

PART A – Information About You	Date: Jan10, 2022
The following information is essential for approval	and for BCN Trust Administration to contact you.
Project Director: _Joanne Hicks	Treaty No :4580465801
Address:P.O. Box 263 Province:Alberta	City/Town: _Calling Lake Postal Code: T0G0K0
•	Cellular Phone:780-327-9825 nail address:joannehicks93@gmail.com
	n are you applying to access funding? category, with amount requested for that category)
Please note that all application submissions need to be in by	
(It is recommended to submit	1:59 pm, no exceptions. t all proposals 5 business days prior to deadline) ☐ Members at Large/Committee ☐
BCN Trust □ Off-Reserve Members □X Calli	ng Lake □ Chipewyan Lake □ Wabasca/Desmarais □

Mandatory (4) Team Members	Position on Team	Roles and Responsibilities	Signing Authority
Joanne Hicks	Project Manager	 Plan and Develop the Project Idea. Create and Lead the Team. Monitor Project Progress and Set Deadlines. Solve Issues That Arise. Manage the Money. Ensure Stakeholder Satisfaction. Evaluate Project Performance. 	
Victoria Hicks	Executive Assistant	Provides Support	
Shawn Hicks	Project Team Member	Provides Support	1 D 2 0 0



*Add additional sheets as needed

Please note that this form is required for formal reviews of the project by the Trustees and Chief & Council and from time-to-time, Bigstone Cree Nation Members. It is also necessary if the Accountable Body is requested to make decisions that materially affect the project, including changes or modifications to the original plan. It is the responsibility of the Project Director to complete the form, assisted by the Project Team or Society/Committee. Executive Summary Title of your proposal: Calling Lake Food Bank Project Start Date:July 2022 Expected end date:July 2023 Executive Summary This Summary gives the reader a concise overview of the project's purpose; the team's research; progress; and process of the project. Summarize the importance of the project and its main objective. The importance of this project and main objective is continue with the Calling Lake food bank for BCN members and affiliates in the community of Calling Lake, on and off reserve. The overall goal is to offer a food box orrogram once a month, to ease some of the overall stress, and offer relief to each BCN member in Calling Lake. The need remains in the community, critical government programs and benefits are ending, despite the continued hardship faced by low-income families. affording adequate food is challenging. The purpose of this project is to continue with the Calling Lake food bank and to ease the over all stress to BCN member and affiliates in the community of Calling Lake on and off reserve, by offering a food box hamper once a month. The	Naomi Antoine	Project Team Member	Provides Support		
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Description

Describe the nature of the project, it's overall goal and value to the Membership and to the Community. Be concise and brief without sacrificing the necessary details. Start your message with a brief introductory sentence followed by bullet points to highlight the purpose of the project.

The overall goal is to alleviate hunger for BCN members and affiliates living both on and off reserve by offering a food box program once a month. The project director will oversee the operations, and find space for inventory in the community of Calling Lake. The project director along with limited volunteers from the community will purchase food once a month at Costco and Walmart in St. Albert or order in food from Calahoo meats that will be delivered to the food bank.
*Add additional sheets as needed
Goals of your proposal: You should provide data that describes relevant statistics and qualitative observations that outline the requisites of your project. Make it easy for the reader to understand why your project is important, how it is uniquely suited to address a specific challenge/barrier and how it will meet the needs of Membership and the Community.
To ease some of the overall stress that each BCN on and off reserve members and affiliates have continued food in their home
Target Timelines and outcomes for each Quarter (provide a brief summary):
July-September
October-December



January-March
April-June
*Add additional sheets as needed
Result:
Evaluation Plan: What results do you expect to achieve over the course of the project? How will you know when the project is completed that your goals and objectives have been met?
 List the resources needed for the project: Describe the manpower, tools and resources being utilized to achieve the goals of the project. Briefly describe the activities and methods you/your team will employ to achieve your goals and objectives. Which departments will oversee specific aspects of the plan and what programs or information are they using? What results do you expect to achieve? What criteria will you be using to measure success? Will you be subcontracting out? Briefly describe who, when, where, why and how? The reader should be able to understand who manages certain deliverable.
*Additional sheets as needed



End Evaluation by the Administrator:	
Indicate below which category your proposal request fall under:	
• Community Development **	\boxtimes
Health Care	
Education and Training	П
• Elder Care	
• Infrastructure improvement	П
Preserving culture and language	
• Community activities	
Economic development	
Cultural enrichment	
Protection of aboriginal identity and Treaty Right	
**If you have chosen <i>Community Development</i> , which additional categories does you under? • Improve health and well-being (emotional, physical, mental, spiritual)	
Benefits from improving awareness of culture, traditions, identity	
• Networking-building relationships with the community and outside the community	
• Creating temporary jobs	
Occupational training and development of infrastructure	
Opportunity for creating greater economic independence	Ш
What research and/or studies have you/your team completed to determine the requirement community, that this proposal will provide?	s of membership or the
Each month members have to register by calling or texting that they to be delivered to their homes to ensure their will be enough food hamp	



	*Add	additional
sheets as needed		
Projected Budget How much money are you/your team requesting with this proposal?\$60,000.00		
Have you included a Cash Flow budget? Yes Yes If you checked off "no" please explain why you didn't submit a Cash Flow budget?	No No	
*Add additional sheet as needed		
Bank account information attached?	Yes \square	No 🗆
Have you/your team approached any other funding agencies prior to approaching BCN Yes \square $\:$ No $\:\boxtimes$	Trusts?	
If you checked off "yes", please provide the details of the request, what amount was negamount was approved. If the request was denied, please explain why it was denied.	gotiated an	d what
*Add additional sheets as needed		
Is the funding request from BCN Trusts to be used with any other funding source(s) or Yes	partner(s)? □ No ⊠	
If you checked off "yes", identify the funding source or partner:		
What is the % breakdown of funding from other source(s) or partner(s)? %		



	%	
	%	
	/0	

Quarterly Report

If you/your team do not submit the first (1st) quarterly report within the first three (3) months of starting the project and subsequent quarterly reports thereafter until the conclusion of the project, your funds may be suspended indefinitely at the phase, the delinquency had been committed.

Definition

Quarterly means every three (3) months.

Summary/Evaluation Report:

It is equally important to submit the final Summary/Evaluation report at the end of the project.

I have seen an increase in the demand of food hamper in the community during the colder months and these unpredictable times during the pandemic for lack /of unable or not wanting to travel outside the community, I feel the need for this project of the food bank I very important for the community



IMPORTANT to KNOW

BCN Trusts will no longer tolerate negligence, procrastination, and non-compliance.

- 1. The consequence for irresponsible acts of postponement, may be a "rejected proposal" by the Trustees and Chief & Council because of non-performance.
- 2. It is equally important to RETURN assets (property/equipment etc.) back to Bigstone Cree Nation when such items are purchased with BCN Trust funding, at the end, of the project.
- 3. Trust Administrator will conduct a Project End Evaluation Report.

When the Project Director undertakes to coordinate a project, it is his/her responsibility to comply with the requirements of the program and to ensure that his/her Team conforms.

BCN Trusts is responsible to Membership, the Trustees and to Chief & Council.		
Joanne Hicks Print Name	Signature	
Incomplete applications will not be accepted		

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