



## 2019 Handbook for Community Project Proposals

Application Deadline for applications is  
Monday March 18, 2019 @ 5:00 p.m.

**See page 16 for Trustee contact information and where to send your proposal**

# Mohawks of Akwesasne Community Settlement Trust Handbook

This handbook has been developed to help applicants understand the questions in the application and provide a better understanding of what information is required.

## Background

The Mohawks of Akwesasne Community Settlement Trust was created to provide benefits to Members of the Mohawks of Akwesasne from the funds received from the Kawehnoke-Easterbrook Settlement Agreement and the OPG Settlement Agreement.

## Our vision, mission & values:

### Vision:

To fulfill the obligations of the funds pursuant to the Settlement Agreement and to create and promote health, safety, well-being and economic development for Akwesasronon while preserving and revitalizing the language and cultural heritage of the community of Akwesasne.

### Mission:

To provide funding to assist Akwesasronon in promoting their relationship with the land, traditional knowledge/language, culture and traditions, community health and wellness and economic development through activities that enhance the cohesiveness of Akwesasne as one community.

## What the Trust is allowed to fund:

The purposes of the Trust, or authorized use of the funds held in the Trust, are defined at Section 3 of the Trust agreement and are listed in Table 2 included later in this document.

The Trust capital is to be maintained for the long-term benefits of the Beneficiaries. As a result, payments of funds for the authorized uses is made from the income generated by the Trust as a result of investing the Trust funds pursuant to investment guidelines of the Trust (Investment Policy Statement).

## What the Trust will not fund:

- Research (i.e. feasibility study, surveys & questionnaires);
- Payment of individual Band Members for personal benefit (i.e. *per capita* distributions to members of the Mohawks of Akwesasne);
- Individual “for profit” projects providing questionable or limited community benefits (i.e. subsidizing your business);
- Multi-year projects (meaning projects longer than 12 months in duration);
- Renovation and capital improvements of privately-owned buildings;
- Funding of individual sports team;
- Organizations with poor board governance structure and/or poor accounting procedures and practices.

## How much money is available?

Section 22.1 of the Trust Agreement includes the methodology to determine the amount available for community projects.

**Based on the provisions of Section 22.1 of the Trust Agreement, the Trust has a minimum of, \$1,550,000 available for community projects during 2019 at the discretion of the Trustees.**

## What types of projects will be funded for 2019

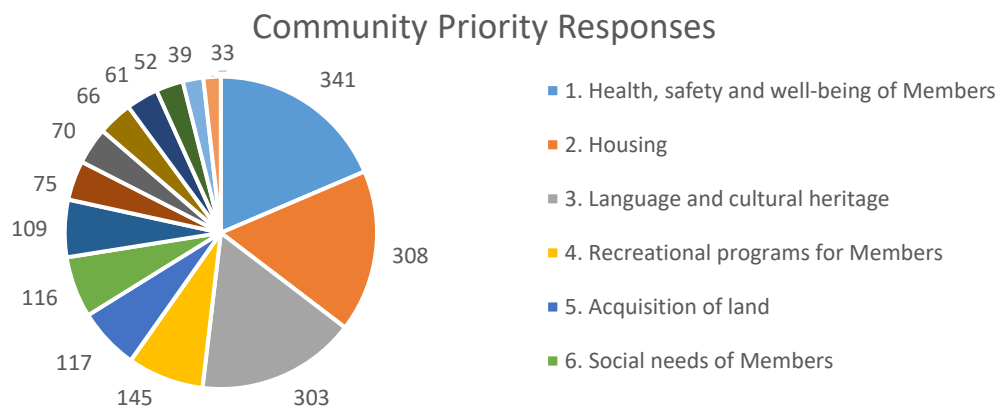
Given that limited funds are available (\$1,550,000<sup>1</sup>), **it is not possible for the Trust to fund all community projects, and it is not possible to fund project for all of the authorized uses of the Trust funds. As a reminder, it is not possible to provide additional funding to an approved project once the funding has been allocated.**

