



**Dehcho First Nations
Investment Management Board Accounts
Application Package**

January 2019

Table of Contents

1. The Investment Management Board Vision, Mission and Values	3
2. Letter from the Investment Management Board.....	5
3. Master Trust Fund and Investment Management Board Accounts	7
4. Eligible Applicants.....	11
5. Proposal Requirements	12
6. Proposal Evaluations.....	17
7. Conflict of Interest Guidelines.....	18
8. Proposal Review Process Flow Chart.....	20
9. Proposal Assessment Process	21
10. How are Proposals Scored or Rated.....	22
11. Obligations of Funded Projects.....	24
12. Project monitoring and evaluations.....	24
13. Deadlines.....	24
14. Application Forms.....	25

1. The Investment Management Board Vision, Mission and Values

Vision

We will be leaders in the sustainable economic development of the Dehcho through our investment strategies, financial expertise and support for the Dehcho First Nation Signatories in their economic initiatives.

Mission

The Investment Management Board is to provide a fair return on investments on behalf of its membership. This will promote the Dehcho First Nations values and economic independence through participation in economic opportunities.

Values

The Dehcho Investment Management Board aims to support Dene values and enhance the principles in the declaration of rights of the Dehcho people. These values guide our behaviours and decision making as we make sound investments and work toward realising positive social outcomes.

1. Sharing

The Dene shared in the use of the land and the resources of the land. In particular, food. The work of maintaining the camp was shared, as was the responsibility for caring for children and protecting the safety and health of the family.

The IMB supports this value by managing the trust effectively and ensuring that revenue generated through trust investments is shared in a manner that benefits the Dehcho people today and for future generations.

2. Caring

Caring was shown for all members of the extended family. The widows, orphans, and elders are unable to provide for themselves were cared for by their community. Concern was shown for the safety and protection of oneself and others in the home.

The IMB supports this value by identifying and investing in opportunities that support elders, education, community development, and economic development

3. Respect

One showed respect for oneself and for others, for leaders and elders and those with special skills, and for the land and all living things.

The IMB supports this value by working with leadership, elders and the community at large to better understand the purpose and role of the Trust and ensuring that funds are dispersed fairly and in a transparent manner.

4. Self-Respect & Pride

Everyone, as equals, had reason to respect themselves and take pride in doing well, whatever it was their particular responsibility to do. There was pride in being self-reliant, in being someone who could contribute something to the family and community.

The IMB supports this value by promoting Dehcho First Nations economic independence by identifying and investing in economic opportunities.

5. Equality

Equality among all people, and the equality of all humans and all other living creatures were recognized.

The IMB supports this value by ensuring the Trust and investment opportunities benefit all Dehcho people.



2. Letter from the Investment Management Board

These guidelines are intended for Dehcho First Nations Master Trust Fund Applications by Dehcho First Nations Beneficiaries.

The purpose of this handbook is:

1. To inform you about The Trust.
2. To inform you about the application process.
3. To let you know how your proposal will be reviewed and scored; and
4. To provide you with the application form.

Our goal is to manage the Dehcho First Nations Master Trust Fund (The Trust) to generate revenue and grow capital that will be used to achieve the goals of the communities. We have tried to include everything that would help you prepare a successful proposal to The Trust. The funds in The Trust are received by the Trustee upon certain conditions regarding how funds are to be paid out. This handbook reviews those conditions.

The Trust sets out the rules for paying out money to the communities. It requires that the Trustee determines each year an Annual Distribution Budget for that year, based on money (capital) invested; the expected investment return; and the required spending. A copy of The Trust Agreement is available at the office of each of the First Nations.

The funding proposal must clearly identify that the funds will be used in a way that enhances the quality of community life in one or more of the communities or on the land.

The funding proposal must directly or indirectly benefit more than a small number of members of the communities.

The Trust is designed to provide funds for members and organizations of the communities who have put forward plans and ideas that will build on existing strengths in the communities. A list of the strengths and opportunities can be found on page 17. Proposals that complement areas where progress is already being made will receive favorable review. We also believe in partnerships and the benefit of existing groups coming together to build on existing momentum.

By making good, strategic investments of the resources entrusted to us, we can support the social and economic development of our communities.

