerning partnerships with other service providers.

### Eligible Expenses

The following are some examples of types of operating expenses that may be covered but are not limited to:

- ◆ Employee and volunteer training;
- ◆ Materials and supplies;
- ◆ Rent, utilities and maintenance
- ◆ Equipment rental;
- ◆ New construction; (provided it complements existing infrastructure at the discretion of the Community Fund Trustees)
- ◆ Transportation;
- ◆ Project evaluation;
- ◆ Audits;
- ◆ Incorporation fees.

# Application Flow Chart



## Trust Proposal Guidelines

### Proposal Assessment Process

- A. All Applications are reviewed by the Trust Administrator to ensure completeness of the Application.

A Letter of Acknowledgement will be sent to the Applicant indicating that the Application has been received.

The Community Fund Trustees will perform an initial review of the proposal. They will look for the following things:

1. Did you send all the needed papers/information?
  2. Have you answered all the questions on the application form?
  3. Does your proposal meet one or more of the criteria listed on in Section 8.2(b) of the Trust Agreement?
- B. If the initial review is successful, the Application and all related documents will be forwarded to the Community Fund Trustees for funding review.
- C. If the Application does not pass the funding review it may be returned to the Applicant so the Applicant can provide missing material or revise it. The Applicant may decide to submit again. We will work with the Applicant to explain how to revise it to assist in getting it through the review process.
- D. All proposals that pass “Step B” will be rated by the Community Fund Trustees. They will work with each proposal to give the proposal merit and impact scores. The Community Fund Trustees will also provide feedback on the strengths and weaknesses of the proposal.

The Community Fund Trustees will review the proposed budget or business plan submitted with the Application to ensure consistency with the Application. The Community Fund Trustees will also decide whether the proposed budget is reasonable.

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The Community Fund Trustees will then decide whether the proposal will be funded based on project quality (i.e., meeting criteria) and the amount of funding available.

- E. After the Community Fund Trustees have ensured all the proper information is complete, a funding direction will be issued and forwarded to the Financial Trustees for fund review.
- F. The Financial Trustees will review the funding direction to ensure it complies with the requirements of the Trust Agreement.

If an Application is for a project requiring funding in excess of \$75,000, a BCR will be required from Chief and Council to finalize approval. If the required funding is over \$250,000, a special community meeting is required and Members of Rainy River First Nations will have to approve the proposal by a formal motion. Please refer to Section 1.12 (d) of the Trust Agreement.

- G. After the Application is approved by the Community Fund Trustees, the Community Fund Trustees and Trust Administrator will work with Applicant to finalize budgets and program needs. The final step is the signing of a Payment Agreement between you and the Trust. This Payment Agreement will include any conditions which must be complied with for the funding, which may include financial reporting requirements and security arrangements. An example of the Payment Agreement is attached to these Guidelines.

### Application Checklist

In evaluating a proposal the Community Fund Trustees will check to see if the Application addresses the following:

	<u>Check</u>
<p>➤ <b>Meeting the Trust Criteria-</b> does the Application meet one or more of the General Requirements under Section 8.1 of the Trust Agreement?</p>	□
<p>➤ <b>Meeting the Community Development Criteria-</b> Does the Application meet one or more of the objects set forth in Section 8.2(b) of the Trust Agreement?</p>	□
<p>➤ <b>Impact on Rainy River First Nations Members</b> –Will the proposal benefit the First Nation and its Members? How many Members of Rainy River First Nations will the proposal impact? Does it impact a certain segment of Members or more than one segment? Is the impact positive or negative?</p>	□
<p>➤ <b>Specific-</b> Are the goals and objectives stated in the proposal specific? Is the proposal clear and easy to understand?</p>	□
<p>➤ <b>Measurable-</b> Are the expected results of the project measurable in quantitative or qualitative terms? How does the Applicant demonstrate measurement of the results?</p>	□

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**Application Checklist - Continued...**

	<b><u>Check</u></b>
➤ <b>Attainable-</b> Are the project goals and objectives attainable?	<input type="checkbox"/>
➤ <b>Results-oriented-</b> Is the proposal focused on achieving results?	<input type="checkbox"/>
➤ <b>Can It Be done in a reasonable time frame-</b> Can the project be completed in a timeframe appropriate for the activities outlined in the proposal?	<input type="checkbox"/>
➤ <b>Management-</b> Does the Applicant state who will be responsible for the planning and management of the project?	<input type="checkbox"/>
➤ <b>Budget -</b> Has the Applicant submitted a budget which includes an equity contribution and/or funding from other sources?	<input type="checkbox"/>

## Trust Proposal Guidelines

### Obligations of Funded Projects

If you do get funding from the Trust, you must meet the terms and conditions set out in the Payment Agreement between you and the Trust. As part of these terms and conditions, the Applicant will be required to report any changes in personnel, submit quarterly activity and financial reports, and submit a complete evaluation report when the project ends.

