



THLAP'QWUM COMMUNITY SETTLEMENT TRUST

2021 PROPOSAL GUIDELINES

THLAP'QWUM COMMUNITY SETTLEMENT TRUST

668 Centre St
Nanaimo, BC V9R 4Z4
Tel. 250.740.2300

TABLE OF CONTENTS

CONTENTS

What is the Trust?	3
What is the purpose of the Trust?	3
31.0 The Purposes of the Trust.....	3
5.0 Purposes of the Trust and use of Trust Property	4
What does it mean to me?	4
Meet the Trustees	5
Keith Atkinson.....	5
Sandra Good	5
Ken Graham	5
Collette Jones.....	6
Gary Xulsi’ malt Manson	6
Christopher Angeconeb	6
<u>Project Administrator Geena Jackson</u>	7
Who can apply?	8
Priorities	8
Ineligible Items:	8
The Application Process	8
STAGE ONE REQUIREMENTS:.....	9
STAGE TWO REQUIREMENTS:.....	11
Step-by-Step Summary of the Application Process.....	12
Key Dates to Remember	12

WHAT IS THE TRUST?

The Snuneymuxw First Nation has pursued a settlement with Canada for the loss of a 79-acre Indian Reserve which was located along Stewart Avenue in Nanaimo across from Newcastle Island. The wrongful taking of the Indian Reserve happened in the 1880s and the Thlap'Qwum Specific Claim was first filed with Canada in 1992. Elders of the Snuneymuxw First Nation, the late Chester Thomas in particular, pressed the Snuneymuxw Government to address this loss. The Specific Claim was submitted by late Chief Robert Thomas. Canada accepted the Specific Claim as valid and offered to enter into negotiations in 2003. These negotiations resulted in the settlement offer made by Canada in the summer of 2014. The Settlement Offer amounts to a total settlement amount of \$49,148,121. Since 2003, negotiation costs for legal counsel and for the negotiations team cost \$1,155,655. This was added to the settlement amount. Therefore, the net settlement amount under the 2014 offer is \$47,992,466. Snuneymuxw Chief and Council accepted this amount in 2017.

WHAT IS THE PURPOSE OF THE TRUST?

The general purpose of the Trust is to improve the quality of life of SFN Members by generating and maximizing wealth for SFN through the promotion and funding of opportunities, programs, initiatives, and services. Clauses 5.1 and 31.0 Provide as follows:

No part of the Trust Property will be paid, payable, or otherwise available for the personal benefit of any Trustee, Settlor, or any SFN Member unless for a purpose authorized under the terms of this trust.

5.0 PURPOSES OF THE TRUST AND USE OF TRUST PROPERTY

- 5.1** The general purpose of the Trust is to improve the quality of life of SFN Members by generating and maximizing wealth for SFN through the promotion and funding of opportunities, programs, initiatives, and services, and which includes the following two classes of Purposes:
- a. the Initial Purposes of
 - i. economic development,
 - ii. advancement of Douglas Treaty rights and other Aboriginal rights and or title,
 - iii. land acquisitions, and
 - iv. community priorities as specified under Section 31.1, and which may include a per capita distribution to SFN Members; and
 - b. community priorities as specified under Section 31.1, and the growth of Original Capital and Capital of the Trust as specified under Section 5.7.

31.0 THE PURPOSES OF THE TRUST

- 31.1** The Purpose of the Trust are those listed in Article 5.0 of this Deed, and the community priorities referred to in Subsection 5.1b are to be interpreted as only including the following:
- a) Construction and maintenance of roads, bridges, ditches, watercourses, fences, buildings or permanent improvements or works on the SFN's reserves;
 - b) Fishery enhancement and utilization;
 - c) Education, including but not limited to programs, infrastructures, supplies, series, scholarships, bursaries, or other means for the promotion of educational goals;