Members currently appointed to the IMB are:

<u>Board Member</u>	<u>Contact Information</u>
Kathy Tsetso, Chair	kathytsetso@hotmail.com
Misty Ireland, Vice Chair	misty_ireland@hotmail.com
Pearl Leishman, Secretary/Treasurer	pleishman@northwestel.net
Lorraine Whiteman, Director at Large	lorraine@theedge.ca \
Debbie Watsyk, Director at Large	northerngreenculture@gmail.com

We also invite you to visit the Dehcho First Nations website:
(<http://www.dehcho.org/home.htm>) for further information.

Please read this booklet carefully before beginning to fill out the Application Form which is included in this handbook.

Sincerely,

The Dehcho Investment Management Board of Directors.

3. Investment Management accounts (IMB ACCOUNTS)

The Master Trust Fund (The Trust), which is a combination of 6 accounts, receives all the capital of the settlement funds and any other distributions. The Trust agreement states that the monies are deposited annually in the Investment Management Board Accounts (IMB Accounts) and can be used for the following purposes;

IMB Account: Business Ventures Account

The money in the fund can be used for the development of economic capabilities among members of the Dehcho First Nations through investments, and other forms of assistance to community or individually owned ventures; with primary motives being profit and providing employment, training or business experience to members to build occupational and management skills.

The funds in this account are invested to produce income; the income from this trust account is distributed out of the Trust to the Business Ventures Account, which is governed by the terms of the Trust agreement – Schedule 1 “Business Ventures Investment Policy”.

In addition to the criteria set out in Schedule 1, the IMB will make decisions based on the general criteria set out herein. The proposals for funding from Business Ventures Account should benefit, directly or indirectly, more than a small number of members of the communities to receive the highest scores and get funding. The proposals for funding should identify how the funding will be utilized to enhance the quality of life in the communities of Dehcho First Nations.

IMB Account: Economic Development Account

The purpose of the Economic Development Account is to foster capabilities for the community through community owned enterprises and ventures, with profit as its primary goal, which will provide employment, training, and business experience to members, develop permanent facilities for the benefit of the community and create an income for the Dehcho First Nations on a medium to long term basis.

The purpose of the Economic Development Account, valued as of December 31 in the prior year shall be eligible to be used by the Trustee for Economic Development investments, approved by the IMB in accordance with Schedule 2 “Economic Development Investment Policy” and based on the following principles:

1. Increase of income to Members
2. Generation of jobs
3. Occupational training and development
4. Building infrastructure
5. Opportunity for creating greater economic independence, e.g. ongoing profit centers

Economic Development Examples:

1. Utility Companies
2. Transportation
3. Airlines
4. Tourism Facilities
5. Toll Roads
6. Toll Bridges
7. Commercial Real Estate

The Community Development Fund

The initial investment was 17.5% of the first fifteen million dollars. The Community Development Fund receives 40% to 60% of any Capital Contributions allocated to the mid-term funds as determined by the Leadership upon advice from the IMB and the Investment Advisor.

IMB Account: Community Development Account

The purpose of the Community Development Account is to foster development of economic community owned enterprises and ventures, which will provide employment, training and business experience to members and develop permanent facilities for the benefit of the community.

Proposals should strive to attain a social or economic benefit for the communities. Projects must benefit community members.

Community Development Investment Examples:

1. Homes for Senior Citizens
2. Dehcho First Nations office buildings
3. Schools
4. Women's shelters
5. Recreational facilities

6. Health clinics
7. Healing centers
8. Day care facilities

Other principles of Community Development that the IMB will take into consideration may include:

1. Training and education. (culture, language, history, customs, traditions, stories)
2. Improved health and well-being (emotional, physical, intellectual, spiritual)
3. Benefits from improving awareness of culture, traditional, identity
4. Networking - building relationships within the communities and outside the communities.
5. Contribution to long lasting community betterment.

IMB Accounts: Elders Heritage Fund, Education Account, Land Acquisition Fund

The Future Generations Fund is dedicated to long term investments; and include social and cultural considerations. It is important to note that Future Generations Funds are managed under different processes than outlined in this application handbook. The following is a brief introduction for the Elders Heritage, Education, and Land Acquisition Funds. ***Should you require more information on these funds, please contact the IMB.***

Elders Heritage Account

The purpose of the Elder Heritage account, are as follows:

- To foster the development of the Dehcho First Nations culture through the promotion and support of the role of Elders in their traditional ways of teaching members and youth.
- To provide programs, facilities and projects for the benefit, support and advancement of the Elders.
- This Fund is viewed as an investment in the Dehcho First Nations culture future.

During the IMB's face-to-face meeting in December 2014, a letter dated November 18, 2014 regarding the Elders' Trust Fund and DFN Resolution #3 was discussed. Duncan Craig LLP, the IMB's legal counsel, was asked to clarify the payment mechanism available for benefits under the Elders Heritage Fund. According to our legal advisors the money is not to be paid to a Council of Elders. The Council of Elders does not decide which project is to be

supported or how the money is to be spent. The role of the Council of the Elders is established in Schedule 4.

Education Fund

The purpose of the Education Fund is to advance the education of the Dehcho people through the provision of scholarships, businesses, grants, loans and other forms of assistance to Members wishing to pursue further education.

The funding is provided annually to DFN. CIBC (The Wooding Group) sends funds directly to Dehcho First Nations scholarship program. The amount is decided as per formula in the Trust. The IMB can recommend other education investment as required

The Education Fund could also provide education institutions, facilities, programs, resources and opportunities for Dehcho First Nations people of all ages and educational achievement.

Land Acquisition

The Land Acquisition Fund has the longest outlook of all the Funds. This fund will disburse twenty-five percent (25%) of its growth every 25 years, based on the prior 25 years, for the purchase of real estate, which encompasses anything from raw land to developing an urban reserve to investments in real estate.

The Leadership at the time will decide on how this amount will be used and paid out. They may delay payment for up to 3 years. NO FUNDS are to be paid out of this account until December 31, 2031.

Eligible Applicants

Eligibility for Business Ventures:

Any Member or Dehcho First Nations Business Entity, may make a proposal for a Business Venture Investment.

“Dehcho First Nations Business Entity” means a joint venture, partnership, trust, corporation or other business organization in which the controlling interest is held by one or more Members or one or more Dehcho First Nations and which engages in or is intended to engage in commercial activities to generate profits and revenues for the benefit of Members or Dehcho First Nations.

Eligibility for Economic Development:

Any Dehcho First Nation Owned Entity or any Dehcho First Nation may make a proposal for an Economic Development Investment.

“Dehcho First Nations Owned Entity” means a joint venture, partnership, trust, corporation or other business organization in which the controlling interest is held by the Dehcho First Nations, or any one or more of them, and which engages in, or is intended to engage in commercial activities to generate profits and revenues to the benefit of the Dehcho First Nations, or any one or more of them.

Eligibility for Community Development:

Any Dehcho First Nations Community Entity or any one or more Dehcho First Nations may make a proposal for a Community Development Investment.

“Dehcho First Nations Community Entity” means a society, not for profit corporation, or other business organization which is controlled by Members or one or more Dehcho First Nations and which has as its purpose, the development of economic capabilities through community owned enterprises and ventures which will provide, employment, training and business experience to members, and development of permanent facilities for the benefit of the community;

Proposal Requirements

Business Ventures

A proposal for a Business Venture Investment must be submitted with the prescribed application form along with the applicable deposit for the cost of the independent review of the business plan, if required.

The Investment Management Board may, where it considers it advisable to do so, seek the advice of independent investment or business consultants or Members to evaluate the merits of any proposed Economic Development Investment. All applications for Economic Development Investments exceeding \$100,000.00 shall require independent analysis of the business plan by a consultant selected by the Investment Management Board and the applicant, by mutual agreement. One half of the cost of the consultant will be the responsibility of the applicant which shall be paid prior to any application being considered. The threshold requiring independent analysis of a proposed Economic

Development Investment will be reviewed by the Investment Management Board every three (3) years.

All Business Venture Investment proposals must be submitted with a comprehensive business plan. The business plan must contain the following:

1. an executive summary;
2. a description of all members of the management team, principals, and key employees, including each person's:
 - a. education;
 - b. work experience;
 - c. experience relevant to the business venture;
 - d. the extent of their personal financial investment and stake in the business;
 - e. representations as to whether the person or any business venture in which they participated as a member of a management team, principal or key employee became bankrupt or was placed into receivership or creditor protection arrangements;
 - f. whether the person or any business venture in which they participated as a member of a management team, principal or key employee has any unsatisfied judgments or writs of enforcement against him or it, as the case may be;
3. a description of the nature of the business engaged in by person or entity;
4. a description of the marketing program, if any, used to market products of the business and a review of the success of that marketing program;
5. a description of the business's operations;
6. the location of its business premises and whether the premises are owned, mortgaged, or leased;
7. the number of employees or independent contractors engaged by the business;
8. for a new business, evidence of having secured other funds required for startup and operation;
9. for existing businesses, a copy of the most recent audited financial statements of the

business including the amount of any compensation paid to directors, principals, senior management, and key employees;

10. representations as to the financial projections, including cash flow statements, for the business for a three (3) year period and the factual basis upon which the financial projections are based; and

11. other information as may be required by the Investment Management Board.

