



BIGSTONE CREE NATION

2022 TRUST PROPOSAL APPLICATION

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

City/Town: Calling Lake

Province: Alberta

Postal Code: T0G0K0

Telephone Number: 780-331-2765

Cellular Phone: 780-327-9825

Fax Number: _____ **Email address:** joannehicks93@gmail.com

Which Trust classification are you applying to access funding?
(Check off only one Trust Fund category, with amount requested for that category)

Please note that all application submissions need to be in by
January 17, 2022 at 11:59 pm, no exceptions.

(It is recommended to submit all proposals 5 business days prior to deadline)

Bigstone Cree Nation Department

Members at Large/Committee

BCN Trust Off-Reserve Members Calling Lake Chipewyan Lake Wabasca/Desmarais

Mandatory (4) Team Members	Position on Team	Roles and Responsibilities	Signing Authority
Joanne Hicks	Project Manager	<ul style="list-style-type: none"> • 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. 	<input checked="" type="checkbox"/>
Victoria Hicks	Executive Assistant	Provides Support	<input type="checkbox"/>
Shawn Hicks	Project Team Member	Provides Support	<input type="checkbox"/>



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Naomi Antoine	Project Team Member	Provides Support	<input type="checkbox"/>
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Part B – Information About Your Project

IMPORTANT

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 program 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 teams progress has been steady and successful with making food hamper each month for register members. The process is to register for a food hamper each month, which the project manger posts the registration dates and deadline to receive a food hamper each month, online, and on bulletin boards within the community, then having to enquire enough cardboard boxes to make food Hampers, which at times have been challenging, The project manager than arranges time and dates to make the food Hampers with the project team, and certain volunteer members of the community to make the food boxes, than the team does porch drop offs deliveries of each food box to homes, as to limit the exposure to the team members of the covid virus. The project manager does all the necessary responsibly require to keep this project going such as:

- Proposals
- Budgeting
- Planning and developing the project
- Manage the funds

*Add additional sheets as needed



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Project

End Evaluation by the Administrator:

Indicate below which category your proposal request fall under:

- Community Development **
- Health Care
- Education and Training
- Elder Care
- Infrastructure improvement
- Preserving culture and language
- Community activities
- Economic development
- Cultural enrichment
- Protection of aboriginal identity and Treaty Right

**If you have chosen *Community Development*, which additional categories does your proposal request fall 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

What research and/or studies have you/your team completed to determine the requirements of membership or the community, that this proposal will provide?

_____ Each month members have to register by calling or texting that they require a food hamper to be delivered to their homes to ensure their will be enough food hamper boxes are made.



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% _____
% _____

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



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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.