



United Way
Northwest Territories

Change starts here

Dear Organization,

Thank you for your interest in applying for the United Way NWT Community Investment Fund. To enable the processing of your application, please complete the information below. Ensure all the required information has been provided. The deadline is **Monday, December 5, 2016.**

Should you need assistance with any of the questions, please do not hesitate to contact Jacq Brasseur, Campaign Coordinator and Administrator, at office@nwt.unitedway.ca. We are happy to assist you through the process.

Any previously funded organizations will not be considered if they have not met all of their reporting obligations.

If your organization does not have a Charity Registration Number with the Canadian Revenue Agency (CRA) and you have found another organization willing to accept the funds on your behalf, be sure to include the organization's name and CRA number on the application. This number will be verified before any applications will be considered.

The United Way's Three (3) Focus Areas Are:

<p>From Poverty to Possibility: Moving people out of poverty and meeting basic human needs</p>	<p>Healthy people, strong communities: Improving access to social and health-related support services and supporting resident and community engagement</p>	<p>All that kids can be: Improving access to early childhood learning and development programs, helping kids do well at school, and make the healthy transition into adulthood</p>
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Ensure that your application clearly describes how your program, project or service clearly would deliver meaningful outcomes in one or more of the three priority areas.

Funding Eligibility Checklist—you must meet all these criteria to be eligible to apply

- Non-profit, charity registered with Canada Revenue Agency
- Direct service provider
- Offers programs or services **directly addressing** one or more of United Way's three priority areas
- Operates in the NWT
- Apply before December 5, 2016

<p>office@nwt.unitedway.ca (867) 669-7986 Box 1145, Yellowknife, NT, X1A 2N8</p>	<p>www.nwt.unitedway.ca facebook/unitedwaynwt @unitedwaynwt</p>
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Required Information

- Completed** United Way NWT Application Form
- Current financial statements from your last AGM but no more than 12 months old. (do not need to be audited)
- Current** Board of Directors list: name, position, phone number, email, length of time on the board
- If your project is funded, you will be required to provide a written or verbal report about the success of your project which United Way can make public (along with photos of your project and photo releases)

Funding Application Form

Deadline: December 5, 2016

<ul style="list-style-type: none"> • All boxes must be completed (unless stated otherwise) • Any application without a Charitable Registration Number will not be considered complete. • Incomplete applications will not be considered. 	
ORGANIZATION INFORMATION	
Name of Organization: Jean Marie River First Nation (JMRFN)	
Street Address: N/A	Mailing Address: General Delivery, Jean Marie River, NT X0E 0N0
Telephone: (867) 809-2000	
Email: sao@jmrfn.com	Website: (optional) www.jmrfn.com
Charitable Registration Number:	Registration Date:
If you are using another organization's charitable registration number, please indicate the organization's name: N/A	



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Total Organizational Revenue (from most recent financial statements):	
CONTACT NAME	
This person will be the only person contacted with regards to this application. <u>Please ensure that they will be available.</u>	
Name: <i>Donkrison Moore</i>	Position/Organization: <i>Senior Administrative Officer (SAO)</i>
Email: <i>sao@jmrfn.com</i>	Telephone: <i>(867) 809-2000 (Ext. 223)</i>
PROJECT INFORMATION	
Name of Project: <i>Improving Jean Marie River First Nation Through Youth Mentorship</i>	
List of partners (if any): <i>Local District Education Authority (DEA) under the umbrella of the Dehcho Divisional Education Council (DDEC) regarding the local Louie Norwegian School, pending on their acceptance whether its human resources or funding or both,</i> <i>Community Health Worker under the umbrella of the Dehcho Health and Social Services, (DHSS) pending on their acceptance whether its human resource or funding or both</i> <i>Dehcho First Nation (DFN) – Dehcho K'ehdi and ARROM monitoring program, pending on their acceptance whether its human resources or financial or both,</i> <i>Northwest Territories Power Corporation (NTPC) pending on their acceptance whether its human resource, financial or both.</i>	
Brief Project Summary: (25 words or less) <i>Workplace Mentoring: JMRFN will be offering the youth opportunities to up-grade and be part of the on-the-job training.</i>	
Funding request: (Small, one-time: maximum \$7,500 – Multi-year funding: maximum \$15,000/year) <i>Multi-year funding to help young people succeed in the transition to adulthood by exposing them to the workplace and to a specific job, ensuring they acquire skills, knowledge, and work habits that they need to succeed. JMRFN is requesting \$15,000.00 which would employ 5 youth for two months per year.</i> <i>JMRFN will actively also engage other organizations to participate in this 3-year program to extent the mentorship to at least six months per year.</i>	



