



(Appendix B)

## Ontario First Nation Limited Partnership (OFNLP)

Moose Cree First Nation is accepting application submissions for OFNLP Funding.

**Applications will be accepted between 8:30 a.m. on November 1st and 12:00 p.m. on November 30th.**

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

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

Eligible application for OFNLP funding are:

- 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:

- Budget
- Proposal and/or Business Plan (if applicable)
- Letter of Support (if applicable)
- Quotations (if applicable)
- Contact information (Name, address, phone and email address)

Applications and the OFNLP Policy are available at the MCFN office or on the MCFN website: [www.moosecree.com](http://www.moosecree.com)

All proposals are to be submitted to the Director of Finance and/or Manager of Finance

Date posted: October 28<sup>th</sup>, 2016

## DEFINITIONS:

(Appendix C)

**Affiliated Organizations** – an organization or group that is connected or a member of Moose Cree First Nation.

**Default** – failure to satisfy the terms of the policy.

**Motion** – decision that is voted on by Moose Cree First Nation Council.

**Ontario First Nation Limited Partnership (OFNLP)** – Established by First Nations to monitor the operation of Casino Rama Revenue.

**Replacement Reserve** – Funds that are set aside to provide financial assistance for future expenditures.



# Moose Cree

## First Nation

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

FINANCE AND ADMINISTRATION  
COMMITTEE

Approved in principle by Moose Cree First Nation Chief and Council  
On May 28th, 2016  
Motion # 2016-05-132

Approved by Moose Cree First Nation Chief and Council  
On June 2<sup>nd</sup>, 2016  
Motion # 2016-06-153

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## Ontario First Nations Limited Partnership (OFNLP) Policy

### 1.0 Objective

As mandated by Chief and Council, the Finance and Administration Committee is responsible for overseeing funds received from the Ontario First Nations Limited Partnership (OFNLP) Agreement that was signed by the Moose Cree First Nation (MCFN).

### 2.0 Purpose

2.1 The purpose of the OFNLP funds is for Ontario First Nations to allocate funds for capital and/or operating expenditures, **with the exception of salaries and consultant fees**, with respect to the following five (5) components identified within the OFNLP Revenue Agreement:

- i) Community Development
- ii) Health
- iii) Education
- iv) Economic Development
- v) Cultural Development

Applicants must SELECT ONE component that relates to their application. Applicants that select more than one component will not be considered.

2.2 Ensure equitable, accountable and fair consideration is given to all applications. The following allocation formula is to be utilized: A minimum of twenty percent (20%) of OFNLP Funds is to be allocated to each of the five (5) components. Should there be any surplus of funds remaining in any of the above-mentioned components, the funds will be distributed amongst the other components at the discretion of the Finance and Administration Committee. Furthermore, to ensure proper reporting, monitoring and ongoing evaluation, that funding allocations be distributed in a timely manner.

2.3 To assist with management of the OFNLP fund and Administration expenses, the Finance and Administration Committee will allocate ten percent (10%) of the monthly revenue received from Ontario First Nation Limited Partnership to the Administration department.

2.4 To plan for long term growth, capacity building, and unforeseen dispositions the Finance and Administration Committee will apply ten percent (10%) to the Replacement Reserve. The Finance and Administration Committee will deal with situations as they arise on a case by case basis.

2.5 Eligible applicants for OFNLP funding are:

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

- i) Applications submitted by an employee on behalf of a Moose Cree First Nation department must include a letter of support from the Director or designate;
  - ii) Applications submitted by a Director on behalf of a Moose Cree First Nation department must include a letter of support from their respective committee;
  - iii) Applications submitted by Moose Cree First Nation affiliated organizations must include a letter of support from an authorized representative of that entity.
  - iv) All other applications submitted do not require a letter of support.
- e) To ensure fairness, no individual person will benefit financially from OFNLP funds. For example: salaries or consultant fees.
- f) An applicant or designate may be requested to attend an OFNLP meeting to make a presentation to the Finance and Administration Committee to address questions regarding their application.
- g) Ensure the following additional criteria are met when reviewing applications for OFNLP funds.
  - i. Budget;
  - ii. Proposal and/or Business Plan (if applicable);
  - iii. Moose Cree First Nation Departments must adhere to the Financial Policy, Section 3025.10
 

“Where a contract for goods or services rendered to the MCFN is expected to exceed \$20,000.00, the tendering process will be:

    - a) Tenders by way of invitation only shall be requested from a minimum of three (3) firms and/or individuals; or
    - b) Tenders may be publicly advertised in local and/or regional postings or newspaper(s) for a period of not less than five (5) business days; or
    - c) A combination of invitation and public posting for sealed tenders will require a minimum of three (3) bids.”
  - iv. All other applicants must provide three quotations, if proposal involves purchasing equipment, supplies or services over \$2,500.00.
  - v. Letters of support (if applicable)
  - vi. Contact information (Name, address, phone, email address)

### **3.0 Accountability**

The Finance and Administration Committee, for the purpose of this policy, 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.

### **4.0 Timeline Call for Applications**

There shall be two calls for the OFNLP applications:

- a) The first business day of June and ending on the last business day of June at 12:00 p.m.
- b) The first business day of November and ending on the last business day of November at 12:00 p.m.

Step 1: The Director of Finance or designate will stamp the date and time upon receipt of an application and forward an acknowledgement letter to the applicant.

