



ANNEX A – Application Checklist - ILC 2023-2024

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

Your application must include the following documents

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Annex A: Application Checklist (the supporting documents listed below as required)

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Annex B: The General Application Form

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Annex C: The Organization Overview

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Appendix 1: If you are applying for Stream 1: language plan funding, complete Appendix 1

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Appendix 2: If you are applying for Stream 2: annual or multi-year proposal-based funding, complete Appendix 2

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Appendix 3: If you are interested in ongoing programmatic funding, complete Appendix 3

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Annex D: Declaration - signature required

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Annex E: The Budget (template attached)

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Acceptance of Liability Form (template attached)

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

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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

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Blank cheque (voided)

First Nation Incorporated Organization (not-for-profit, provided that the project will not result in income generation for your sole benefit)

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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
- Blank cheque (voided)

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A copy of your organization's Letters of Patent or incorporation documents confirming the legal name and the not-for-profit status

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A copy of your organization's By-laws or Constitution (full document)

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A list of your current Board of Directors

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If the requested amount exceeds \$150,000.00 you must submit a copy of your organization's financial statements for the last two years (year ending 2022 and year ending 2023)

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.

[1]

First Nation Un-incorporated Organization (not-for-profit, provided that the project will not result in income generation for your sole benefit)
<div><div><input type="checkbox"/> The Un-incorporated Application Acceptance of Liability Form (template attached)</div><div><input type="checkbox"/> 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:<div><div><div><div><div></div><div>The Unincorporated Application Acceptance of Liability Form (template attached); and</div></div><div><div></div><div>A copy of your organization's by-laws (complete document)</div></div></div></div></div></div><div><input type="checkbox"/> If the requested amount exceeds \$150,000. 00, a copy of your organization's financial statements for the last two years (year ending 2022 and year ending 2023). 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/or blank cheque (voided); and, letter of support from a Federally recognized First Nation Band Council or Tribal Council. Personal bank account is not accepted.</div><div><div>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.</div></div></div>
First Nation Ad Hoc Committee (minimum of 3 members)
<div><div><input type="checkbox"/> 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)</div><div><input type="checkbox"/> Blank cheque (voided) from your committee's financial institution. Personal bank account is not accepted.</div></div>
First Nation Urban-based organization (not for profit, provided that the project will not result in income generation for your sole benefit) – you must provide all listed mandatory requirements
<div><div><input type="checkbox"/> Letter of Support from a Federally recognized First Nation Band Council or First Nation Tribal Council</div><div><input type="checkbox"/> Blank cheque (voided) from your organization's financial institution. Personal bank account is not accepted.</div><div><input type="checkbox"/> And the other requirements outlined in Section 2.1 (g) of the FNCCEC-ILC 2023-2024 Guidelines</div></div>