The Trust Agreement stipulates a process whereby the Community, the MCA and the Overseers are consulted by the Trustees in order to identify the community priorities. This process started in September 2018. The following steps were taken:

1. Preparation of an online survey asking members to identify spending or allocation priorities and sharing of link to the survey with all MCA employees and through social media;
2. Participation at outreach Community events to actively collect surveys;
3. Mailed invitations to attend three Community meetings to each district, providing a link to the online survey;
4. Advertised the online survey through multiple outlets, including the Trust's December 2018 Community Newsletter, and advertisements in the Indian Times.
5. Offered prizes, namely two \$500 Visa gift cards, to increase participation from Community Members in the above events.

As a result of this process, **652 responses to the survey were collected.** The results of these survey responses are summarized below:

*Chart 1 – Graph of responses collected from Community Members*



<sup>1</sup> In 2017 approx. \$1,600,000 was available while applications totaling approximately \$5.3 million were received for various projects and initiatives.

*Table 2 - Summary of responses collected from Community Members (percentage of responses received)*

<b>Community Priorities</b>	<b>As a % of votes received</b>
1. Health, safety and well-being of Members	18.58%
2. Housing	16.78%
3. Language and cultural heritage	16.51%
4. Recreational programs for Members	7.90%
5. Acquisition of land	6.38%
6. Social needs of Members	6.32%
7. Programs which protect, maintain or enhance the natural environment	5.94%
8. Negotiations or litigation regarding protection of Treaty or Aboriginal rights	4.09%
9. Programs which promote justice, security and protection	3.81%
10. Emergency disaster relief	3.60%
11. Promote economic development	3.32%
12. Any other purpose	2.83%
13. Construction or improvement of MCA facilities	2.13%
14. Historical and legal research into land and other claims	1.80%
<b>Grand Total</b>	<b>100%</b>

On January 27, 2019, the Trustees met with Council, the Internal Technical Team and the Overseers to discuss the results of the community consultation process and identification of community priorities. **Based on this meeting, it was agreed that only a limited number of priorities should be funded for 2019, in order to have a greater impact on these priorities.**

**As a result, the Trustees have decided that the funds available for 2019 are to be used on the following community priorities:**

- **Promote and support health, safety and well-being of members;**
- **Housing (to be coordinated with the MCA – the Trust will NOT be accepting project proposals for this community priority);**
- **Promotion and the preservations of the language and cultural heritage;**
- **Recreational programs for members; and**
- **Social needs of Members.**

The Trustees also intend to continue the Trust Scholarship program in 2019 and reserve the right to allocate a portion of the funds available for 2019 to a Land Acquisition Account and to the Natural Disaster and Emergency Relief Fund.

The Trustees reserve the right to reallocate funds between these community priorities based on the number, amounts and quality of project proposals received for each of the community priorities.

## Preference:

Will be given to those eligible projects:

- New initiatives that have never been funded;
- Initiatives that have not previously been funded by the Trust; and/or
- That have shown other sources of funding, collaborative approaches, in-kind, donations and fundraising.

## Eligible applicants:

Those who may apply for project funding are:

- Registered Members of the Mohawks of Akwesasne; and
- Organizations that benefit the Mohawks of Akwesasne.

## Evaluation criteria:

In assessing the proposals received, the Trustees will consider the following factors:

