



Youth Engagement Fund



Cree Nation Government

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Overview

This Policy sets forth the criteria and procedures for project funding application under the Youth Engagement Fund administered by the Cree Nation Government Department of Justice and Correctional Services.

The application of this Policy is subject to the maintenance in place of the Youth Engagement Fund and availability of funds, as well as any relevant conditions and requirements under applicable agreements, including the *James Bay and Northern Quebec Agreement (1975)* and the *Agreement concerning the Administration of Justice for the Crees (2007)*.

The Cree Nation Government reserves the right to terminate the Youth Engagement Fund and/or repeal or amend this Policy and the criteria and procedures therein at any time without prior notice.

The Director of the Department of Justice and Correctional Services is responsible for providing support in the interpretation and application of this Policy.

In this Policy, the masculine includes the feminine, the singular includes the plural, and vice versa.

A. Context

1. The James Bay and Northern Québec Agreement (“JBNQA”) provides, among other things, for the creation of special programs, both during detention and after release, in order to facilitate the return of the Crees to, and their reintegration into, their families and communities.
2. In order to implement these and other provisions of the JBNQA, the Crees and Québec signed in 2007 the Agreement concerning the Administration of Justice for the Crees (“Justice Agreement”).
3. Through the Justice Agreement, Québec provides funding to the Cree Nation Government to facilitate and improve the administration of justice for the Crees and to be used for, among other things, initiatives related to the justice system, including any initiatives recommended by the Judicial Advisory Committee established pursuant to Section 18 of the JBNQA.
4. It is also one of the objects of the Cree Nation Government to promote the general welfare of the Crees, including the youth, and to promote and preserve the culture, values and traditions of the Crees.
5. It is in this context and with this funding that the Department of Justice and Correctional Services of the Cree Nation Government (“Justice Department”) established the Youth Engagement Fund.

B. Objectives of the Youth Engagement Fund

6. The primary purpose of the Youth Engagement Fund is to support the development by local youth councils of programs and initiatives designed specifically for Cree youth. Such programs must be related to the administration of justice, in accordance with the provisions of the JBQNA and the Justice Agreement discussed above.
7. The Youth Engagement Fund provides contribution funding to successful applicants who develop initiatives and projects that address justice and local youth issues, such as:
 - a) Alternatives to school suspension;
 - b) Prevention of crime;
 - c) Abuse of alcohol and drugs;
 - d) Bullying;
 - e) Prevention of suicide;
 - f) Promotion of Cree culture, language, history and traditions.
8. Proposed projects should help Cree youth learn and apply the skills and strategies they need to keep them from offending or reoffending and to understand that they are accountable for their behaviour.
9. These projects must incorporate Cree values, way of life and culture while taking into account Cree circumstances. They should target, in particular, youth up to the age of 35 that are experiencing difficulties at school or in their community.
10. Such projects should also aim at encouraging the youth to develop an awareness of the consequences of their behaviour and initiate a personal process focusing on developing their sense of responsibility.

C. Eligible Applicants

11. Eligible applicants include:
 - a) Cree bands;
 - b) Cree Nation Youth Council;
 - c) Local Youth Councils.
12. Partnerships with local and regional stakeholders are encouraged.
13. Representation from local youth councils of all Cree communities is encouraged, taking into account the size and need of each Cree community.

D. Admissible Project Proposals

14. To be admissible, a project proposal must be submitted by an eligible applicant and shall, among other things:
 - a) Demonstrate how the project supports the objectives of the Youth Engagement Fund;
 - b) Demonstrate the capacity and relevant qualifications of the applicant to administer the funds, including the implementation of the project and the submission of reports on activities and results;
 - c) Provide detailed description of proposed activities and anticipated results;
 - d) Contain educational and awareness components, as well as training and mentoring;
 - e) Be fully supported by the relevant community(ies), as evidenced by relevant band council resolution(s);
 - f) Demonstrate involvement of the community and/or a community justice committee;
 - g) Include clear and reasonable estimates of costs to be incurred, including any share to be borne by partner(s) and funding from other sources;
 - h) Include clear milestones and timelines (e.g. when key events will take place, when key deliverables will be completed);
 - i) Not duplicate existing projects, programs or services available for the same clientele;
 - j) Have a fixed duration and be non-recurrent – exceptionally, may be multi-year;
 - k) Demonstrate the capacity of the applicant to ensure confidentiality of project clientele;
 - l) Demonstrate the capacity of the applicant to ensure safety of staff and clientele;
 - m) Contain measurement tools, including criteria to measure what would constitute successful outcomes;
 - n) Incorporate recommendations for post-program follow-ups and after-care.

