

DISTRIBUTION OF FUNDS POLICY

1. OBJECTIVE

- 1.1 The goals and objectives of the LIVING SKY Community Development Corporation shall be to facilitate the distribution of a portion of the net proceeds derived from the Living Sky Casino as mandated by Section 7 of the Framework Agreement and as determined by the Board of Directors.

2. WHO CAN APPLY

- 2.1 An organization may be beneficiary of funds from the LIVING SKY CDC if the organization's activities fall within the permitted purposes stated in this Policy and the organization is generally charitable or non-profit and community purposed.
- 2.2 The LIVING SKY CDC is not restricted to distributing funds only to organizations that are registered as charities under the Income Tax Act or that are incorporated under the Non Profit Corporations Act. The activity being proposed for support should be community based and community minded, for the organization.
- 2.3 Applications for funding will be open to the First Nations of the File Hills Qu'Appelle Tribal Council located within the LIVING SKY CDC catchments and in the immediate communities of Fort Qu'Appelle and Swift Current and organizations as determined and approved by the File Hills Qu'Appelle Tribal Council and the Living Sky CDC and the Board of Directors (the "Funding Area").
- 2.4 Applications from secondary areas will be reviewed at the Board's discretion. Secondary areas will be the Saskatchewan Municipalities within a sixty-mile (100 km) radius of the City of Swift Current.

3. WHO CANNOT APPLY

- 3.1 Individuals are not eligible to submit applications except for extenuating and unusual circumstances as provided for in the CARE FUNDING PROGRAM POLICY and the YOUTH EXCELLENCE PROGRAM POLICY of the LIVING SKY CDC.

4. FUNDING AVAILABLE

- 4.1 All funding available for distribution shall be contingent on the net profits generated from the Living Sky Casino as referenced in the Framework Agreement.
- 4.2 The Board may, at its discretion, refuse funding for any particular program or project.

5. ELIGIBILITY CRITERIA

- 5.1 LIVING SKY CDC may allocate funds for projects or programs in any of the following areas as permitted under the terms of the Framework Agreement:
- (a) Economic Development;
 - (b) Social Development;
 - (c) Justice Initiatives;
 - (d) Educational Development;
 - (e) Recreation Facilities Operation and Development;
 - (f) Senior and Youth Programs;
 - (g) Cultural Development;
 - (h) Community Infrastructure Development and Maintenance;
 - (i) Health Initiatives; and
 - (j) Other Charitable Purposes.
- 5.2 Without restricting the generalities of the foregoing, the following projects or programs may be available for funding:
- (a) Economic Development: Business ventures or enhancement;
 - (b) Social Development: Elder support programs;
 - (c) Justice Initiatives: Awareness programs; preventative programs; training, shelters, recreation, Youth at risk, Justice Support programs, Victim Support Services, Restorative Justice Programs;
 - (d) Education Development: School lunch programs, hot lunch programs, language upgrading, cultural awareness programs in school, playground equipment, special needs programs;
 - (e) Recreational Facilities operation and development: Youth Centers; Youth programming. The development of recreational facilities;
 - (f) Seniors and Youth programs: Elder abuse prevention, palliative care programs, respite care programs, Elder Tours, hot meals on wheels and nutrition. After school programs; Boys and Girls Club, Cadets, Girl Guides, Scouts and other such programs that the Board deems eligible for this category;
 - (g) Cultural Development: cultural camps, arts and crafts;
 - (h) Community infrastructure development and maintenance: water quality, health and safety issues, upgrading of recreation areas and facilities, playgrounds, parks. renovations for youth centers, elder centers, gathering places, programs and activities;

- (i) Health Initiatives: Capital items only; and
- (j) Other Charitable purposes: Christmas fund for the needy children; support for various qualifying fund raising initiatives; special events such as Pow-wows; sports days; rodeos; tournaments. Allocations for this category shall be at the discretion of the Board.

