



LITTLE CHILD  
COMMUNITY  
DEVELOPMENT  
BOARD INC.

*DONATION POLICY*

## **1. CITATION**

- 1.1. This document shall be cited as the Little Child Community Development Board Inc. Donations Policy.

## **2. DEFINITIONS**

- 2.1. For the purpose of this policy, the definitions will be understood as follows:
  - 2.1.1. “Applicant means any individual citizen or group who has applied and has been approved for funding by LCCD under the provisions of this policy.
  - 2.1.2. “Board” means the Little Child Community Development Board and its directors.
  - 2.1.3. “Citizen” means any registered band member of Cowessess First Nation.
  - 2.1.4. “Group” means any one of the following from Cowessess First Nation.
    - i. Committees
    - ii. Youth Groups
    - iii. Sporting Teams
    - iv. Family Units
    - v. Any other unincorporated association or charitable group
  - 2.1.5. “LCCD” means Little Child Community Development Board Inc.

2.1.6. "Motion" means an approved decision of LCCD, and its directors as approved by Quorum at a duly convened meeting.

### **3. OBJECTIVE**

3.1. The goals and objective of LCCD is to raise funds for distribution to citizens and/or groups who request funding for charitable reasons.

### **4. ELIGIBILITY**

4.1. Any citizen(s) or group with limited financial resources may be a recipient of funds from LCCD, providing that the citizen(s) or group meet the criteria outlined in the Donations Policy Section 6.

### **5. FUNDING AVAILABILITY**

5.1. All funding available for distribution shall be contingent on the net profits generated from lottery revenues and interest earned on general accounts.

5.2. LCCD may, at their discretion refuse funding for a project, program, activity or any other financial need.

### **6. ELIGIBILITY CRITERIA**

6.1. Only one (1) application per year per applicant.

6.2. The maximum amount of funding that may be available to citizen(s) or group(s) shall not exceed:

6.2.1. \$1000.00 for an individual project, program, activity or need.

6.2.2. \$5000.00 for a group project, program, activity or need.

6.2.3. \$10,000.00 for a community project, program, activity or need.

6.3. Funds are accessed by completing and submitting a Funding Application to the Community Development Officer.

6.3.1. Applications must be received by 4:30pm on the following dates.

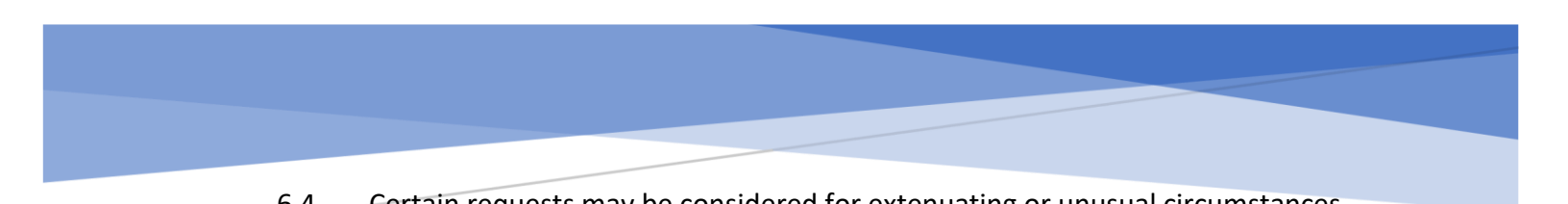
**February 15<sup>th</sup>** for Spring funding (April 1<sup>st</sup> – June 30<sup>th</sup>)

**May 15<sup>th</sup>** for Summer funding (July 1<sup>st</sup> – September 30<sup>th</sup>)

**August 15<sup>th</sup>** for Fall funding (October 1<sup>st</sup> – December 31<sup>st</sup>)

**November 15<sup>th</sup>** for Winter funding (January 1<sup>st</sup> – March 31<sup>st</sup>)

6.3.2. Should one of the following dates fall on a weekend or Statutory Holiday, the following business day will be considered as the deadline date.



6.4. Certain requests may be considered for extenuating or unusual circumstances where a citizen or group can clearly demonstrate the need for financial support. Such circumstances may include the following:

6.4.1. Emergency Situation

6.4.2. Tragedy

6.4.3. Life threatening or other health issues of similar nature.

6.5. Eligibility for funding shall be evaluated based on the following criteria:

6.5.1. The nature of the circumstances

6.5.2. Whether the applicant has exhausted all other financial resources

6.5.3. Whether the applicant has or is experiencing a hardship or difficult situation that requires special consideration for assistance.

6.5.4. Has any other means been of support been provided?

6.5.5. Whether there is insufficient or limited support available through other programs and/or agencies

6.5.6. Applicants must invest personal time in activities as suggested by the Board in exchange for funding

6.5.7. Applicants must demonstrate that they have at least 10% of funds requested – with exception for extenuating or unusual circumstances.

