



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Community Health and Well Being (CHWB) Grant Policy

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Chief Steve Smith



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1.0 General Provisions

1.1 Vision of Champagne and Aishihik First Nations

Champagne and Aishihik First Nations

Vision Statement

*Dákwän Shadhäla yè Äshèyi Kwädän dá government yè,
dän shäw ghüle du n-däsäduye shí.*

Dän dèts'än shäw näkutth'et du n-läts'än näkune ní.

Kwädqy dän k'è, dákeyi shü dákeyi ye dákwänje shü ghàts'ukhí nū.



We, the Champagne and Aishihik First Nations people and government

Shall promote a healthy, unified and self-reliant people,

While conserving and enhancing our environment and culture.





1.2 Policy Scope and Purpose

Scope

The Community Health and Well Being (CHWB) Grant is available to CAFN Enrolled Citizens living in Canada.

Purpose

This policy establishes guidelines and procedures that will be used to determine the eligibility of applicants for the Community Health and Well Being (CHWB) Grant and the eligibility of purchases and activities under the defined categories.

The Community Health and Well Being (CHWB) Grant is established with the following principles:

- To encourage people to be healthy through recreation and culture.
- To encourage people to get out on the land.
- To provide funding for cultural activities.
- To support youth participation in events and recreation.
- To develop positive and meaningful relationships between elders and youth.

Policy

Champagne and Aishihik First Nations Chief and Council shall make an annual allocation from the Spending Policy during the annual budgeting process for the Community Health and Well Being (CHWB) Grant.

Individuals

Eligible CAFN Enrolled Citizens are eligible for a maximum of \$500.00 annually.

Communities

Each community, Haines Junction, Klukshu, Aishihik, Champagne, Takhini and Whitehorse is eligible for Community dinner annual grant between \$1,000.00 - \$3,000.00.

Community events must be advertised in advance of the event in a community and must be open to all CAFN Citizens. Names of attendees must be included in the final report plus receipts of expenditures.

Community dinners shall be hosted in the applying community.

1.3 Categories and Scope of Eligible Activities

Recreational/Athletic

Focused on providing physical, sport, instructional, registration and equipment purchases related to recreational activities, music, sports, and athletics.

First Nations Heritage and Culture

Focused on providing supplies, materials, training, learning and travel opportunities related to First Nations heritage and culture. This shall include ceremonial/memorial potlatches, supplies for traditional activities, hand games tournament participation, and other related activities.





1.3 Categories and Scope of Eligible Activities, continued

Outdoor Traditional Pursuits and Purchases

Focused on encouraging CAFN Enrolled Citizens to participate in land-based activities and for purchases of harvesting equipment, fishing supplies, camp supplies, and traditional dwelling/cabin materials.

Community Gatherings

Focused on supporting CAFN Enrolled Citizens to gather as a community or family, either on special occasions, harvesting camps, trips to traditional locations, and other related activities.

Non-Eligible expenses for all Categories of Eligible Activities

- Labour
- Childcare
- Guns/rifles
- Emergency travel i.e. Funeral, illness
- Potlatch gifts
- Funeral-related expenses
- Small equipment: chainsaws, generators, boat trailers, trailers
- Clothing: gloves, boots, shoes (only athlete wear)
- Children's toys i.e. scooter, etc.
- Electronic games of any form
- Groceries are only covered for community Outdoor Traditional Pursuits and Purchases.

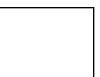
1.4 Procedures for Enrolled Citizens and Applicants

Option 1

1. CAFN Enrolled Citizens review the CHWB Grant Policy application documents available on the CAFN website and at both administration offices.
2. Enrolled Citizens complete the CHWB Grant Application for Enrolled Citizens ([Appendix A](#)) and sign the CHWB Grant Fund Waiver ([Appendix C](#)) two weeks prior to the commencement of the activity or purchase of materials.
3. Grant intake staff reviews the application to ensure criteria are met and make a funding request to the Finance Department.
4. The cheque for 75% of the cost is issued and a CHWB Grant Funding Report for Enrolled Citizens ([Appendix B](#)) is issued and additional instructions for reporting as needed (example: photo of the completed traditional dwelling).
5. The applicant submits a completed Funding Report form and submits all original receipts to the Grant intake staff who issues the final 25% of the Grant.
6. CAFN Enrolled Citizens can only apply every year upon submission of receipts.

Option 2

1. CAFN Enrolled Citizens review the CHWB Grant Policy application documents available on the CAFN website and at both administration offices.
2. CAFN Enrolled Citizens complete the CHWB Grant Application for Enrolled Citizens ([Appendix A](#)) and sign the CHWB Grant Fund Waiver ([Appendix C](#)), pay 100% of expenses in advance, and then submit





the original receipts for the activity/purchase and submit a completed CHWB Grant Funding Report for Enrolled Citizens ([Appendix B](#)).

1.4 Procedures for Enrolled Citizens and Applicants, continued

There is no guarantee of funds being available at the time of application. Since no prior approval is given, there is no guarantee that the purchases meet the criteria established by the CHWB.

3. CAFN Enrolled Citizens allow two weeks for the processing of the application and receipts to be complete. Applicants receive 100% reimbursement of approved activity/purchase costs.

