

# Serpent River First Nation Community Advancement Fund

November 2013

Serpent River First Nation  
195 Village Road  
Cutler ON, P0P 1B0  
Ph: 705-844-2418  
Fax: 705-844-2757



**Community Advancement Fund  
Application**

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Please fully complete the application form and sent it to Serpent River First Nation, 195 Village Road,  
Cutler, ON POP 1B0

**Part A: Applicant Information**

<b>Application Name:</b>		<b>CIS #</b>	
<b>Is the applicant an:</b> (please check one)			
<input type="checkbox"/> Individual	<input type="checkbox"/> Parent/Guardian applying for the benefit of a minor		
<input type="checkbox"/> Community organization or group	<input type="checkbox"/> First Nation department or committee		
<b>Is the applicant a member in good standing with the Serpent River First Nation?</b> (please check one)			
<input type="checkbox"/> Yes	<input type="checkbox"/> No (if No, be advised that a CAF application will not be considered until proof of good standing is provided)		
If application is for the use by a community organization or special interest group:			
<b>Contact Name:</b>			
<b>Address:</b>	<b>Contact Information:</b> (at least one must be filled in)		
	Home Phone:		
	Work Phone:		
	Cell Phone:		
	Email:		
<b>Beneficiary:</b> (if application is for a minor or a group of community members, name the member(s) who will benefit.)			

**Part B: The Project**

<b>Project Title:</b>			
Proposed Start Date:		Proposed Completion Date:	
<b>Project Location: (Include Street No., Lot No., etc.)</b>			
Please briefly describe the project/activity:			



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**Purpose:** (Please describe how the project relates to at least one of the purposed below.)

**Community Development:**

**Cultural Development:**

**Compassionate Travel:** (Health purposes only that were unfunded through other means.)

**Economic Development:**

**Education:**

**Health:**

**Benefit to Community:** (Please describe how the project will benefit the Serpent river First Nation community member o community, i.e, youth, elders, parents, etc.) *You may provide letters of support, survey or petition to support the project or refer to a need identified with a community plan.*



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**Part C: Project Costs**

Please outline the project cost below. (attach quotations or other proof of costs)		Please outline how you propose to fund the costs. (attach proof that other sources of funding have been exhausted)	
Registration Fees	\$	Personal Cash Contribution	\$
Equipment	\$	Ontario Works / ODSP	\$
Travel	\$	First Nation Inuit Health Branch	\$
Facility/Equipment Rental	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
<b>Total Proposed Costs</b>	<b>\$</b>	<b>Total Proposed Funding</b>	<b>\$</b>

**Total Amount of CAP Funding requested: \$**

**What other, non-monetary, contribution will you provide toward the project?**

- Presentation to the Community                       Participation on a Committee
- Other Community Service (please describe)

***Note: Funding received but not required to complete the project must be reimbursed to the Serpent River First Nation. In the event that the projected costs exceed the amount of funding issued, it will be the responsibility of the applicant to offset the costs.***



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**Part D: Authorizations and Certifications**

*Please review your Application to ensure that all criteria has been considered and that all pertinent documents have been submitted*

Prior to submitting your application, ensure you have included the following documents:

- Proof of membership with the Serpent River First Nation – copy of CIS Card / Band Number
- Petition / letter of support from Community members, if required
- Letter of support from General Manager (*for Departments, Committees or Corporations only*)
- Quotes or other proof of costs for proposed project expenses
- Proof that other sources of funding has been exhausted

Please ensure also that the Administrator is aware of any changes to the Applicant or Project Information.