LIST OF REQUIRED DOCUMENTS (Please make sure that they are attached):		
<input type="checkbox"/> Current Financial Statements	<input type="checkbox"/> Project description	<input type="checkbox"/> Current Board List
Name of Signing Authority:		
Signature:		Date:

ORGANIZATION INFORMATION	For Administrative Use Only
<p>Mission or mandate of the applicant organization including the geographic area served (territorial wide, region, remote community(ies), town(s) and or city). Maximum 100 words.</p> <p><i>JMR is a small community in the Dehcho region of the Northwest Territories. Currently the workforce is ageing and JMRFN needs to invest in their future work force. There are five young people in their early to late 20's in the community, who are either living with their parents, grandparents or relatives.</i></p> <p><i>Limited education inhibits the young people with significant employment barriers. They're often ill-equipped to take on jobs that requires high levels of education and skills.</i></p> <p><i>JMRFN realizes the importance of investing in their future work force by ensuring continued availability of human resources.</i></p>	<p>Worth 5/100</p>



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PROJECT DESCRIPTION

1	<p>How does this project meet one or more of the United Way focus areas? Maximum 400 words.</p> <p><i>Mentorship will be rewarding for the young people, the community and JMRFN. Mentorship provides one-on-one support and guidance to the young people that will opportunities to learn on the job plus the added support of having a full-time employee to oversee their performance and provide supervision.</i></p> <p><i>As the result of mentoring, young people working one-on-one with the current staff would enable them to acquire the skills, knowledge, and work habits that they need to succeed. This will also expose them to the workplace, getting in the habit of working 9 to 5 and train to do a specific job which would eventually lead into a full-time job and continued training. Perhaps this would inspire them to further their education in their career choice. In addition, this would allow them to move out of their current situation and into their own homes and be responsible for their own cost of living, i.e. power usage, groceries.</i></p> <p><i>JMRFN will also teach the young people how to budget their personal income so that they will get into the habit of living within their means. JMRFN is also aware of the addiction and alcohol problems in the community, therefore addiction awareness will be incorporated into their mentorship. JMRFN will do this by teaming up with Dehcho Health and Social Services and Dehcho Divisional Education Council. JMRFN will meet with the 3 organizations and come up with a plan and to see if these organizations could financially support our objective to help our young people.</i></p> <p><i>Job shadowing, mentorship and training options that are available for the young people are: Leadership, Senior Administrative Officer, Finance, Lands and Resources, Project Coordination, Works Department, Airport Maintenance, Janitorial Service and seasonal work with the Aboriginal Aquatic Resource, Ocean Management (ARROM) and Agriculture- regarding community gardening. JMRFN is the major employment agency in the community. Dehcho Health and Social Services has one position, Community Health Worker; DHSS, one position -DDEC: Teacher Assistant; and NWT Power Corporation –NTPC one position.</i></p>	
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Worth
20/100



