



2024 Grassroots Application Guidelines & Instructions Handbook



INTRODUCTION

Who is the Six Nations of the Grand River Development Corporation?

The Six Nations of the Grand River Development Corporation (SNGRDC) is a community development corporation whose mandate is to ensure economic prosperity for Six Nations without compromising the community's values. SNGRDC seeks to generate revenue outside of government funding to address community priorities. SNGRDC invests a portion of the surplus income generated by these enterprises back into the community through the Economic Development Trust (EDT).

SNGRDC is governed by a Board of Directors (Board), which is a business-focused Board and is composed of nine community members. The Economic Development Trust Committee is a committee of the SNGRDC Board and is composed of four members. Funds will be used by the EDT for investment for the collective benefit the Six Nations Community in accordance with the various Guiding documents. The EDT is responsible for administering the application process including reviewing the guidelines, initiating the call for applications, and investing funds in the community. The EDT is ultimately responsible for all decisions to fund applications.

Where Do the Funds Come From?

The EDT funds are generated directly by the Six Nations of the Grand River Development Corporation. In keeping with the *SNGRDC Guiding Principles*, the funds come from a number of on-reserve (e.g., Chiefswood Park, Gathering Place by the Grand, and Bingo Hall) and off-reserve (e.g., Renewable Energy projects) enterprises.

Trust Indenture Community Purposes

The Trust Indenture is the legal document which gives the EDT power to invest funds in a tax-free environment. It also identifies, in the *Community Purposes*, where the EDT may invest funds for the direct and indirect benefit of the Six Nations Community. Not all areas will be funded in any given year, the *Community Plan* needs will be considered.

GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

The EDT will release a call for applications whereby Six Nations companies, organizations or community groups can apply for funding. These applications must meet the general criteria of the EDT as well as any specific criteria identified each year. The EDT will require successful applicants to complete financial agreements and other documentation prior to any funding release. The preferred process will be for the EDT to submit direct payments to your vendors, with no financial distribution to the applicant. Funding contracts are anticipated to span July 15 – December 1, 2024.

The EDT is happy to announce that the Second Call for the 2024 application year will invest **no less than \$502,000** in grants to the community. In this current round of applications, weighting of the evaluation will consider how applications impact the Six Nations community. We will also consider how the proposal and the Lead Organization demonstrate a responsibility to the community. General Applications will only be accepted in electronic format. For electronic submissions we request, for accessibility readability purposes, this application should follow the following format:

- Calibri or other sans-serif font, 11 or 12-point font, spacing at 1.15 and a standard margin of 1 inch.

The EDT requires .pdf (and .jpg or .png) as we will not be responsible for specialized software to open any application or supporting documentation.

Pre-screening of applications is being offered up to Friday April 19, 2024, at 4pm. You can e-mail your completed application with all supporting documentation to Trust@sndevcorp.ca. Administration will review your application for completeness.

All correspondence by the EDT will occur by e-mail only. Applicants are encouraged to regularly check their e-mail and ensure the EDT e-mail is identified as a safe contact within your contacts list. The Trust deadlines are hard, with no extensions. The EDT will not be responsible for any lost e-mails due to junk mail sorting. In some cases, requests for further information may be made with a short turnaround and it will be the requirement of the applicant to meet any correspondence deadlines identified in the e-mail.

Grassroots Community

The Trust acknowledges that there are some smaller volunteer proposals within the Six Nations community that would be seeking small grants for specific proposals. The maximum amount that will be granted under the Grassroots stream will be **\$15,000.00** per application.

ELIGIBLE APPLICATIONS

The application process is a competitive process and will be scored on a point system.

Late or incomplete applications will not be accepted or reviewed by the Trustees. In order to ensure that all application criteria have been met prior to submission, applicants are encouraged to take advantage of the pre-screening appointments being offered, which can be scheduled by contacting Roxanne Wilkieson at 519-753-1950 ext. 6450 or email trust@sndevcorp.ca up until Friday April 19, 2024.