6. ELIGIBLE PROGRAMS WILL:

6.1 In order to be eligible for funding, programs should be required to have some or all of the following criteria associated with the program:

- (a) focus on partnerships between First Nations and Non First Nations Communities,
- (b) focus on Economic Development initiatives,
- (c) focus on human services that improve education, health and recreation, and/or well being of vulnerable children, youth and families,
- (d) where possible, actively involve those whom the programs and services are to be provided, in the development, management and delivery of programs,
- (e) have community involvement in project implementation,
- (f) be preventative and restorative in nature and address community identified needs,
- (g) demonstrate cultural sensitivity/awareness, reflecting input of the community,
- (h) be integrated and coordinated with other community programs and services of a similar nature,
- (i) focus on health initiatives that are early intervention and preventative in nature, and/or
- (j) program enhancement of early intervention programs and extensions, additions or outreach services to existing programs offering a different service may be considered.
- (k) Submit plans, including a time line (schedule) when requesting a grant under the Community Infrastructure category.

7. ELIGIBLE COSTS

7.1 Eligible costs shall, when applicable, include the following:

- (a) Salaries: in the following circumstances; Salaries that are specialized and essential to program delivery where one community/organization's human resource capacity does not possess the accredited designation required,
- (b) Materials,
- (c) Supplies,
- (d) Rent,

- (e) Utilities,
- (f) Major and Minor Equipment, and/or
- (g) Transportation: for program, project participants if required.

- 7.2 Eligible costs may include any reasonable direct project costs that are needed to effectively and efficiently carry out an approved project's objectives, the determination of which shall be subject to LIVING SKY CDC Board approval.
- 7.3 Eligible costs shall not, when applicable, include GST or provincial taxes if these expenses will be reimbursed to the organization.

INELIGIBLE COSTS AND PROJECTS

- 7.4 Ineligible costs and projects should, without restricting the generality of the foregoing, include the following:
- (a) projects where the sole objective is to conduct research, studies and surveys,
 - (b) projects including the development and maintenance of a web site,
 - (c) projects where the sole objective is the delivery of workshops to staff,
 - (d) projects where the sole objective is to attend conventions or workshops,
 - (e) programs that duplicate existing programs and services in the community, however careful consideration will be given to projects that might enhance an existing programs' objectives, the determination of which shall be subject to LIVING SKY CDC Board approval,
 - (f) administration fee, or consulting costs, and past events or expenditures incurred by applications prior to funding approval and allocations of funding in relation to the program or project.

8. APPLICATION PROCESS

- 8.1 All applications must be submitted on the approved forms as set out in Schedule "A" and shall be considered with strict confidence and will be treated as such.
- 8.2 Applications/proposals for assistance will be reviewed and decided upon four (4) times per year.
- 8.3 The LIVING SKY CDC office must receive completed applications by 4:30 p.m. on the deadline date as follows:
- June 2 of every year
 - September 2 of every year
 - December 2 of every year
 - March 2 of every year

Should the deadline date fall on a weekend or a holiday, the next business day will be considered as the deadline date.

- 8.4 Organizations are required to submit one **(1) signed copy** of the completed application form to the LIVING SKY CDC care of the following addresses:



All postmarked, electronic and faxed applications not received by 4:30 p.m. on the deadline date shall not be eligible for consideration.

- 8.5 The office of the LIVING SKY Community Development Corporation shall provide a call for proposals and application forms **(45) forty five** days prior to each application deadline date.
- 8.6 The LIVING SKY CDC Board of Directors will not entertain any incomplete applications. All areas of the application must be completed. Complete and detailed estimates and quotes must be submitted with each application. Management to provide a list of incomplete applications to board members.
- 8.7 It should be the responsibility of each organization/Band/Community to maintain copies of all current and non-current applications and any pertinent information submitted with the applications.
- 8.8 In order to prevent possible rejection, the proposal application forms may not be altered or revised, all sections must be completed in full, and this includes all required budget and expense information.
- 8.9 All Applications shall remain **confidential** within the office of the LIVING SKY CDC.
- 8.10 Board members may request copies of applications from their respective communities only
- 8.11 All First Nations applicants will be required to obtain community support by way of Council Resolution of the community, at a duly convened Chief and Council meeting.

9. APPLICATION EVALUATION

- 9.1 The LIVING SKY CDC Board of Directors will evaluate all submissions no later than 10 (ten) business days after the application deadline date, and shall make allocations to the applications that best address the goals of the LIVING SKY CDC.
- 9.2 The evaluation will be based primarily on the information provided in the application form/proposal. Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting.
- 9.3 General Evaluation Criteria shall, without restricting the generality of the foregoing, include:
- (a) Community Support: the demonstrated display of community support and partnership for participation in the program;

- (b) Program Effectiveness: indication that the program will provide tangible services, beneficial to a significant number of individuals, and shall be based on community needs;
- (c) Program Integration and Coordination: demonstrate that there has been coordination and integration to maximize outcomes and to avoid duplication of similar or existing programs and services within the immediate geographical area;

10. ALLOCATION PROCESS

- 10.1 Within two (2) weeks of the application evaluation date, each organization will be notified in writing from the LIVING SKY CDC Management of the outcome of its request for funding.
- 10.2 Approved applications shall be informed of the payment schedule.
- 10.3 Approved applications shall receive funding advancements according to the payment schedule disclosed in the approval letter. Corresponding cheques will be sent by registered mail or personally picked up, with supporting documentation signed and dated by the recipient.
- 10.4 The remainder of the approved funding shall be payable only when the applicant has completed all requirements of the Follow up Report process.
- 10.5 In situations where the approved application requires a purchase; the LIVING SKY CDC, at its discretion, may provide one hundred percent (100%) of the approved allocation subject to the Applicant submitting a statement or invoice from the supplier(s) that the order has been confirmed for delivery once the funds are received. Such applicants must complete all of the requirements of the Follow up Report process or be subject to repayment and may be ineligible for future funding as provided for in Section 11 Follow up Report.
- 10.6 For larger projects where the allocation has been split into two (2) or more installments, a Progress Report will be used to measure the status of the project's progress and to account for funds that have been issued. The Progress Report must be completed, submitted and approved by the Manager prior to subsequent installments being issued. A Follow Up Report will still be required to be submitted at project completion before release of any holdback amount.
- 10.7 If an organization is dissatisfied with the LIVING SKY CDC Board decision with respect to its request for funding, or wishes to appeal its ineligibility, the organization may appeal in writing to the LIVING SKY CDC Board.
- 10.8 The appeal must indicate why the Board should reconsider its decision. The Board will respond to an appeal in writing after the next duly convened meeting. The decision of the Board shall be final and binding.
- 10.9 Allocation funds must be used directly and not channeled through another agency.
- 10.10 If a funding area is unable to access their allocation, funds will be held in trust up to three years and at the end of the 3 year period, a final notice will be provided with a proponent given 90 days to respond. After 90 days the board will reallocate funds across all areas.

11. FOLLOW UP REPORT AND ENFORCEMENT

- 11.1 Upon project completion, organizations that have received funding will be required to complete the Follow-up Reports provided outlining expenditures incurred in the approved project.
- 11.2 A Follow-up Report shall be sent to all approved applicants thirty (30) days prior to the project completion date. All Follow up Reports must be submitted no later than sixty (60) days after project completion date.
- 11.3 Late or incomplete follow-up reports will result in final payments being withheld until such time that the reports are received to the satisfaction of the General Manager. If the follow-up reports are not completed within the designated sixty (60) days after project completion, the remaining undisbursed funds shall be forfeited and all funds received by the Applicant, shall immediately become payable by the Applicant to the LIVING SKY CDC. The Board of Directors will make all reasonable efforts to obtain funds for projects that have not been completed or for which no follow-up report has been submitted.
- 11.4 Applicants who do not comply with all the required terms and conditions shall be ineligible from receiving any further funding from the LIVING SKY CDC for any other project until such time as the total amounts owing have been repaid in full to the LIVING SKY CDC. Exceptions shall only be provided when the Board passes a resolution granting consideration for future funding.
- 11.5 Organizations shall be provided with a *Reminder Notice* if they have not filed their Follow up Report within thirty (30) days after the project completion date. The thirty (30) day *Reminder Notice* shall advise the organization that failure to provide a complete Follow-up Report within thirty (30) days shall result in the organization automatically forfeiting the undisbursed funding balance and being designated as ineligible for future funding and that all previously disbursed funds will become repayable to the LIVING SKY CDC. Reminder letters will be sent to all organizations with outstanding reports on the 1st of each subsequent month following the project completion date, for a twelve (12) month period. Failure to respond to these 12 subsequent Reminder Notices will result in issuance on an invoice on the 1st day of the thirteenth (13th) month, to the applicant from LIVING SKY CDC, for previously advanced funds relating to that specific project. Any undisbursed funds will be officially forfeited at this time and will be returned to the pool of funds available for reallocation at the next LIVING SKY CDC Board Meeting. The Board of Directors will make all reasonable efforts to obtain funds for projects that have not been completed or for which no follow-up report has been submitted.
- 11.6 In the event that the final project cost is lower than originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment.
- 11.7 The organization will be required to refund the overpayment to the LIVING SKY CDC upon demand.
- 11.8 An adjustment **will not** be made if the final project costs are higher than originally projected.
- 11.9 The fund recipients must keep all original documentation for a period of seven (7) years. In the event the recipient does not have access to the original documentation, audited financial statements or other third party verification may be accepted upon board approval.
- 11.10 Deviation from approved allocations must be submitted in writing to the LIVING SKY CDC and approval must be received before any expenditure of the funds.
- 11.11 An up to date financial summary of all Applicants who have not complied with the Follow up Report requirements shall be provided to the LIVING SKY CDC Board for each quarterly allocation meeting for their consideration.

11.12 Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting. Where Applicants do not comply with the provisions as established in this policy, the LIVING SKY CDC may proceed with the exercise of any other rights or remedies the Board may deem appropriate or that it may have in law against the Applicant.

11.13 Unused funds or funds used for purposes other than what was approved must be returned to the LIVING SKY CDC for redistribution.

12. AMENDMENT PROCESS:

12.1 The Allocation Policy shall be reviewed annually by the LIVING SKY CDC Board of Directors.

12.2 This Policy may be altered, amended or varied by motion or resolution as adopted by the Board of Directors from time to time.

13. LIVING SKY GRANT SUBCOMMITTEE POLICY

13.1 CITATION

- a) This document shall be cited as the LIVING SKY Community Development Corporation Living Sky Grant Subcommittee Policy.

13.2 SHORT TITLE

- a) This document shall be known as the Living Sky Grant Subcommittee Policy

13.3 DEFINITIONS

- a) For the purpose of this Policy, the following definitions shall apply:
- b) "Applicant" means a non-profit or generally charitable organization that has applied for funding and has been approved for funding by the Board under the provisions of this policy.
- c) "Board of Directors" or "Board" means the Board of Directors of the LIVING SKY Community Development Corporation in the office from time to time.
- d) "Framework Agreement" means the Framework Agreement as entered into between the Province of Saskatchewan and the Federation of Saskatchewan Indian Nations, dated June 11, 2002, as amended from time to time.
- e) "LIVING SKY CDC" means the LIVING SKY Community Development Corporation.
- f) "Swift Current" means the City of Swift Current.
- g) "Living Sky Grant Subcommittee" or "Subcommittee" means a committee comprised on the LIVING SKY CDC Chairperson, the LIVING SKY CDC General Manager and two (2) voting members of the Board designated by the Board to screen applications submitted by organizations within the catchment area and to make recommendations to the Board and quarterly allocation meetings on same applications.

13.4 OBJECTIVE

- a) The goals and objectives of the LIVING SKY CDC in establishing this Policy is to ensure a fair and equitable process for applicants within the catchment area.

13.5 APPLICATION EVALUATION

- a) The Subcommittee shall review each application and make recommendations to the Board on which applications they feel best meet the goals and objectives of the LIVING SKY CDC. The recommendations shall include what the Subcommittee deems the appropriate amount of the grant that best meets the needs of the application.
- b) The evaluation will be based primarily on the information provided in the application form along with any other background information provided by the Applicant or requested by the LIVING SKY CDC General Manager or the Subcommittee.

13.6 SCREENING PROCESS

- a) Applications shall be reviewed by the Subcommittee within five (5) business days of each quarterly Allocation Deadline.
- b) A list of all applications reviewed by the Subcommittee will be provided to the Board at the next duly convened Allocation Meeting along with recommendations for or against grant approval along with an explanation for the recommendation.

13.7 AMENDMENT PROCESS

- a) This policy shall be reviewed periodically by the Board of Directors.
- b) This Policy may be altered, amended or varied by motion or resolution as adopted by the Board of Directors from time to time.
- c) Amendments adopted pursuant to subsection 7.2 shall take effect at the time or times specified in motion or resolution adopting the amendments.

Living Sky Community Development Corporation

Box 985 740 Sioux Avenue
 Fort Qu'Appelle, SK
 S0G 1S0 Treaty Four Reserve #77

Phone: (306) – 332-8200
 Fax: (306) – 332-1811

APPLICATION FORM

COMPLETE ALL AREAS OF APPLICATION

Any incomplete and/or altered application forms will be considered ineligible for Board Review

1. APPLICANT INFORMATION

Name of Organization			
Mailing Address			--
			Postal Code
Contact Person			
Phone Number	(306)	Fax:	(306)
E-Mail Address			
Non Profit Number (if applicable)			

2. PROJECT OVERVIEW

Project Name	
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3. BRIEFLY DESCRIBE YOUR PROPOSAL AND IT'S PURPOSE

4. PROJECT, EVENTS OR PURCHASE	Start Date	Completion Date
Total Estimated Project Costs:	\$	

5. AMOUNT REQUESTED FROM LIVING SKY COMMUNITY DEVELOPMENT CORPORATION	\$
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6. PLEASE INDICATE WHO WILL BE RESPONSIBLE FOR THE FINANCIAL MAINTENANCE OF THIS PROJECT

Name:		
Mailing Address:		--

		Postal Code	
Phone Number:	(306)	Fax:	(306)

7. PLEASE INDICATE WHICH CATEGORY THE PROJECT ADDRESSES (Check only ONE CATEGORY) ✓

1) Economic Development	6) Senior and Youth Programs
2) Social Development	7) Cultural Development
3) Justice Initiatives	8) Community Infrastructure Development and Maintenance
4) Education Development	9) Health Initiatives
5) Recreational Facilities Operations and Development	10) Other Charitable Purposes

8. EXPLAIN HOW THE PROJECT ADDRESSES THIS AREA

9. INDICATE THE PARTICIPANTS WHO WILL BE INVOLVED (youth, male, female, vulnerable target groups etc.)

10. LIST ANY SIMILAR OR EXISTING PROGRAMS AND SERVICES AVAILABLE TO YOUR COMMUNITY

11. PLEASE MAKE ANY ADDITIONAL COMMENTS YOUR ORGANIZATION MAY FEEL PERTINENT TO THIS PROJECT

If your organization is approved for allocation please indicate who the cheese will be made payable to: * Cheque cannot be made payable to an Individual
PAYABLE TO:
12. HOW WOULD YOUR ORGANIZATION ACKNOWLEDGE THE LIVING SKY CDC CONTRIBUTION IF APPROVED FOR FUNDING?