	<p><i>Points will be given for strength and breadth of contribution to one or more focus areas. Projects must clearly and specifically meet one or more of the United Way focus areas.</i></p>	
2	<p>Explain the project benefits, who will benefit, and how the project overcomes challenges and barriers faced by project beneficiaries. Maximum 300 words.</p> <p><i>The young people will feel more productive and satisfied which would improve their self-esteem, improve their attitude about themselves and work. Mentorship would enrich and expand the young people's social connections and gives them an overall sense of well-being.</i></p> <p><i>JMRFN will definitely have a return from youth mentorship. JMRFN feels there is value from their direct involvement by mentoring the young people into the work force. Encouraging one-on-one working relationship and working as a team. JMRFN staff will also benefit by accepting more challenges at work for five hours per day: This would also enhance the mentor's self-image and optimism about the future of the band office and the community.</i></p> <p><i>The whole community will be empowered, especially the Elders as they are worried about the future of the band office and the community. This would also give the whole community a sense of accomplishment, that they are indeed helping the young people which, in the long run, will help the band office and the community.</i></p> <p><i>It will be challenging but recruiting and training the youth will ensure that they will be prepared to fill positions when the current staff starts to retire, etc. JMRFN is taking the initiative in addressing human resource issues in the community that will also include reviewing the overall well-being of the community and will develop a program for the next three years. This would require the whole community to join together, collaborate and use their skills to make unique contributions to the future of their community.</i></p> <p><i>This is easily said then done and it would be a major challenge.</i></p>	Worth 15/100



3 Describe how and when the project will be delivered; the steps and time line for delivery, in order; who will deliver the project; management and supervision; necessary resources; and funding required for the project elements. Maximum 300 words.

The start-up project delivery depends on when the fund is received and our endeavour to secure more funding to offer continues program throughout the year to ensure that we have good trained young people to take over the work force at the band office.

- ***Council will meet regarding the Workplace Mentorship: Timeline: Dec 12-16, 2016.***
- ***JMRFN will designate their Senior Administrative Officer (SAO) to help draft a three-year work plan that would incorporate other possible organizations' support. Dec 12-16***
- ***The SAO will set-up a meeting with the regional DDEC, DHSS, DFN and NWT Power Corporation to inform them of the plan and to find out whether these organizations would support either in the form of human resource and/ or financial. (Jan 3-6, 2017)***
- ***The Council and SAO will work together to build a program to define the mission, the plan and how to evaluate the progress. The plan will provide guidance and recommendations to help both the mentor and the youth, the roles and responsibilities of Council, the main supervisor and to ensure the success of the program. (Dec 12 to Jan 16, 2017)***
- ***JMRFN will recruit, orientate and train the mentors to ensure their understanding of their responsibilities and JMRFN's goals and the benefits of offering the mentorship program. (Jan 9 - 13, 2017)***
- ***Advertise and interview. Advertise Jan 16 - 20, 2017; Interview Jan 23, 2017; Youth will sign a contract with JMRFN. Orientation: Jan 24 -27, 2017***
- ***Match and support mentoring relationships Jan 27, 2017***
- ***Staff meeting: Jan 30,2017***
- ***Evaluate Program: Mid-term review work production: To be determined***
- ***Evaluate Program: End of first year, each consecutive year thereafter***
- ***Celebrate and Recognize all involved on yearly base***

This answer should tie into the budget.