- **Completeness:** whether the proposal is complete, including all forms, signatures, etc.
- **Fit with funded Community priorities:** Whether and how the proposal fits within the funded priorities as determined by the Community Trustees; if a proposal received does not fit within one of the identified Community priorities, it would not be eligible to receive funding from the Trust.
- **Community benefit:** whether and how the proposal fits within the Purposes of the Trust; who will be receiving the actual benefit from the planned activities; number of people who will benefit from the planned activities; target demographics who will benefit the planned activities; geographical coverage of the planned activities.
- **Adequacy of budget:** assessment of the cost of implementation of each proposal in relation to the benefits to the Beneficiary and Members; whether the Project Proponent has sought and secured additional sources of funding for the project; whether there is a viable plan in place to cover costs which are not included in the proposal such as ongoing operational and maintenance costs; are quotes present for significant expenditures (**note: two quotes are required for purchase of equipment of \$5,000 or more**); does the overall budget appear reasonable or unreasonable given the nature of the planned activities?  
**Important note: once a funding amount is approved, no additional funding can be obtained from the Trust for a specific project.** Applicants should identify in their proposals how they will manage any budget overages.
- **Adequacy of Project Team:** assessment of whether there is adequate governance and oversight given the nature and size of the proposed project; is the composition of the team members adequate given the nature of the planned activities; are the roles of the team members well explained; do team members have the adequate and relevant experience to successfully complete or undertake the planned activities; is a resume of the key resource(s) included?

- **Adequacy of Project Plan:** assessment of whether there is a clear explanation of what will be undertaken as part of the project; are the specific tasks explained in sufficient detail; is the project plan sufficiently detailed with tasks that are logical given the nature and type of project proposed; has the project proponent identified a clear methodology or process to evaluate the success of the project?
- **Project Timeline:** Will the project be completed by the end of December 2019; will the requested funding be expended by the end of December 2019; are the timelines outlined in the proposal reasonable given the nature and type of project proposed?

### **Timeline:**

Your project application for funding from the Trust should be provided by **Monday March 18, 2019 at 5:00 pm**. Your application can be sent by email in **Adobe Acrobat (pdf)** format to [applications.akwtrust@gmail.com](mailto:applications.akwtrust@gmail.com), or by mail as:

**Mohawks of Akwesasne Community Settlement Trust  
325 Island Road, Suite 16  
Akwesasne, Ontario K6H 5R7**

Applications received after the deadline will be given no further consideration. The Trust will not be responsible for any delays in the delivery of application sent by mail or ensuring the completeness of the project proposals received.

As the Trust operates on a fiscal year of January to December, your project should fall within these timelines or within this time period.

**Selected applicants will have to attend one of two mandatory information sessions to be held on Friday April 12, 2019 at 10:00am or at 2:00pm (specific location is to be determined and will be shared with selected applicants).**

## Application Tips

### Things to remember:

- The Trust reserves the right to request resubmitted bids or clarification from applicants.
- If your organization is approved for funding from the Trust, a financial agreement must be signed prior to the release of any funding.
- A 10% hold back of funding is placed on all Funding Agreements. Final payment will not be released until a final project report is received.
- If more space is required to answer questions please attach a sheet, indicate the number of the question you are answering.

### Required

- Only complete applications will be considered for funding.
- A letter of support from someone with authority to bind your organization (e.g. Chairman of the Board, director, senior management, etc.) indicating they are fully aware of submission of project application to the Mohawks of Akwesasne Community Settlement Trust.
- Projects where there are building renovations, land enhancements or infrastructure upgrades will need the following legal documentation included with the application.
  - Proof of insurance including third party liability; and
  - Mohawk Council Resolution approving use of MCA-owned land, if applicable.

### Workshop

Please note that the Trust will be holding a **free workshop session** in order to discuss the requirements and to respond to questions and queries. You are invited (but not required) to attend the workshop. The workshop will be held **Wednesday February 27, 2019 in the Turtle Room in the Health Medical Building in St. Regis.**

**Deadline for sending applications is  
Monday March 18, 2019 @ 5:00 p.m.**

Your application can be sent by email in Adobe Acrobat (pdf) format to [applications.akwtrust@gmail.com](mailto:applications.akwtrust@gmail.com), or by mail at:

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Applications received after the deadline will be given no further consideration. The Trust will not be responsible for any delays in the delivery of application sent by mail.

