



**Fisher River
Cree Nation**

OCHEKWI-SIPI | TREATY NO. 5 | 1875

**SPONSORSHIP GUIDELINES
EXTRACURRICULAR/RECREATIONAL ACTIVITIES
(INDIVIDUALS)**

Application Process:

There is one application form, used by all FRCN sponsoring entities, to be submitted to the Administration (Band) Office, in care of Sponsorship Committee, no later than the 15th of the month before the Sponsorship Committee meets on the first Thursday of each month.

Once submitted, the application will be reviewed for completeness by the Finance Department. Once deemed complete, the application will be reviewed and considered by the Sponsorship Committee where a decision will be made regarding approval.

The applicant will then be notified regarding the decision. If approved, the applicant will be made aware of the funding and reporting requirements.

All applications are reviewed on a case by case basis and are subject to the availability of funds.

Any applications can and will be refused at any time if they do not meet funding guidelines/criteria.

All funding amounts approved will be in Canadian dollars only.

Submission Deadline:

The Sponsorship Committee meets on the first Thursday of each month. Applications must be submitted to the Administration (Band) Office, attention: Finance Department; no later than the 15th of the month before the Sponsorship Committee meets.

No applications will be considered after the deadline. All applications received after the deadline date will not be reviewed until the following month.

Please ensure your request is submitted with advance notice, taking into consideration the deadline.

Eligibility:

Only participating Fisher River Cree Nation members are eligible to apply.

Applicants are eligible to receive funding to pay for registration fees only.

Fundraising Requirement:

FRCN sponsoring entities will cover cost of registration fees only. This is contingent on whether funding was previously received in the fiscal year in which the application is made.

All individuals must fundraise 50% of the total cost.

Any funding received from another community organization (outside of the Sponsorship Committee entities) will not be considered as fundraising.

Application Criteria:

All applications must include the following (as applicable):

A letter or other documentation proving confirmation that the individual will be attending a national or provincially sanctioned recognized event.

A financial budget or financial breakdown of what the amount requested is going to cover. Also identifying other sources of revenue from other funders (who & amount requested or received) that have been approached.

A list of fundraising events/activities completed, or planned to complete, to assist in covering some of the cost to attend the event applied for.

Only information that is submitted by the applicant will be reviewed and considered for funding. It is the responsibility of the applicant to ensure the information is correct before submitting the application. Additions or changes will not be accepted once an application is submitted.

Confirmation (i.e. Acceptance Letter) must be handed in to qualify for registration/entry fee funding allocation.

All registration fees will be paid directly to the Association only. Regarding hockey tournaments, registration fees will be given to the Minor Hockey Association. Individual requests will not be considered.

Only subsidies for registration/entry fees will be considered; travel and meals are the responsibility of the participant and not eligible for sponsorship.

Applications:

Applicants must ensure they include all the information required under the “Application Criteria” section.

If an approved applicant does not make their funded event without good reason, they will be ineligible for funding the following fiscal year and will be expected to return unused funds.

Reporting Requirements:

Once an applicant has been successfully approved for funding and the event is completed, the applicant is required to hand in an expenditure report with all receipts to the Administration (Band) Office, no later than two weeks after the event. These will be attached to the approved application to complete the file.

Failure to do so will affect the applicants’ chances for applying for funding in future fiscal years.

If the event does not occur, the funding amount received must be returned in order to be considered for future funding.

Elite/Professional Development Programs:

An applicant that was previously approved for funding, and has an opportunity to compete at a higher level may apply for registration fees only.

Approved funding will only be granted once the applicant has provided confirmation of acceptance.

All applications are reviewed on a case by case basis; exceptional circumstances may be considered.

Note to Applicants:

Funding will not be distributed to areas where there is already funding available to community members. For example: travel for appointments, education program(s) / courses, special needs, etc.

THESE GUIDELINES MAY BE AMENDED WHEN IT IS DEEMED IN THE BEST INTEREST OF THE COMMUNITY.