Worth
15/100



4	<p>Describe the number of volunteers, the participation of other organizations, contributions from existing community projects and activities, and contributions to complementary projects and community activities. Maximum 200 words.</p> <p>All staff currently working for JMRFN: <i>includes Chief and Council (5); SAO (1); Finance Department (1); Receptionist (1); Project Coordinator (1); Resource Management Coordinator (1); Airport Manager (1); Works Department (3); Recreation (1); Janitor (1); and seasonal worker – Agriculture (1)</i> <i>Louie Norwegian School (LNS): including DEA and staff (7), Community Health Worker (1) Elders (7) totaling (31)from the community</i></p> <p>Dehcho Education Council (DEC)and District Education Authority (DEA), Louie Norwegian (LNS) staff; Dehcho Health and Social Services (DHSS) and Community Health Worker, Dehcho First Nations (DFN):-Dehcho K'ehodi program and -Aboriginal Aquatic Resource and Ocean Management (AAROM); and Northwest Territories Power Corporation (NTPC)</p> <p><i>This measure looks at leveraging and participation. The more community volunteer involvement and the more community groups contributing to the project, the more leverage the United Way funding will have. We look for partnering and collaboration that leverages resources. We want to avoid duplication or competition.</i></p>	Worth 10/100
5	<p>How will you evaluate the project's success and the project's contribution to the United Way Focus Areas? Maximum 200 words.</p> <p>Organizational objectives: 'Why does this initiative exist? Are we meeting our objectives? our goals? Are we working with our mentors? Our young people? Does it improve leadership strength? Does it improve the staff strength?</p> <ul style="list-style-type: none"> Does it retain and transfer knowledge? Does it retain talent through a long-term career planning? And keeping in mind the key performance indicators i.e. - Behavior within the program, - Outcomes at the JMRFN's level <p>JMRFN's intention is to retain talent. We would be interested in measuring this through retention rates, employee engagement and employee satisfaction Target: Once key performance indicators are established, JMRFN will put in short terms targets and analyzed periodically to ensure success.</p> <p><i>Explain your evaluation standards</i></p>	Worth 10/100



6	<p>What are the largest challenges or risks that your project faces, and how will you address these? Maximum 200 words.</p> <p>The largest challenges that our project faces would be retaining the young people. As mentioned, the community does have social problems.</p> <p>How to address the problem: JMRFN hope to work with DHSS to incorporate a program that would address drug and acholic addictions, mental health and build a community-based response that addresses the underlying social problems on an individual level. A program would involve social change that addresses change: attitudes, behaviors to better reflect our Dene values, principles and laws.</p> <p>Reactivate the youth center: Give the youth opportunities to create a youth-led organization by creating a safe place for the young people to meet and socialize. Keeping the young people busy and productive is the key to their wellbeing, this would be done by incorporating their involvement in decision-making by creating activities for all age groups, i.e. organize Arts projects, Dance lessons i.e. Hip hop, story-telling with Elders, free speech contest, etc.</p> <p>Rebuild the ice rink:</p> <p>Explain how your organization will ensure sufficient volunteers, independently or in partnership with others; access to required materials and funds; and volunteer supervision and mentoring.</p> <p>JMRFN hopes that as a community, we truly put "working together" to a task, we could do a lot for our community, the Elders, the adults, the youth, the children, outside membership and other people that are working in our community. We all have responsibilities to ensure that we reach our goals as a collective.</p> <p>How we ensure sufficient volunteers, independently, or in partnership will be incorporated into our plan.</p> <p><i>This measure aims at ensuring your organization has access to the skills, capabilities and resources need for your project.</i></p>	Worth 10/100
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7	<p>Has this project been offered before? If so, for how long and by who? How has it improved since it started? If this project is new, are there other projects that are similar? If it has not been offered before and it is a good idea, why was it not offered? Maximum 100 words.</p> <p>This type of project has been offered before through Youth Summer Employment. It has been offered for two years between 2013-15 and just for the summer months. Last summer, all our young people went to work on the highway and gravel crushing so we did not have a Youth Summer Employment Program.</p> <p>The local school offers Kindergarten to Grade Nine. Our young people leave for Grade 10 and up. They are usually back for the summer and leave the community after Grade Twelve for further education or work somewhere else.</p> <p>Now that we have five young people living in the community, we decided to offer the mentorship program in hopes of recruiting future workers to replace the current staff as they retire.</p>	Worth 5/100
8	<p>How will your community know about your project? How will you reach out to the people or groups you are trying to support with your project? Maximum 100 words.</p> <p>JMRFN holds monthly Band Council meeting which is open to the public; furthermore, the minutes of the meetings are available upon request by membership, quarterly newsletters; web-site and Facebook, notice on the bulletin board and word of mouth. The community of JMR is very small and it is very easy and very effective to pick up the phone and talk to every household.</p> <p>The out-of-the-community members depend on the Facebook and website to keep up-dated. JMRFN also encourages out of community membership to phone the Band office.</p>	Worth 5/100
9	<p>How will you acknowledge United Way NWT and how we have helped financially with the project? Maximum 100 words.</p> <p>As mentioned above in number 8: Through Band Council Meetings, Minutes, quarterly newsletters; web-site, Facebook, notice on the bulletin board, word of mouth, phone household, mid-term and final report on a yearly base for three years.</p> <p>As mentioned above the out-of-the-community members depend on Facebook and website to keep up-dated. JMRFN also encourages out of community membership to phone the band office.</p>	Worth 5/100



BUDGET (Please include contributions from other partners or any in-kind support valued at the actual cost)			
Project Revenues: \$15,000.00		Project Expenses	
Initial Council Meeting		JMR: In-kind	
Working on the Plan: Chief, 2 staff and SAO		JMR- In-kind equivalent to Three staff wages for the duration of the first-year project.	
Create a Working Group Committee: 3 staff, 1 Council and 2 Elders		Paid honoraria for 1 Elders at 200 per meeting	Approx. meeting 4 x 1 x 200 = 800. \$800.00
Local Advertisement		JMR In-kind	
Interview: Working Group (4 honoraria)		2 x 1 x 150 = 300.00 2 x 1 x 200 = 400.00	\$ 700.00
Hire youth at minimum wages. For NT it's 12.50 per hr		12.50 x 5 x 5 = 312.5 x 2 = 625 every 2 wks x 2 = 1,250. Per month X 5 = 6,250 Approx.. 2 mths employment for 5	\$12 500.00
Mentoring Training			\$1,000.00
TOTAL REVENUES: \$15,000.00 plus in-kind		TOTAL EXPENSES: \$15,000.00	
NET PROFIT/LOSS:			
AUTHORIZATION			



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Prior to signing, please ensure that you have:

- Completed the application form for this project;
- Attached the organization's most recent financial statements;
- Attached a list of board members, with mention of any vacant positions;
Band Council: Chief – Gladys Norwegian, Councillors: Angela Canning, Gerald Grossetete, Margaret Ireland, Yvonne Norwegian, and one vacant
- Committed to providing United Way NWT with a verbal or written report of the project's progress or success within 6 months of receiving any funding.
Jean Marie River First Nation

Failure to include any of the above will affect the outcome of the application review.

Name of Official Representative: *Donkrison Moore, Senior Administrative Officer*

I certify that to the best of my knowledge, the information provided in this application is accurate and complete and that this funding request is endorsed by the organization I represent.

Signature: *Donkrison Moore*

Date: *Dec 5, 2016*

Please send the completed application form plus all required documentation to office@nwt.unitedway.ca or PO Box 1145, Yellowknife, NT, X1A 2N8.

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Supplemental Application – Multi-Year Funding

Based on United Way NWT's experience it is **continuing** a larger multi-year funding program. The maximum term is three years. The maximum amount is \$45,000 allocated in three annual distributions of up to \$15,000.

Continued funding is subject to the demonstrated annual performance of the applicant, the filing of annual financial and project reporting, and the continued availability of adequate United Way NWT funds.

United Way anticipates approving one and possibly two such pilots. Normally applicants are limited to one funding application.

Applicants for multi-year funding may also apply for single year funding up to the cap of \$7,500. The two applications must be for different projects. The \$7,500 application will only be considered if the multi-year application is not.

Applicants for the multi-year funding are asked to use the same application form. However, they are expected to complete it with **much more detail**. United Way reserves the right to come back to applicants for clarification or with additional questions. In addition to completing the standard application, multi-year funding applicants must provide:

1. Three years audited financial statements
2. Your organization's business or strategic plan
3. The project's business/implementation plan, including the budget with sources and uses of funds
4. Letters confirming partnership from any partners that are contributing to the proposed project
5. Identify the key positions required to execute the project, who will be filling them, and a provide short biography for each person
6. Proposed disbursement schedule and milestones - what completion and performance milestones need to be met prior to each disbursement being made by the United Way
7. Three letters of community support