



OWN-SOURCE REVENUE ACCESS AND ALLOCATION POLICY

Policy Type:	Operational	Initially Approved:	02/25/2025
Policy Sponsor:	Facilities & Infrastructure	Last Revised:	02/25/2025
Primary Contact:	Director or Public Works Superintendent	Review Scheduled:	02/2026
Approver:	Chief and Council BCM WFN 24/25-02-283		

A. PURPOSE

The purpose of this policy is to establish a transparent, accountable, and fair process through which the Wahnapitae First Nation (WFN) Band Office may apply for and access funds derived from the Nation's own-source revenue (OSR). This policy aims to ensure that the allocation of funds supports the socio-economic development of Wahnapitae First Nation and aligns with the community's strategic objectives.

B. SCOPE & AUTHORITY

1. Scope

This policy applies to the Wahnapitae First Nation Band Office and any associated departments, committees, and staff seeking to access the OSR generated from economic development partnerships and other sources.

2. Authority

- The Chief and Council hold the ultimate authority over the approval and disbursement of OSR funds.
- The **Executive Director/Senior Executive Assistant** is responsible for reviewing applications and presenting them to Chief and Council.

C. GUIDING PRINCIPLES

1. Community Benefit

Funds must be allocated in ways that bring direct or indirect benefits to the membership of Wahnapitae First Nation.

2. Transparency and Accountability

Decision-making processes and record-keeping should be clear, consistent, and openly communicated to membership.

3. Fairness and Equity

All requests for funding are subject to an impartial review based on established criteria.

4. Sustainability

Funds should be used in a manner that preserves and grows the Nation's financial health for future generations.

D. APPLICATION ELIGIBILITY

1. Eligible Applicants

- Wahnapiitae First Nation Band Office Departments (e.g., Administration, Health, Education, Infrastructure, etc.).
- Strategic initiatives led by Band Office staff in partnership with external organizations or community members (must be overseen by a WFN department).

2. Eligible Projects/Expenses

- **Non-funded projects provided the applicant has made reasonable efforts to secure external or grant funding and can demonstrate that no other sources are available or sufficient.**
 - 1. Infrastructure improvements (e.g., office upgrades, community buildings, roads).
 - 2. Program development and service delivery (e.g., youth programs, elder support, cultural initiatives, training, and workshops).
 - 3. Economic development projects that further the Nation's strategic objectives (e.g., feasibility studies, new business ventures).
 - 4. Emergency or urgent needs (e.g., disaster relief, urgent health and safety measures).

E. APPLICATION PROCESS (ATTACHED IN APPENDIX A)

1. Initial Inquiry (Optional)

- Departments may request a preliminary consultation with the **Executive Director** to determine the suitability of the project for OSR funding and to clarify any requirements before a formal application is submitted.

2. Formal Funding Request

- The Band Office must submit a written proposal that includes:
 - **Project/Initiative Overview:** Background, objectives, and rationale.
 - **Detailed Budget:** Including a breakdown of costs, quotes (where applicable), and any anticipated funding from other sources (including grants).
 - **Timeline:** Proposed start date, milestones, and anticipated completion date.
 - **Performance Measures & Community Benefit:** Explanation of how the project aligns with Wahnapiitae First Nation's strategic goals and how success will be measured.
 - **Risk Assessment:** Identification of potential risks and mitigation strategies.
 - **Evidence of Grant Attempts (if any):** Documentation showing that the applicant attempted to secure external funding and the outcome of those attempts.

3. Submission

- All funding requests must be submitted to the **Executive Director/Senior Executive Assistant** by email or in person.
- A confirmation of receipt will be issued to the applicant within five (5) business days.

F. REVIEW & APPROVAL

1. Review

- **The Executive Director/Senior Executive Assistant** will review the application for completeness, alignment with strategic objectives, and overall financial impact.
- They may request additional information or clarifications from the applicant.

2. Recommendation to Chief and Council

- Upon completing its review, the **Executive Director/Senior Executive Assistant** submits a written recommendation (approve, approve with conditions, or deny) to the Chief and Council.
- The recommendation should outline the total funding amount, any conditions or restrictions, and the anticipated impact on the OSR account.

3. Chief and Council Decision

- Chief and Council will review the recommendation and vote on whether to approve, amend, or reject the request.
- A Band Council Resolution (BCR) will be passed for approvals, citing the specifics of the funding allocation.
- Applicants will be informed of the decision in writing within ten (10) business days of the Chief and Council meeting.

G. DISBURSEMENT OF FUNDS

1. Disbursement Schedule

- Funds may be disbursed in one lump sum or in installments, as determined by Chief and Council.
- For multi-phase projects, funding can be released in stages, subject to satisfactory progress reports.

2. Release of Funds

- Once approved, the Wahnapiatae First Nation finance department will coordinate the disbursement of funds.
- The Band Office receiving the funds must provide banking information and sign a Funding Agreement that outlines conditions and reporting requirements.