## Part A – Information About You

**Organization** – Official Name of Organization applying for grant

**Mailing Address** – What is the official mailing address of the Organization?

**Physical Address** – What is the physical mailing address of the Organization (if different than mailing address)?

**Primary Contact Person/telephone/email address** – This will be the person we contact regarding your application and all correspondence will be addressed to this person. This person must be a member of the Mohawks of Akwesasne. To this effect, please complete the verification of membership form (located at Part F). In addition, please provide a resume of the technical resource(s) responsible for the overall completion of the project in order to demonstrate experience and qualification.

**1. What is your organization's mandate/mission?**

Your answer to this question helps us understand your organization's objectives or the reason why you exist. When we review your application, we look for consistency between your mandate and your proposal.

**2. How long has your organization/group been in existence and in operation?**

This shows the Trust the longevity of your organization/group.

**3. Is your organization a business for profit?**

**For-profit** - The Trust deems a for profit organization whereby individuals or the organization receives financial gains.

**Not-for-profit** – The Trust deems a non-profit organization whereby individuals or the organization do not receive financial gains.

**4. How does your organization make decisions and how often do you meet?**

Describe the decision-making process of your organization, whether there is a Board of Directors/Advisory Committee and whether there is an existing calendar of meetings.

**5. How many employees do you currently employ?**

Tell us how many active employees you have. Are they full-time/part time/contract employees?

**6. What target group(s) of the Mohawks of Akwesasne are you currently serving?**

Your program may be available to all Mohawks of Akwesasne members but how many actually used your services in the past year. If you have only served organizations/businesses then list the local organizations/businesses.



## Part B – Information about Your Project

**1. Title of your project:**

This should not be the title of your organization. It should describe your project.

**2. Where will this project take place?**

List the exact location where the majority of your planned activities will take place.

**3. Amount of funding requested:**

List the amount of money you are requesting from the Trust to contribute to your project. Make sure this amount matches totals in Part C.

**4. Other sources of funding:**

List any other sources of funding for your project. Indicate whether the other sources of funding are guaranteed or not. **If your project is in a situation where another source of funding is not guaranteed, please indicate what will happen to the project if the funding from the other source is not provided.** Preference may be given to projects that demonstrate multiple sources of funding.

**5. Project Start Date and Project End Date:**

The Trust operates on a fiscal year January to December. Your project should fall within this time frame.

**6. Give a brief description of your project:**

Your project should be clearly described. What will you be doing?

**7. Goals of the project:**

Your goals should state the primary purpose of the initiative. How will your initiative contribute to the quality of life in the community? How does it align with the identify community priorities? It may seem obvious to you but please tell us. Whether you want to host a workshop or build a park, what will this initiative do for the community/members? Your goals should be very broad but should align with the overall mission of your organization.

**8. What results do you expect to achieve over the course of your project?**

Your work plan will give us a list of concrete and measurable deliverables or outcomes that your organization expects to achieve. Each of the results should support your goal and be achieved through the activities you identify. Results should be achievable and measurable, they can be quantitative and qualitative.

**9. How will your project continue to operate after funding from the Trust is exhausted?**

Is your project a one-time initiative or does it lend itself to continue after year 1? The demand for funding will far exceed funding availability. Not all applications/proposals can

be fully funded. There is no guarantee that a project funded in year 1 will be funded in year 2, or that community priorities funded in year 1 will be funded in year 2. The Trust seeks to fund projects that will be able to continue after funding from the Trust has ended. As such, the Trust needs to know what you have planned in the future. You should be able to demonstrate to the Trust that you already have, or are planning for other sources of funding.

**10. Please explain how your project qualifies under the current community priorities being funded?**

Please remember that your project has to provide concrete benefits for one or both of the following community priorities identified for funding during 2017.

***How does your project help with the promotion and support health, safety and well-being of members?***

*and/or*

***How does your project help with the promotion and the preservations of the language and cultural heritage?***

**11. Is there any research, studies, surveys and questionnaires that have been completed to demonstrate Community support and/or needs of your project, or that assisted in the development of your project?**

Please remember that the Trust cannot fund any research projects. The Trust requests a copy of any research that has been completed for review. (Examples: Community Plan, Feasibility Study, Internal Needs Assessment, Ministry Guidelines).