Step 2: Following the closing date, the Director of Finance or designate, will review the applications to ensure applications meet all the criteria. Applications that do not meet all the criteria will not be considered.

Step 3: The Finance and Administration Committee will meet and review the applications.

Step 4: Applicants may be requested to attend a meeting with the Finance and Administration Committee to review their application.

Step 5: The Finance and Administration Committee will meet to make the final recommendations on the applications.

Step 6: Final recommendations will be forwarded to MCFN Chief & Council for approval by a motion.

Step 7: Upon receipt of the MCFN Chief & Council motion, the applicants will be notified by the Director of Finance and funds will be distributed.

Step 8: All other applicants will be notified in writing by the Director of Finance of reasons for non-approval of their applications.

### **5.0 Responsibilities 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 MCFN Chief and Council by:

- a) Reviewing applications biannually, subject to the availability of funds.
- b) Monitor and review ongoing OFNLP financial reports.
- c) Reviewing all requests for access to the OFNLP Replacement Reserve funds prior to being forwarded to MCFN Chief & Council.

## **6.0 Responsibilities of Director of Finance**

The Director of Finance or designate, will be responsible for carrying 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) Schedule all OFNLP meetings and presentations.
- e) Inform the applicants in writing once MCFN Chief & Council approval is received.
- f) Ensure all applications that received funding allocations provide a written financial report to the Finance and Administration Committee on or before May 31<sup>st</sup> and October 31<sup>st</sup> until the project is completed. (Appendix D)
- g) Ensure the reporting requirements set out in this policy are adhered to.
- h) Maintain an archived list on all reviewed applications for each call, up to a maximum of five years.

## **7.0 Responsibilities of the Applicant**

The applicant will be responsible and adhere to the following:

- a) Meet all the requirements when submitting applications for OFNLP funding.
- b) Submit financial reports to the Finance and Administration Committee before May 31<sup>st</sup> and October 31<sup>st</sup>. (Appendix D)
- c) Ensure all funds are spent within twenty-four (24) months, upon receipt of disbursement. In addition, if there are any unspent funds after the twenty-four (24) months, the applicant is to return funds to the Moose Cree First Nation.
- d) Ensure funds are not used for any other purpose than those stated in the application.
- e) When requested, the applicant or designate will attend OFNLP meetings to address any questions regarding their application or financial report.



- f) Refrain from approaching any member of the Finance and Administration Committee, Chief & Council, Director of Finance and Finance department staff prior to receiving final approval from Chief & Council.
- g) Applicants that are unsuccessful are welcome to apply at the next call as per the OFNLP Policy.

## **8.0 Conflict of Interest**

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

## **9.0 Default**

Default will constitute the following:

- a) Failure to report as required under Section 7.b. (Appendix D)
- b) Any report submitted by the applicant that is false and misleading in any manner.
- c) Failure to spend funds within twenty-four (24) months.

**9.1** In the event a default occurs, the Finance and Administration Committee will request that the applicant return any unspent funds.

**9.2** In the event a default occurs, the Finance and Administration Committee may exercise by written confirmation notice, immediately suspend any further funding considerations to the applicant's for a period of two (2) years.

## **10.0 Appeals**

All decisions are final, appeals will not be considered because all funds have been allocated in the current call.

## **11.0 Amendment Process**

The OFNLP Policy shall be reviewed annually by the Finance and Administration Committee and amendments shall be forwarded to MCFN Chief and Council for final approval.



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

(Appendix A)

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

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

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

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

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

<p><b>CRITERIA – select ONE component:</b></p> <p>___ Community Development</p> <p>___ Health</p> <p>___ Economic Development</p> <p>___ Education</p> <p>___ Cultural Development</p>
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**GOALS/OBJECTIVES:**

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

HAS THIS PROJECT/ACTIVITY RECEIVED OFNLP FUNDS BEFORE: Yes  No

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

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TOTAL FUNDING REQUEST FROM O.F.N.L.P FUNDS: \$ \_\_\_\_\_

TOTAL ESTIMATED PROJECT/ACTIVITY COST: \$ \_\_\_\_\_

ARE THERE OTHER PROJECT/ACTIVITY FUNDING SOURCES:  Yes  No

If yes, please identify other funding sources and the amount requested that will be approached for funds.

**ADDITIONAL COMMENTS:**

**ATTACH ADDITIONAL INFORMATION AS REQUIRED.**

**Disclaimer:** I, \_\_\_\_\_, hereby declare that I have read and understand the OFNLP Policy and agree to the responsibilities as stated in Section 7.0 of the OFNLP Policy.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant Checklist:**

- Budget
- Proposal and/or Business Plan (if applicable)
- Letter of Support (if applicable)
- Quotations (if applicable)
- Contact information



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

**(Appendix D)**

**FINANCIAL REPORT**

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

**TYPE OF REPORT:** \_\_\_\_\_ INTERIM \_\_\_\_\_ FINAL \_\_\_\_\_

**DATE OF REPORT:** \_\_\_\_\_

**DATE APPROVED:** \_\_\_\_\_

**AMOUNT APPROVED:** \$ \_\_\_\_\_

**AMOUNT SPENT TO DATE:** \$ \_\_\_\_\_

**PROJECT STATUS:** \_\_\_\_\_

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

For the final report, a final expenditure report must be submitted based on the budget that was provided with the application.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_