13. PROJECTED PROGRAM INCOME
In-kind Contributions (Please List) and describe
1.
2.
3.
4.
5.

INCOME	AMOUNT
Cash Donations	\$
Fund Raising	\$
Other Grants	
1.	\$
2.	\$
3.	\$

4.	\$
5.	\$
TOTAL PROJECTED CASH INCOME (*Please do not include request from LIVING SKY CDC)	\$

14. PROJECT EXPENDITURES	
CONTRACT PROJECT COST (Specialties Trades that are essential to programs)	
1.	
2.	
3.	

PROGRAM MATERIALS (Please List) - <i>Provide supplier quotes:</i>	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$

MINOR EQUIPMENT (Please List) <i>Provide supplier quotes:</i>	
1.	\$
2.	\$
3.	\$
4.	\$
Building Rent (portion related to program)	\$
Utilities (portion related to program)	\$

OTHER DIRECT PROGRAM RELATED EXPENDITURES (PLEASE LIST)	
1.	\$
2.	\$
3.	\$
4.	\$

5.	
TOTAL PROJECTED EXPENDITURES	\$
TOTAL PROJECTED PROGRAM INCOME (transferred from page 3)	\$
15. AMOUNT REQUESTING FROM LIVING SKY CDC (Projected Expenditures minus Projected Program Income)	\$

5. Terms and Conditions

If the application for funding as provided for herein is approved by the LIVING SKY CDC Board of Directors, the Applicant Organization covenants and agrees to undertake the following:

- (a) to maintain all original documentation pertaining to the Project for which funding has been applied for including all financial statements, invoices and receipts and to have these documents made available for inspection or examination upon request by officials on behalf of the LIVING SKY CDC at any time during normal business hours;
- (b) to utilize the funding received only for purposes identified herein and not for any other project or activity ;
- (c) to return immediately to the LIVING SKY CDC, any unused funds not utilized for the purposes of the Project as identified herein. Further, in the event the final project costs associated with the Project are lower than the costs originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment. Under such circumstances, the Applicant Organization shall within fourteen (14) days following completion of the Project be required to refund to the LIVING SKY CDC such funds attributable to the overpayment;
- (d) to complete, as and when requested by the LIVING SKY CDC, a Follow Up Report in a form prescribed by the LIVING SKY CDC verifying the final costs incurred with respect to delivery of the Project; and
- (e) to authorize the LIVING SKY CDC to publish for use in conjunction with preparation of its audited financial statements and annual report, reporting to its membership and to the public, the name of your organization, a description of the Project and the amount of funding received from the LIVING SKY CDC. We hereby acknowledge and agree that this shall constitute proper and sufficient authority and consent for the release of the said information under applicable federal and provincial privacy legislation including, without restricting the generality of the foregoing, the *Personal Information Protection and Electronic Documents Act* (Canada).

In the event the application for funding is approved and the Applicant Organization fails to comply with the conditions as referenced above, all funds received by the Applicant Organization pursuant to this application shall immediately become payable by the Applicant Organization to the LIVING SKY CDC and the LIVING SKY CDC may, as its option, proceed with the exercise of any or all of the following remedies:

- (a) the LIVING SKY CDC may cancel or suspend any further payments to the Applicant Organization with respect to the Project;
- (b) the LIVING SKY CDC may proceed with the enforcement of any legal proceedings against the Applicant Organization to enforce repayment of all monies advanced to the Applicant Organization and owing to the LIVING SKY CDC as a result of the Applicant Organization's failure to comply with the terms and conditions as prescribed herein. Further, any Applicant Organization that violates the terms and conditions as prescribed herein or fails to make repayment of any monies owing to the LIVING SKY CDC shall be ineligible from receiving any further funding

from the LIVING SKY CDC with respect to any other Project until such time as the total amounts owing have been repaid in full to the LIVING SKY CDC; and

- (c) the LIVING SKY CDC may proceed with the exercise of any other rights or remedies it may have in law against the Application Organization.