The above list represents only some of the terms and conditions. The rest are listed in the Payment Agreement.

### Project Monitoring and Evaluation

The Trustees have legal obligations under the Trust Agreement to ensure that the Trust Funds are administered appropriately. Accordingly, the Trustees must monitor and evaluate the progress of funded projects on an ongoing basis.

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The Appeal Process

Funding decisions may be appealed only on grounds that the Community Fund Trustees did not follow the proper procedures when reviewing an Application

The Community Fund Trustees will not consider appeals based on the merits of a proposal simply because the Applicant disagrees with the Community Fund Trustees' decision.

If you decide to appeal a funding decision, you must submit your appeal, in writing, to the Community Fund Trustees within 30 days of receipt of notification that your Application was unsuccessful to the Trust office:

Rainy River First Nations Trust  
C/O Trust Administrator  
P.O. Box 484  
Emo, ON P0W 1E0

The Community Fund Trustees will respond, in writing, within 30 days after receiving an appeal.

Deadlines

- ◆ Members will be able to submit Applications to the Trust up to the last Friday of the month.
- ◆ Any Application received after the last Friday of the month will be considered in the following month.
- ◆ Applicants are cautioned that that it may take 60 to 120 days for the Community Fund Trustees to review a fully completed Application and respond to the Applicant.

PART A – INFORMATION ABOUT YOU

Applicant Name

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Address

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Town

Province/Territory

Postal Code

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Telephone

Fax

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E-mail

Website

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Primary Contact Person

Goals of the project

a)

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b)

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c)

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Who will your project serve?

- Community on Reserve
- Community off Reserve
- Other

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(please specify)

How long will your project last?

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Amount of funding requested:

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PART B – INFORMATION ABOUT YOUR PROJECT & TEAM

1. Title of your proposal

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2. Describe your proposal:

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3. Describe the activities and methods you will use to achieve your project goal and objective.

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4. What results do you expect to achieve over the course of your project(s)?

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5. How will your project continue to operate after funding from the Trust runs out?

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6. Where will this operation take place?

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7. From the Trust criteria, section 8.2 (b), which item does your request fall under?

- Community Development
- Health Care
- Education and Training, Building Schools, Providing Scholarships
- Elders Care
- Infrastructure Improvement
- Preservation of Culture and Language
- Community Activities
- Economic Development
- Cultural Development
- Protection of Aboriginal and Treaty Rights

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8. From the Community Development Trust Criteria, which item does your request fall under?

- Training and education
- Improved health and well-being (emotional, physical, intellectual, spiritual)
- Benefits from improving awareness of culture, traditions, identity
- Networking – building relationships within the Community and outside the Community
- Contribution to the betterment of the Members
- Increase of income to Members and/or the Community
- Generation of jobs

- Occupational training and development of infrastructure
- Opportunity for creating greater economic independence

9. What research and/or studies have been completed to determine the need(s) identified?

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10. What is the benefit to the Community and/or Members that this proposal will provide?

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#### FINANCIAL REQUIREMENTS

11. How much money are you requesting?

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12. Is the funding available from any other source?

No

Yes  If yes, please give details:

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13. Have you approached any other funding agency prior to approaching the Trust?

No

Yes  If yes, please give details:

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14. Is the request for funding from the Trust to be utilized with any other funding source(s)?

No

Yes  If yes, which agency:

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What is the % breakdown of funding from other sources?

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%

%

%

15. Have you enclosed a plan outlining how the requested funds will be spent?

- Yes   
 No

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16. List the name of each participant team Member, describe their position, roles, responsibilities, and attach their resume (including Elders, Traditional People and consultants). If the project team will need to be hired, attach job description, notices of competition and statements of qualifications. Indicate if the Member is a Signing Authority.

Team Member	Position on the team	Roles & Responsibilities	Signing Authority
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

<b>PART C – MONITORING AND EVALUATION</b>
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The management team of each project funded by The Trust must monitor and evaluate its project on a regular basis. Please describe, in detail, how you will monitor and evaluate the progress and outcome of your project using the criteria outline below.

Monitoring: Are we on track with our project work plan? If not why not and what can we do to stay on schedule?

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Evaluation: Have we achieved the goals set out in our proposal?

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Evaluation: What did we learn about what worked and what didn't work in this project?

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Evaluation: What impact did our project have in addressing the needs of our Community and/or the Membership?

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Evaluation: How can we use the findings of our evaluation to improve the work of our project?

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Please include participants' evaluations and any participant feedback:

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