The following criteria will be used to establish eligibility; however, it does not guarantee shortlisting or ultimate approval:

- a. *Application* - only one application and proposal per Organization/Department will be accepted; therefore, it is important that applicants carefully consider their organization/departmental priorities.
 - b. *Purpose* - the members of Six Nations must benefit from the proposed project. Please ensure the proposal will have a direct positive impact or collectively benefit our community for years to come;
 - c. *Partnerships* - as a people, the Haudenosaunee worked together in partnerships to achieve strength and dynamic outcomes. Partnerships are eligible and encouraged.
 - d. *Capacity Building* - a major focus of the Six Nations of the Grand River Development Corporation and the Economic Development Trust is to be a support agent for self-determination. How applicants demonstrate capacity building will be a key criterion for approval.
 - e. *Connection to the Community Plan* - The community plan outlines the vision, values and goals of the community and the actions needed to reach those goals. It is a living document built from community voices. How applications tie into the Community Plan will be a key criterion for your proposal. If your concept is not specifically listed in the Community Plan, please comment on how it will connect to the broader categories (Mother Earth, Built Environment, etc.).
 - f. *Timeline* – Proposals must be for projects with an anticipated completion date of the 1st day of December 2024 or earlier.
- ❖ **Given the many needs of our community, the EDT will be required to make decisions about which proposals to fund and, in many cases, excellent proposals that meet the eligibility criteria will not be funded or will not receive the full amount of funding.**

INELIGIBLE APPLICATIONS & OTHER FACTORS

Applications that **will not be considered** for funding include those:

- a. Where more than one application or proposal per Organization/Department has been submitted;
- b. Where an applicant applies to both the 2024 General and Grassroots Application stream. Applicants may only apply to one stream;
- c. From “for profit” organizations;
- d. For the improvement of privately owned land/property, including leasehold improvements;
- e. For projects, programs, or activities similar to or the same as projects, programs, or activities already existing within the community; or
- f. Where the request is for payment to individual band members including, but not limited to requests for per capita distribution, wage top ups, and bonuses.

Other factors to consider when completing the application;

- a. The EDT does not provide funding for any payments of HST. For applications that seek funding for payment of HST on any services rendered or purchases made, that portion of the payment will be an ineligible expense and will not be funded.
- b. The EDT does not provide funding to pay down debt. For applications that, among other things, seek to use a portion of the funding to pay down debt, that portion of the payment will be an ineligible expense and will not be funded.
- c. The EDT does not fund expenses that are funded by other sources or those that are the responsibility of other organizations or governments. For applications that seek funding for payment of expenses that are funded by other sources, that portion of the payment will be considered an ineligible expense and will not be funded. If you believe your proposal should be considered even though it may be funded by another source, clearly define your rationale for consideration in your application.
- d. Remuneration or wages for existing employees will not be funded; however, the proposal itself may still be considered if it meets the remaining funding eligibility criteria. Remuneration or wages for new hires necessary to carry out the proposal are eligible expenses and will be considered.

APPLICATION SCHEDULE

The following application schedule has been established by the EDT as the timeline for 2024. Any changes to this schedule will be updated at <https://sixnationsedt.ca/guidelines-applications/> and in e-mail correspondence.

2024 Second Call for Applications		
Application Release	Monday March 25, 2024	website/print
Pre-Screening of Applications	Monday March 25 – Friday April 19, 2024	Admin Review
Application Deadline	Friday May 3, 2024	Via email
Notice of Shortlisted Applicants	Friday June 7, 2024	Via email
Presentation Material Due	Thursday June 20, 2024	Via email
Presentations	Saturday June 22 & Sunday June 23, 2024 (if needed)	SNGRDC boardroom
Notice of Successful Applicants	Friday June 28, 2024	Via email
Funds to be expensed by	December 1, 2024	
Dates are subject to change. Applicants should check e-mail for further notices.		

Presentations Saturday June 22 & Sunday June 23 (if needed)

Please note that a presentation may be scheduled for general applications on Saturday June 22nd and Sunday June 23rd (if needed) and will be scheduled in 15-minute blocks. Prior to the presentation the applicant will receive an e-mail identifying any specific clarification points the EDT requires. It is also an opportunity to provide new information and updated estimates.

DEFINITIONS

Grassroots

Grassroots are volunteer groups, organizations, events, or proposals who do not have regular employees. This application is designed for those groups, organizations, events, or proposals that work without salary or wages and would not have a registered board of directors and would not have audited financials to provide.

