

TYENDINAGA COMMUNITY DEVELOPMENT FUND  
(TCDF)

GUIDELINES  
AND  
APPLICATION

## **ABOUT THE TYENDINAGA COMMUNITY DEVELOPMENT FUND (TCDF)**

The TCDF is a Community fund created through the tobacco quota on the Tyendinaga Mohawk Territory. The fund was established to enhance and benefit the Community culturally and socially. The fund is managed by a Community Committee working with the Mohawks of the Bay of Quinte Band Council and the Administration Office.

The TCDF will contribute funds to eligible Community applicants in the areas of:

- Arts, Language and Cultural Development
- Sports and Recreation
- Community Event

The TCDF Committee is a voluntary Committee of Mohawks of the Bay of Quinte members selected for their experience and their ability to make sound, unbiased decisions. The Committee will review each completed application and select those that best meet the criteria and priorities.

The TCDF has limited funds for each funding deadline. Please be mindful that other community members/groups will also be applying for funding. Your funding request needs to be reasonable. Multiple applications for the same event/function will be reviewed as one application and if approved the funding will be divided by the number of applicants

## **ELIGIBILITY**

Who we will fund:

- **Only Mohawks of the Bay of Quinte members that are:**
  - Individuals, non-profit groups and organizations.
  - Students who are ordinarily a resident on the Tyendinaga Mohawk Territory.

## **PROJECT DESCRIPTION**

- Must provide title/name of project/activity
- Location of project/activity
- Start and completion dates
- Brief description of project/activity
- If under the age of 19 must have parent/guardian support signature

## **BENEFIT**

- The TCDF has been established to benefit the community of the Tyendinaga Mohawk Territory. All applications must provide a brief description of how the TCDF will benefit them and ultimately, how it will benefit the development of the Tyendinaga Mohawk Territory such as; positive role modeling, youth leadership development, community pride, cultural growth and language learning.

## **BUDGET**

- Must submit budget itemizing all expenses and specific costs
- Must identify all other sources of funding, including personal contributions and fund raising
- Must provide supplier quote(s) upon request

## **REFERENCES**

- Must provide the name of three references including a civic mailing address, telephone number, fax number and e-mail address. These references must be individuals other than those who have signed the application form. References **cannot** be family members.

## **APPROVAL OF APPLICATION**

- Upon approval of application a cheque representing 85% of the total approved funding will be made payable to the organization unless a receipt showing payment for the approved funding amount or more is submitted with the application.
- If payment has been made the applicant will receive a cheque representing 85% of the total approved funding.

## **REPORTING REQUIREMENTS**

- Must provide a written final report indicating the outcome of the project/activity
- The final report must be submitted to the TCDF within 30 days upon completion of the project/activity.
- Failure to submit the final report will result in the final 15% payment being withheld and will affect future applications not being accepted by the TCDF.
- **Failure to complete the project/activity will require all funds be returned.**

## **APPLICATION GUIDELINES**

- Applicants may apply each year in any category.
- Applicants may submit one application per category per year.
- Individual applications must be submitted, if more than one family member is applying
- Youth applications, if under 19 years of age must be co-signed by a parent / guardian.
- Applications must be submitted prior to the specified deadlines.
- No applications will be reviewed between deadline dates.

## **ADMINISTRATION**

- Funding from the cigarette quotas is administered through a separate bank account.
- Tyendinaga Mohawk Council acknowledges the applications recommended for funding by the TCDF Committee.
- Decisions/recommendations by the TCDF Committee are final. The Tyendinaga Mohawk Council will not entertain grievances on the recommendations by the TCDF Committee. The TCDF Committee would entertain written grievances to determine if a meeting is required to hear the grievance.
- The Mohawks of the Bay of Quinte administers the fund.

