



Williams Lake
F I R S T N A T I O N

U122 – Williams Lake First Nation
Knúcwente-kucw es yegwyúgwts
Grant Program

Revised September 2025

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I. **Purpose of Policy**

The Williams Lake First Nation (WLFN) Knúcwente-kucw es yegwyúgwts Grant Program (KYGP) was established to strengthen and support the wellbeing, growth, and success of Registered WLFN Members through targeted investments in three key pillars:

1. *Youth Excellence* – create and expand programs that nurture the talents, skills, and leadership potential of young people through mentorship, extracurricular activities, creative programs, and career readiness training.
2. *Home Improvements and Minor Renovations* – many Registered WLFN members live in homes that need small but important repairs, like fixing broken steps, leaking roofs, or improving safety features. With this grant, we'll be able to provide minor renovations that make homes safer, healthier, and more comfortable for WLFN members living off reserve.
3. *Business Grants* – micro-grants and technical support to Registered WLFN entrepreneurs and small business owners so they can grow their businesses, create jobs, and keep the local economy thriving.

Knúcwente-kucw es yegwyúgwts translates to “help us be strong” and through these three pillars, this grant aims to empower WLFN members, strengthen community connections, and build a resilient and prosperous future for current and future generations.

II. **Definitions**

Advisory Board – Committees composed of individuals who provide expert advice, community insight, or lived experience to guide policy, planning, or programming

Athletics – Participation in physical sports or competitive activities that promote fitness, teamwork, and personal discipline

Business Plan – is a formal written document that clearly outlines a proposed business, its objectives, and the strategies for achieving them. It provides a full picture of the business concept and demonstrates the applicant's readiness, viability, and capacity to succeed. A comprehensive business plan typically includes:

- Executive Summary – Overview of the business, vision, and key highlights.
- Business Description – Details of the business concept, products/services, and value proposition.
- Market Analysis – Research on industry trends, target customers, and competitors.
- Marketing and Sales Strategy – Approach to reaching and retaining customers.
- Operations Plan – Day-to-day structure, staffing, facilities, and processes.

- Management & Governance – Information on owners, leadership, and organizational structure.
- Financial Plan – Budgets, revenue forecasts, expenses, cash flow projections, and funding needs.
- Risk Assessment – Identification of risks and mitigation strategies.

Civic Engagement – Active participation in community and public life, including volunteering, advocacy, voting, and involvement in social or political initiatives

Council – Officials elected by registered WLFN Members, which include Councilors and the Chief unless otherwise indicated

E-Commerce – The buying and selling of goods or services over the internet, including online stores, digital marketplaces, and virtual business platforms

Elite or High-Performing Youth Sports – organized athletic programs designed for youth who demonstrate advanced skill, commitment, and potential in their sport. These leagues operate beyond recreational or community-based play, providing a structured environment that emphasize the following:

- Advanced Competition – Teams or athletes regularly compete at regional, provincial, national, or equivalent levels.
- Selective Participation – Entry is based on skill evaluation, tryouts, or invitations, ensuring athletes meet elevated performance standards.
- Specialized Training & Coaching – Programs include enhanced coaching, strength and conditioning, and sport-specific development aimed at advancing athletic performance.
- Pathway Development – Participation often serves as a stepping stone toward higher levels of competition, including collegiate, provincial, national, or professional opportunities.
- These leagues differ from recreational or house-level leagues in that they focus on excellence, performance, and athlete development at a competitive scale.

Entrepreneur – An individual who initiates, develops, and manages a business venture, often taking on financial risks in the hope of profit and community benefit

Fiscal Year – WLFN fiscal year runs from April 1 of the current year to March 31 of the following year

Grant – A financial award provided to individuals, organizations, or businesses to support specific activities, programs, or projects. Grants are not required to be repaid, provided that recipients meet all terms and conditions

Grantee – An individual, business, or organization that has been awarded a grant under the terms and conditions of a specific funding program

Leadership – The ability to guide, inspire, or influence others through decision-making, accountability, and positive action within a group or community

Measurable Outcomes – Clearly defined results that can be tracked and assessed using data or evidence to evaluate the success or impact of a program or activity

Mentorship – A supportive relationship where a more experienced person (mentor) offers guidance, encouragement, and knowledge to a younger or less experienced individual (mentee)

Minor Scope – Small-scale home improvements that do not involve major structural changes. Examples include replacing flooring, repairing stairs, installing grab bars, or patching leaks

Nominated – The act of formally recommending or proposing an individual, group, or organization for consideration to receive a grant, award, position, or recognition. A nomination may be submitted by a community member, leader, peer, or organization, and typically includes a rationale outlining the nominee's qualifications, contributions, or eligibility

Own Source Revenue (OSR) – Revenue generated by the Williams Lake First Nation from its own activities or resources, excluding external grants or federal/provincial transfers

Personal Growth – The development of individual character, self-awareness, resilience, and life skills that contribute to overall well-being and success

Renovations – Improvements or repairs made to an existing structure to enhance safety, livability, or functionality. May include plumbing, electrical work, accessibility modifications, and structural repairs

Retreat – Organized events or gatherings designed for reflection, training, team building, and leadership development, often held in a focused and immersive setting

Role Model – An individual whose behavior, achievements, or character serves as an example for others, especially youth, to emulate

Selection Committee – Consists of the Chief Administrative Officer (CAO), one (1) Council Member, one (1) WLFN Community Member, one (1) WLFN Elder, and one (1) WLFN Youth

WLFN Elder – A person who is 60 years of age or older and has met the requirements as set out in the WLFN membership code and whose name has been entered on the registered membership list

Registered WLFN Member – A person who is between the ages of 18-59 and has met the requirements as set out in the WLFN membership code and whose name has been entered on the registered membership list

WLFN Youth – A person who is 17 years old or younger and has met the requirements as set out in the WLFN membership code and whose name has been entered on the registered membership list. Note: For the Youth Excellence Award, applicants can be age 13 up to 24 years of age.