**12. How will the Mohawks of Akwesasne benefit from this project?**

Please identify the potential outcomes/deliverables of your project.

**13. Who will your project serve and how many individual community members will be served within the project funding timeline?**

Please identify the target population and estimate how many community members will actively participate in your project. Do not list how many will have access to your project. If your project will assist organizations/businesses list those organizations/businesses.

**14. What is your Community communication plan for your project?**

Explain how you plan to market your project to the Community. This can include print (newspaper, social media, posters, newsletters, and press releases), radio (community bulletin board, live broadcast, live interviews, etc.) or personal contact (phone calls, direct letters). You will be required to provide specific details in your project reports.

**15. Detail how your organization will acknowledge the Trust for contributions made to your project.**

Explain how you plan to let the Community know that the Mohawks of Akwesasne Community Settlement Trust was involved in your project. This may include, but is not limited to, having the Trust logo included in all your marketing or have a sign at your event or on the project itself.

**16. Will your project create employment for Mohawks of Akwesasne Members?**

When creating employment for Mohawks of Akwesasne members please remember to provide detail (full-time/part time/contract positions, job descriptions, etc.).

**17. Please provide a project work plan.**

**1. Activities:**

Once you have identified the results that you expect to achieve, the next step in the planning process requires you to develop your activities. Each activity should be tied to an expected result. Each result should have at least one activity associated with it. Remember that your results and activities should have a link to your organizations mission and your goal.

Please remember to include actual timelines (#3).

**2. Responsibility:**

In the next column, describe who will plan and deliver each activity. For example, if the results include updating wiring in a building, the workplan should include obtaining an inspection from Hydro One as an activity and specify who will have responsibility for organizing the inspection (example: a volunteer or a general contractor).

**3. Timeline:**

Each goal or activity should include an estimated timeframe as to when you will begin this activity and when you plan to complete. This will help you keep track in terms of planning and implementation.

**4. Results:**

Your work plan should include a list of concrete and measurable outcomes that your organization expects to achieve during the length of your project. Each result should support your goals and be achieved through activities you identified in the Activities column.

Your results should be an itemized list of what you hope to accomplish. Results should be achievable and measurable and can be quantitative (numbers and percentages) and qualitative (in-depth perspective on the impact of your project).

Example: Traditional Basket Weaving Camp – 20 teenagers will have increased their knowledge of basket weaving which will/may lead to future self-employment, increased knowledge of Mohawk culture and increased self-esteem.

When you are deciding how to measure results, here are a few suggestions:

- Is there any easy way to quantify results? Example: Attendance Log or satisfaction survey, identifying potential improvements to increase effectiveness of program.
- What do you need to build into our program to ensure we have measurable results? Example: Make sure participants fill out questionnaires to assess their satisfaction with the project/event.

### ***5. Developing an evaluation plan:***

Although an evaluation may not actually be undertaken until midway through a project or at its completion, planning for an evaluation needs to occur prior to the start of the project. Developing the plan prior to the beginning of the project enables you to identify and put in place the process and tools necessary to collect and analyze information required to conduct and evaluate.

#### ***Evaluation Plan:***

The last column asks you to identify how you will know if your project has achieved the results you had planned for.

In this column you should identify the indicators of success: how you will know if your activities achieved the desired results and how will you measure them. The indicators of success in your evaluation plan should be connected to the measurable results you identified in the first column. If one expected result was to increase participation in a program, an increased number of participants would indicate success. One method of measuring would be through attendance logs.