## **HOW TO APPLY**

Applicants must complete an Application Form which must be received by the Tyendinaga Community Development Fund by 4:00 p.m. on the deadline date. The deadline dates are the last Friday in February, May, August and November. The Application Form must be sent to:

Tyendinaga Community Development Fund  
c/o The Mohawks of the Bay of Quinte  
24 Meadow Drive  
Tyendinaga Mohawk Territory, ON  
K0K 1X0

Telephone: 613-396-3424  
Fax: 613-396-3627

Application forms are available at the Administration Office. Direct inquiries to Shelley Bowden.

## **CATEGORIES**

### **ARTS, LANGUAGE AND CULTURAL DEVELOPMENT**

The TCDF will support activities, experiences and initiatives that promote the arts, language and cultural development through special events.

#### **WHO/WHAT WE WILL FUND**

- **Mohawks of the Bay of Quinte members only**
- Individuals, groups and organizations
- Special events
- Activities that promote Mohawk Language
- Drum groups
- Mohawk dance groups
- Attendance at cultural institutions
- Special cultural competitions/performances/workshops
- Drama/theatre productions
- Modern dance
- Art exhibitions
- Attendance at youth leadership events/conferences/seminars
- Traditional longhouses

#### **WHO/WHAT WE WILL NOT FUND**

- Non-members of the Mohawks of the Bay of Quinte.
- Off reserve members, unless the activity/project occurs on the territory.
- Activities involving alcohol/drugs
- Applications that subsidize businesses
- Activities that have occurred prior to the funding deadline
- Vehicles

#### **ELIGIBLE COST**

- Equipment
- Registration fees
- Supplies
- Lessons

#### **INELIGIBLE COST**

- Debts (ie: hydro bills etc)
- Per diems/honorariums/salaries
- Education loans
- Accommodations
- Meals
- Caterers
- Rent

This list is not all-encompassing and the final decision rests with the Committee.

## **SPORTS AND RECREATION**

The TCDF will support activities and initiatives that promote an environment of community spirit and wellness.

### **WHO/WHAT WE WILL FUND**

- **Mohawks of the Bay of Quinte members only**
- Minor Sports
- Physical activities for all ages and abilities
- Recreation activities for all ages and abilities

### **WHO/WHAT WE WILL NOT FUND**

- Non members of the Mohawks of the Bay of Quinte
- Off reserve members, unless the activity/project occurs on the Territory.
- Activities involving alcohol/drugs
- Applications that subsidize businesses
- Activities that have occurred prior to the funding deadline

### **ELIGIBLE COST**

- Equipment
- Registration fees
- Supplies
- Lessons

### **INELIGIBLE COST**

- Debts (ie: hydro bills etc)
- Per diems/honorariums/salaries
- Education loans
- Accommodations
- Meals
- Caterers
- Rent

This list is not all-encompassing and the final decision rests with the Committee.

## **COMMUNITY EVENTS**

The TCDF will support annual activities and environmental initiatives that promote community spirit and pride.

## **WHO/WHAT WE WILL FUND**

- **Mohawks of the Bay of Quinte members only**
- Pow Wow and Agricultural Fairs
- Special Community events
- Community beautification: ie. planting of trees, flowers, painting and grass cutting in parks and public places.
- Environmental initiatives: ie clean up of roads, parks, trails, waterways

## **WHO/WHAT WE WILL NOT FUND**

- Non members of the Mohawks of the Bay of Quinte
- Off reserve members, unless the activity/project occurs on the Territory
- Activities involving alcohol / drugs
- Applications that subsidize businesses
- Special Interest Groups
- Activities that have occurred prior to the funding deadline

## **ELIGIBLE COST**

- Equipment
- Supplies

## **INELIGIBLE COST**

- Debts (ie: hydro bills etc)
- Per diems/honorariums/salaries
- Education loans
- Vehicles
- Accommodations
- Meals
- Caterers
- Rent

This list is not all-encompassing and the final decision rests with the Committee.