## **7. Eligible Contributions Expenditures**

7.1. Eligible expenditures for contribution shall, when applicable, include the following:

7.1.1. Specialized equipment or treatment

7.1.2. Purchase of material and/or supplies

7.1.3. Travel and Special Transportation or accommodation needs.

7.1.4. Any other essential or directly related expenses deemed necessary to attain the purpose or need as indicated on the application.

## **8. APPLICATION PROCESS**

8.1. All applications must be submitted on the approved forms and shall be considered in strict confidence and be treated as such.

8.2. Applications shall be reviewed by the LCCD Board and their quarterly meetings.

8.3. Applicants are required to submit one (1) signed copy of the completed application form. Applications can be sent via the following ways:

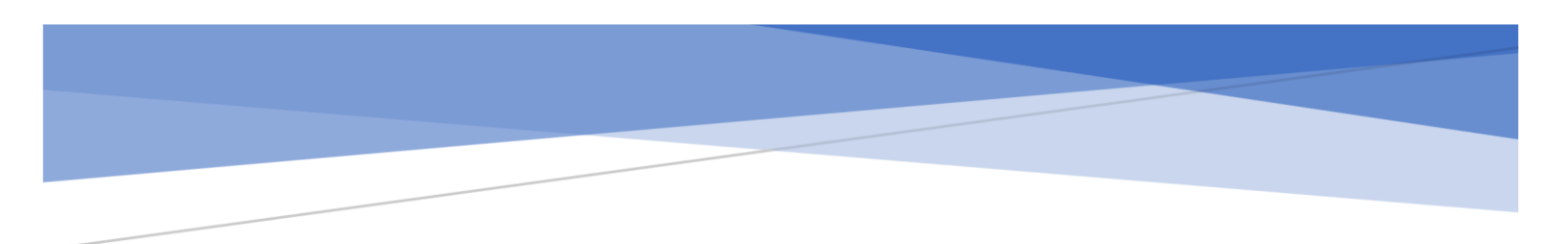
- In Person
- -Electronic submission (fax or e-mail):
  - Fax : 306 - 696 – 2767
  - Email : littlechild.cdb@cowessessfn.com
- By mail:
  - Little Child Community Development Board Inc.
  - P.O. Box 109
  - Cowessess First Nation
  - SOG 5L0

LCCD will not review any incomplete applications. Applications must be complete in full with detailed budgets and expenses, which also includes estimates and/or quotes as necessary.

## **9. APPLICATION EVALUATION**

- 9.1. LCCD shall make allocations to Applicants that best address the goals of the LCCD.
- 9.2. The evaluation will be based primarily on the information provided in the application along with any other background information submitted by the applicant. Applicants must comply with minimum standards that ensure proper accountability and effective financial reporting.

## **10. ALLOCATION PROCESS**



10.1. Within two (2) weeks of the application review, each Applicant shall be notified in writing by the LCCD of the outcome of their request for funding.

10.2. Applicants may receive a portion of up to one hundred per cent (100%) of approved funding based on the following criteria:

10.2.1. Amount of funding available

10.2.2. Receipts provided for follow up reporting.

**\*THE DECISION OF THE LCCD SHALL BE FINAL AND BINDING\***

## **11. FOLLOW UP REPORTING**

11.1. All Applicants who have received funding under the LCCD shall be required to submit a Follow-Up Report in a form prescribed by the LCCD which shall contain, at a minimum, the following:

11.1.1. A description of the actual costs incurred, as verified through the submission of receipts or other supporting documentation from the applicant.

11.1.2. A description of how the program or project has met the criteria associated with LCCD funded programs.

11.1.3. Any other information as requested by LCCD



11.2. In situations where an applicant has received 75% of approved amount of the application, completion and submission of the Follow-Up Report and its approval by the Board shall be a precondition to the release of the remaining 25% of approved funding. Late or incomplete reports will result in the forfeiture of the remaining 25%.

11.3. For each application received, the board shall establish a deadline date upon which the Follow-Up Report is to be provided by the applicant. The Follow-Up Report shall be completed by the applicant and submitted to the Board by the deadline date.

11.4. Adjustments will not be made if final costs as identified in the Follow-Up Report are more than originally projected in the application.

11.5. Each applicant shall be required to adhere to the terms and conditions as outlined in their application for funding. In the event an applicant fails to adhere to the terms and conditions outlined in the application for funding, the applicant shall be prohibited from receiving any further funding from LCCD pending compliance with the terms and conditions associated with their original application.

## **12. AMENDMENT PROCESS**

12.1. This policy be reviewed periodically by the LCCD Board.

12.2. The Policy may be altered, amended, or varied by Motion as adopted by LCCD Board.

12.3. Amendments adopted to subsection 12.2 shall take effect at the time or times specified in the motion adopting the amendments.