Honorarium

A payment given for professional services that are rendered nominally without charge.

HST

A consumption tax in Canada. It is used in provinces where both the federal goods and services tax (GST) and the regional provincial sales tax (PST) have been combined into a single value added sales tax.

Hyperlink

A **hyperlink** points to a whole document or to a specific element within a document.

Proposal

A piece of planned work or an activity that is finished over a period of time.

Research

The systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.

Conflict of Interest

Participation in businesses, organizations, or activities where an organization, group or person may obtain a personal benefit, whether real or perceived.

APPLICATION INSTRUCTIONS

SECTION 1: GENERAL INFORMATION

1. Name of your Group

Provide the name of your group/organization.

2. If you are an established Group, please provide a history of your Group, including whether you have a board or oversight committee, number of years established and names of *current* members.

Provide information as requested.

3. Has your organization/group applied previously to the Economic Development Trust? If yes, please provide the year and name of the proposal.

Check yes/no if you have applied to the EDT previously. Also, provide year and name of your proposal.

SECTION 2: PROPOSAL INFORMATION

1. Proposal Name

Provide the name of the proposal for this application.

2. What is the total amount of your request?

Provide information as requested.

3. Provide a description and the purpose of the proposal you wish to have funded. (Please feel free to use additional pages if necessary).

Give specific description of your proposal. Purpose - an intended or desired result; end; aim; goal.

4. How does your proposal align with the Community Priorities? Please identify 1 community priority (identified by a coloured circle) in the Overview of Community Priorities and Goals found on pages 12 & 13 of the Community Plan that your proposal will address.

Out of the 8 community priorities listed which one(s) aligns to your proposal. You may be asked at your presentation to explain in further detail.

- 5. Next, please identify one or more Community Goal(s) listed in the subsection of the priority you identified in question 4 above that will be addressed by your proposal.**

Identify one or more community goal(s) that will be addressed by your proposal.

- 6. Please explain how your proposal will build the capacity of Six Nations (i.e. how will your proposal maximize community potential)**

Capacity-building is defined as the process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations and communities need to survive, adapt, and thrive in a fast-changing world.

- 7. Are there other funding opportunities for your proposal? Yes _____ No _____ If yes, please supply the name of the potential funder and list what you have applied for. (include requested amount) If no, what are the barriers you are facing for obtaining funding for your proposal?**

Provide information as requested.

- 8. Have you undertaken any fundraising activities for your proposal? Yes _____ No _____ If yes, what fundraising activities have you undertaken? If no, please explain why you have not undertaken any fundraising activities.**

Provide information as requested.

- 9. Describe the benefits of your proposal to the Six Nations community.**

Please explain how Six Nations community members will benefit from your proposal. What are the take aways?

- 10. What tools will you use to measure the benefits of your proposal?**

Examples: identify your objectives and outcomes, identify tangible and intangible benefits, document your benefits, capture your baseline measurements, realize your benefits, and monitor your benefits.

- 11. How will you find participants for your proposal?**

Please explain your plan to recruit community members.

- 12. What is the maximum number of people that could attend your proposal event and/or use your service? Please describe any barriers that may limit the people attending your event or service.**

Provide information as requested.

a) Will there be long term benefit? Please explain.

Provide information as requested.

**13. Will your proposal have a negative impact on any of the Community Priorities and Goals in anyway? Yes ___ No ____
Please explain your answer including how any negative impacts will be mitigated (if applicable)**

Provide information as requested.

14. We encourage applicants to partner with other organizations where appropriate. Identify any partnerships you may have that will enhance the proposal and benefit or reach the broader community.

List any partnerships you have for your proposal.

a) Alternatively, please explain if you have encountered barriers regarding partnerships.

Explain any obstacles your organization may have had in securing partnerships.

