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**ANNEX A – Application Checklist**

Click on the corresponding boxes to confirm you have provided the required documents.

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| **Your application must include the following documents** |
| The supporting documents listed below as required per this Application Checklist – Annex A  The General Application Form – Annex B (signature required)  The Proposal – Annex C  The Budget – Annex D (template attached)  □ Acceptance of Liability Form (template attached) |

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| **In addition, you must also provide supporting documentation pertaining to your First Nation community/ organization/your group** |
| **First Nation Community / Government / Band Council / Tribal Council** |
| Documentation showing who has the authority to sign legally binding documents (such as contracts)  Documentation required (provide one of the following documents):   * *Signed letter from the Band Chief or Tribal Council Chief* * *Band Council resolution duly signed by Chief and Council* * *Tribal Council Governance Charter of By-laws or resolution signed by Grand Chief/Chiefs*   Blank cheque (voided) |
| **First Nation Incorporated Organization (not-for-profit, provided that the project will not result in income generation for your sole benefit)** |
| Documentation showing who has the authority to sign legally binding documents on behalf of your organization (such as contracts)  Documentation required:   * *A signed letter from the President/Chair of the Board* * *A Board resolution* * *By-laws*   A copy of your organization’s Letters of Patent or incorporation documents confirming the legal name and the  not-for-profit status  A copy of your organization’s By-laws or Constitution (full document)  A list of your current Board of Directors  If the requested amount exceeds $100,000.00 you must submit a copy of your organization’s financial statements for the last two years (year ending 2021 and year ending 2020)  *NOTE: A complete set of financial statements includes a statement of financial position, a statement of operations and a statement of changes in financial position. Financial statements may be audited or unaudited; statements must be duly signed by an authorized representative of the applicant organization.*  Blank cheque (voided)  **For a Non-Indigenous not-for-profit organization – SEE SECTION 2.1 (h) of the FNCCEC Call for Application Funding Guidelines** |

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| **First Nation Un-incorporated Organization (not-for-profit, provided that the project will not result in income generation for your sole benefit)** |
| The Un-incorporated Application Acceptance of Liability Form (template attached)  Documentation listing the board of directors, and who has the authority to sign legally binding documents on behalf of your organization (such as contracts) - the Documentation required:   * *The Unincorporated Application Acceptance of Liability Form (template attached); and* * *A copy of your organization’s by-laws (complete document)*   If the requested amount exceeds $100,000.00 a copy of your organization’s financial statements for the last two years (year ending 2021 and year ending 2020). This requirement may be waived for a new or emerging community group or committee in its first year of operation, however you must provide proof such as bank account in the name of community group or committee, and letter of support from a Federally recognized First Nation Band Council or Tribal Council.  *NOTE: A complete set of financial statements includes a statement of financial position, a statement of operations and a statement of changes in financial position. Financial statements may be audited or unaudited; statements must be duly signed by an authorized representative of the applicant organization.*  Blank cheque (voided) |
| **First Nation Ad Hoc Committee (minimum of 2 members)** |
| The Unincorporated Application Acceptance of Liability Form (template attached), which identifies who has  the authority to sign legally binding documents on behalf of your group (such as contracts for funding agreements or finances)  Blank cheque (voided) |