

**NAK'AZDLI BAND COUNCIL
COMMUNITY DONATIONS POLICY**

Adopted at a regular Band Council Meeting on April 1st, 2011 to come into effect April 2, 2011.

Nak'azdli Band Council, in its capacity to grant donations from the War Chest Fund, to community groups and individuals, is committed to treating all applicants in a fair and equitable manner.

Therefore these policies shall govern the granting of funds from Band controlled public funds by Band Council or the Chief.

Band Council will determine, for each fiscal year, the donation fund amount and will address applications on a first come-first serve basis.

For Applications up to \$500.00:

All petitions for funds will be in writing and signed by the party that will receive the donation. The request must state the reason for the request, the use of the funds and who is the person responsible to carry out the actions to expend the funds.

Band members and community groups can petition the Chief for funds up to a \$500.00 limit. The Chief will gather all pertinent information and decide in favor or not in favor of the request. The Chief will ensure that all funds allocated for public use, such as tournaments, community events, etc., will be reported to department heads and community interest groups. This is to ensure that there is only one source allocating funds for the purposes set out in the request. The Chief will report all requests and donations granted, to the Band Council at the next scheduled Band Council Meeting.

For Application between \$501.00 and \$2,000.00:

All petitions for funding must be in writing and signed by the person(s) responsible for expending the funds.

All applications must outline the need for the fund, how the funds will be utilized and how the report will be presented back to the Band Council.

All applicants must indicate their own contribution to the project, as well as any contributions from other sources they have applied for.

For grants up to \$2,000.00, a report of project activities will be expected by Council within 30 days of the completion of the project or the expenditure of the funds. Failure to report back to Band Council will affect future funding applications.

Grant applications will be presented to the Band Council at a regularly scheduled meeting, at which time; the petitioner may speak to the Council on the petition.

The Council will deliberate and render a decision and notify the petitioner at the earliest convenience.

For applications over \$2,000.00:

All petitions for funding over \$2,000.00 must be in the form of a grant application.

The application will include;

- A description of the petitioner(s),
- A detailed description of the project,
- What the petitioner is contributing to the project in funds or otherwise
- A detailed budget, including other source funding

- How the project will benefit the community and
- How the project will be evaluated.

A final report will be expected within the time frame set out in the application, or by Band Council. A detailed accounting of the expenditures is expected.

Grant applications will be presented to the Band Council at a regularly scheduled meeting, at which time; the petitioner may speak to the Council on the petition.

The Council will deliberate and render a decision and notify the petitioner at the earliest convenience.

Nak'azdli Band

The Band Council has the right to investigate the expenditure of funds if they have reasonable belief that the funds were not expended as per the allocation. The organization is expected to cooperate fully in any inquiries from the Band regarding the project and funds.

Nak'azdli Band Council, through the granting of funds, assumes no responsibility for any actions of the petitioner(s), or for any actions taken against the petitioner in carrying out the activities associated with their projects.