



SIX NATIONS  
OF THE GRAND RIVER  
**ECONOMIC  
DEVELOPMENT  
TRUST**

# **2024 General 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](mailto: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.

## 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](mailto: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 1<sup>st</sup> 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.

| <b>2024 Second Call for Applications</b>  |   |                  |
|---|---|------------------|
| Application Release   | Monday March 25, 2024                               | Website/print    |
| Pre-Screening of Applications   | Monday March 25 – Friday April 19, 2024             | Admin Review     |
| <b>Application Deadline</b>   | <b>Friday May 3, 2024</b>                           | <b>Via email</b> |
| 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                                    |                  |
|   |   |                  |
| <b>Dates are subject to change. Applicants should check e-mail for further notices.</b> |   |                  |

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

Please note that a presentation may be scheduled for general applications on Saturday June 22 and Sunday June 23 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

**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.

**Business Number (BN):** Your Business Number is a nine-digit account number that identifies your business to federal, provincial, and municipal governments.

**Like minded:** Like-minded share the same opinions, ideas, or interests.

**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.

**Not for profit:** describes a type of organization that does not earn profits for its owners. All the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives and keeping it running. May be incorporated and provided with Letters Patent.

**For-profit organization:** may be formed to conduct any number of lawful business activities. The primary reason to form a for-profit organization is to earn a profit for the owners of the company. May be incorporated and provided with Articles of Incorporation.

**Charity:** applies and is registered as a charity with Canada Revenue Agency for charitable purposes.

**Organization:** is an organized body of people with a particular purpose, especially a business, society, association, etc.

**Community Group:** is voluntary and is a group or organization which works for the public benefit.

**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. Organization Name.**

Provide the name of your organization/group.

**2. Are you a: Company (For Profit, Not for Profit, Charity), Organization, or Community Group?**

Provide information as requested. *See definitions.*

**3. Mailing Address, Blue Number Address, Phone, Email.**

Provide information as requested.

**4. Website.**

Provide information as requested.

**5. Lead Applicant (Name of person submitting application on behalf of the organization/department):**

Please list the name of the person and contact information of the lead applicant on your proposal.

**6. Contact Person(s) if different than Lead Applicant.**

Please list a contact person if different from lead applicant.

**7. Organizational Mission.**

Provide the mission Statement of your Organization. Your mission statement will help the EDT when reviewing your application to look for consistency between your mission and proposal.

**8. What is the population served by your organization?**

List any people/organizations/communities you will serve with this proposal. Provide an estimate of the number of people.

**9. Organization Establishment Date.**

Provide information as requested.

**10. Business Number (if available).**

Provide information as requested, this is a nine-digit account number.



**11. If the salary of a new employee forms part of this application, include your WSIB number and Payroll number.**  
Provide information as requested.

**12. Have you applied previously to the EDT?**  
**Yes/No (please circle)**  
**If yes, were you successful? Yes/No (please circle)**  
**Were there any concerns? Yes/No If yes, please explain what they were.**  
Provide information as requested.

**13. Organizational Chart of your organization.**  
Provide the most recent organizational chart, which includes your Board and Executives.

**14. Include all names and contact information of your Board or Executive members.**  
Provide information as requested.

**15. Timeline of Proposal (July 15 – December 1, 2024)**  
Provide start and end dates for your proposal.

## **SECTION 2: EXECUTIVE SUMMARY**

- 1. Proposal Title.**  
Proposal title should describe your proposal.
  
- 2. What is the total cost of your proposal and what is the dollar value you are requesting from Economic Development Trust?**  
Total cost of your proposal and list the dollar value that you are requesting from the Economic Development Trust.
  
- 3. Provide a summary of your proposal.**  
Provide a high-level summary of your proposal. (Who, What, Why, Where & When).
  
- 4. Please estimate the number of Six Nations members that will benefit firsthand from your proposal. How did you arrive at this number?**  
Provide information as requested.

**5. Demonstrate how your proposal aligns with the 2019 Community Plan. Identify one or more Community Priorities listed in the Community Plan Priorities and Goals. Refer to pages 12 & 13 of the Community Plan.**  
Community plan can be found here. Provide information as requested.

**(a) Identify one or more Community Goal(s) listed in the subsection of the priority you picked that your proposal addresses.**

Identify one Goal which will be listed under the Priority that you picked.

**(b) In 500 words or less, please describe how your proposal will build the capacity of Six Nations. Please feel free to reference the progress measurement criteria listed under the goal you identified in Subsection 5(a) above. Please also ensure you address some Key Challenges & Concerns related to your identified goal.**

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.

**6. We encourage applicants to partner with other organizations and departments where appropriate. Is this a single or partnership application? Identify any partnerships you may have that will enhance the proposal and benefit or reach the broader community. Please indicate if your partner is identified as one of the "suggested partners" in your goal category listed in 5(a) above.**

Provide information as requested.

