



# **AKWESASNE COMMUNITY HEALING FUND APPLICATION GUIDELINES**

---

**September 2022**

## OVERVIEW

The Akwesasne Community Healing Fund was established by Council and is intended to support community based **not for profit** applicants within the jurisdiction of the Mohawk Council of Akwesasne (MCA).

The Mohawk Council of Akwesasne may allocate dollars for the fund from time to time to support a community call-out. These dollars are designed to assist individuals and families in mitigating risks and providing healing support services to Akwesasneronon who are in need of help, recovery and support to become healthy and whole.

The Akwesasne Community Healing Fund is designed to provide funding **only once per callout and is not to be considered as a commitment to repetitive, ongoing, or permanent funding to be relied upon by any applicant.**

The concept of a Community Healing Fund Review Committee was established by Council to include representation from the MCA with the responsibility to establish conduct a community callout for applications; review applications; and make recommendations to Council on how much funding to allocate to approved applicants.

The Community Fund Review Committee established strict guidelines, criteria, and an application form that must be utilized and adhered to in order to be deemed eligible for funding from the Akwesasne Community Healing Fund.

## ELIGIBILITY CRITERIA

1. Applicants must be established and/or operate in the northern portion of Akwesasne under the jurisdiction of the MCA.
2. Applicants must have a physical address within the territory of Akwesasne under the jurisdiction of the MCA and **must supply proof of address** (ie: phone bill, electric bill, bank statement) in the applicant's name.
3. Only community-based **not for profit** applicants may apply for funding from the Akwesasne Community Healing Fund. For clarification, **not for profit** applicants are those whose purpose is to achieve their goals and any funds raised or secured are used solely for that purpose and not to make a profit. These applicants are eligible to apply. **For profit** applicants are those whose motive is to generate revenue (a profit) for their own benefit. These applicants **are not eligible to apply.**
4. Applications must have **one contact person and the contact person must be a Member of the Mohawks of Akwesasne and their operations must be located in Akwesasne.**
5. The MCA *Good Standing Policy* applies. Any application **with an applicant or contact person who is deemed to be not in good standing by any program or department of MCA** (i.e. have outstanding amounts owing to the MCA) **will not be eligible** for funding consideration. Contact person **must sign and submit three separate standing confirmation forms, one each as individuals and another in the applicant's name**, to allow current standings with MCA to be verified (three

Standing Confirmation forms are attached to the application form; one for the contact person and one for the applicant's name).

**Note: To avoid unexpected application denials, it is in the best interest of the applicant to find out whether or not contact person and the applicant are in good standing prior to submitting an application to the Akwesasne Community Healing Fund. Contact the Government Support Manager to do so.**

6. Applicants **must provide proof of an established Canadian bank account** in order to be considered for funding.
7. The proposed activity/purpose of funding **must have a set time frame, including a start date and an end date.** For this callout, the proposed activity/purpose of funding **must take place within one year of the award of funding in order to be considered for funding.**
8. **All required application information must be included, for the application to be considered.**

## **RESTRICTIONS**

9. This fund is not an entitlement. Applications will be screened and vetted by the Community Healing Fund Review Committee. If **information or supporting documentation is missing** and/or not provided with the application at the time of submission, the application will not be considered by the Review Committee
10. MCA departments, programs, and services are **not eligible** to apply.
11. **Only one (1) application may be submitted** by any applicant and/or any contact person per callout.
12. An applicant may **receive funding only once per callout.**
13. Funding **cannot be used for any capital expenses.** For clarification, capital expenses are considered to be construction and/or renovation work.
14. Any property or equipment purchased by an applicant through funding provided by the Akwesasne Community Healing Fund must remain the property of the applicant, and not become the property of an individual contact person to the application.
15. Applications submitted by individuals may be considered by the Review Committee provided that the funding is not to be used for education or other tuition.
16. Applicants who have an outstanding report or other obligation from any previous Akwesasne Community Healing Fund call out are **not eligible** to apply.
17. There is **no guarantee of future funding callouts** for the Akwesasne Community Healing Fund. The Akwesasne Community Healing Fund is **not to be relied upon by any applicant and any approval is not to be considered as a commitment to repetitive, ongoing, or permanent funding.**

18. **Decisions of the Community Healing Fund Review Committee are final.**

## **APPLICATION SUBMISSIONS**

19. Requests for funding from the Akwesasne Community Healing Fund **must be submitted using the prescribed application form**, ensuring that all questions are answered, all areas are filled out, and all supporting documentation is attached.

