GLOOSCAP
First Nation

Band Office

159 Smith Rd., Hantsport, NS B0P 1P0
Phone (902) 684-9788 • Fax (902) 684-9890 • Toll free 1-855-601-4943

REQUEST FOR ASSISTANCE

(FORM AVAILABLE ON THE GFN WEBSITE OR AT THE BAND HALL)

Name	
Telephone Number	
Address	
Request (Please describe your request here) ***Attach another paper if necessary**	
Have you Previously Made a Request to Chief and Council? (Please Circle) Yes No	
If you have had a request previously approved, please briefly describe it here and how it helped you.	
Signature	

*By signing this you agree to the attached criteria and any stipulations from Chief and Council if your request is granted

For Office Use Only

Type of Request	
Did the recipient provide receipts from previous requests?	
Current Request Granted?	**Stipulations**
Motion Information	**Letter and Cheque Information**

Signature of Band Official: _____

GLOOSCAP FIRST NATION
REQUESTS TO CHIEF AND COUNCIL
PROCESS AND POLICY

1 Policy Purpose

The Request Form Process and Policy was created by Glooscap First Nation (GFN) Chief and Council. These guidelines as set forth in the following document provide the eligibility criteria, process of evaluation, and appeals process. The purpose of this process is to assure a clear assessment process of requests being made, and to strengthen individual and community accountability.

2. Eligibility

To be considered for funds, the applicant must be at minimum:

1) a band member;
2) making a request on behalf of a band member.

3. Application Process

The request process is based on the following steps:

1) The community member submits a request form which can be found on the Glooscap First Nation website (www.glooscapfirstnation.com) or at the Band Hall.
2) At a council meeting the request will be assessed based on the criteria explained in *Section Three – Assessment Criteria*.
3) Requests will be reviewed once monthly at the Council meeting, generally held on the third Tuesday of the month. Only emergency requests will be heard in between Council meetings.
4) An approved request will receive a Letter of Approval, and a declined request will receive a Letter of Decline.
5) Approved individuals will be required to submit receipts and/or a report of the use of funds to Chief and Council and/or the Financial Controller.

4. Assessment Criteria

a) Emergency, Health and Safety, Essential Needs:
Preference will be given to requests that are essential in need and/or are to help support an emergency situation. An essential need is that which is required for life and health, especially related to food, health care and home/shelter.

Examples include: family death and funeral expenses, a medical emergency, etc.

b) Benefit:
An individual should prove how their request would benefit their need. Those requests that benefit the overall Glooscap First Nation community, the Mi'kmaw, First Nations and Aboriginals in general will receive greater preference.

Individuals should explain if their request will benefit others, who it will benefit and how.

c) Strategic Plan:
Individuals should provide a strategic plan of how these funds will benefit their need. This is particularly important for individuals making economic development and business requests, as well as those making requests related to education and training.

If the funds are meant to support a project within the community, or are in relation to a community committee or activity, this should be stated.

d) Other Sources:
If funds can be secured through another source, then individuals must go through this process first before making requests to Chief and Council. Other source of funds can include government programs.

e) Previous Requests:

Individuals will be assessed on the number of requests they have previously made, past approvals and the amount of funds they have been given. If an individual has not received funds in the past, preference will be given to this person over an individual who has received funds. Chief and Council, however, have the right to use discretion, especially when individuals are making emergency/essential need requests.

f) Instruction:

If a GFN staff member (i.e. Health Director, Economic Development Officer, Fisheries Officer, Social Development Officer, Education Officer) has advised an individual to make a request because funds are not available through the programs they administer, then these requests may be given higher preference. However, even if cases where a GFN staff member has told an individual to make a request, this does not mean the request will be approved.

Even if a band member makes a request for a certain amount of money, this does not mean they will be automatically granted the total amount requested. Chief and Council maintain the right to determine what is appropriate. Also, funds are granted based on the amount of available community funds – in some cases there may not be enough funds available.

5. Eligible Use of Funds

Chief and Council shall have the discretion to determine eligible use of funds.

Chief and Council shall have the discretion to determine the terms of financing of these funds. Applicants must also submit their receipts to illustrate that the funds granted were used in the manner requested by the individual. If an individual does not submit their receipts, and/or does not provide some type of reporting back to Chief and Council, this could mean the automatic rejection of future requests by this individual.

6. Appeals Process

Declined requests can appeal a reason for the decline. An individual shall have the option to resubmit their request again to Chief and Council. Please see the Glooscap First Nation Amendment and Appeal Policy. This can be found at the website www.glooscapfirstnation.com/policies/ or a copy can be provided by the Band Hall.

7. Conflict of Interest

A Conflict of Interest will arise when:

1) a Chief or Councilor knows that in the performance of their duty and/or in the exercise of their power, there is an opportunity to receive a financial benefit, or to provide a financial benefit to himself/herself or to a related person[1]; or
2) A Chief or Councilor's personal interests supersede or compete with his/her dedication to the best interests of GFN.

When a Chief or Councilor might be in a conflict of interest, the person shall disclose her/her interest prior to the making of the decision, and the person shall leave the room and not participate in the discussion or the decision.

For further details on the process of Conflict of Interest please refer to Glooscap First Nation Code of Conduct which can be found on the website at www.glooscapfirstnation.com/policies/ or one can be provided to you by the Band Hall.

8. Confidentiality

All information acquired and submitted by individuals shall be confidential.

[1] Related person is defined as an employee's spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the employee's spouse or domestic partner, or the spouse or domestic partner of any of them. This also includes individuals for whom the employee is the current legal guardian.