*The form in the application is designed for straightforward evaluations of simple projects. If you have a more complex project you may want to develop a more elaborate evaluation plan.*

**WORKPLAN SAMPLE (for 2 different types of projects)**

<b>Activities:</b> What are the main steps needed to achieve your results?	<b>Responsibility:</b> Who will be responsible for each activity (in your organization or a partner organization)?	<b>Timeline:</b> When will each task begins and when will you complete?	<b>Results:</b> Your itemized list of expected accomplishments.	<b>Evaluation Plan:</b> How will you know if your work is successful? How will you evaluate the results of your activities?
<b>ONE TIME FUNDING</b>				
1. Create a listing of new Mohawk language books to purchase 2. Purchase new books	1. Manager will compile listing of books to purchase for Director approval 2. Manager will place order	May to June 2019	An enhanced supply of reading material in Mohawk language for community use	1. The number of new books available 2. Feedback from users 3. Evaluation of actual book usage
<b>CAPITAL PURCHASE</b>				
1. Remove old play structure 2. Prepare site for new play structure 3. Install new play structure	The selected contractor will be responsible for each step	Summer 2019 June & July 2019	A brand new play structure.	1. Successful Safety Inspection 2. Number of individuals using the stands at various events 3. Comments/Feedback from public
<p><b><i>You can add as many rows as you need for your project or initiative. In Addition to this particular sample you would include the goals of what your office expects to accomplish. This would be based on the nature of your organization.</i></b></p>				

## Part C – Financial Requirements

### 1. *Has your organization/group completed any fundraising activities?*

Since funding is limited the Trust will look more favorably at organizations that have demonstrated they also have a financial commitment in the project.

### 2. *List sources of previous and anticipated funding sources and funding amount(s) specific to the project*

The Trust needs to know if there are existing financial commitments from other organizations or funders. You should also list any pending applications.

### 3. *Will your project generate income or collect user fees?*

If you are generating income or collecting user fees, you should demonstrate how this income and these fees are going back towards expenses for this project. Fees should not offset expenses outside your proposed project.

### 4. *Describe how accounting records are maintained*

The Trust needs to ensure that you will maintain appropriate accounting records. Who is your Treasurer or person responsible for keeping your accounting records up-to-date?

If you wish to hire someone for this project in order to have proper accounting records, please include this cost as part of the project expenses.

### 5. *Insurance requirement*

The Trust needs to ensure that you are properly covered for risks associated with your project. Generally, the simplest way to do this is to obtain adequate insurance coverage related to the proposed operations. Please indicate how risks will be covered (e.g. some organizations related to the Mohawk Council of Akwesasne are covered through their general insurance policy. If that is the case, you need a letter from the MCA confirming this).

If you are incurring insurance cost in order to cover against the project risks, please include this cost as part of the project expenses.

### 6. *Project Budget*

This budget should match the work plan expectations and funding requirements. The Project Budget is only a guideline. You can change the budget items listed or create your own to match your current budgets or financial statements.

**Please note that two quotes are required as support for any purchase of equipment of \$5,000 or more.**

*A sample budget is included on the next page. Please note that a different form of budget may be more appropriate for your project. As an example, if your project is for the construction of a children playground, then the focus should be on the relevant cost elements (site preparation and clean-up, construction costs) with quotes for the major cost components (quotes are required for any purchase of equipment of \$5,000 or more). For ease of preparation, a template is available in Microsoft Excel for the preparation of a budget. The template is in the same format as the budget on the next page.*

