

BEAUSOLEIL FIRST NATION

Nookmis Revenue Fund



2024-2025 Request for Proposal (RFP) GUIDELINES

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Project Financial Policy

The Request for Proposal (RFP) program is funded by the Beausoleil First Nation Nookmis Trust. Budget amounts are provided through community consultation and approval during the annual budget review. An allocation is provided to community pillars identified in the trust to empower and create opportunities for community members to lead programs for Beausoleil First Nation membership.

Intent

The program intends to provide financial support toward projects and programs that focus on strengthening initiatives for individuals or groups within the Beausoleil First Nation community.

Objective

Community capacity-building resource that addresses funding gaps for Beausoleil First Nation members and groups to access financial assistance for their initiatives. These initiatives can include but are not limited to, learning, skill development, and ancestral knowledge retention strategies to build the community for the future.

Community Pillars:

Health & Wellness

Community Development

Culture & Heritage

Education

Applicants must identify a community pillar that aligns with their proposal.

NOTE: Approved proposals may be placed in a different pillar if misaligned with the initial pillar choice.

Community Pillar Definitions & Examples:

- **Health & Wellness:** This category is designated for proposals contributing to community members' social, emotional, intellectual, physical, and occupational well-being.
 - Past Health & Wellness RFP Examples: Adult Social Creative Library Program, Chimnissing PROactive Wellness, Chimnissing Hockey Program.

- **Community Development:** This category is designated for proposals to improve community facilities, programming, participation, and assets.
 - Past Community Development RFP Examples: Recreation Tractor, Rink Zamboni, West End Community Park.

- **Culture & Heritage:** This category is designated for proposals to strengthen traditional knowledge, cultural practices, and the Ojibway language.
 - Past Culture & Heritage RFP Examples: Walking Towards Your Bundle, Bustle Dome, Chimnissing Seniors Recipe Book.

- **Education:** This category is designated for proposals that aim to provide teaching, certification, accreditation, and instruction in particular skills or fields of study.
 - Past Education RFP Examples: Learn to Figure Skate, Reflexology, REAL School.

Project Cost Policy

Purpose

To support maximum benefit to a broad cross-section of BFN members, project costs shall be reasonable as defined in the Project Cost Policy (noted below)

Allowable Costs

- Payments to a third party whenever possible is the preferred arrangement
- Reimbursement to the project lead of actual expenses associated with pre-approved project costs will be considered and submitted to the Nookmis Office.
- Project lead costs must be warranted with a description of the work involved with leading the project.
- Project savings shall be retained within the Nookmis account.
- Project costs shall be, at most, the amount approved by the Nookmis Committee.
- Beausoleil First Nation Nookmis shall not be held liable for project-related cost overruns or contractual arrangements made beyond what is agreed to and approved by the Nookmis Committee.
- All costs shall be reasonable for the project and must include original receipts, detailed invoices, and a formal agreement/contract arranging the service fee.
- Where honorariums are proposed for members, elders, teachers, and instructors, costs must be reasonable, up to, but not exceeding, \$200.00 per day, depending on the nature of the service provided and at the discretion of the Nookmis Committee.
- Contracted arrangements for instructional services must ensure that the proposal includes any licenses, certifications, or other professional references for the instructor's area of expertise.
- Venue or building rental costs may be considered at reasonable expenses and where payment is to a third party.
- Written/documented estimates may include the cost of necessary materials and supplies. However, any fees must be pre-authorized within the Nookmis office via the approved Purchase Order (PO) system within the budgetary limits of approved projects.

- Any "in-kind" costs or other source funds must be reflected in the Project Budget
- Multiple applications totalling over \$5,000 and falling under the same pillar will not be accepted. You may be asked to resubmit one or more proposals.
- Extensions will not be provided on the application and proposal deadline

Ineligible Cost

- Salaries or benefits
- Entrepreneurial start-ups
- Alcoholic beverages or controlled substance(s)
- Administration Fees
- Personal loans
- Items, services, term contracts, or fees for service arrangements that have not been clearly defined within the initial proposal
- Cash advances

Application Process

Interested BFN members or groups may submit to the Nookmis Project Coordinator on behalf of the Nookmis Committee **RFP Applications** that demonstrate a learning or knowledge-sharing opportunity that will garner renewed interest and skill development to members of Beausoleil First Nation. **ALL RFP Applications must include a budget component, as well as a work plan that outlines the duration of the project.**

Proposal Component	Component Description
<p>1. Executive Summary</p> <p>Definition: Provides an overview of the main points of a more extensive report.</p>	<p>Your proposal is summarized in its entirety, focusing on its main points and achievables.</p>
<p>2. Goals</p> <p>Definition: Achievable outcome that is broad and longer term.</p>	<p>Please list the goals you wish to achieve with this proposal.</p> <p>TIP: Your goals should relate to the community pillar you are categorizing your proposal.</p> <p>For example, “The goal of my program is to strengthen traditional knowledge through storytelling sessions for community members.”</p>
<p>3. Objectives</p> <p>Definition: Short-term achievable outcomes and defines measurable actions to achieve an overall goal.</p>	<p>Please list the objectives you wish to accomplish with your proposal.</p> <p>Ex 1. -Objective 1: achieve an attendance rate of 15-20 people.</p> <p>Ex 2. -Objective 2: 80% of participants receive certification.</p>
<p>4. Time Frames</p>	<p>If approved, when are the proposed start and end dates of your program? Are these definite time frames, or are they flexible?</p>

	NOTE: Programs & Projects must be completed within the same fiscal year.
5. Previous Experience	Do you have any previous experience related to your proposal that will lead your project to completion and the desired outcome?
6. Advertising	How will you advertise your program to community members to achieve your desired participation level?
7. Evaluation	How will you evaluate the success of your program?

Project Confirmation

Confirmation that the project is targeted to BFN members and will occur on Christian Island.

Project Closing

Evaluation

An evaluation component must be included with the project proposal to assist with demonstrating the success of the activity proposed (This will also be helpful for "best practices" to be considered in any similar activities in the future).

Final Report

- **Hard Copy of final report to be submitted to Proposal Coordinator**
- **Community Reporting Component – You must present your final reporting info to the general BFN community**
 - **Nookmis Committee Meetings**
 - **BFN Trust Community Meeting, Proposal Updates**
- **Failure to adhere to Final Reporting requirements may affect future proposals and applications**

The final report must also include a statistical component highlighting the total number of BFN members participating/benefitting from this activity. The same information will be used in community reporting commitments through Niigaaning G'Chimnissing Trust.

VESTED INTEREST VALUATION: (to be completed by the Nookmis office only)

Total project Costs: \$ _____

Number of BFN Members benefitting # _____

BFN Member Vested Value: \$ _____

(divide # of BFN Members by project costs)

Important Info & Due Dates

May 22nd, 2024

Any Questions or Concerns can be directed to Jacob Monague, via phone or email at:

Projects@Chimnissing.ca

705-247-8982