E. Eligible Expenditures

15. Subject to the approval of the project and funding application by the Cree Nation Government, and the conditions and modalities of a relevant contribution agreement, eligible expenditures must be directly related to the approved project and may include:
- a) Salaries and employee benefits directly related to the delivery of the project;
 - b) Training directly related to the successful delivery of the project;
 - c) Rental costs for facilities specifically required for the project;
 - d) Equipment rental/service/purchase;
 - e) Project supplies and resource materials;
 - f) Photocopying/printing/translation directly related to project activities;
 - g) Communications directly related to project activities;
 - h) Honoraria for Elders, and professional services and consulting fees, but only as reasonable expenses for the project;
 - i) Travel within Québec related to the project;
 - j) Insurance directly related to project activities;
 - k) Administration (including office supplies, telephone, fax, postage).

F. Ineligible Expenditures

16. Ineligible expenditures include:
- a) Capital expenditures;
 - b) Commission (“finder’s fee”);
 - c) Payment of fines and penalties;
 - d) Salaries and honoraria for a principal officer or members of the board of directors of the recipient of funding;
 - e) Costs incurred before the funding application is approved by the Cree Nation Government;
 - f) Contingency and miscellaneous fees;
 - g) Deficit recovery;
 - h) Financial incentives to offenders to meet the conditions of their reintegration orders;

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- i) Financial compensation or restitution to victims of crime;
 - j) Entertainment costs.
17. No current or former employee of the Justice Department or member of a Community Justice Committee shall derive a direct or indirect benefit, including honoraria, compensation, remuneration, reimbursement of expenses or claims, from any funding contribution under the Fund or any related contribution agreement.

G. Review and Approval Process

18. The Fund Administrator of the Justice Department shall be responsible for receiving all funding applications and for reviewing each funding application to ensure that such application:
- a) is submitted by an eligible applicant as defined in Section 11;
 - b) is complete;
 - c) contains an admissible project proposal as defined in Section 14, and otherwise meets all other criteria referred to in this Policy.
19. If a funding application is not complete, the Fund Administrator shall make reasonable efforts to contact the applicant and obtain the missing information and/or documents with a view to completing the application.
20. Once the Fund Administrator is satisfied that a funding application meets all the conditions referred to in section 17, he shall transmit such application to the Coordination Committee of the Justice Department ("**Coordination Committee**") for review and analysis, including in regard to any potential or actual conflict of interests, potential other uses of funding, discrepancies and past performance of obligations by an applicant.
21. The Coordination Committee shall transmit to the sub-committee of the Judicial Advisory Committee established for this purpose ("Sub-Committee on Youth Engagement Fund") any funding application referred to in section 20 that it deems acceptable, accompanied by its own recommendations, if deemed appropriate.
22. The Sub-Committee on Youth Engagement Fund shall review all funding applications submitted to it by the Coordination Committee and it shall make its own recommendations to the Cree Nation Government with respect to any funding application to be funded under the Fund, including any particular conditions, modalities or level of contribution to be provided to the applicant.
23. The Cree Nation Government shall review funding applications submitted to it by the Sub-Committee on Youth Engagement Fund, including any relevant recommendations, and it shall make a final decision with respect to any application to be funded under the

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Fund, including any particular conditions, modalities or level of contribution to be provided to the applicant.



24. The Fund Administrator informs each applicant, in writing, of the final outcome of their application (e.g. approved or rejected by the Cree Nation Government, or rejected by the Cree Nation Government, the Coordination Committee or the Community Program Administrator), with reasons, as the case may be.

H. Contribution Agreement

25. Any funding contribution to be provided to a recipient of funding (successful applicant), as approved by the Cree Nation Government, shall be subject to the conclusion of a contribution agreement between the Cree Nation Government and the recipient of funding, which shall define the level of contribution, payment schedule, the project, the conditions and modalities of funding, as well as the undertakings of the parties.
26. The contribution agreement will provide that the CNG reserves its right to showcase good projects and initiatives to other applicants and/or communities.