In the case of a proposal for a Business Venture Investment in the nature of a loan, the applicant must, in addition to submitting a business plan, complete the prescribed loan application form.

Economic Development

A proposal for an Economic Development Investment must be submitted with the prescribed application form along with the applicable deposit for the cost of the independent review of the business plan, if required.

The Investment Management Board may, where it considers it advisable to do so, seek the advice of independent investment or business consultants or Members to evaluate the merits of any proposed Economic Development Investment. All applications for Economic Development Investments exceeding \$100,000.00 shall require independent analysis of the business plan by a consultant selected by the Investment Management Board and the applicant, by mutual agreement. One half of the cost of the consultant will be the responsibility of the applicant which shall be paid prior to any application being considered. The threshold requiring independent analysis of a proposed Economic Development Investment will be reviewed by the Investment Management Board every three (3) years.

All Economic Development Investment proposals must be submitted with a comprehensive business plan. The business plan must contain the following:

1. an executive summary;
2. a description of all members of the management team, principals, and key employees, including each person's:
 - a. education;
 - b. work experience;
 - c. experience relevant to the business venture;

- d. the extent of their financial investment and stake in the business;
 - e. representations as to whether the person or any business venture in which they participated as a member of a management team, principal or key employee became bankrupt or was placed into receivership or creditor protection arrangements;
 - f. whether the person or any business venture in which they participated as a member of a management team, principal or key employee has any unsatisfied judgments or writs of enforcement against him, her or it, as the case may be;
3. a description of the nature of the business engaged in by the Dehcho First Nations Owned Entity;
 4. a description of the marketing program, if any, used to market products of the business and a review of the success of that marketing program;
 5. a description of the business's operations;
 6. the location of its business premises and whether the premises are owned, mortgaged, or leased;
 7. the number of employees or independent contractors engaged by the business;
 8. for a new business, the extent to which other funds have been secured for startup and operation;
 9. for existing businesses, a copy of the most recent audited financial statements of the business or, in the discretion of the Investment Management Board, financial statements prepared by a third party including the amount of any compensation paid to directors, principals, senior management, and key employees;
 10. representations as to the financial projections, including cash flow statements, for the business for a three (3) year period and the factual basis upon which the financial projections are based; and
 11. other information as may be required by the Investment Management Board.

Community Development

Any Dehcho First Nations Community Entity or any one or more Dehcho First Nations may make a proposal for a Community Development Investment. A “Dehcho First Nations Community Entity” means a society, not for profit corporation, or other business organization which is controlled by Members or one or more Dehcho First Nations and which has as its purpose, the development of economic capabilities through community owned enterprises and ventures which will provide, employment, training and business experience to members, and development of permanent facilities for the benefit of the community.

All Community Development Investment proposals must be submitted with a comprehensive business plan. The business plan must contain the following:

1. an executive summary;
2. a description of all members of the management team, principals, and key employees, including each person’s:
 - a. education;
 - b. work experience;
 - c. experience relevant to the Community Development;
 - d. representations as to whether the person or any Community Development in which they participated as a member of a management team, principal or key employee became bankrupt or was placed into receivership or creditor protection arrangements;
 - e. whether the person or any Community Development in which they participated as a member of a management team, principal or key employee has any unsatisfied judgments or writs of enforcement against him, her or it, as the case may be;
3. a description of the nature of the Community Development being proposed;
4. a description of the marketing program, if any, used to market products of the Community Development and a review of the success of that marketing program;
5. a description of the operations of the Community Development;
6. the location of the Community Development premises and whether the premises are, or will be, owned, mortgaged, or leased;
7. the number of employees or independent contractors engaged by the Community Development;
8. for a new Community Development, the extent to which other funds have been secured

for startup and operation;

9. for existing Community Developments, a copy of the most recent audited financial statements, including the amount of any compensation paid to directors, officers, senior management, and key employees;
10. representations as to the financial projections, including cash flow statements, for the Community Development for a three (3) year period and the factual basis upon which the financial projections are based; and
11. other information as may be required by the Investment Management Board.