**Note: Applications submitted become the property of the Review Committee and the MCA.**

20. Applicants must ensure that their application package includes **a cover letter** containing the names, addresses, phone numbers, e-mail addresses, and fax numbers (if applicable) of **at least one contact person**.

21. **Contact person must sign:**

- the cover letter;
- the application form;
- the Declaration form (initials also required); and
- separate good standing confirmation forms, **one as an individual and a second as the contact person for the applicant**.

22. Applications **must include the following information:**

- a) Complete background information about the applicant (such as who you are, what you do, past activities undertaken, community involvement, etc.);
- b) A full explanation of the activities you expect to perform with any funding received, including start and end dates, responsible parties, expected outcomes, status, and comments by filling out an action plan;
- c) A description of the benefits to the community that will likely be realized if funding is provided (such as how many Akwesasronon will benefit from your activities, what are the different ways Akwesasronon will benefit, are there any potential linkages that can be established and/or networking that can take place with community organizations/groups);
- d) Financial accountability through an itemized proposed budget. In addition, the revenues that you expect to receive (other than the Community Healing Fund) must be included as well as their sources. Revenues that should be included are any fees, donations, and/or grants (applied for or received) and a description of what fundraising efforts are being made; and
- e) A list of signing officers on the bank account

23. Applications must be hand delivered to the location indicated below on the date as establish by Mohawk Council Resolution (MCR).

## Community Fund Review Committee

Attention: Chelsea Francis—Government Support Manager  
MCA Administration 1 Building  
12 Akwesasne Street  
Akwesasne, Quebec H0M 1A0  
613-575-2250 ext. 2164  
[proposals@akwesasne.ca](mailto:proposals@akwesasne.ca)

24. **Late application submissions will not be accepted.  
No exceptions will be made!**

### RECIPIENT RESPONSIBILITIES

25. Funding may only be used for the purpose described in the application.
26. The Akwesasne Community Healing Fund must be acknowledged as having provided funds for the activity/purpose of funding through the newspaper, radio, or social media and proof of this acknowledgement must be provided. (i.e. **“This [specify your activity/purpose of funding] was made possible through funding received from the Akwesasne Community Healing Fund”**).
27. Where the applicant encounters difficulties in proceeding with the proposed activity/purpose of funding or if circumstances change with regard to the purpose described in the application, the applicant must **immediately inform the Review Committee** of the situation so that the Review Committee can determine whether the approved funding can be used or if funds need to be refunded to MCA. The applicant must secure the Review Committee’s approval for any changes before spending any further funds.
28. Where approved funding has not been used for the purposes described in the application or has been unspent or unused, the **contact person may be required to refund up to the entire amount allocated to them**, back to the Mohawk Council of Akwesasne, for redistribution to approved applicants from the same callout.
29. Approved applicants are required to submit a **final report** on activities and expenditures **within 60 days following the completion date supplied in the application**.
30. The final report must include a narrative summary of the activities completed, number of Akwesasronon who benefitted, linkages established, networking that took place, goals and objectives met, any issues encountered and how they were handled, how activities might be better handled in the future, a summary of expenses covered by funds received from the Akwesasne Community Healing Fund, and an evaluation of the overall results.
31. The financial portion of the final report must be accompanied by clear and legible copies of all original receipts, invoices, bills, statements, etc.
32. It must be understood that MCA will publish information related to successful applicants (i.e. applicant name and amount received).

33. The contact person for approved applications are required to sign a formal undertaking to acknowledge and accept the responsibilities listed in this section prior to receiving any approved funds.

## **APPROVED FUNDS**

34. Approved funds will be distributed as follows:

- **Seventy-five percent (75%)** of the total amount approved will be provided immediately after an undertaking is signed;
- **Twenty-five percent (25%)** of the total amount approved will be held back until the final report has been reviewed and processed.

## **FURTHER INFORMATION**

For further information concerning the Akwesasne Community Healing Fund guidelines, criteria, or application form do not hesitate to contact:

**Chelsea Francis—Government Support Manager**

MCA Administration 1 Building

12 Akwesasne Street

Akwesasne, Quebec H0M 1A0

613-575-2250 ext. 2164

[proposals@akwesasne.ca](mailto:proposals@akwesasne.ca)