



Youth Engagement Fund

Applicant Checklist

Even if you already have a project presentation of your own, we ask that you take the time to **complete each section of this form**, as the process is standardized for all applicants. Your personal documents may be submitted as supporting attachments.

General Guidelines

Please remember that your proposed project must:

- ⑦ have a fixed duration and be non-recurrent (exceptionally, may be multi-year).
- ⑦ not duplicate existing projects, programs or services available for the same clientele.
- ⑦ incorporate Cree values, way of life and culture, while taking into account Cree circumstances.
- ⑦ be supported by a signed Band Council Resolution.

Section 1. Project Information

Provide general contact information about the applicant, as well as the community(ies) targeted by the project. Remember that **eligible applicants** include:

- ⑦ Cree bands, Cree Nation Youth Council, Local Youth Councils.

Section 2. Project Description and Results

Describe your project, including the issue it aims to address, the target audience, anticipated results and measurements of success. You must also describe how the project:

- ⑦ supports the objectives of the Youth Engagement Fund, and what issue or problem it aims to solve.
- ⑦ involves the community and/or a community justice committee.
- ⑦ incorporates educational and awareness components, as well as training and mentoring.

Section 3. Applicant / Organizational Capability

Describe your capacity to fulfill the project, such as your ability to administer the funds, to ensure confidentiality of project clientele as well as the safety of staff and clientele. Include your recommendations for post-program follow-ups.

Section 4. Partners

List the names and role of any project partners, as well as their financial or in-kind contribution. Provide a copy of your funding/contribution agreement.

Section 5. Project Workplan

Provide a detailed workplan for your project, including the activities, resources, timeline and deliverables.

Section 6. Expenses (estimate)

Provide clear and reasonable estimates of costs to be incurred for all aspects of your project.

Appendix – Supporting Attachments

Review the list of mandatory and recommended documents to include with your application.



Youth Engagement Fund

PROJECT FUNDING APPLICATION – 2017/2018

Date application submitted:

1. 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 |
| <input type="checkbox"/> Washaw Sibi | | |

Band Council Resolution(s) provided

2. 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) How many people do you plan to target/impact directly with this project?

d) What is the selection process for participants/individuals who will be impacted by this project?

e) 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.

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

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

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

Project Start Date: _____

Project End Date: _____

i) Total Project Cost: _____

j) Amount Requested from the Fund: _____

3. 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.

4. Partners

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

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

5. 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				

6. 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 – _____

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 – _____

Appendix – Supporting Attachments

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

Mandatory:

- ⑦ Signed Band Council Resolution.
- ⑦ Copy of any funding/contribution agreement with participating partners, if any.

Recommended:

- ⑦ Void check
- ⑦ Professional credentials (e.g., professional associations, certification, diploma, etc.).
- ⑦ Resume.
- ⑦ Examples of similar projects conducted in the past or projects where the applicant demonstrated his/her project management capacity, with references (*maximum 2*).
- ⑦ A written recommendation from a local Justice Committee member.
- ⑦ Any other relevant documents or plans in support of the application.

Project Code:

(For Administrator use only)