

# Appendix "C"

## APPLICATION FOR FUNDING RELATING TO A COMMUNITY DEVELOPMENT PROJECT OR ACTIVITY (Business Category)

Instructions to Applicant:

- A. This application may be completed by the following:
- (i) by the First Nation or any individual Member in relation to a sole proprietorship business to which they own or any incorporated business entity, joint venture or limited partnership for which a minimum of 51% or more of the shares or ownership interest in such entity is held by the First Nation or an individual Member or Members; or
  - (ii) by the First Nation in relation to the acquisition of Lands and Improvements or the establishment or acquisition of a Business(s) as defined in the Kahkewistahaw 1907 Specific Claim Trust Agreement.
- B. In instances where this application is completed on behalf of the First Nation, the application shall be executed by the Chief or a designated member of the band council or a designated program or department manager of the First Nation.
- C. All sections of the application must be completed before the application is processed. If additional space is required to fully and completely answer any question contained in this application form, you may provide the information on a separate attachment which must accompany the application submitted.
- D. All supporting documents required to be submitted in conjunction with the application must be completed and submitted to the Community Development Administrator prior to the processing and consideration of the application.

### 1. Applicant Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Applicant's Certificate of Indian Status Number (Treaty Number) - to be completed in relation to applications received from individual Members:

\_\_\_\_\_

Phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**2. Business Overview**

Name of business: \_\_\_\_\_

Name of registered corporation (Required): \_\_\_\_\_

Corporate Registry number (Required): \_\_\_\_\_

Type of business:

\_\_\_\_\_ Sole Proprietorship

\_\_\_\_\_ Partnership

\_\_\_\_\_ Limited Partnership

\_\_\_\_\_ Corporation

\_\_\_\_\_ Joint Venture

\_\_\_\_\_ Other (specify): \_\_\_\_\_

Names and addresses of all owners, operators or shareholders associated with the business and their percentage ownership share (Please note, each Applicant is required to submit in conjunction with their application a copy of their incorporating documents, partnership agreement, joint venture agreement or other supporting documents verifying the Applicants share or ownership interest in the business entity for which funding is sought):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of the business and nature of the Applicant's business operations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Is this a new business:     Yes             No

If yes, indicate commencement date of business: \_\_\_\_\_

Location of business operations (include address): \_\_\_\_\_

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**3.    Funding Being Requested for the Community Development Project or Activity**

Please describe in detail the Community Development project or activity for which you are seeking funding and how this relates to your business operations:

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Note: The amount of monies that may be disbursed by the Trustees with respect to any application received under the business category in relation to a proposed Community Development project or activity shall be limited to the following:

- (a)    in the context of applications received from the First Nation or any individual Member in relation to a sole proprietorship business to which they own or any incorporated business entity, partnership, limited partnership or joint venture for which a minimum of 51% or more of the shares or ownership interest is held by the First Nation or an individual Member or Members, up to a maximum sum of Thirty Five Thousand (\$35,000.00) Dollars; and
  
- (b)    in the context of applications received from the First Nation in relation to the acquisition of Lands and Improvements or the establishment or acquisition of a Business(s) defined in the Kahkewistahaw 1907 Specific Claim Trust Agreement, up to a maximum sum of Thirty-Five Thousand (\$35,000.00) Dollars.

Amount of funds being requested in relation to the proposed Community Development project or activity:

\$ \_\_\_\_\_

Please indicate which category the proposed Community Development project or activity addresses:

- \_\_\_\_\_ Commercial and Economic Development
- \_\_\_\_\_ Infrastructure
- \_\_\_\_\_ Agriculture
- \_\_\_\_\_ Education and Training
- \_\_\_\_\_ Residential and Housing
- \_\_\_\_\_ Sports and Recreation
- \_\_\_\_\_ Health, Social Development and Justice
- \_\_\_\_\_ Recognition and Promotion of the Heritage and Culture of the First Nation

Please explain how the proposed project or activity for which you are applying addresses these areas:

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Completion date associated with proposed Community Development project or activity:

\_\_\_\_\_  
(Month / Day / Year)

Have you or the business entity for which you are seeking funding received any funding from the Trustees in the past:

Yes  No

If yes, when: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**4. Business Plan**

Note: It is required that all applications for funding be accompanied by a Business Plan for the proposed Community Development project or activity.

Have you prepared and attached a Business Plan with respect to the proposed Community Development project or activity?

Yes  No

**5. Financial Statements**

Note: Applications related to a newly established business are required to have included with their application projected financial statements for their business for the ensuing three (3) years operations or, in the case of an existing business, financial statements for the previous two (2) years operations.

If you are establishing a new business or are a newly established business, have you enclosed projected financial statements for your business for the ensuing three (3) years operations?

Yes       No

If you are an existing business, have you enclosed financial statements for your business for the past two (2) years operations?

Yes       No

**6. Projected Costs Associated with the Proposed Community Development Project or Activity**

Note: Please include below a breakdown of all projected costs associated with the Community Development project or activity including, where applicable, a complete description of any additional financing or sources of funding obtained, or to be obtained, by the Applicant with respect to the proposed Community Development project or activity. For a description of eligible and ineligible expenditures, please refer to the Kahkewistahaw 1907 Specific Claim Community Development Policies and Procedures document.

Projected costs associated with proposed Community Development project or activity (if required, use separate attachment):

Description of Cost	Amount

List any additional financing or sources of funding obtained, or to be obtained, with respect to the proposed Community Development project or activity:

Description of Financing or Funding Obtained or to be Obtained for Project or Activity and Source of Financing or Funding	Amount


**7. Terms and Conditions**

If the application for funding as provided for herein is approved by the Trustees, the Applicant hereby agrees to the following:

- (a) to maintain all original documentation, receipts or supporting documentation pertaining to the Community Development project or activity for which funding has been applied for and to submit such documents to the Community Development Administrator in conjunction with the completion of the required Follow-Up Report within ninety (90) calendar days following completion of the project or activity;
- (b) to utilize the funding received only for purposes identified herein and not for any other purpose;
- (c) to return immediately to the Kahkewistahaw 1907 Specific Claim Trust office any unused funds not utilized for the purposes of the Community Development project or activity identified herein. In those situations where the final costs associated with the Community Development project or activity are lower than originally projected in the Applicant's application, the amount of eligible funding shall be adjusted to reflect the lower cost and will be considered an overpayment. The Applicant shall be required to refund the overpayment to the Trust office immediately. No adjustments shall be made if the final costs associated with the Community Development project or activity is higher than originally projected;
- (d) to authorize the Trustees to publish for use in conjunction with the preparation of its audited financial statements along with reporting to the Kahkewistahaw First Nation Band Membership of the Applicant's name, description of the Community Development project or activity and the amount of funding received by the Applicant. The Applicant hereby acknowledges and agrees that this shall constitute proper and sufficient authority and consent for the release of the said information under applicable federal and provincial privacy legislation including, without restricting the generality of the foregoing, the *Personal Information Protection and Electronic Documents Act* (Canada); and
- (e) in the event the Applicant's application for funding is approved by the Trustees and the Applicant fails to comply with the terms and conditions as referenced above including the completion and submission by them to the Community Development Administrator of the required Follow-Up Report and submission of all required documentation, receipts or supporting documentation pertaining to the Community Development project or activity within ninety (90) calendar days of completion of the project or activity, the following shall occur:

- (i) the Trustees shall cancel or suspend any further payments to the Applicant with respect to the Community Development project or activity. In addition, the Applicant shall be prohibited from receiving any further funding from the Trust for any other Community Development project or activity until such time as a full accounting has been provided to the Trustees in relation to their original application; and
- (ii) the Trustees may proceed with the exercise of any other rights or remedies it may have in law against the Applicant.

**8. Declaration**

I hereby represent, warrant and agree as follows:

- (a) that the information contained in this application reflects an accurate description of the costs associated with the proposed Community Development project or activity;
- (b) that the information contained in this application is true and correct;
- (c) that in the event the Applicant is a corporation, partnership, limited partnership, joint venture or other related business entity, that I have the authority to execute this application for and on behalf of the Applicant and that this application shall constitute a binding obligation enforceable against the Applicant;
- (d) that on behalf of the Applicant, I agree to the terms and conditions as prescribed herein and agree to be bound by such terms and conditions with respect to receipt of all funding received from the Trustees; and
- (e) that on behalf of the Applicant, I hereby authorize the Community Development Administrator or any duly appointed representative on behalf of the Trustees to obtain from and share with such persons or organizations, public or private, any information necessary to complete their assessment of the application for funding as outlined herein.

Upon application approval, my contact information can be released to other Band Members who request contact information for the purpose of assistance.

Name of Applicant: \_\_\_\_\_

Signature of Applicant  
or Authorized Representative  
on behalf of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please forward one fully completed original of this application form to:

Kahkewistahaw 1907 Specific Claim Trust  
Box 910  
Broadview, SK. S0G 0K0  
Fax: (306) 696-2775  
Email: [administrator@kahkewistahaw.com](mailto:administrator@kahkewistahaw.com)

**All applications together with any supporting documentation submitted in relation to an application shall, upon their submission, become the property of the Trustees.**

**Please keep a signed copy of the completed application together with any supporting documents submitted in relation to the application for your records.**