

ABOUT THE PIC RIVER DONATION COMMITTEE

A committee has been formed to respond to all community donation, sponsorship and funding requests.

ELIGIBILITY

Who we will fund:

- Status members/Community Membership
- Must be non-profit
- Individual band members
- Community groups and organizations
- Minor sports teams
- Special events
- Adult sportsteams

Who we will NOT fund:

- For-profit organizations
- Political/territorial organizations
- Tribal councils
- Band councils
- Businesses
- Government agencies
- Third-party applications will not be accepted
- Reimbursements
- Band Programs

THE OBJECT OF THE COMMITTEE IS:

To centralize the flow of donation requests from groups and individuals through a committee and away from multiple departments within Pic River First Nation.

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PROJECT DESCRIPTION

- Must provide the title/name of your project
- Must identify the location of the project
- Must identify a start and completion date
- Must provide a brief description of the project

BENEFIT

- Must provide a brief description of how the donation received will benefit you or the community (e.g., providing role models, increasing fitness, leadership development, self-improvement, self-esteem, increased community participation, community pride, etc.)

COMMUNITY SERVICE

- The intent of Community Service is to have applicants give back to the community in the form of volunteerism at activities inside their own community. This will encourage young applicants to volunteer at community activities in the present and future
- Applicant must provide a description and name of the group, activity or organization that they will be volunteering for (e.g., assisting with a minor sports organization, a school, a pow-wow, or community events, helping seniors, community beautification, etc.). The required hours for volunteering will be determined by the committee and outlined in the approval letter.
- Must provide letters verifying completion of Community Service. Failure to complete this form will affect future applications
- Cannot be the activity that was submitted on your application

BUDGET

- Must submit a budget itemizing all expenses and costs
- Must identify all other sources of funding, including personal contributions and fundraising
- Must provide supplier quote(s)

ACKNOWLEDGEMENT

- You must provide a description of how you will acknowledge the contribution of the Donation Committee (e.g., appreciation certificate, newspaper ad, plaque, photo, community channel ad etc.).

ORGANIZATION INFORMATION/SUPPORTING DOCUMENTS

Community fundraising groups who request financial donations must provide official bank account name on application.

For individual applicants: Donation committee requests name of organization money being paid to and may decide to pay them directly or request proof of payment. Required Financial Need Budget Sheet (attached to application) filling out and submitted with application.

For group/team applicants: Official name of group required for all cheques made out to groups. No cheques will be made out to individual people.

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REPORTING REQUIREMENTS

- Must provide a written report indicating the outcomes of the project
 - Must submit proof of your acknowledgement of the contribution of the Donation Committee (e.g., appreciation certificate, newspaper ad, plaque, photo)
- These reports must be submitted to the Donation Committee **within one month** of project completion
 - Failure to meet these Reporting Requirements **will result in future applications not being accepted** by the Donation Committee
- For minor sports team an attendance report may be required

OPERATIONAL GUIDELINES

- The operating year of the Donation Committee April 1 to March 31 of each year
- Application form must be signed by at least two individuals who are over the age of majority (19 years of age)

APPLICATION DEADLINES

Applications are reviewed quarterly by the committee

1st quarter – April 1 – June 30

2nd quarter – July 1 – September 30

3rd quarter – October 1 – December 31

4th quarter – January 1 – March 31

Applications are due by 12pm on the last day before the new quarter.

Applications must be submitted a minimum of one month prior to your event or commencement of your project.

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HOW TO APPLY

Applicants must complete an Application Form which must be received by 12:00 p.m. on the deadline date to:

Mailing Address: The Donation Committee, P.O. Box 193, Heron Bay, ON P0T 1R0

or

Email: donation.request@picriver.com

Application forms are available at the Pic River First Nation band office or on www.picriver.com.

This application form must be dropped off at the band office, mailed or emailed to the above addresses. Faxed applications will not be accepted.

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PLEASE REFER TO APPLICATION GUIDELINES PRIOR TO COMPLETING. PLEASE ENSURE APPLICATION IS COMPLETE WHEN RECEIVED BY OUR OFFICE OR IT WILL BE RETURNED FOR COMPLETION. APPLICATIONS MUST BE SUBMITTED ON THIS FORM. REPRODUCTIONS OR DUPLICATIONS WILL NOT BE ACCEPTED.