# TYENDINAGA COMMUNITY DEVELOPMENT FUND (TCDF)

## APPLICATION FORM

*PLEASE REFER TO GUIDELINES WHEN COMPLETING THE APPLICATION*

*INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT FOR COMPLETION AND RESUBMITTED*

*APPLICATIONS MUST BE SUBMITTED IN THIS FORMAT*

### **APPLICANT INFORMATION (Complete all parts)**

Name:

Band Number:

Age of Applicant:

(If applicant is under 19 years of age)

Parent / Guardian:

(If applicant is under 19 years of age)

Civic Mailing Address:

Home Telephone:

Cell Telephone:

### **TCDF CATEGORIES (Check only one)**

Arts, Language and Cultural Development

Sports and Recreation

Community Events

### **PROJECT INFORMATION**

Title / Name:

Start Date:

Completion Date:



**PROJECT INFORMATION continued**

Project Description: (be brief and specific, Justify category selection)

**BENEFITS**

How will this project/activity benefit the applicant(s):

How will this project/activity benefit the Community:

**BUDGET**

**A.**

<b>PROJECT / ACTIVITY COSTS</b> List <b>ALL</b> costs required to complete your project/activity	<b>AMOUNT</b>

**TOTAL PROJECT / ACTIVITY COST** \$

**B.**

<b>OTHER PROJECT / ACTIVITY FUNDING</b> List <b>ALL</b> other sources, confirmed or anticipated, for your costs required to complete your project/activity this includes <b>all personal contributions</b>	<b>AMOUNT</b>

**OTHER PROJECT / ACTIVITY TOTAL** \$

Balance of funding required:  
(Total costs less total other project/activity funding) **A - B =** \$

Amount being requested: \$

## REFERENCES

Must be over 19 years of age and must be individuals other than those who have signed the application form. Three references are required, however actual reference letters are preferred, but not mandatory. **(DO NOT INCLUDE FAMILY MEMBERS)**

1. Title / Name:

Mailing Address:

Telephone (Home):

Telephone (Work):

Cell Phone:

Fax:

E-Mail:

2. Title / Name:

Mailing Address:

Telephone (Home):

Telephone (Work):

Cell Phone:

Fax:

E-Mail:

3. Title / Name:

Mailing Address:

Telephone (Home):

Telephone (Work):

Cell Phone:

Fax:

E-Mail:

**DECLARATION**

- I agree to provide any additional information the Tyendinaga Community Development Fund Committee requests.
- I agree to use the funding based on the budgeted amounts in this application.
- I agree to meet all reporting requirements as outlined in the project guidelines.
- I agree that my name, approved funding amount and project name will be published in the Tyendinaga Newsletter.
- I understand that failure to meet the reporting requirements will result in withheld payments and will affect future applications submitted.
- I understand fully that failure to fulfill my obligations will require that I return all funds to the Tyendinaga Community Development Fund.

---

**SIGNATURE OF APPLICANT**

**Note: Every Applicant must sign**

1. Name:  Signature: \_\_\_\_\_  
Please Print  
Date:

**Parent / Guardian:** (If applicant is under the age of 19)

2. Name:  Signature: \_\_\_\_\_  
Please Print  
Date:

---

Contact Person: Please direct all inquiries to Shelley Bowden

Please submit your sealed application to:

Tyendinaga Community Development Fund  
Mohawks of the Bay of Quinte  
24 Meadow Drive  
Tyendinaga Mohawk Territory, ON K0K 1X0

Telephone: 613-396-3424  
Fax: 613-396-2736

## APPLICATION INFORMATION CHECKLIST

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Did you use a current application form that lists the deadline dates?
<input type="checkbox"/>	<input type="checkbox"/>	Is the applicant information complete?
<input type="checkbox"/>	<input type="checkbox"/>	Did you check only 1 TCDF category?
<input type="checkbox"/>	<input type="checkbox"/>	Is your project information clear?
<input type="checkbox"/>	<input type="checkbox"/>	Did you justify the TCDF category you selected?
<input type="checkbox"/>	<input type="checkbox"/>	Is your budget information accurate and clear?
<input type="checkbox"/>	<input type="checkbox"/>	3 References Listed
<input type="checkbox"/>	<input type="checkbox"/>	Is the Declaration page completed with required signatures?