I. Reporting Requirements and Monitoring

27. Under the contribution agreement referred to in section 25, the recipient of funding will be required to provide timely activities, evaluation and financial reports and other related information on a quarterly basis, in addition to any other information requested by the Justice Department.
28. In particular, the recipient of funding will be required to prepare a work plan in accordance with the instructions provided for in the contribution agreement of by the Justice Department. Such work plan will describe the actions and activities to be implemented by the recipient of funding. The recipient will also provide a report on any tools implemented to measure the effectiveness of the programming to the Department.
29. The Justice Department reserves the right to audit and evaluate all projects during their implementation and after their completion.

Appendix



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Youth Engagement Fund PROJECT FUNDING APPLICATION

A. Project Information

Project Title:

Applicant Name / Organization: (Must be eligible applicant as defined in Section C of the Policy)
Address:
Phone:
Fax:
Email address:

Primary Contact Information: (Project Manager/Primary contact person)
Address:
Phone:
Fax:
Email address:

Project Scope : Regional Community-based

If community-based, please indicate the community(ies) involved:

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Chisasibi | <input type="checkbox"/> Eastmain | <input type="checkbox"/> Mistissini |
| <input type="checkbox"/> Nemaska | <input type="checkbox"/> Ouje-Bougoumou | <input type="checkbox"/> Waskaganish |
| <input type="checkbox"/> Waswanipi | <input type="checkbox"/> Wemindji | <input type="checkbox"/> Whapmagoostui |

Band Council Resolution(s) provided

B. Project Description and Results

a) Project Description:

Please provide a brief summary of the project. This should include information/context on the needs, i.e., the existing problem(s) the project aims to address .

b) Which Age Group is Targeted by the Project? _____

c) Anticipated Results – What are the Objectives Pursued by the Project?

Anticipated project results must be linked to general Fund objectives as defined in Section B of the Policy .

d) Specific Elements and Results that will Demonstrate the Success of the Overall Project:

e) Describe How Membership or Stakeholders will be Involved in this Project:

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f) Duration of the Project, Milestones, Timelines and Deliverables :

Project Start Date: _____

Project End Date: _____

g) Total Project Cost : _____

h) Amount Requested from the Fund : _____

C. Applicant / Organizational Capacity

Applicant / Organizational Capacity Description:
(Must demonstrate capacity as prescribed in Section D of the Policy)

Conflict of Interest:

Do you or any members of your immediate family have current business interests or activities (professional or personal) that can be related, by their nature, to the initiative that you propose ?
Yes No

Can these activities potentially be in conflict with or interfere, by their nature, with the initiative that you propose? Yes No

Can these activities adversely impact your ability to appropriately manage this initiative? Yes No

If you answered yes to any of the above questions please briefly explain:

Please note that any non-disclosure of conflict of interest may jeopardize the awarding of funding.

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D. Partners

Please provide a copy of the funding/contribution agreements or requests:

Partners	Role	Financial Contribution (\$)	In-Kind Contribution

E. Project Workplan

N	Project Milestone and Key Activities	Required Resources (human, material, financial)	Timeline	Deliverable
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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F. Expenses (estimate)

Salaries

Position title	# of people	# of hours	Hourly rate	Benefits if relevant	Costs, \$\$

Amount requested from the Fund for salary -related expenses – _____

Travel and lodging (staff and participants travel, lodging and per diem)

Activity	Amount	# of people	Costs, \$\$

Amount requested from the Fund for travel and lodging – _____

Material resources (equipment, office supply, other materials)

Item name	Quantity	# of items	Costs, \$\$

Amount requested from the Fund for material resources – _____

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Infrastructure costs (rent, insurance, electricity, etc.)

Description	Costs, \$\$

Amount requested from the Fund for infrastructure expenses - _____

Other expenses

Description of the expense	Cost, \$\$

Amount requested from the Fund for other expenses - _____

Total cost of the project - _____

Amount requested from the Fund for the project - _____

A. Appendix – Supporting Attachments

Below is a list of mandatory and recommended documents to include with your application.

Mandatory:

- Signed Band Council Resolution.
- Copy of any funding/contribution agreement with participating partners, if any.

Recommended :

- Professional credentials (e.g., professional associations, certification, diploma, etc.).
- Resume.
- Examples of similar projects conducted in the past or projects where the applicant demonstrated his/her project management capacity, with references (maximum 2).
- A written recommendation from a local Justice Committee member.
- Any other relevant documents or plans in support of the application.

Project Code :

(For Administrator use only)