

**SAGKEENG FIRST NATION  
GAMING/VLT FUNDS  
DISBURSEMENT POLICY**

# Sagkeeng Gaming/VLT Funds Disbursement Policy

## Introduction

Sagkeeng First Nation is committed to creating a vibrant and diverse community based on the premise of developing and supporting a healthy community and a sustainable and economic supporter of community activities.

This strategic intent requires Sagkeeng First Nation to lead and participate in community activities and development, as well as form partnerships with the different organizations and agencies involved in particular programs, events and community services.

Donations and sponsorships is one of the methods that are utilized by Sagkeeng First Nation to recognize and encourage individuals and organizations also committed to achieving these objectives in our community.

The provision of financial or in-kind support to individuals and organizations assists in the development and operation of programs and activities as well as linking Sagkeeng Gaming/VLT to these types of endeavors, further establishing and promoting the overall strategic direction of Sagkeeng First Nation.

## Objective

In order to pursue Sagkeeng Gaming/VLT Funds Disbursement objectives in an accountable and equitable manner, the policy provides for a framework for the assessment of:

- requests for donations, and
- requests for sponsorships.

## Statement

Sagkeeng Gaming/VLT Funds receives a large number of requests from community groups and organizations throughout the year for donations and sponsorships, a procedure for the assessment of applications ensures:

- transparency and accountability to the community,
- an effective reporting mechanism to Sagkeeng members regarding the total value of donations and sponsorships in any financial year,
- an equitable assessment of each application or request received, and
- a standard process for applicants to follow when requesting for donations or sponsorships from Sagkeeng/Gaming VLT Funds.

## Procedure

Operational details associated with donations and sponsorship assessment will be detailed in a management procedure including the following:

- the receipt of all requests in writing on the official application form,
- the provision of assessment criteria to applicants to assist with their request, and
- the written assessment of requests against a number of criteria based on the overall objectives of the policy.

**Assessment criteria will include:**

- Funding requests for specific projects and events will only be considered under the following categories:
  - a) educational purposes,
  - b) sporting events,
  - c) arts/culture,
  - d) non-charitable organizations and
  - e) religious organizations.
- The perceived benefit of the event or activity to Sagkeeng First Nation.
- Alternative funding sources availability and accessed by the group or organization.
- Contribution to the event or activity made by the applicant or organization:
  - a) must demonstrate fund raising has been through team/organization effort such as Texas Hold’ Em tournaments, raffles, etc., and
  - b) must be able to produce bank statements or deposit slips, if requested.
- Previous funding assistance provided by Sagkeeng Gaming/VLT Funds:
  - a) groups or individuals will only be considered for a donation or sponsorship **once per year** and
  - b) requests for personal use such as; hydro bills, car insurance, personal loans, etc. will not be considered.

**Donation/Sponsorship determination procedures:**

| Donation value/applicant   | Determination procedure  |
|--|--|
| Application maximum of \$500.00 or 50% of team/organization fund raising efforts to a maximum of \$2,500.00. (once per year) | Educational, sporting events, arts/culture, non-charitable organization and religious organizations. (50 % subject to availability of funds) |
| Bereavement: \$500.00  | Immediate family only or executor of estate  |
| Extenuating circumstances: transportation costs/hotel, emergencies not covered by other departments                          | Chief and Council quorum (Subject to availability of funds)  |
| Sagkeeng Minor Hockey Association  | Registration fees for all minor hockey teams   |

**Applications:**

1. Any group or applicant applying for a donation or sponsorship is to attach a copy of all expenditures or fees that are required for their participation in the event that they are applying for funding. (No exceptions)
2. Incomplete application forms will not be considered and will be denied sponsorship.
3. All applications are to be submitted one month in advance of the event or activity so the necessary steps to determine the eligibility of funding or sponsorship can be determined.

**SAGKEENG GAMING/VLT FUNDS APPLICATION**

**Box 3**

**Fort Alexander, Manitoba**

**ROE OPO**

1. Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone : \_\_\_\_\_ Mobile: \_\_\_\_\_

2. Organization Chairperson/President:

\_\_\_\_\_ Telephone: \_\_\_\_\_

3. Organization staff/volunteer contacts: (2 names required)

\_\_\_\_\_  
\_\_\_\_\_

4. Is your organization incorporated as non-share, non-profit organization?

YES \_\_\_\_\_ NO \_\_\_\_\_

5. If your organization has a charitable number, please indicate : \_\_\_\_\_

6. Reason for applying for funding:

\_\_\_\_\_  
\_\_\_\_\_

7. Amount of funding applied for: \_\_\_\_\_

8. Application has to be signed by two Board Members of the organization, one being the Chairperson/President.

*The information provided in this application is true, accurate and endorsed by the organization which we represent. We understand that any monies granted will be for the specific purposes approved by the Sagkeeng Gaming/VLT Fund Disbursement Policy.*

*We, the undersigned, consent to make available to the Sagkeeng Gaming Commission, financial records, receipts and audited statements, if requested.*

Chairperson/President

Board Member

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**FOR OFFICE USE ONLY**

APPLICATION APPROVED: YES \_\_\_\_\_ NO \_\_\_\_\_

AMOUNT APPROVED: \$ \_\_\_\_\_ Payable to: \_\_\_\_\_

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

Receipts: Yes \_\_\_\_\_ No \_\_\_\_\_