The Investment Management Board may, where it considers it advisable to do so, seek the advice of independent investment or business consultants or Members to evaluate the merits of any proposed Economic Development Investment. All applications for Economic Development Investments exceeding \$100,000.00 shall require independent analysis of the business plan by a consultant selected by the Investment Management Board and the applicant, by mutual agreement. One half of the cost of the consultant will be the responsibility of the applicant which shall be paid prior to any application being considered. The threshold requiring independent analysis of a proposed Economic Development Investment will be reviewed by the Investment Management Board every three (3) years.

The application approval process requires consultation with a Council of Elders as defined in Schedule 4 - “a council of Elders” means an ad hoc council of three or more Elders as chosen by Leadership from time to time.

Proposal Evaluation

Evaluating Proposals for Business Venture Investments

The Investment Management Board, having due regard for its fiduciary obligations and the need to ensure responsible use of Trust Funds, shall consider any proposed Business Venture Investments having regard for the following factors:

1. the total amount of the proposed Business Venture Investment having regard for the limits on Business Venture Investments set out in the Trust Agreement and how much of the available Business Venture Account is already held in Business Venture Investments;

2. the business plan and the overall strength, reliability, and promise of the proposed venture or use of funds;
3. whether the management team, principals, and key employees involved in the business have a proven ability to effectively manage a business or have the required knowledge and skills to manage a business;
4. the overall viability of the proposal including a realistic assessment of the potential to produce income sufficient to cover operating costs, repayment of loans, and sustain long term profitability;
5. whether the proposed Business Venture Investment involves a Dehcho First Nations Business Entity;
6. the extent to which the business is owned or controlled by one or more Members;
7. whether any employment opportunities will accrue to Members;
8. the nature and extent of any subsequent and spin off economic benefits of the proposed Business Venture Investment

9. **Conflict of Interest Guidelines**

9.1. Duty to Disclose: An Investment Management Board Member who, or whose Family Member:

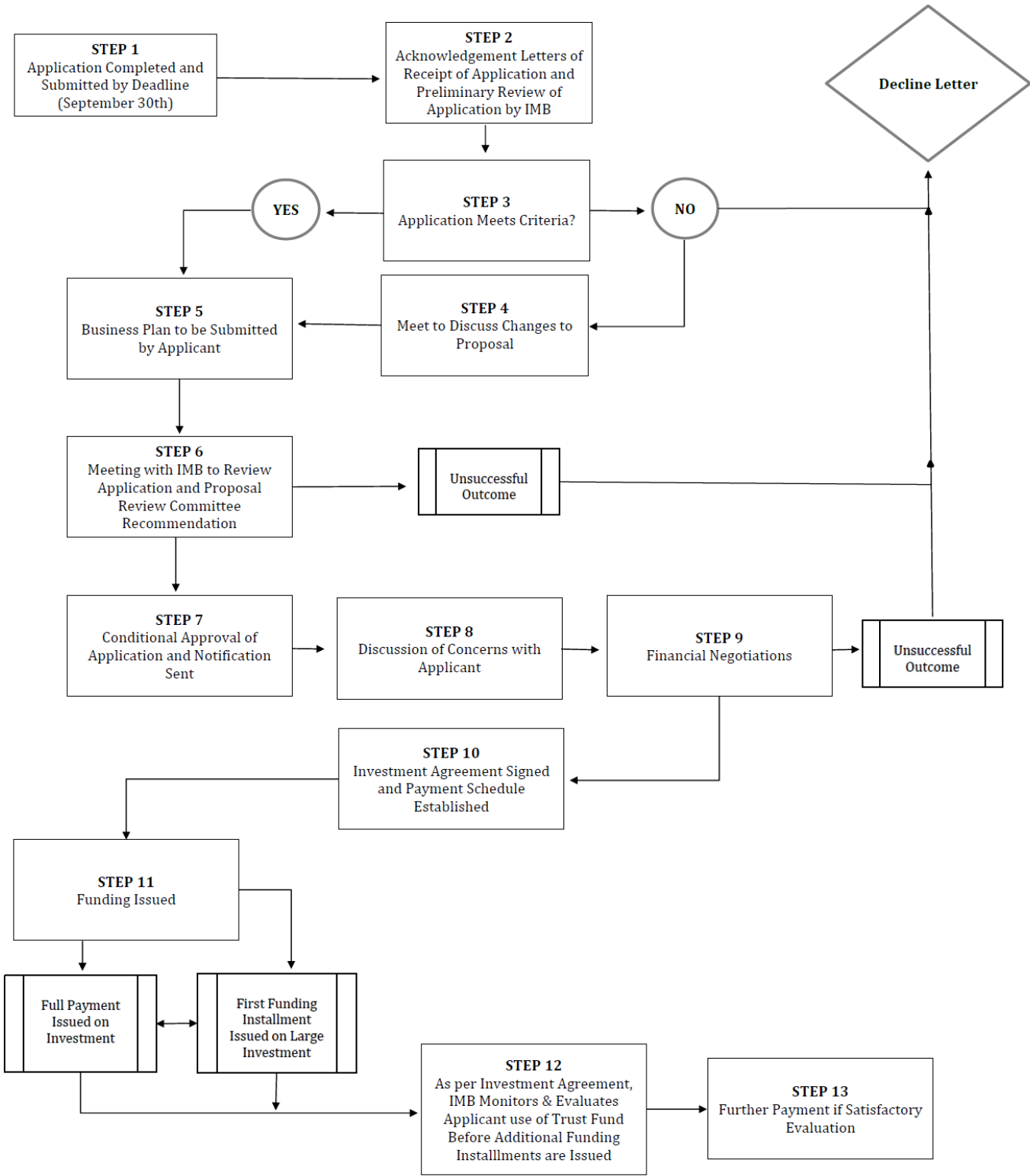
- a) is a proponent of a Business Venture Investment or is a party to a material contract, or proposed material contract with a proponent of a Business Venture Investment; or
- b) is a director or an officer of or has a material interest in any Dehcho First Nations Business Entity that is a proponent of a Business Venture Investment or is a party to a material contract or proposed material contract with a proponent of a Business Venture Investment;

