

**Naicatchewenin First Nation
Heritage Fund
Administered by NDC LP.**

Application Package



Naicatchewenin First Nation Heritage Fund

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

Instructions for Completing your Application From

1. Complete the Application

The application Form allows us to determine eligibility for support available through Naicatchewenin First Nation Heritage Fund. Therefore, it is important that you answer all questions completely; include attachments and include any additional information that supports your proposal.

2. Sign and Date the Application

The application is not complete unless it is signed by the applicant and all supporting documents are attached.

3. Send the Application and supporting documents in.

Please submit the completed Application Form, including attachments. Submit your application by:

In Person to: NDC Office

E-mail to: ndcfinance@ndevcorp.ca

Mail to:

Naicatchewenin Development Corp.

PO Box 15

Devlin, ON P0W 1C0

All applications must be received by January 1st (First Quarter) April 1st (Second Quarter), July 1st (Third Quarter), October 1st (Forth Quarter)

4. NDC Initial Review

Before the Heritage Committee Reviews the Application an NDC Staff member will review the application for completeness and contact you if the application is not completed. Applications that are not completed will not be reviewed at Heritage Committee. Heritage Committee will review applications quarterly in the months of January, April, July, October

Any eligible person may make 2 applications per calendar year with the exception that the Economic Development Category may only be accessed once every five years and the Home Equity Category may only ever be accessed once in a lifetime.

Health

Maximum Funding: \$1,000/application

Eligible Items include:

- Health Equipment not otherwise covered
- Necessary Items Required for Health Reasons not otherwise covered
- Medical required appointments not otherwise covered
- Necessary Dental Requirements not otherwise covered

- Emergency Travel Assistance (This will not be included in your 2 applications per year) -The Heritage Fund will provide assistance to band members who require travel companions for medical transportation trips out of the Rainy River District. Medical appointments must be validated through documentation and no other funding sources available for the travel companion to be eligible. The travel companion need not be a band member but someone committed to getting the member to his/her appointment.

Recreation

Teams Maximum Funding: \$250/application

Individual Maximum Funding: \$100/application

Eligible Items include:

- Registration Fees
- Apparel
- Equipment
- Accompanying a Minor

Culture

Maximum Funding: \$250/application

Eligible Items include:

- Language Programs
- Materials to make or purchase cultural items
- Traditional Practices
- Ceremonies

Education

Maximum Funding: \$2,500 this will be based on the length and completion of course

Eligible Items include:

- Tuition
- Books
- Required Equipment

Economic Development

Maximum Funding: \$2,500/application with equal personal contributions

Eligible Items include:

- Business Start Up
- Business Expansion

Must include a detailed plan in application

Applicants are only eligible to apply one time every five years under this section.

Home Equity & Renovations

Home Equity

Maximum Funding: 50% of owner's equity contribution up to \$5,000.

For applications under the Home Equity section, applicants must be pre-approved a personal home mortgage on their own and must show documentation supporting this application. The gift letter can be obtained to achieve pre-approval. This section is established to empower and enable the membership to build and create personal equity through home ownership either on- or off-reserve.

Applicants are only eligible to apply one time only under this section.

Home Renovations

Maximum Funding: \$2,500/application with equal personal contributions and reimbursement ONLY.

For applications under the Home Renovations section, applications must be approved before any renovations can be done. Receipts must be submitted to receive any funding.

Registered Education Savings Plan

Maximum Funding: \$500/application is a reimbursement ONLY

For applications under the Registered Education Savings Plan, applicants must complete the RESP application process with the financial institution of their choosing and provide supporting documentation. All minor band members will be eligible to apply under this section.

Agreement

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

Project Final Reporting

Applicants will be required to provide a final report upon completion of the project with supporting documentation to support activities, expenditures and compare against original budget submission. If no final report is received, that that will result in no further access to the NDC LP Heritage Fund.

All applications must be approved before any expense can or will be paid.

Priority will be given to making direct 3rd party payments.

From time to time policy and application process may be updated.

Attached items includes:

Adult Application (18 years of age and older)

Youth Application

Adult Application Form

A. Applicant Information

Applicant Legal Name: _____

Mailing Address (Street, City, Prov., Postal) _____

Phone (Residence): _____ (Cell): _____

E-Mail _____

B. Application Support Information

Status Number: _____ Copy Attached

Government issued identification with Photo: Type: _____ Copy Attached

Document with Current address: Type: _____ Copy Attached

COPY OF ALL IDENTIFICATION DOCUMENTATION IS REQUIRED

For Statistical Information Primary Residence: On Reserve Off Reserve

C. Project Information

Applying as: An Individual Group or Department (ALL Group Members name must be provided)

I am seeking assistance for:

Health Recreation Culture Education Economic Development

Home Equity RESP

Title of the Project: _____

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

Project Goals and Objectives (Goals are broad general intentions: Objectives are narrow, precise and concrete)

Project Evaluation Plan (Details on how project activities will be monitored to ensure the project goals and objectives are met.)

Project Budget:

Please Provide a detailed budget for your project including specific line items and costs.

A minimum of 2 quotes for purchases/fees for services are required within a submission and must be noted in the budget with hard copies of the quotes.

Activity	Item	Budget
Total		
Total Project Cost:	Personal Contributions:	Amount of Funding Requested:
Approached other funding source(s): <input type="checkbox"/> YES <input type="checkbox"/> NO Receiving funding support from additional source(s) in the amount of: \$ _____ SOURCE: _____ Personal Equity Contribution: AMOUNT: \$ _____		

Third Party Payment to: _____

Youth Application Form

A. Applicant Information

Applicant Legal Name: _____

Mailing Address (Street, City, Prov., Postal) _____

Phone (Residence): _____ (Cell): _____

E-Mail _____

B. Application Support Information

Status Number: _____ Copy Attached

Government issued identification with Photo: Type: _____ Copy Attached

Document with Current address: Type: _____ Copy Attached

COPY OF ALL IDENTIFICATION DOCUMENTATION IS REQUIRED

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Title of the Project: _____

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

If you require more space please use additional paper

Please review and check off each section to ensure your submission is completed and meets the review requirements. Once you have confirmed that all required information is included please sign and date.

Only those applications that contain all the required information outlined below will be reviewed.

Additional Information may be requested during the review process.

Print Name

Signature

Date

Office Use Only

Project #	Date Received	Received By: