



## **Ontario First Nation Limited Partnership (OFNLP) ALLOCATIONS**

Moose Cree First Nation will be accepting application submissions for OFNLP Funding.

**Submissions will be accepted between July 1<sup>st</sup> and July 31, 2013 at 5:00 PM**

As per the Ontario First Nations Limited Partnership Agreement, the purpose of the funds is for capital and/or operating expenditures in respect of:

1. Community Development;
2. Health;
3. Education;
4. Economic Development;
5. Cultural Development.

Applications to this funding are only permitted to the following:

- Moose Cree First Nation;
- Affiliated Organizations;
- A recognized community organization comprised of MCFN membership.

The following documents are required to be included with your application:

- Business Plan;
- Proposed budget;
- Cash flow statement;
- Letters of supports from Chief, Deputy Chief, or designate.

Applications/guidelines are available at the office, or on the Moose Cree First Nation website: [www.moosecree.com](http://www.moosecree.com).

All proposals are to be submitted to: Randy Chase, Director of Finance.

Posted: Monday, June 3rd, 2013



# **Moose Cree** First Nation

## **ONTARIO FIRST NATIONS LIMITED PARTNERSHIP (OFNLP)**

### **ALLOCATION GUIDELINES**

FINANCE AND ADMINISTRATION

COMMITTEE

**Approved by Moose Cree First Nation Chief and Council**

**On January 26<sup>th</sup>, 2012**

**Motion 2012-01-010**

# TABLE OF CONTENTS

<b>Cover Sheet</b>	<b>Page 1</b>
<b>Table of Contents</b>	<b>Page 2</b>
<b>1.0 Purpose of the Ontario First Nations Allocation Guidelines</b>	<b>Page 3</b>
<b>2.0 Accountability</b>	<b>Page 4</b>
<b>3.0 Timeline Call For Applications</b>	<b>Page 4</b>
<b>4.0 Duties of Finance and Administration Committee</b>	<b>Page 4</b>
<b>5.0 Duties of Director of Finance</b>	<b>Page 4-5</b>
<b>6.0 Conflict of Interest</b>	<b>Page 5</b>
<b>7.0 Default</b>	<b>Page 5</b>
<b>8.0 Appeals Process</b>	<b>Page 5</b>
<b>9.0 Amendment Process</b>	<b>Page 6</b>
<b>Appendices</b>	
<b>A. Application Form</b>	
<b>B. Scoring Sheet</b>	
<b>C. Poster</b>	

## 1.0 Purpose of the Ontario First Nations Limited Partnership (OFNLP) Allocation Guidelines

The Finance and Administration Committee, as mandated by Chief and Council, is responsible for overseeing funds received from the OFNLP Agreement that was signed by the Moose Cree First Nation.

The purpose of these Allocation Guidelines is to:

- a) Ensure the guidelines are adhered to when reviewing applications for OFNLP funds.

The purpose of the OFNLP funds is for Ontario First Nations to allocate funds for capital and/or operating expenditures in respect to the following five (5) components identified within the OFNLP Revenue Agreement:

- i) Community Development (includes Housing and Public Works)
- ii) Health
- iii) Education
- iv) Economic Development/Lands and Resources
- v) Cultural Development

This may also include expending in respect of indebtedness incurred for one or more of the purposes described above.

- b) Ensure equitable, accountable and fair consideration is given and that the following allocation formula be utilized: A minimum of one-fifth (1/5<sup>th</sup>) of OFNLP Funds is allocated to these five (5) components. Furthermore, to ensure proper reporting, monitoring and ongoing evaluation, that funding allocations be timely distributed.
- c) Ensure the appropriation of funds and the need to plan for long term growth, capacity building, and unforeseen dispositions by applying 10% ten per cent Replacement Reserve to each of the five components. In addition 10% of the budget should be allocated to the Administration department for the management of the project process. The Finance and Administration Committee will deal with situations as they arise on a case by case basis.
- d) Ensure all applications reviewed are those only submitted by Moose Cree First Nation.
- e) Ensure no individual person benefits solely from OFNLP funds.
- f) Ensure the following additional criteria are met when reviewing applications for OFNLP funds.
  - i) Emergency, Health and Safety, Essential needs
  - ii) Strategic Plan, Council/Committee/Board directed
  - iii) Long term benefits to the community
  - iv) Status of Project (where project/activity currently exists)

## 2.0 Accountability

The Finance and Administration Committee, for the purpose of these guidelines, is accountable to:

- a) Moose Cree First Nation Chief and Council;
- b) The Ontario First Nation Limited Partnership, through MCFN Chief and Council;
- c) The Moose Cree First Nation Membership.

For those applicants that receive a funding allocation of \$25,000 or more, they are to make a presentation in person to the Finance and Administration Committee **before receiving final approval.**

## 3.0 Timeline Call For Applications

There will be two calls for applications with the first one beginning February 1 and closing date of February 28. The second call for applications will begin July 1 and end on July 31.

The Director of Finance or designate, upon receipt of an application, will sign an acknowledgement receipt form and hand it to the applicant.

The first week following the closing date, the Director of Finance or designate, will review the applications to ensure that applications meet ALL the criteria. The applications that do NOT meet all the criteria will NOT be processed.

The second week following the closing date, the Finance and Administration Committee will meet and make the selections. **Any applicant selected for sums over \$25,000 will be asked to make a presentation to the Finance and Administration board before final approval is given.** Their recommendations will be forwarded to Chief and Council for approval. Once approval has been received, the Director of Finance or designate, will inform all applicants on the status of their applications. The funding allocations will also be dispersed.

## 4.0 Duties of Finance and Administration Committee

The Finance and Administration Committee will be responsible and accountable to carry out the following duties to ensure that the applications for OFNLP funds are properly assessed and reviewed for recommendation to Chief and Council by:

- a) Reviewing applications biannually, subject to the availability of funds.

## 5.0 Duties of Director of Finance

The Director of Finance or designate, will carry out the following duties:

- a) Manage, monitor and evaluate the OFNLP Budget on behalf of the Finance and Administration Committee.
- b) Receive applications.
- c) Acknowledge receipt of applications.
- d) Inform the applicants in writing once Council approval is received.
- e) Ensure all applications that received funding allocations present a **written** report to the Finance and Administration Committee **every 90 days until the project is completed.**
- f) Ensure the reporting requirements set out in these guidelines are adhered to.

## **6.0 Conflict of Interest**

The Finance and Administration Committee will adhere to the Conflict of Interest Guidelines as approved by Chief and Council.

## **7.0 Default**

The following constitute Events of Default excluding Moose Cree First Nation Programs:

- a) The applicant becomes bankrupt, insolvent, or goes into receivership.
- b) The applicant is in breach of any of its obligations or undertakings.
- c) Any misrepresentation, warranty or report made by the applicant that is false and misleading in any respect.

If an Event of Default occurs, the Finance and Administration Committee may exercise by verbal and written confirmation notice, immediately terminate any further funding considerations to the applicant's activities.

## **8.0 Appeals Process**

Should the applicant wish to appeal the decision made by the Finance and Administration Committee the following steps will be followed.

### **Step 1**

The applicant will first discuss the decision of the Finance and Administration Committee with the Associate Executive Director within five (5) working days of the date of written notification. Should the matter not be resolved then the applicant may proceed to the next step.

### **Step 2**

The applicant shall submit a written and signed Appeal to an Independent Appeals Committee. This committee will convene a meeting thereof and review the written Appeal within ten (10) working days from receipt.

The Independent Appeals Committee will refer to and follow the OFNLP Allocation Guidelines.

## **9.0 Amendment Process**

The OFNLP Allocation Guidelines shall be reviewed annually. Any changes shall be forwarded to Chief and Council through the Finance and Administration Committee.



**MOOSE CREE FIRST NATION  
APPLICATION FOR ONTARIO FIRST NATION  
LIMITED PARTNERSHIP FUNDING**

**(Schedule A)**

A separate form for each project or activity must be completed.

**PROJECT / ACTIVITY TITLE:** \_\_\_\_\_

**DEPARTMENT / PROGRAM / ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CLASSIFICATION:**                       Minor (less than \$25,000)                       Major (more than \$25,000)

<p><b>CRITERIA – Must be in one of the following:</b></p> <p>_____ Community Development</p> <p>_____ Health</p> <p>_____ Economic Development</p> <p>_____ Education</p> <p>_____ Cultural Development</p>
---

**GOALS/OBJECTIVES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROJECT STATUS/DESCRIPTION: Briefly outline where the project/activity currently exists**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HAS THIS PROJECT/ACTIVITY RECEIVED O.F.N.L.P. FUNDS BEFORE:**                       No                       Yes

If yes, what was the name of project/activity and what month and year was this funded:

\_\_\_\_\_



**IS THIS PROJECT/ACTIVITY ELIGIBLE FOR THESE FUNDS:**

(Based on criteria for O.F.N.L.P. Allocation Guidelines)

No

Yes

**TOTAL ESTIMATED PROJECT/ACTIVITY COST:**

\$ \_\_\_\_\_

**TOTAL FUNDING REQUEST FROM O.F.N.L.P FUNDS:** \$ \_\_\_\_\_  
BUDGET MUST BE INCLUDED WITH APPLICATION FOR ANY CONSIDERATION.

**ARE THERE OTHER PROJECT/ACTIVITY FUNDING SOURCES:**

No

Yes

If yes is selected above, please identify below, other funding sources and the amount requested that will be approached for funds. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important Note: All applications submitted must include a letter of support from Chief, Deputy Chief or designate. The Ontario First Nations Limited Partnership Allocation Guidelines ensure that funds are not for the sole benefit or gain of an individual person.**

**The following is for MCFN Use Only:**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Acknowledgement Letter (Must attach copy)

**The following is for Committee Use Only:**

Date Presented For Decision: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved Amount: \$ \_\_\_\_\_

Not Approved

Approval (Comments): \_\_\_\_\_

Rejection (Comments): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Committee Decision Forwarded (Must attach copy)