### Sample Project Budget for a proposal requesting funding for a Native Language Center

NATIVE LANGUAGE CENTER - 2017 TRUST BUDGET REQUEST				
Category	Trust Request	Other Sources	Total	JUSTIFICATION
<b>PERSONNEL</b>				
Language Instructor/Curriculum Developer - 1 FTE @ \$45,000 x 10 mos.	37,500	-	37,500	The Language Instructor/Curriculum Developer has primary responsibility for implementation of the project.
Administrative Assistant – 1 FTE @ \$28,000 x 10 mos.	23,333	-	23,333	The administrative assistant works directly with the project director to implement the project. This position provides support to the two other positions in implementing the project.
<b>TOTAL PERSONNEL</b>	<b>\$ 60,833</b>	<b>\$ -</b>	<b>\$ 60,833</b>	
<b>FRINGE BENEFITS</b>				
CPP, EI, WSIB	9,000	-	9,000	12% of personnel cost per statutory requirements
<b>TOTAL FRINGE BENEFITS</b>	<b>\$ 9,000</b>	<b>\$ -</b>	<b>\$ 9,000</b>	
<b>TRAVEL</b>				
Sweetgrass Language Conference, Kahnawake	1,830		1,830	Haudenosaunee Conference to network with other programs and communities. Costs are for 4 people to attend: hotel 2 rooms X 3 days@\$180/day; per diem@\$50/day X 4 persons X 3 days; local mileage for 1 vehicle@\$.50/km X 300 km.
<b>TOTAL TRAVEL</b>	<b>\$ 1,830</b>	<b>\$ -</b>	<b>\$ 1,830</b>	
<b>EQUIPMENT</b>				
Computers (2)	1,600		1,600	2 computers @ \$800.00 for use by the LI/CD and administrative assistant to work on various activities throughout the project.
Software for 2 computers, MS Office	2,200		2,200	Software for 2 computers, MS Office 7
Interactive Smart Board	3,000	1,177	4,177	An interactive Smart Board is necessary for curriculum development collaboration and classroom instruction. Quote for Smart Board XYZ is attached in the appendices.
Projector for training, wkshps & meetings	650		650	Projector for training, workshops & meetings
Printer (1)	500		500	1 printer @ \$500 for project use. Will be shared by all staff.
<b>TOTAL EQUIPMENT</b>	<b>\$ 7,950</b>	<b>\$ 1,177</b>	<b>\$ 9,127</b>	
<b>SUPPLIES</b>				
Office Supplies	400	600	1,000	Office Supplies @ 100 per mo. X 10 mos. General supplies such as but not limited to paper, pens, paper clips, post it notes, files.
Training/meeting supplies	1,800	240	2,040	Supplies for the training and meetings that will be held through out the first year of the project at \$85 per 24 events.
<b>TOTAL SUPPLIES</b>	<b>\$ 2,200</b>	<b>\$ 840</b>	<b>\$ 3,040</b>	
<b>OTHER</b>				
Curriculum Developer Consultants	6,000	3,139	9,139	To provide 4 workshops on Curriculum Development for staff and Speakers, based on quote (see appendix)
Elders - 1st Language Speakers	6,000		6,000	To ensure accuracy and integrity of the language @ \$50 per hour x 120 hours
Professional Development Workshops 4 @ \$1,000		4,000	4,000	The cost of 4 professional development sessions @ \$1,000 for Native Language Teachers
Local mileage for partnership formation		400	400	Local mileage for partnership formation 800 km @ .50/km
Internet fees	360		360	Internet fees @ \$36 x 10 mos.
Consultant travel and per diem to conduct 4 workshops	2,000		2,000	Consultant travel and per diem to conduct 4 workshops at \$500 per trip (Lodging=\$180, PerDiem=\$161 and Local Mileage=\$159)
Rental of meeting space		3,600	3,600	Rental of meeting space for 24 meetings x \$150
Family Appreciation Dinner	1,070		1,070	Family Appreciation Dinner for 50 participants, see caterer quote in appendices
Volunteer time by Community members & Board of Directors		8,000	8,000	Volunteer time by Community members and Board of Directors @ 800 total hours x \$10 per hour (Board & community members hours for community input, planning meetings and 4 workshops)
Refreshments and food for 24 sessions	900	1,450	2,350	Refreshment and food costs for trainings, a community meeting and partner appreciation meal (24 events @ \$98 per event)
Insurance	575		575	For insurance policy for duration of program
Bookkeeping services and preparation of reports	1,200		1,200	Bookkeeping \$ 40 per hour x 30 hours and final reports (project report and financial report) \$40 per hour x 10 hours.
<b>TOTAL OTHER</b>	<b>\$ 18,105</b>	<b>\$ 20,589</b>	<b>\$ 38,694</b>	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 99,918</b>	<b>\$ 22,606</b>	<b>\$ 122,524</b>	

## **Part D – Project Team**

### **Project Team:**

Your project team consists of all of the members of your team who are involved with your project and carry responsibilities, such as but not limited to, contact person, signing authorities, resource members, etc.