- I understand the purpose of the application is to assess eligibility, financial aspects and details of the project.
- I certify the information contained on the application is correct, to the best of my knowledge.
- I authorize the Community Advancement Fund Administrator to verify the information to complete a thorough and accurate assessment of project eligibility.
- I understand the Community Advancement Fund is a community fund and that any progress and costs incurred for this project will be treated as public information and reported regularly to the Serpent River First Nation.
- I understand that full contract/reporting obligations will be required if the project is approved.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Date Received by Administrator: \_\_\_\_\_

Date Reviewed by Administrator: \_\_\_\_\_

Date Reviewed by CAF Committee \_\_\_\_\_

Date Applicant notified of results: \_\_\_\_\_



**Community Advancement Fund  
Application Checklist**

The Serpent River First Nation will be reviewing your application For Community Advancement Fund (CAF) to confirm that it contains all of the information needed to make a decision. This checklist is provided to you to determine if the information needed to make a decision is available.

**Applicant Name:** \_\_\_\_\_

(If funds will be used for the benefit of a minor, please identify the name of the minor as the member below. The applicant must be the minor's parent or guardian. If a community organization or special interest group, please identify the main contact below.)

**If applicant is a minor:**

**Member Name:** \_\_\_\_\_

**If application is for the use by a community organization or special interest group:**

**Contact Name:** \_\_\_\_\_

<b>Applicant Requirements:</b>	To be completed by Applicant			To be completed by SRFN
	Y	N	n/a	✓ or X
1. Is the applicant an: (please check) <input type="checkbox"/> Individual <input type="checkbox"/> Community group or organization <input type="checkbox"/> First Nation Committee or Department				
2. Is the applicant 18 years of age or older?				
3. If the applicant is an individual; has confirmation been provided that the individual (or beneficiary in the case of a minor) is/are a member of the Serpent River First Nation in accordance with the Membership Code?				
4. If the applicant is a community group or organization, a letter from the administration or Council that confirms formal recognition has been provided.				
5. If the applicant is a department or committee, has a support letter been provided by the Senior Manager demonstrating the need for funding?				
6. Has the applicant received approval under CAF within this fiscal year? (Note: There is a maximum amount available per applicant per year.)				
7. Is the applicant a member in good standing with the Serpent River First Nation, ie., any debts owing to the First Nation are paid up-to-date? (Note: Application will not be considered if the applicant is in default.)				
8. If the applicant has previously received CAF funds, has the applicant fulfilled all obligations under the previous application? (Note: Application will not be considered if obligations from previous applications have not been fulfilled.)				
9. Has the applicant demonstrated his/her ability to manage the project?				



**Community Advancement Fund**

Application Check list

<b>Project Requirements:</b>		To be completed by Applicant			To be completed by SRFN		
		Y	N	n/a	✓	or	X
6.	The project falls within one of the five priorities areas: (please check) <input type="checkbox"/> Community Development <input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Economic Development <input type="checkbox"/> Cultural Development <input type="checkbox"/>						
7.	Does the application contain enough information to describe the project, i.e., description of the activity, location of activity, etc.?						
8.	Does the application clearly define the community benefits?						
9.	The project is unique and does not duplicate others?						
10.	If the applicant is a committee or department, has a work plan been provided to support activities?						
11.	Does the application indicate that the project will be completed in one year?						
<b>Contribution Requirements:</b>							
12.	Has the applicant listed the costs and the sources of financing?						
13.	Has the applicant committed to providing a minimum of 5% contribution toward the project, in the form of: (check one) <input type="checkbox"/> Cash Contribution <input type="checkbox"/> In-Kind Contribution						
14.	If the applicant has committed to provide a cash contribution, has proof been provided?						
15.	If a community organization or special interest group, has the applicant provide proof of a bank account in the applicant's name?						
16.	Has the applicant provided confirmation that all other sources of funding have been exhausted?						
17.	Has the applicant provide quotations for project costs?						
<b>Reporting Requirements:</b>							
18.	Has the applicant committed to providing a report on: <input type="checkbox"/> Expenditures, and <input type="checkbox"/> Achievement of Project Results (Note: Future applications will not be considered unless project reports have been completed and submitted)						
19.	Has the applicant committed to acknowledging the contribution from the fund?						

**Signed:**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

**To be Completed by CAF Administrator:**

**Amount Requested: \$** \_\_\_\_\_ **Verified that all information is on file** \_\_\_\_\_ (Initial)