- d) Health and health promotion, including but not limited to programs, services, infrastructure, and supplies;
- e) The establishment and promotion of programs and services for elders and youth;
- f) The promotion and establishment of housing, including but not limited to programs, services, infrastructure, buildings, and any maintenance thereof;
- g) Programs for financing the purchase of industrial or manufacturing equipment or machinery by SFN, as represented by SFN Council, or by any business or commercial operation owned, controlled, or otherwise managed by SFN Council;
- h) Programs for the grant of funds to SFN Members who are starting a business, and according to any such terms or restrictions as are required by the terms of this Trust;
- j) The establishment or enhancement of recreational, social, and health facilities owned, controlled, or otherwise managed by SFN Council;
- k) The preservation, study or promotion of SFN's cultural and linguistic heritage, including the building or maintenance of cultural facilities and lands;
- m) Occasional and non-recurring per capita distributions to all SFN Members;
- n) Direct payments to or appointment of Trust Property on behalf of particular SFN Members furthering any Purpose herein;
- o) The funding, development, and maintenance of community infrastructure;
- p) Funding the acquisition of land for the creation of or additions to reserves, or loaning of money at an appropriate rate of interest to SFN Council for land acquisitions;
- q) Funding any programs or initiatives involving Aboriginal rights or title, or any other right or entitlement under a Douglas Treaty;
- r) The promotion or establishment of business or commercial operations owned, controlled, or otherwise managed by SFN Council as a way of promoting economic development; and
- s) The funding of any of the above projects by way of SFN Council, by way of a business or commercial enterprise owned, controlled, or otherwise managed by SFN Council, or by way of an entrepreneurial initiative of an SFN Member.

WHAT DOES IT MEAN TO ME?

The Thlap'Qwum Community Settlement Trust Grant Opportunity: The Thlap'Qwum Community Settlement Trust offers Membership the opportunity to apply for a grant twice a year. Please note: there is only one opportunity every 5 years to apply for individual member Small Business requests.

If you need any additional information regarding the Thlap'Qwum Community Settlement Trust , please contact **Chris Angeconeb the Administrative Trustee, at 604-659-7437 or christopher.angeconeb@td.com** If you need more information on the Thlap'Qwum Community Settlement Trust proposal or Business Plan grant process, please contact **Geena Jackson, the Trust Project Administrator at 604-306-7736 or gjacksontcst@gmail.com**

MEET THE TRUSTEES

KEITH ATKINSON



Keith is a member of the Snuneymuxw First Nation and currently works as the CEO of the First Nations Forestry Council (FNFC). He grew up in coastal communities while developing forest management skills from employment in the family business, Coast Forest Management.

Keith graduated from the University of British Columbia with a Bachelor of Science in Forestry in 1994. Over twenty years in forest planning and management ranging from timber harvesting layout and design to pine mushroom management plans with the Nisga'a Lisims Government. Keith's focus at FNFC is to assist and improve First Nations communities in their involvement and benefit from natural resource management.

Email: keithatkinson@sfitrust.ca

SANDRA GOOD



Sandra is a proud member of Snuneymuxw First Nation. She is dedicated to her children Wanda and Chris, and three grandchildren.

Sandra served three terms on Snuneymuxw Band Council. With over 20 years of experience working for the Nation, she believes strongly in the spirit of giving back to the community. Her strength as a long term visionary has been instrumental in bringing innovative programs and projects in the areas of Health and Social services.

Sandra was one of the first trustees appointed to the Thlap'qwum Community Settlement Trust after the Trust Deed was signed in 2016. In addition to her 12 years of service on the Snuneymuxw Council, Sandra has many years of experience as a member of several boards and committees (John Howard Society, Mental Health Association, and the SFN Justice & Safety Committee for Health), as well as experience working with several government levels.

Sandra has a Bachelor of Social Work degree and a Diploma in Business Administration from the University of Victoria. Email: Sandragood@sfitrust.ca

KEN GRAHAM



Ken is a proud member of the Snuneymuxw First Nation. His family has a long history with the band, including his mother who was Charlotte Ellen Graham (nee Prest) and her mother who was Lavina Prest (nee Wyse).

Ken has over 35 years' experience in all facets of accounting, finance, taxation, and audits, as well as supervisory and presentation skills.

Ken is committed and prepared to invest the time and effort required to be an honest, straightforward, and highly approachable trustee.

Ken is an active basketball referee for over 20 years and currently officiates at the college level. He enjoys hiking, playing tennis, cycling and travelling.

Ken's goal is to assist in developing a clear roadmap, provide sufficient discussion, and administer the Trust in a transparent and accountable way.

Email: kengraham@sfitrust.ca



Collette is an active community member and an instructor at Vancouver Island University (VIU). She is a PhD candidate in Education: Curriculum & Instruction at the University of Victoria.

Collette has taught K-12 in band, public, and private schools. Currently, she instructs Women's Studies at VIU and continues to create and develop Indigenous courses in the Humanities Department.

Collette works hard to build bridges through education and create a positive awareness of Indigenous people—for Indigenous and non-Indigenous people—at a post-secondary level with the goal of creating a better community within society as a whole. Her role as an educator has given her the tools and skills to work with a diversity of people and to be accountable and responsible for completing any project or assignment while serving others.

Collette's mother is Marjorie (nee Modeste) of Cowichan, and her father is Colbert

Good of Snuneymuxw. Email: collettejones@sfitrust.ca

GARY XULSI'MALT MANSON

Gary is a retired commercial fisherman and sits as an Elder-in-Residence at Vancouver Island University, where he engages in discussions on reconciliation. Gary is involved in an Indigenous Philosophy course where he co-instructs. Gary sat on the Snuneymuxw Council from 2004-2008.



For six years, Gary worked as an elder with the House of Healing Program through Inter Tribal Health Authority and continues to work with them on various projects. He speaks our Hul'q'umin'um' language and works with teaching the First Peoples' Mentor-Apprentice Program.

Gary enjoys being active and involved in our community. He has coached both soccer and canoe pulling for over 40 years. He has done a lot of work in our Longhouse with cultural events, including taking part in ten Tribal Journeys.

Email: garymanson@sfitrust.ca

ADMINISTRATIVE TRUSTEE- TD CANADA TRUST- REPRESENTED BY
CHRISTOPHER ANGECONEB



Christopher is Anishnaabe (Ojibway) and is a member of the Lac Seul First Nation who began life living on his traditional territory in Northwestern Ontario. Christopher graduated with a Bachelor of Laws (LL.B) from the University of Ottawa in 1994 and received his call to the Ontario Bar in 1996. Christopher has worked mainly on First Nations legal, policy and governance issues with the Indian Specific Claims Commission, Government of Canada and National Indigenous organizations. He currently works at TD Bank as an Executive Trust Officer focusing exclusively on Indigenous Trust Services for First Nations located in British Columbia and the Yukon.

Email: christopher.angecneb@td.com Bus: 604-659-7437

THE TRUST PROJECT ADMINISTRATOR WILL HELP YOU ALL THE WAY!!

GEENA JACKSON



Geena is a proud member of the Shíshálh (Sechelt) Nation and grew up in Nanaimo, graduating from NDSS. Geena has her degree in Communications and Broadcast Journalism.

As a passionate advocate for Indigenous Rights, Geena has worked with the Squamish Nation Trust for 13 years, working with all departments of the Nation assisting with funding for many community driven projects. In addition, she assisted the development of over 500 Indigenous businesses with Squamish Nation member entrepreneurs. Geena is especially proud to have 6 of her Squamish Nation Businesses win the BC Indigenous Achievement Awards in the last 6 years.

Geena has raised hundreds of thousands of dollars supporting Indigenous initiatives such as The Residential Day Scholars fundraiser, the Squamish Nation annual Trades Centre Fundraiser and the International Indigenous Film Festival. She also volunteers and provides corporate support for Indigenous Charities such as “Right to Play” and “Live Different” promoting positive life skills for Indigenous youth.

Email: gjacksontcst@gmail.com

**CALL 604.306.7736 TO SETUP AN APPOINTMENT
WITH THE PROJECT ADMINISTRATOR**

GEENA JACKSON, THE TCST PROJECT ADMINISTRATOR, CAN ASSIST IN THE
FOLLOWING WAYS:

- Providing guidance and assistance for all applicants
 - Facilitating informational meetings on process for Stage 1 & Stage 2
 - Being available at all times, by appointment, to answer questions and address concerns
 - Acting as a liaison between Chief and Council, the Trust and the applicants/recipients
 - Assisting recipients to submit final reports adhering to TCST criteria
 - Assist with filling out Stage 1 applications and Stage 2 Business Plans
 - Assist with focus and scope of individual projects, research, and financial projections.
 - Assist with the project management and providing information on other financial grant and loan opportunities with other First Nation Organizations.
-

**THE PROJECT ADMINISTRATOR
IS YOUR STRONGEST RESOURCE;
WE HIGHLY RECOMMEND
USING THIS SERVICE!!**

WHO CAN APPLY?

All Snuneymuxw First Nation members, groups of members (such as canoe clubs) and Administration Programs are eligible to submit proposals.