Option 3

1. Applicants review the CHWB Grant Policy application documents available on the CAFN website and at both administration offices.
2. Applicants complete the CHWB Grant Application for Enrolled Citizens ([Appendix A](#)) on behalf of the minor CAFN Enrolled Citizen.
3. Grant intake staff reviews the application to ensure criteria are met and make a funding request to the Finance Department.
4. Upon approval CAFN will pay 100% of the approved application through invoice or purchase order directly to the vendor i.e. Minor Hockey Assoc., Canada Games Center, Canadian Tire, etc.
5. CAFN Enrolled Citizens allow two weeks for the processing of the application and receipts to be complete. Applicants receive 100% reimbursement of approved activity/purchase costs.

1.5 Funding Limitations, Budget and Restrictions

The Community Health and Well Being (CHWB) Grant is funded yearly from April 1st to March 31st of the fiscal calendar.

Expenses will only be considered for the fiscal year they are expended.

Applications are reviewed as they are received and payments are issued within two weeks.

As the funds are limited, applications are reviewed individually on a first come, first served basis.

Further applications are rejected for three years if original receipts are outstanding and final Funding Reports are outstanding to the CHWB or if the funds were spent in a way that is inconsistent with the Application and CHWB Grant documents.

The approved Application form and the final Funding Report must be for the same project or purchase and in the name of the same individual. If original receipts are lost, the Director of Finance may provide options for repayment of the CHWB Grant to the applicant to allow uninterrupted access to the CHWB Grant.

1.6 Decisions

The final decision for approval of the Community Health and Well Being (CHWB) Application is by the Director of Finance.





1.7 Appeals

An applicant whose application for the Community Health and Well Being Grant is refused by the Director of Finance, may within 30 days after the applicant receives the written notice of the decision and the reason for refusal may request that the Management Committee reconsider the decision based on further information submitted by the applicant.

Within 30 days of receiving the additional information, the Management Committee must consider the additional information within 30 days of receiving the additional information.

- a) The Management Committee may approve the application if they're satisfied that the applicant meets the policy criteria.
- b) The Management Committee may refuse the application if they're not satisfied that the applicant meets the policy criteria.

This policy repeals and replaces all other policies and statements made in relation to the Community Health and Well Being (CHWB) Grant, the Traditional Dwellings Fund and the Traditional Pursuits Fund.

Related Policies

[Spending Policy](#)

[Emergency Fund Policy](#)

[Bereavement Fund Policy](#)

Related Appendices

[Appendix A – CHWB Grant Application for Enrolled Citizens](#)

[Appendix B – CHWB Grant Funding Report for Enrolled Citizens](#)

[Appendix C – CHWB Grant Fund Waiver](#)





Appendix A CHWB Grant Application for Enrolled Citizens

Please complete the application as completely as possible. Should you need any assistance, please contact Grant intake staff at 867-634-4242.

Date: _____

Name: _____

Address: _____

Phone: _____

Are you a CAFN Enrolled Citizen?

YES NO

Application Category: Individual

Please identify the activity or purchases and list the expenses related to your application:

What will you be buying and how much will it cost?

Registration fees (hockey gymnastics, conference):

Equipment purchases (please be specific):

Supplies purchases (groceries, snare wire, soccer cleats):

Fuel or Travel cost (gas to get to Aishihik, airfare for conference):

How much total funding do you require?

Please describe as best you can, your goals in accessing the Grant:

For department use:

Confirmation of CAFN Enrolled Citizen status? YES NO

Program or purchase criteria is valid? YES NO

Signed waiver is received for each participant? YES NO





2.2 Appendix B CHWB Grant Funding Report for Enrolled Citizens

Please complete the funding report as completely as possible. Should you need any assistance, please contact Grant intake staff at 867-634-4242.

Date: _____

Name: _____

Activity or Purchase date: _____

Phone: _____

Please describe the activity or purchases of the CHWB Grant (registration fees, equipment purchases, supplies, travel costs, etc.) and attach all receipts.

Detailed Reporting:

Registration Fees: \$ _____

Travel or Fuel Expenses: \$ _____

\$ _____

\$ _____

Equipment Purchases: \$ _____

Supplies Purchases: \$ _____

\$ _____

\$ _____

Total Expenses: \$ _____

For department use:

All criteria have been met for final funding and project approval? Original Receipts are received?

YES NO

Further comment: _____





2.3 *Appendix C CHWB Grant Fund Waiver*

CHAMPAGNE & AISHIHIK FIRST NATIONS COMMUNITY HEALTH AND WELL BEING (CHWB) GRANT FUND WAIVER

"I, _____ (NAME) hereby acknowledge that the activities for which I am seeking funding under the Community Health and Well Being Fund are not in any way connected to the Champagne and Aishihik First Nations Government and at no time will I or anyone else participating in the activity suggest that the activities are in any way connected to the Champagne and Aishihik First Nations Government. All responsibilities and liabilities which may be associated with the activities are solely those of myself and anyone else whom chooses to participate. I further acknowledge that there may be risks associated with activities I am seeking funding for and I understand that I am responsible for ensuring that all necessary precautions are taken to protect myself and those who may also be participating.

Signature of Applicant

Date

