



CULTURAL ASSISTANCE POLICY

Policy Type:	FIN/ADMIN	Initially Approved:	August 20, 2013
Policy Sponsor:	FINANCE	Last Revised:	February 27, 2024
Primary Contact:	Director of Finance	Review Scheduled:	February, 2025
Approver:	Chief and Council		

A. Purpose:

The Wahnapiatae First Nation is a growing and vibrant community. Building on our Anishinabek culture is a key component to improving the lives of current and future generations. Opportunities arise for Band members to participate in events which promote the well-being of the community members. This policy serves as a guide to help interested band members wishing to seek limited financial assistance from the Band to support their participation in these activities.

B. Scope:

All Members of the Wahnapiatae First Nation.

C. Guidelines and Procedure:

1. Letters of Applications are to be submitted at least one month before the event or activity to the Executive Director for review.
2. Funding assistance can be used to offset or subsidize total costs as applicants are expected to pay for a majority of travel and registration costs.
3. The maximum amount allowance of \$650.00 per person.
4. Only Members of the Wahnapiatae First Nation are eligible to apply, regardless of whether they reside on or off reserve.
5. A letter of Application should include the following description:
 - a) Name of applicant(s) and Status Card Number
 - b) Name of event, program, or activity
 - c) Description of the purpose of the event and duration
 - d) Outcome for the applicant's participation in the event or activity
 - e) Individual, community and general benefits of participation
 - f) Location, dates and programs, agendas for such events
 - g) Participation / registration fees
 - h) Travel costs and forecast budget to participate



6. Priority for applications will be based on the following:
 - i) Youth initiatives
 - ii) Elder initiatives
 - iii) Anishinabek language programs and initiatives
 - iv) 'First come, first serve' basis
7. The applicant is responsible for identifying the source of funds from existing Band programs and in describing how these costs will be cost shared with the Band, the individual and any third party.
8. Upon returning from the event or activity, the applicant is responsible for submitting a brief report on the outcome of the event.
9. All costs are governed by the financial policies of the Wahnapiatae First Nation and travel costs are limited to approved Financial Management Act directives. Applicants are encouraged to obtain these policies prior to accepted funds for their application.
10. Financial assistance may be paid in installments with a hold back upon the applicant meeting the terms and conditions of this policy.
11. Chief and Council have the final decision on whether the application will be approved and to set terms and conditions.
12. This policy can be amended by a majority of Council.

D. Definitions:

Term	Meaning
Event	Events can be a conference or seminar which are formal events that are a day or more in length that are focused on a particular topic or series of topics related to an area such as a gathering, healing, training, or language.
Financial Management Act, Wahnapiatae First Nation	The WFN Council makes laws respecting the financial administration of the First Nation.
Third party	Any person or organization that is also contributing to the cost of the event, aside from the WFN and the individual themselves.
Wahnapiatae First Nation Member	A person who is formally a status Indian registered with Wahnapiatae First Nation and includes on and off reserve members.

E. Related Policies and Legislation:

Financial Management Act, 2024

F. Revision History:

Date (mm/dd/yyyy)	Description of Change	Motions	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
August 20, 2013		BCM WFN 13/14-72		Chief and Council
July 5, 2019		BCM WFN 19/20-07-79	M. Brideau	Chief and Council
February 27, 2024	Amount, Policy Template	BCM WFN 23/24-02-352	M. Brideau	Chief and Council



APPLICATION FORM- CULTURAL ASSISTANCE PROGRAM

Rationale and Description of Event				
Date of Event:				
Destination:				
Why is this important to you?:				
What are the benefits for our community?				
How will you apply what you have learned?				
How will you report back?				
EXPENSES (see finance for approved amounts for Meals, Incidentals and mileage rates/km rate)				
Item	Quantity	Price	Total	Additional Notes
Registration	<i>Amt.</i>	\$	\$	
Accommodation	<i># nights</i>	\$	\$	
Meals- Breakfast	<i>#days</i>	\$	\$	
Meals- Lunch	<i>#days</i>	\$	\$	
Meals- Supper	<i>#days</i>	\$	\$	
Incidentals	<i>#days</i>	\$	\$	
Mileage /gas	<i>Kilometers</i>	\$	\$	
Other				
EVENT TOTAL				
Total Request to WFN				(Not to exceed \$650)
Total that I will be sponsoring (Myself)				
Total that another WFN Department or another organization will be sponsoring (Third Party)				
Signature		Printed Name		Address
Band #		Date		Email and Phone #

*I understand that WFN reserves the right to determine eligibility for this event and to take reasonable time to approve.