CATEGORIES

Band Projects

Below are examples of projects departments can apply for

1. Housing – Renovations, repairs, safety issues
2. Health – Uninsured health benefits to Nation members
3. Education – Special needs funding, equipment, toys, books, and technology
4. Elders – Community Building improvements, community Bus, Van, and social initiatives
5. Language & Culture – Kids Camps, Language initiatives, lessons, books, etc.
6. Recreation – Purchase of equipment, Improvements to the gym field, program development of sports clubs

Member Owned

Below are examples of what individual member can apply for

1. Economic Development – Entrepreneur, start up or expansion of existing business
 - Artists, catering companies, contractors, etc.
2. Language & Culture Initiatives such as Canoe Club, Culture Club, or Traditional Cultural Workshops/Training

INELIGIBLE ITEMS:

The request cannot be for any personal benefit of the SFN Member or anyone else, in particular, the request cannot be for:

- Furniture, or appliances for **personal** use,
- Vehicles for personal use,
- The repayment of any form of debt or expense, or
- Travel costs to attend conferences or competitions, and

The amount of the request clearly indicates a budget and is not otherwise unreasonable, and SFN Council may attach conditions to the Advance Request as it deems appropriate under the circumstances and according to the terms and conditions of the Trust.

THE APPLICATION PROCESS

The Thlap'Qwum Community Settlement Trust has a two-stage application process. Advance requests must adhere to both Section 5.1 and 31.1

Section 28 sets out the Protocol for Advance Requests from Members. The process can be summarized as follows:

- SFN Council receives all Advance requests from Members
- A Member cannot submit more than 1 Advance Request in any five-year period,
- A request cannot duplicate existing programs or services,
- No personal benefit, personal use, furniture, or appliances
- No vehicle for personal use
- No debt repayment
- No travel costs for conferences or competitions

The amount requested must be accompanied by a budget. All Advance Requests from SFN Council to the Community Trustees will be accompanied by forms set out in Schedule D and Schedule F. All Advance requests will be submitted by Council to the Administrative Trustee. The Administrative Trustee will ensure all documentation is in place and will then forward to the Trustees for review. All Advance requests must be consistent with yearly priorities

STAGE ONE REQUIREMENTS:

1. Letter of request (no longer than 3 pages) - **This MUST be attached to your application!**
2. Economic Development, Programs and Services.
3. Please note: If this application is for a Band Project, your application MUST be signed by the Department Head.

STAGE TWO REQUIREMENTS:

1. Wait until you are officially notified by letter that you have been approved to Stage 2.
2. Submit a full proposal as per template provided by TCST
3. Complete proposals will be submitted to Geena Jackson by June 18, 2020 by 4:30 pm.

******Please note**** you will be notified if you have been selected to submit a full proposal**

LET'S GET STARTED!

STAGE ONE: LETTER OF REQUEST AND APPLICATION

The Letter of Request should not be more than three (2) pages and should be accompanied by the Specific Request Application.- **YOU MUST SUBMIT THE LETTER OF REQUEST WITH YOUR APPLICATION!**

THE LETTER OF REQUEST SHOULD INCLUDE THE FOLLOWING INFORMATION:

Who: Name(s), background and experience relevant to this project, group of applicants or team overview.

What and How: Provide a description of the proposed project as follows:

1. How does this project fall under the Priorities?
2. How will this project benefit your health, your business, your home or the Nation? ie. How many band members will benefit through employment or receipt of service?
3. How will the project be carried out?
4. What are some other anticipated achievements and outcomes?

When: State the time frame for the project.

How Much:

1. How much will the project cost?
2. How much are you requesting from the Trust?
3. How much are you requesting from other sources?
4. Where else are you requesting funding from?

BE SURE TO COMPLETE THE CORRECT APPLICATION AND SUBMIT ALONG WITH YOUR LETTER OF REQUEST.

Stage 1 Letter of Request AND Application may be submitted as follows:

DEADLINE FOR STAGE ONE SUBMISSIONS:

**DELIVERY MUST BE RECEIVED NO
LATER THAN MARCH 19, 2021**

**If sending from out of town, proposals must be postmarked
no later than: March 12, 2021**

MAIL OR PERSONAL DELIVERY:	Thlap'Qwum Community Settlement Trust c/o Geena Jackson, TCST Project Administrator 668 Centre St Nanaimo, BC V9R 4Z4 604-306-7736
E-MAIL:	Thlap'Qwum Community Settlement Trust c/o Geena Jackson, TCST Project Administrator E-mail: gjacksontcst@gmail.com

No Late Applications will be accepted for any reason.

COMMITTEE REVIEW

All Stage One Letters of Request and Applications will be reviewed by an Evaluation Committee (the "Committee") comprised of the Thlap'Qwam Community Settlement Trust. The Committee reviewing the applications may consult with staff and organizations that are experienced in relative fields, as necessary.

You will be notified by in writing, as to whether or not your request can be further considered under Stage 2 of the process. Those proceeding to Stage 2 will be asked to submit a full proposal.

STAGE TWO: FULL PROPOSAL

You should not submit a full proposal unless the trustees have notified you, in writing, to do so. A full proposal should be no more than thirty (30) pages in length and include the following information:

- a) A description of your organization or group
- b) Details of the project including:
- c) The need for the project
- d) Objectives
- e) Timetable
- f) Members who will benefit from the project
- g) A description of what the measurable results will be for the community
- h) A detailed projected budget and projected cash flow that identifies planned expenditures and all sources of revenue (e.g. identify other sources of funding including the amount and the likelihood of receiving these funds)
- i) Financial management of the project
- j) The names and qualifications of those who will carry out the project plus a time line of project activities (PLEASE NOTE: Project must be completed by 90 days after Official Approval, unless a written request must be sent to the Project Administrator for approval.)
- k) Projects that require the use of band land will require a formal Council motion and a copy of this motion must be included in the full proposal.

PLEASE NOTE: Only those applicants that have been notified in writing to proceed to Stage 2 will be required to submit a full proposal for further review. A template will be provided for your convenience

**DEADLINE FOR STAGE TWO SUBMISSIONS:
SUBMIT FULL PROPOSAL BY JUNE 18, 2021**

COMMITTEE REVIEW

Some of the criteria that the Committee will assess the proposals are as follows:

- a) The proposal addresses categories as identified by the Trust
- b) The soundness of the Project Plan
- c) The proposal demonstrates sound fiscal and management capacity
- d) The proposal outlines measurable results (output and outcomes) for the Nation
- e) A maximum number of members will benefit from the proposal
- f) There is a demonstrated partnership or access to other funds to support the proposal. The Trustees are unable to provide 100% funding for projects, except in exceptional cases where there is clear and strong evidence that no other source of funding is available
- g) A copy of the Council motion for use of band land for project, if applicable

PROJECT ADMINISTRATION

If your proposal is approved for funding, you will be notified formally by **July 16, 2021**

The Trustees will require the following from the successful applicants:

- a) Compliance with the conditions set out in a signed Contribution Agreement between the Snuneymuxw First Nation and the Trustees
- b) Compliance with the Snuneymuxw First Nation financial administration policies
- c) Interim and final reports (financial and descriptive) as outlined in the Contribution Agreement
- d) Prior written approval from the Trustees for any major amendments to the project

- e) Three estimates will be required where equipment is being purchased

FUNDING WILL NOT BE RELEASED UNTIL:

1. The Snuneymuxw First Nation and the Trustees have signed a Contribution Agreement
2. The approved member and the Trustees have signed a contribution agreement.
3. The conditions have been met as set out in the Contribution Agreement
4. A monthly cash flow and budget has been submitted to the Trustees and approved for payment by the Trustees.
5. All past recipients must be up-to-date with past and final financials and activity reports, prior to any further funding being released

STEP-BY-STEP SUMMARY OF THE APPLICATION PROCESS

The Thlap'Qwum Community Settlement Trust has a two-stage process. Stage one is a Letter of Request and an Application; to be submitted to The Thlap'Qwum Community Settlement Trustees, to determine eligibility. If short-listed, Stage two will require the submission of a full proposal.

STAGE 1: LETTER OF REQUEST AND APPLICATION

1. After reviewing the proposal and application guidelines thoroughly, write and submit a Letter of Request and Application by 4:30 p.m., **March 19, 2021**
2. Wait for the Evaluation Committee's response. You will get a response by **April 26, 2021**
3. If your Stage 1 application is declined, please stop here.
4. If you have been approved to proceed to Stage 2, you will be required to submit a full proposal

STAGE 2: FULL PROPOSAL

A Template will be provided for you upon request.

Send us a full proposal that is not more than 30 pages; containing the information outlined in Stage 2 by 4:30 p.m. on **June 18, 2021**

***** You will receive written notification of the Committee's final decision by July 16, 2021**

KEY DATES TO REMEMBER

1. **March 19, 2021**..... Deadline for submitting Stage 1 Letter of Request & Application
2. **April 26, 2021** Response to Stage 1 applications (approved/declined)
3. **June 18, 2021** Deadline for submitting Stage 2 Full Proposals
4. **July 16, 2021** Response to Stage 2 full proposal (approved/declined)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT GEENA JACKSON, THE PROJECT ADMINISTRATOR FOR THE TCST AT 604-306-7736 OR

gjacksontcst@gmail.com