6.0 Declaration

On behalf of the Applicant Organization, we hereby represent, warrant and certify the following:

- (a) that the information contained in this application reflects an accurate description of the estimated costs associated with the related Project.
- (b) that the information contained in this application is, to the best of our knowledge and belief, true and correct;
- (c) that on behalf of the Application Organization, we agree to the terms and conditions as prescribed herein and agree to be bound by such terms and conditions with respect to receipt of all funding received from the LIVING SKY CDC; and
- (d) that we hereby authorize any duly appointed representatives of LIVING SKY CDC to obtain from and share with such persons or organizations, public or private, any information necessary to complete their assessment of the Project and the request for funding as outlined herein.

Authorized Representative

Title

Print Name

Date

Witness

Title

Print Name

Date

**ALL APPLICATIONS SUBMITTED WILL BECOME CONFIDENTIAL PROPERTY OF THE
LIVING SKY Community Development Corporation**

APPLICATION PROCESS

Organizations are required to submit two **(1) signed copy** of the completed application form to the LIVING SKY Community Development Corporation in care of the following address:

LIVING SKY COMMUNITY DEVELOPMENT CORPORATION

Attention: Interim Manager

*All First Nations applicants will be required to obtain community support by way of Council Resolution of the First Nation at a duly convened

Living Sky Community Development Corporation

Box 985 740 Sioux Avenue
 Fort Qu'Appelle, SK
 S0G1S0 Treaty Four Reserve #77

Phone: 306-332-8200
 Fax: 306-332-1811

FOLLOW-UP REPORT

ORGANIZATION INFORMATION			
Name of Organization			
Address		Postal Code	
Contact Person			
Email Address			
Phone Number		Fax	
ALLOCATION			
Program Title		Ref. No.	
DESCRIBE THE PARTICIPANTS OF THE PROGRAM			
# of Anticipated Participants		13 – 19 years of age	
# of Actual Participants		Over 19 years of age	
Male		Seniors (65 years of age and over)	
Female		# of families	
Under 6 years of age		Other:	
WERE OBJECTIVES / GOALS ACHIEVED, TO WHAT EXTENT?			
WHAT TANGIBLE SERVICES DID THE PROGRAM PROVIDE TO THE PARTICIPANTS?			

ACTUAL PROGRAM COSTS

Please include, along with a general ledger; all invoices and any other financial support documentation

INCOME	PROJECTED (In application)	ACTUAL
Cash Donations	\$	\$
Fund Raising Activities	\$	\$
Other Grants/Contributions (Please list)	\$	\$
a.	\$	\$
b.	\$	\$
c.	\$	\$
d.	\$	\$
Amount received from LS CDC		\$
TOTAL INCOME:		\$

DIRECT COSTS	PROJECTED (In application)	ACTUAL
Program Materials	\$	\$
Minor Equipment	\$	\$
Specialties Trades that are essential to programs	\$	\$
Consultant / Contractual	\$	\$
Building rent (portion related to program)	\$	\$
Utilities (portion related to program)	\$	\$
Transportation	\$	\$
Other direct program related expenditures	\$	\$
a.	\$	\$
b.	\$	\$
c.	\$	\$
d.	\$	\$
e.	\$	\$

f.		
TOTAL PROJECTED/ACTUAL EXPENDITURE	\$	\$
TOTAL ACTUAL EXPENDITURE (Income Less Expenses)	\$	\$

