



## Application Check List 2020 Review for 2021 Funding

**Before handing in your application please ensure you have read through the handbook thoroughly to ensure you are eligible and have completed the application form correctly.**

Please note that appearance/completeness of applications are noted and clear and concise answers will increase the success of your application.

### **Checklist – please run through list before submission**

- The correct Application form marked “SNCDT Application Form 2020” is submitted.
- The handbook was referenced in completing application
- Contact information is accurate and the mailing address is a location capable of receiving mail.
- Contact person is a Six Nations Band Member and a signing authority of the project.
- Governance and Management Structure description is complete (Part A, #5)
  - o List of board members
  - o Organizational chart included
  - o List of meeting dates.
- Indicate how much in total your organization has received from SNCDT
- Title of the project must describe your project. (cannot be name of your organization)
- Project start and end date fall in year 2021. (Part B, #3)
- Executive summary must clearly describe your project within 250 words max.
- Include any letters of support. (3 letters max)
- Workplan shows the outline and evaluation of each step required to complete your project
- Amount requested equals total of priority list.
- Attach the previous year’s financials statements or audit.
- Financial requirements is a summary of the whole project not just the amount requested. Indicate all sources of funding.
- Cashflow is a reflection of the whole project not just the amount requested.
  - o Cashflow must fall within January – December 2021
  - o Breakdown all totals over \$500 (Summary of Breakdowns)
  - o 3 quotes required for capital work or costs over \$2,500.
- Quotes have been summarized and prioritized and attached. (Summary of Quotes)
- Ensure your financial request matches throughout Part C.
- Projects where there are **building renovations, land enhancements or infrastructure upgrades** will need the following legal documentation included with the application:
  - o Proof of insurance including third party liability
  - o Band council resolutions approving use of band owned land
  - o Proof that any land or building is community owned.
- Project team bios must be included (no longer than one page in length). (Part D)
  - o The contact person must be on the project team and a signing authority.
  - o Must have at least two signing authorities
- All projects dealing with children must have police checks completed.
- Salary requests must include
  - o Job descriptions
  - o Outline of hiring process
  - o Notice of competition
  - o Statement of qualifications
- Ensure you have two signatures (Part E, page 13)
- Provide all requested information - answer each question**
- Please note all conflicts of interests must be avoided.
- A letter of acknowledgement from the board or advisory committee signed off by Board Secretary indicating they are fully aware of submission of project application.
- Submit this Checklist with Application submission



## SNC DT APPLICATION FOR 2021 FUNDING

Once your application is completed, forward ONE (1), paper or electronic copy of your application to our office. Please note we do require the original signature page if you choose to email your copy.

**SUBMISSION MUST BE TO THE OFFICE BY**

**The deadline date for applications for 2020 ONLY has changed to July 31st, 2020 due to Covid-19.**

**We will absolutely accept no late applications after 4:30 p.m.**

Submission of applications can be completed in the following forms,

- Email: [coordinator@sixnationscommunitytrust.com](mailto:coordinator@sixnationscommunitytrust.com)
- In person to the SNC DT office – Oneida Business Park, 50 Generations Drive, Suite 111 or
- Mailed to Six Nations Community Development Trust  
“2020 Applications for 2021 Funding”  
50 Generations Drive, Oneida Business Park  
Box 7, Suite 111,  
Ohsweken, Ontario N0A 1M0

Please call the office if you have not received a receipt of application before the deadline.

### ***Things to remember:***

- All applications will be reviewed by the Trustees and if more information is required a letter will be sent. The request for further information in no way implies that your project has been approved. Failure to submit the requested information can result in your project not being approved for funding.
- All applicants will be required to make a community presentation of their proposal.
- Please remember that SNC DT will not fund salaries or wages to your board/ advisory committee members.
- Conflicts of interest should be avoided.
- The Trust reserves the right to request resubmitted bids.
- Clear and concise answers will increase the success of your application. Please use only the space provided on the application form. However, additional information may be included as attachments.

### **Help is always available.**

Please call the office to set up a convenient time to review your application or answer any questions you may have prior to submission. We can also provide use of a computer if required. Our staff cannot write the proposal for you but they can guide you in the right direction.

It is strongly recommended that first time applicants meet with the Trust Coordinator for application assistance.