**7. How will this Proposal have a positive impact on the Six Nations Community, immediately and/or in the long-term?**

Immediate example: Workshops - occurring or done at once; instant.

Long term example: Community Centre - occurring over or relating to a long period of time.

**8. 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.

**9. Are there any community research, studies, surveys, or questionnaires that demonstrate the need for your proposal? Provide a clear and concise summary (also provide links if available) (Maximum 200 words)**

If you don't have any research, you may conduct your own survey with your clients/proposals. Please include an explanation of your methodology. Remember that the EDT may request a copy of these documents if no link can be provided.

**10. Applicant must demonstrate there is no duplication of funding for any components of the proposal. Please identify guaranteed or potential funding as well as "in kind" contributions.**

Provide a listing of all other funding opportunities being sought out, and list if they are guaranteed (committed) or potential (not yet determined).

**11. How will this proposal be maintained after the funding is complete?**

Give an example of how your proposal will maintain its operations, services, and benefits during its proposed lifetime.

### **SECTION 3: FINANCIALS**

1. An Excel spreadsheet has been provided by the EDT for your use, but you may use your own spreadsheet if the one provided does not address your specific needs. Please provide a comprehensive budget breakdown of all costs of the proposal.
  - a. Quotes for budget line items must be submitted with the application. Please note:
    - All budget line items less than \$5000 must be accompanied by three quotes dated within the current calendar year.
    - Budget items over \$5000 must be accompanied by three quotes dated within the current calendar year.
    - At least one quote 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 why.
    - Quotes for office supplies and/or refreshments may be combined in one quote.
  - b. For new employee remuneration, include a breakdown of both the hourly wages and mandatory employment related costs (MERCs).

- c. For major capital investments a Class A to Class D estimate is required. (The level of estimates for major capital will be based on the stage of the proposal: e.g. Class A or B—request for construction dollars, Class D—request for architectural schematics).
  - d. The EDT 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. The use of Honorariums is allowed only for Six Nations community members or Indigenous Individuals, or other individuals whose knowledge, skills or abilities will benefit the community.
2. Will members of Six Nations be employed as part of this proposal or as a result of this proposal? If so, provide a job summary, term of employment, and if part-time/full-time, as well as rate of pay. If necessary, provide attachments and breakdown of pay.

#### SECTION 4: SUPPORTING DOCUMENTS

Provide all supporting documents with your application.

1. Board or Organization Approval/Resolution to complete the proposal or submit the application;
2. If the application is from a registered charity or Not for Profit Organization (NPO), provide Letters Patent or Articles of Incorporation (as the case may be);
3. Proof of land ownership or authority to utilize Six Nations land [Only required if your proposal is to build/access any parcel of land];
4. Most recent audit. For those who do not receive an annual audit provide a copy of your Unaudited Financials for the previous year **and** a copy of your organizational budget for the current year;  
*Note: Organizational budgets are required to ensure that organizations are financially responsible and can properly manage any funds that are granted to them. The EDT is accountable to the community and need to be provided with this documentation to demonstrate financial organization principles.*
5. Proof of Insurance; and
6. Where applicable, Memorandum of Agreement between partnering organizations or departments signed by the relevant persons having authority for each organization/department included in this application. A letter of approval of financial support may be included for those supporting financially but not considered partners.

## SECTION 5: SIGNATURE PAGE

Fill out your organization name.

Complete all information for Signing Officers & Lead Applicant, as requested.

By signing the application, the Signing Officers and Lead Applicant agree to all terms and conditions listed.

Signature Page should be scanned and uploaded with the application or signed electronically. If you do not have the ability to electronically send the signature section, you may deliver this single page only to the Six Nations Development Corporation administrative building - 2498 Chiefswood Rd. Ohsweken, during regular business hours on or before Friday May 3, 2024.

## COMPLETE THE CHECKLIST TO ENSURE YOU HAVE COMPLETED APPLICATION AND ALL DOCUMENTATION IS INCLUDED.

### SECTION 1: GENERAL INFORMATION

- Questions 1 – 15

*Note: If any questions do not apply to your project do not leave it blank, please write N/A.*

### SECTION 2: EXECUTIVE SUMMARY

- Questions 1 – 11

*Note: If any questions do not apply to your project do not leave it blank, please write N/A.*

### SECTION 3: FINANCIALS

- Questions 1 A - D & 2

### SECTION 4: SUPPORTING DOCUMENTS

- Questions 1 – 6

*Note: Please read this section carefully.*

**1**  Attached

**2**  Attached  Not Applicable

**3**  Attached  Not Applicable

**4**  Most recent audit OR  Unaudited Financials from previous year **AND** current year organizational budget

**5**  Attached  Not Applicable

**6**  Attached  Not Applicable

### SECTION 5: SIGNATURE PAGE

Organization Name filled out  Two Organization Signing Authorities

Lead Applicant if different from signing authorities  Not Applicable