will disclose in writing to the other Investment Management Board Members or will request to have entered in the minutes of meetings of the Investment Management Board, the nature and extent of such Member's or their Family Member's relationship and extent of his or her interest.

- 9.2. Timing of Disclosure: The disclosure required of an Investment Management Board Member Schedules 1-3 will be made:
- a) at the meeting at which a proposed Business Venture Investment is first considered by the Investment Management Board;
 - b) if the Investment Management Board Member or their Family Member was not then interested in a proposed Business Venture Investment, at the first meeting after he or she becomes so interested;
 - c) if the Investment Management Board Member or their Family Member becomes interested after a Business Venture
 - d) Investment is made, at the first meeting after he or she becomes so interested; or if a person who is interested in a Business Venture Investment becomes an Investment Management Board Member subsequent to approval thereof, at the first meeting after he or she becomes an Investment Management Board Member
- 9.3. Exclusion of Discussion: An Investment Management Board Member who has an interest as described in Schedules 1.3 of the Policy will not take part in discussions or deliberations concerning any such proposed Business Venture Investment, nor will they participate or vote on any resolution dealing with such Business Venture Investment.
- 9.4. Method of Disclosure: A general notice to the Investment Management Board by an Investment Management Board Member declaring that he or she or their Family Member has an interest as described in Schedules 1-3 herein, and is to be regarded as interested in any proposed Business Venture Investment made with the proponent, is a sufficient declaration of interest in relation to any Business Venture Investment so made.
- 9.5. In the event the application of Schedules 1-3 above results in a majority of the Investment Management Board Members being disqualified from voting on a resolution with respect to a proposed Business Venture Investment, the remaining Investment Management Board Member(s) shall refer the decision to a panel made up of the non-conflicted Investment Management Board Member(s) and as many additional persons as are needed to equal a majority of the Investment Management Board. The persons shall be selected by the non-conflicted Investment Management Board Member(s) from a list of persons

with past Investment Management Board experience or Business experience which list shall be established by the Investment Management Board from time to time.

9. Application Flow Chart



Proposal Assessment Process

Once your proposal reaches the IMB before the Spring or Fall deadline, you will receive a letter of acknowledgement saying that we have received your proposal.