Applicant name
(Name of group or individual)

Applicant age(s)
(Team or individual)

Parents name
(If applicant is under 19 years of age)

Contact person

Mailing address

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Home phone Work phone Cell phone

Fax Email

OFFICE USE ONLY: APPLICATION NUMBER

PLEASE CHECK THOSE AREAS THAT APPLY TO YOUR APPLICATION:

- Minor sports team Individual Band member Non-profit
- Community organization Resident on First Nation Territory Special event
- Off Reserve Band Member

PROJECT INFORMATION

Title/name

Location
(Specific location of project/activity)

Start date

Completion date

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BENEFITS

How will your project/application benefit you or your community? Circle where applicable:

- Role model creation Increased fitness Self-improvement/esteem
- Leadership development Community participation Community pride
- Improved health Other

Please specify:

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COMMUNITY SERVICE

Provide specific name of group, activity or organization that you will be volunteering for. A number of hours of volunteerism per individual is required which will be determined by the committee. Community Service is to be completed prior to approval of additional funds. Must provide letters (including team/group list of those whom volunteered) verifying completion of Community Service upon request. Failure to complete Community Service will affect future applications. **NOTE: Community service cannot be the activity that was submitted on your application.** Circle applicable service:

- Sports team/organization School Church Elderly Dinners/luncheons
- Community beautification Pow-wow Holiday event Special event/other

Please specify name of team, organization, school, church, event, community, etc:

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Have you been approved for funding by the Donation Committee before? If yes, did you complete your final report? Did you provide the required Community Service form, summary and proof of acknowledgement? What was your Community Service and when was it conducted?

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ACKNOWLEDGEMENT

Must provide a clear description of how you will acknowledge the contribution of the Donation Committee (e.g., appreciation certificate, newspaper ad, plaque, photo, presentation, community channel ad, etc):

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ORGANIZATION INFORMATION/SUPPORTING DOCUMENTS

Community fundraising groups who request financial donations must provide official bank account name on application.

For individual applicants: Donation committee requests name of organization money being paid to and may decide to pay them directly or request proof of payment

For group/team applicants: Official name of group required for all cheques made out to groups. No cheques will be made out to individual people.

1. Title/Name

Mailing address

Home Phone Work phone Cell phone

Fax Email

2. Title/Name

Mailing address

Home Phone Work phone Cell phone

Fax Email

3. Title/Name

Mailing address

Home Phone Work phone Cell phone

Fax Email

DECLARATION

I/We agree to provide the necessary documents as required/requested (ie. financial statements, supplier quotes)

I/We agree that if our Application is approved, I/We will meet the Reporting Requirements as outlined in the Project Guidelines. We understand that failure to meet the Reporting Requirements will affect any future applications we may wish to submit to the Donation Committee.

I/We confirm that the information contained in this application and the accompanying documents is true, accurate and complete.

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APPLICATION INFORMATION CHECKLIST

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	All sections complete
<input type="checkbox"/>	<input type="checkbox"/>	Community Service section complete
<input type="checkbox"/>	<input type="checkbox"/>	Budget page - Other project funding listed
<input type="checkbox"/>	<input type="checkbox"/>	Supporting Documents
<input type="checkbox"/>	<input type="checkbox"/>	Application signed by two individuals over the age of majority for all applications

SIGNATURES

This application form must be signed by at least TWO individuals over the age of majority (19 years of age) for both individual and group applications.

1. Name
 (Please print) (Signature)

 (Title/Relationship to Applicant) (Date)

2. Name
 (Please print) (Signature)

 (Title/Relationship to Applicant) (Date)

This application form must be submitted by mail or email the Donation Committee at the following address (Faxed or in-person applications are NOT accepted).

Mailing Address: The Donation Committee, P.O. Box ###, Heron Bay, ON P0T 1R0
 Email: donation.request@picriver.com

This form (including the Financial Need Budget Sheet) must be received by the Donation Committee Charitable Foundation by 12:00 pm on the deadline date.