15. How will you acknowledge funding from the Economic Development Trust to participants and/or the community?

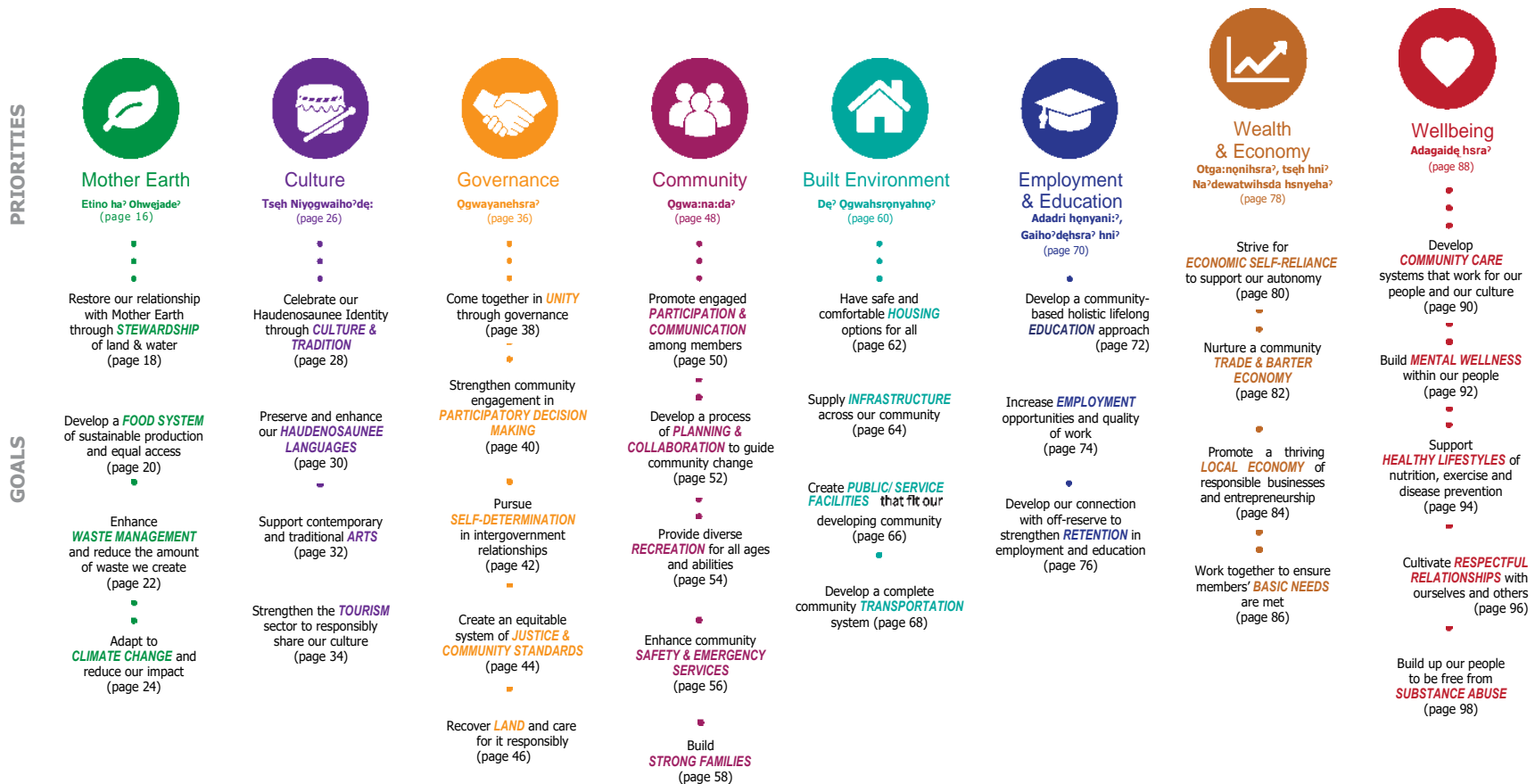
Example: Printed materials, social media, press releases, newspaper etc.



Statement of Community Needs and Priorities



The Six Nations of the Grand River Development Corporation's (SNGRDC) Advisory Committee, has adopted the Six Nations Community Plan's Overview of Community Priorities and Goals, as the Statement of Community Needs and Priorities which will guide the SNGRDC Group's decision making. This document will be used as a key tool for the Six Nations of the Grand River Economic Development Trust (EDT) to identify the short-term and long-term objectives required to build the foundations of a healthy community.