11. TERMS AND CONDITIONS

- 11.1 Upon project completion, organizations that have received funding will be required to complete the Follow-up Reports provided outlining expenditures incurred in the approved project.
- 11.2 A Follow-up Report form shall be sent to all approved applicants as an attachment to the approval letter. All Follow up Reports must be submitted no later than sixty (60) days after project completion date.
- 11.3 Late or incomplete follow-up reports will result in final payments being withheld until such time that the reports are received to the satisfaction of the General Manager. If the follow-up reports are not completed within the designated sixty (60) days after project completion, the remaining undisbursed funds shall be forfeited and all funds received by the Applicant, shall immediately become payable by the Applicant to the LS CDC. The Board of Directors will make all reasonable efforts to obtain funds for projects that have not been completed or for which no follow-up report has been submitted.
- 11.4 Applicants who do not comply with all the required terms and conditions shall be ineligible from receiving any further funding from the LS CDC for any other project until such time as the total amounts owing have been repaid in full to the LS CDC. Exceptions shall only be provided when the Board passes a resolution granting consideration for future funding.
- 11.5 Organizations shall be provided with a *Reminder Notice* if they have not filed their Follow up Report within thirty (30) days after the project completion date. The thirty (30) day *Reminder Notice* shall advise the organization that failure to provide a complete Follow-up Report within thirty (30) days shall result in the organization automatically forfeiting the undisbursed funding balance and being designated as ineligible for future funding and that all previously disbursed funds will become repayable to the LS CDC. Reminder letters will be sent to all organizations with outstanding reports on the 1st of each subsequent month following the project completion date, for a twelve (12) month period. Failure to respond to these 12 subsequent Reminder Notices will result in issuance on an invoice on the 1st day of the thirteenth (13th) month, to the applicant from LS CDC, for previously advanced funds relating to that specific project. Any undisbursed funds will be officially forfeited at this time and will be returned to the pool of funds available for reallocation at the next LS CDC Board Meeting. The Board of Directors will make all reasonable efforts to obtain funds for projects that have not been completed or for which no follow-up report has been submitted.
- 11.6 In the event that the final project cost is lower than originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment.
- 11.7 The organization will be required to refund the overpayment to the LS CDC upon demand.
- 11.8 An adjustment **will not** be made if the final project costs are higher than originally projected.
- 11.9 The fund recipients must keep all original documentation for a period of seven (7) years. In the event the recipient does not have access to the original documentation, audited financial statements or other third party verification may be accepted upon board approval.
- 11.10 Deviation from approved allocations must be submitted in writing to the LS CDC and approval must be received before any expenditure of the funds.
- 11.11 An up to date financial summary of all Applicants who have not complied with the Follow up Report requirements shall be provided to the LS CDC Board for each quarterly allocation meeting for their consideration.
- 11.12 Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting. Where Applicants do not comply with the provisions as established in this policy, the LS CDC may proceed with the exercise of any other rights or remedies the Board may deem appropriate or that it may have in law against the Applicant.

11.13 Unused funds or funds used for purposes other than what was approved must be returned to the LS CDC for redistribution.

INFORMATION CERTIFICATION

On behalf of the Applicant Organization, we hereby represent, warrant and certify:

- (a) that the information contained in this Follow-up Report together with any supporting documentation associated therewith reflects in its entirety the actual costs associated with the related Project; and
- (b) that the information contained in this Follow up Report is true and correct and is being executed on behalf of the Applicant Organization by its duly authorized signing authorities; and
- (c) that as an authorized representative of the organization, I hereby consent to LIVING SKY Community Development Corporation to print or publish any comments, materials or to display photographs contained or attached to the Follow-up Report, on the Corporation's website or through any other medium at the discretion of the Corporation.

I, HEREBY certify that the information contained in this Follow-up Report is accurate and complete:

Signature of Organization Representative

Position

Print Name

Date

AND

Signature of another Organization Member

Position

Print Name

Date

The Follow up Report is due within **60 DAYS AFTER PROJECT COMPLETION**