1. The IMB will check your proposal carefully before it goes any further. We will look for the following things:
 - Was the proposal received by the deadline?
 - Did you submit all the necessary papers/information?
 - Have you answered all the questions on the application form?
 - Does your proposal meet one or more of the criteria listed in this Handbook and in the Trust?
3. If the proposal does not pass the review it may be returned to you so you can provide missing material or revise it. You may decide to submit again. Our staff will work with you to explain how to revise it so it will be more likely to get through the review process.
4. All proposals that pass "Step 3" will be rated by the IMB Committee in conjunction with the Trustee.
5. The IMB Committee in conjunction with the Trustee will review the proposed budget or business plan to make sure it matches the proposed work. The IMB will also decide whether the proposed budget is reasonable.
6. The IMB makes its decision based on the benefit, social or economic, that your proposal seeks to provide in our communities, the merit and impact scores (meaning the greatest good for the greatest number of our community members) and the amount of funding you have requested.
7. The IMB will review the recommendation for funding and then decide which proposal will be funded based on project quality (i.e., meeting criteria) and the amount of funding available.
8. If your project is approved, the IMB will work with you to finalize budgets and program needs.
9. The IMB and Trustee will negotiate the terms of the funding agreement and repayment plan with the Applicant

10. The last step is the signing of a Payment Agreement between you, the IMB and the Trustee. Then funding can be issued.

How Are Proposals Scored or Rated?

The IMB gives each a proposal score based on the following:

1. Meeting the Trust Criteria:
 - 1 point for meeting a single criterion
 - 2 points for meeting more than one criterion
2. For Immediate, Mid-term and Future development opportunities we have developed a point system as follows:
 - 1 point for low benefit or impact as judged by The IMB (example of low benefit or impact is positively affecting less than 50 Members of our Communities)
 - 2 points for medium benefit or impact as judged by the IMB (example of medium benefit or impact is positively affecting more than 50 but less than half of our Communities)
 - 3 points for high benefit or impact as judged by the IMB (example of high benefit or impact is positively affecting more than one half of our Communities)
3. The review process will look at the strength of the method you will use including the process, organization, management, time line, budget, evaluation and monitoring plans, and background information of you and your team.

We developed a point system as follows for each of the funds that disbursements are available from at this time:

- ◆ Business Ventures Account
- ◆ Economic Development Account
- ◆ Community Development Account

Methodology is:

	Low	Medium	High
◆ Specific	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
◆ Measurable	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
◆ Attainable	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
◆ Results-oriented	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
◆ Can be done in a reasonable time Frame	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

You will be awarded between 1 and 3 points for the degree to which your methodology is specific, measurable, attainable, results-oriented, and can be done in a reasonable time.

Points will be awarded as follows: 1 point for low, 2 points for medium and 3 points for high. A minimum threshold score of **7** points is necessary for a proposal to be considered.

Obligations of Funded Projects

If you do get funding from The IMB Accounts, you must meet the terms and conditions set out in the Payment Agreement between your project, the Trustee, and the IMB. As part of these terms and conditions, you must develop a Mission Statement and Code of Ethics for project staff, 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

Both a project and the communities will benefit when project monitoring and evaluation are in place. As a funding body, The Investment Management Board is accountable to our communities. The IMB, monitors and evaluates the progress of funded projects on an ongoing basis.

The IMB will decide on the format for monitoring and evaluating each project consistent with the size of the project.

Deadlines

1. The Trust money will be used to fund applications that create social and economic benefit for our communities.
2. Members and organizations will be able to submit applications to IMB as per the call for proposal.

PART A – INFORMATION ABOUT YOU

Applicant Name:

Address: _____

Town:

Province/Territory:

Postal Code:

Telephone:

Fax:

() _____

() _____

Email:

Website:

(Please specify)

How long will your project last: _____

Amount of Funding requested: _____

PART B – INFORMATION ABOUT YOUR PROJECT

1. Title of your proposal:

2. Where will this operation take place?

3. From the criteria, which item does your request fall under?

- Community Development
- Health
- Education
- Economic Development
- Cultural Development
- Future Generations

4. From the criteria, which does your request fall under?

- Social
- Economic
- Infrastructure
- Community Health
- Culture and Identity
- Community Training and Education
- Building Relationships
- Community Betterment
- Economic Independence
- Increased Community Income
- Generation of more jobs
- Additional occupational Training and Development
- Other

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

5. What is the benefit to the Community or Communities that this proposal will provide?

Financial Requirements

6. How much money are you requesting?

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

- Yes
- No

PLEASE INCLUDE THE MANDATORY DOCUMENTS AS OUTLINED IN THE PROPOSAL REQUIREMENTS (please refer back to page 12-16 of this document)