Please note that these may be one of the same, for example, your contact person may also have signing authority.

Please provide a resume for the key person(s) responsible for the overall management and administration of your project.

### **Contact persons (2 contact persons are required):**

Your contact persons are the members within your Project Team who are listed on the first page of your application. These persons will be the primary contact for your project and will liaise with the Trust. They must be a member of the Mohawks of Akwesasne.

**The contact persons must have decision-making and signing authority for the organizations/ proposed project**

### **Signing Authorities:**

Signing authorities are those team members within your Project Team who have authority to sign Financial Agreements and other documents (such as cheques, requests to the Trust, etc.) The Trust requires a minimum of 2 signing authorities.

## **Part E – Release of Information**

Please make sure that this section is signed by 2 (two) signing authorities listed on the Project Team.

## **Part F – Membership Confirmation**

For the individual named as a contact person, please complete Part F of the application form (Membership Confirmation), including your name and date of birth and

**Do NOT submit the form to the Office of Vital Statistics** – the Trust will send all Membership Confirmation forms at once to the OVS.



## HELP NEEDED?

If you require any additional assistance with your application please feel free to contact the Trust. Please remember that the Trustees cannot write the proposal for you but we may be able to guide you in the right direction.

**The Trust will be holding a workshop session on Wednesday February 27, 2019 in the Turtle Room in the Health Medical Building in St. Regis. You are invited to attend this session** (Attendance at this session is not mandatory in order to submit a project proposal)

You can also contact any of the Trustees:

Trustee Name	E-mail	Phone contact
Patricia Adiaconitei	adiaconitei@xplornet.com	613-551-4681
Amanda M. Jacobs	nutjac_22@yahoo.com	518-651-1982
Hilda King	hildamking@icloud.com	315-600-7913
Marie Seymour	cleoz4@yahoo.com	315-323-2841
Wendy M. Thompson	wendy.thompson16@hotmail.com	315-705-5429

**Application Deadline for applications is  
Monday March 18, 2019 @ 5:00 p.m.**

Your application can be sent by email in Adobe Acrobat (pdf) format to [applications.akwtrust@gmail.com](mailto:applications.akwtrust@gmail.com), or by mail as:

**Mohawks of Akwesasne Community Settlement Trust  
325 Island Road, Suite 16  
Akwesasne, Ontario K6H 5R7**

Please note that this Call Out for Project Proposals is administered only by the Mohawks of Akwesasne Community Settlement Trust. **MCA is not involved in this process and will not provide answer to questions and proposal should not be dropped off at MCA.**

Applications received after the deadline will be given no further consideration. The Trust will not be responsible for any delays in the delivery of application sent by mail.

## APPLICATION CHECKLIST

Please ensure that you complete/include the following information in your project proposal application:

- Ensure projects fits in one of the identified funded priority area:**
  - Promote and support health, safety and well-being of members
  - Promotion and the preservations of the language and cultural heritage
- Send fully completed Application Form, including each of these parts:**
  - Part A – Information About Organization
  - Part B – Information About Your Project
  - Part C – Financial Requirements
  - Part D – Project Team
  - Part E – Release of Information
  - Part F – Membership Confirmation
- Include letter of support from someone with authority to bind your organization indicating they are fully aware of submission of project application to the Mohawks of Akwesasne Community Settlement Trust.**
- If project relates to building renovations, land enhancements or infrastructure upgrades, include proof of insurance including third party liability, Mohawk Council Resolution approving use of MCA-owned land, and valid proof of ownership for land or building.**
- Include a completed Project Work Plan**
- Include a completed Project Budget**
  - Ensure budget agrees with funding requested from the Trust
- Include resume for the key person(s) responsible for the overall management and administration of your project.**
- Include copies of financial statements**
- Include copies of two or more quotes for purchase of equipment of \$5,000 or more**
- Submit your project proposal prior to the application deadline of Monday March 18, 2019 at 5:00 pm**