



NAICATCHEWENIN FIRST NATION HERITAGE FUND

APPLICATION GUIDELINE

This guideline was developed for applicants to follow when completing a Heritage Fund Application Form. If you should require assistance, please do not hesitate to call or speak to one of the NFN Heritage Committee members or NFN Chief and Council.

PLEASE NOTE: Any application submission in excess of \$2500.00 MUST include a personal equity contribution and a business plan that contains ALL sections outlined below in specific detail. Please note that additional information may be requested during the application review process.

APPLICATION CRITERIA CATEGORIES

Every application must fall under or apply to one of the criteria categories listed below.

1. HEALTH
2. CULTURE
3. EDUCATION
4. ECONOMIC DEVELOPMENT

BACKGROUND/SUPPORTING INFORMATION

This section provides the opportunity to share and communicate the following information:

- The criteria category of the Heritage Fund under which the application is being made under.
- Other funding sources/Budget breakdown information
- Application description as to why the project fits under the criteria category of the NFN Heritage Fund.
- How the project will invest in strengths such as (but not limited to) physical, spiritual, cultural and economic needs.
- Submissions over \$2500 that include a personal equity contribution into their submission application, will be considered an asset.
- The background, rationale, history or philosophy of the application initiative or project
- How the project will benefit Naicatchewenin First Nation and its members.

BUSINESS PLAN -GOALS AND OBJECTIVES (applications in excess of \$2500)

The goals and objectives of the business plan must be clear and attainable. They should demonstrate the impact on NFN Community and its members.

There is a difference between goals and objectives. Goals are broad, general, abstract intentions. Objectives are narrow, precise and concrete.

Example:

GOAL: To know about the human body

OBJECTIVES: To be able to name the bones in the human body as stated in the textbook.

BUSINESS PLAN -ACTIVITIES AND WORKPLAN (applications in excess of \$2500)

All of the activities that will take place during the business plan or project should be outlined. To develop this section of the business plan review what must take place in order to fulfill the goals and objectives that have been noted. Some activities will have multiple steps to completion. All steps should be clearly listed. The work plan table format outlined below (Or one similar) should be used.

BUSINESS PLAN -WORKPLAN TEMPLATE (applications in excess of \$2500)

The business/project work plan template outline below should be followed and filled out for the entire duration of the project and each activity clearly described for each step of the way.

Activity	Details	Timeline	Status of completion

CONTRACTS

Once an application has been approved for funding. A contract with complete project terms, responsibilities, and commitments will be drafted and will need to be signed by both the applicant and the NFN Heritage Fund Committee. Payments terms will be determined by the NFN Heritage Committee depending on the approved application/project.

WHERE TO GET APPLICATION:

Applications will be available to be picked up at the Naicatchewenin First Nation Band Office Reception area or will be able to be printed off the First Nation website at: www.naicatcheweninfirstnation.ca

WHERE TO DROP OFF COMPLETED APPLICATION FORMS:

Applications can be dropped off in the NFN Heritage Fund Drop Lock Box –which will be located in the Reception area of the NFN Band Office or it can be emailed to the Committee directly to their email address: nfnheritage@bellnet.ca.

Any questions or comments, can be addressed to the NFN Heritage Committee or NFN Chief and Council by calling the NFN Band Office (807) 486-3407.



Naicatchewenin First Nation Heritage Fund

NFN HERITAGE FUND APPLICATION FORM

Applicant Information (Must be 18 years of age to apply)

Are you applying as: An Individual Band Member Naicatchewenin First Nation Group or Department

Applicant Contact:

Full Name:			
	<i>Last (surname)</i>	<i>First (Given names)</i>	<i>Middle Name</i>
Mailing Address:			
City		<i>Province/State</i>	<i>Postal/ZIP Code</i>
Telephone Phone:	()	Fax Number:	()
Cell Phone:	()		

Email address: _____

Application Support Information

Status Number: _____ Copy Attached

Government issued identification with photo: Type: _____ Copy Attached

OR Document with current address: Type: _____ Copy Attached

*COPY OF ALL IDENTIFICATION DOCUMENTATION IS REQUIRED

Primary Residence On-Reserve Primary Residence Off-Reserve
(Used for statistical information)

Amount of Funding Requested from NFN Heritage Fund:	Total Project Cost (including all additional sources of funding)
\$ _____	\$ _____

Complete Budget breakdown included with the application

Yes No

If No, please explain why?

Approached other funding source(s): YES NO

Receiving funding support from additional source(s) in the amount of:

\$ _____ SOURCE: _____

\$ _____ SOURCE: _____

Any submission request over \$2500.00 will need to include a Personal Equity Contribution.

Personal Equity Contribution: AMOUNT: \$ _____

Trust Criteria:

Under which criteria category of the NFN Heritage Fund are you applying to:

HEALTH CULTURE EDUCATION ECONOMIC DEVELOPMENT

Title of the Application: _____

Application Description-Briefly explain the submission:

(Summary of the project including but not limited to rationale, history or philosophy and benefits of the Project)

Support Documentation-Briefly explain what you have included with your application/submission:

Applicant Signature:

Date:

