



## ANNEX A – Application Checklist - ILC 2024-2025

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

### Your application must include the following documents

- Annex A: Application Checklist (the supporting documents listed below as required)
- Annex B: FNCCEC General Application Form (includes Appendix 1 & Appendix 2)
- Annex C: The Organization Overview (included in Annex B)
- Appendix 1 & Appendix 2 (included in Annex B)
- Annex D: Declaration - signature required
- Annex E: The Budget (template attached)
- Acceptance of Liability Form (template attached)

### In addition, you must also provide supporting documentation pertaining to your First Nation community/ organization (incorporated or un-incorporated) / ad-hoc group

#### First Nation Community / Government / Band Council / Tribal Council

- Documentation showing who has the authority to sign legally binding documents (such as contracts, funding agreements, etc.)  
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 /Chief*
- Blank cheque (voided)

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

- Documentation showing who has the authority to sign legally binding documents on behalf of your organization (such as contracts, funding agreements, etc.)  
Documentation required:
  - *A signed letter from the President/Chair of the Board*
  - *A Board resolution*
  - *By-laws*
  - *Blank cheque (voided)*
- A copy of your organization's Letters of Patent or incorporation documents confirming the legal name and the not-for-profit status
- A copy of your organization's By-laws or Constitution (full document)
- A list of your current 2024 Board of Directors
- If the requested amount exceeds \$100,000.00 you must submit a copy of your organization's financial statements for the last two years (year ending 2023 and year ending 2024).  
*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 – and, statements must be duly signed by an authorized representative of the applicant organization.*

**First Nation Un-incorporated Organization (not-for-profit, provided that the project will not result in income generation for the sole benefit of the organization).**

- The Un-incorporated Application Acceptance of Liability Form (template attached)
- Documentation listing the board of directors, and who has the authority to sign legally binding documents on behalf of your organization (such as contracts, funding agreement, etc.) - the Documentation required:
  - *The Unincorporated Application Acceptance of Liability Form (template attached); and*
  - *A copy of your organization's by-laws (complete document)*
- If the requested amount exceeds \$100,000.00, a copy of your organization's financial statements for the last two years (year ending 2023 and year ending 2024). 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, duly signed by the Chief or Grand Chief. Personal bank account is not accepted.

*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; and, statements must be duly signed by an authorized representative of the applicant organization.*

**First Nation Ad Hoc Committee (must have a minimum of 3 members)**

- 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)
- Blank cheque (voided) from your committee's financial institution. Personal bank account is not accepted.

**First Nation Urban-based organization (not for profit, provided that the project will not result in income generation for the sole benefit of the organization) – you must provide all listed mandatory requirements**

- Letter of Support from a Federally recognized First Nation Band Council or First Nation Tribal Council
- Blank cheque (voided) from your organization's financial institution. Personal bank account is not accepted
- And the other mandatory requirements outlined in Section 2.1 (f) of the FNCCEC-ILC 2024-2025 Guidelines