H. MONITORING & REPORTING

1. Progress Reports

- For projects spanning more than three (3) months, quarterly progress reports (or as stipulated by Chief and Council) must be submitted.
- Reports should include updates on milestones, spending to date, any variances from the proposed budget, and any challenges faced.

2. Completion Report

- Upon completion of the project or initiative, a final report must be submitted within thirty (30) days.
- This report should detail the outcomes achieved, total expenditures, lessons learned, and benefits realized for the community.

3. Financial Oversight

- The **Executive Director/Senior Executive Assistant** may request an audit or financial review for large or complex projects to ensure compliance with funding conditions and proper financial management.

I. COMPLIANCE & ACCOUNTABILITY

1. Non-Compliance

- Failure to comply with reporting, budgeting, or project management requirements may result in suspension of funding or future ineligibility to apply for additional OSR funds.
- Severe non-compliance or misuse of funds may result in legal or disciplinary action, as appropriate.

2. Conflict of Interest

- Applicants and reviewers must disclose any real or perceived conflict of interest.
- Individuals with a conflict of interest shall abstain from discussion and decision-making related to the application in question.

J. REVISION HISTORY

Date (mm/dd/yyyy)	Band Council Motions

Appendix A

WAHNAPITAE FIRST NATION: OWN-SOURCE REVENUE (OSR) FUNDING APPLICATION
FORM

SECTION 1: APPLICANT INFORMATION

- Department/Committee Name: _____
- Primary Contact Name & Title: _____
- Phone Number: _____
- Email Address: _____
- Mailing Address: _____
- Has the department/committee previously applied for OSR funds? ☐ Yes ☐ No
 - If yes, provide details of previous funding, including project name and amount received:

SECTION 2: PROJECT/INITIATIVE DETAILS

- Project/Initiative Name: _____
- Project Location (if applicable): _____
- Proposed Start Date: _____
- Proposed Completion Date: _____
- Total Amount of Funding Requested: \$ _____
- Have you sought external funding for this project? ☐ Yes ☐ No
 - If yes, list sources and amounts received or reasons for denial:

Project Overview:

(Provide a brief description of the project, including background, objectives, and rationale.)

Community Benefit:

(Explain how the project aligns with Wahnapiatae First Nation's strategic goals and benefits the community.)

Risk Assessment & Mitigation Strategies:
(Identify potential risks and how they will be managed.)

SECTION 3: BUDGET DETAILS

- **Total Estimated Project Cost:** \$ _____

Funding Breakdown:

Expense Category	Cost (\$)	Notes
Materials & Supplies	_____	_____
Equipment	_____	_____
Labor	_____	_____
Travel	_____	_____
Other (Specify)	_____	_____
Total	_____	

Supporting Documentation Required:

- ☐ Quotes for materials/equipment (if applicable)
- ☐ Breakdown of anticipated costs
- ☐ Evidence of external funding attempts (if applicable)
- ☐ Project timeline with milestones

SECTION 4: PERFORMANCE MEASUREMENT

How will the success of this project be measured?

- ☐ Increased community participation
- ☐ Infrastructure improvement
- ☐ Economic development impact
- ☐ Other (Specify): _____

Describe how progress will be tracked and reported:

SECTION 5: DECLARATION & SIGNATURES

I certify that the information provided in this application is accurate to the best of my knowledge.
I acknowledge that failure to comply with reporting or financial oversight requirements may result in funding suspension or ineligibility for future OSR applications.

Applicant Name & Title: _____

Signature: _____

Date: _____

SECTION 6: INTERNAL REVIEW & APPROVAL

(To be completed by the Executive Director/Senior Executive Assistant)

- **Application Received By:** _____
- **Date Received:** _____
- **Application Complete?** ☐ Yes ☐ No (Specify missing items: _____)
- **Reviewed By:** _____
- **Recommendation to Chief and Council:**
☐ Approve ☐ Approve with Conditions ☐ Deny
- **Notes:** _____

SECTION 7: CHIEF & COUNCIL DECISION

- **Decision Date:** _____
- **BCR Number (if approved):** _____
- **Total Approved Funding Amount:** \$ _____
- **Disbursement Method:** ☐ Lump Sum ☐ Installments (Specify: _____)
- **Reporting Requirements:** ☐ Quarterly Reports ☐ Final Report ☐ Other: _____

Authorized By:

Chief and Council Representative: _____

Signature: _____

Date: _____

FOR FINANCE DEPARTMENT USE ONLY

- **Funds Released By:** _____
- **Date of Disbursement:** _____
- **Payment Method:** ☐ Direct Deposit ☐ Cheque ☐ Other: _____
- **Notes:** _____

FINAL REPORT SUBMISSION (Within 30 Days of Project Completion)

- **Project Outcomes & Achievements:** _____
- **Final Budget & Expenditure Report Attached?** ☐ Yes ☐ No
- **Lessons Learned & Recommendations:** _____
- **Submitted By:** _____
- **Date:** _____
- **Approved By (Executive Director/Senior Executive Assistant):**

- **Approval Date:** _____

END OF APPLICATION FORM