SECTION 3: EXPENSE PLAN GUIDELINES

Honorarium:

The use of Honorariums is allowed only to Six Nations community members or First Nations Individuals, or other individuals whose knowledge, skills or abilities will benefit the community.

HST:

The SNGREDT will not pay or reimburse for HST or any sales tax on purchases or services rendered.

Sole Sourcing:

The SNGREDT will only entertain sole sourcing only once proven that quotes cannot be obtained from more than one source. The applicant must submit a written explanation as to why sole sourcing is required.

Quotes:

NEW: You need to list all budget line items for your project but only need quotes for budget line items over \$5,000. Any budget items over \$5,000 requires 3 quotes unless you have sole sourced. Explanation needed for sole sourcing. **Honoraria is an eligible expense but will not be payable to anyone on the project committee.**

Quotes to be dated within the calendar year. At least one quote of your project proposal must come from an Onkwehón:we/Indigenous vendor/or business. If you are unable to obtain a quote from an Onkwehón:we/Indigenous vendor/or business please explain.

Value for money:

All applicants should ensure that they have obtained the maximum benefit from the goods and services it acquires and/or provides, within the resources available to it. Achieving Value for Money may be described in terms of the 'three Es' - economy, efficiency, and effectiveness.

Complete Expense Plan chart and budget as laid out below. An example Expense Plan is provided below for reference.

If you have any fundraising dollars that will be applied to your Expense Plan you will put that in the column "Your Contribution" listed at the bottom of the Expense Plan.

Example Expense Plan Chart

NEW: You need to list all budget line items for your project but only need quotes for budget line items over \$5,000. Any budget items over \$5,000 requires 3 quotes unless you have sole sourced. Explanation needed for sole sourcing. **Honoraria is an eligible expense but will not be payable to anyone on the project committee.**

Quotes to be dated within the calendar year. At least one quote of your project proposal must come from an Onkwehón:we/Indigenous vendor/or business. If you are unable to obtain a quote from an Onkwehón:we/Indigenous vendor/or business please explain.

	<i>Item List</i>	<i>Item Costs</i>	<i>Date Of Completion/Purchase</i>	<i>3 Quotes Attached over \$5,000 (please check)</i>
1	4 Tables	\$57.99 x 4 = \$231.96	August 2024	
2	Fencing	\$8,000.00	September 2024	✓
3	Landscaping	\$7,000.00	October 2024	✓
4				
5				
	ITEM TOTAL(S)	\$15,231.96		
	YOUR CONTRIBUTION (fundraising \$\$ etc.)	\$231.96 IF APPLICABLE		
	TOTAL REQUESTED	\$15,000.00		

SECTION 4: FINANCIAL INFORMATION

If your group has been established for a period of one or more years, please provide a copy of your group's current financial standing. You may submit a copy of your latest bank statement(s), operating budget, or any other financial statement(s).

Note: Organizational budgets are required to ensure that organizations are financially responsible and can properly manage any funds that are granted to them. The Trust is accountable to the community and need to be provided with this documentation to demonstrate financial organization principles.

SECTION 5: CONTACT INFORMATION

Provide all information as requested.

GRASSROOTS APPLICATION CHECKLIST

Please check to make sure you have submitted all documentation.

SECTION 1: GENERAL INFORMATION

- Questions 1-3

SECTION 2: PROJECT INFORMATION

- Questions 1-15

SECTION 3: EXPENSE PLAN

- Read expense plan guidelines
- 3 quotes for each item \$5,000.00 and over (unless it is sole sourced) Not Applicable
- 1 quote for sole source item and explanation for sole source Not Applicable
- 1 quote from an Onkwehón:we/Indigenous vendor/or business Not Applicable
- Understand HST or any sales tax will not be paid or reimbursed
- Filled in Item Total – Include your fundraising contribution (if applicable) and Total Requested on Expense Plan

SECTION 4: FINANCIAL INFORMATION (EXISTING PROJECTS/ORGANIZATIONS ONLY)

- Have you included your financials? Not applicable

SECTION 5: CONTACT INFORMATION

- All information for Contact Person #1 & #2 along with Signatures All information for Contact Person #2 & Signature (if applicable)