Youth Council - A structured group of young people who advise organizations or leadership bodies on youth-related issues, programs, and decisions

Youth Excellence - An initiative or grant stream that supports the growth, achievement, and leadership of youth, focusing on areas such as academics, arts, sports, civic engagement, and career readiness

III. **Eligibility and Scope**

<u>WLFN – Youth Excellence Award</u>	<u>WLFN – Off Reserve Member Minor Home Renovations</u>	<u>WLFN – Member Business Grant</u>
• Up to \$5,000 per fiscal year • For registered WLFN youth members who are age 13 to 24	• Up to \$5,000 per fiscal year • For off reserve registered WLFN members only	• Up to \$10,000 in total • Registered WLFN member must have a complete and comprehensive Business Plan.

Section 1: Youth Excellence Grant

A total of \$50,000 has been allocated per fiscal year for this pillar. Youth Excellence Grants will be issued based on the total amount of funding available. The maximum amount that can be applied for per WLFN registered youth member under this pillar is \$5,000 per fiscal year.

The Youth Excellence Award will be awarded to someone who has achieved excellence in an area of their life which can take many different forms, athletics, academics, volunteerism, citizenship, or a combination of these things and others.

- a. The applicant/nominee must be an exemplary role model to their peers.
- b. The applicant/nominee must be a positive example of a WLFN member.
- c. Previous and current report cards will be considered, with a focus on effort and attitude.
- d. References from teachers, coaches, community members, etc. are encouraged.

1.1 Leadership and Mentorship Grant

Support youth leadership, civic engagement, and personal growth by funding:

- a. Peer mentoring and adult mentorship programs
- b. Youth councils or advisory boards
- c. Leadership development workshops or retreats
- d. Public speaking, debate, or advocacy training

Example: Funding for a youth leadership conference or mentor pairing initiative

1.2 Talent and Creative Arts Grant

Encourage youth to explore and showcase their talents in:

- a. Music, dance, visual arts, or theatre programs
- b. Creative writing or spoken word initiatives
- c. Digital media, filmmaking, or podcasting workshops

Example: A grant supporting a youth art exhibit or music studio access

1.3 Sports and Wellness Grant

Promote physical health, mental health, and team building through:

- a. Elite or high-performing youth sports leagues, or coaching programs
- b. Mental health counselling or resilience workshops
- c. Substance abuse prevention initiatives

Example: support of community basketball league or wellness camp

Section 2: Off Reserve Registered Members – Minor Housing Renovations

A total of \$50,000 has been allocated per fiscal year for this pillar. Minor Housing Renovation Grants will be issued based on the total amount of funding available. The maximum amount that can be applied for per WLFN registered off reserve members under this pillar is \$5,000 per fiscal year.

The Minor Housing Renovations Grant for off reserve registered members is an opportunity for assistance completing a project that members otherwise might not be able to with the rising costs of maintaining a home.

- a. The applicant must provide documentation of home ownership.
- b. The applicant must not be indebted to WLFN.
- c. The applicant must not be engaged in any litigation against WLFN.
- d. The applicant must provide documentation evidencing up to date status on property taxes.

2.1 Safety and Accessibility Upgrades

These renovations help registered off-reserve members live more safely and independently:

- a. Installing grab bars or handrails
- b. Adding ramps for wheelchair access
- c. Improving stair safety (non-slip treads, repairs)
- d. Widening doorways for mobility aids
- e. Smoke and carbon monoxide detector installation

2.2 Essential Repairs

Small but necessary fixes that prevent further damage or ensure comfort:

- a. Repairing leaky roofs, gutters, or ceilings
- b. Fixing broken windows or doors
- c. Patching interior walls and ceilings
- d. Replacing damaged flooring (especially due to water)
- e. Repairing or replacing steps porches, or entryways

2.3 Plumbing and Electrical Repairs

Minor systems work that improved function and safety:

- a. Fixing leaky faucets
- b. Unclogging or replacing pipes and drains
- c. Updating outdated or unsafe wiring
- d. Replacing light fixtures or adding outlets
- e. Installing ground fault circuit interrupters (GFCIs) in kitchens and bathrooms

2.4 Energy Efficiency Improvements

Helps reduce utility costs and improve home sustainability

- a. Weather stripping and caulking around windows/doors
- b. Replacing or repairing insulation
- c. Sealing ducts or vents
- d. Installing energy-efficient lighting
- e. Replacing outdated thermostats

2.5 Pest and Mold Remediation (Minor Scope)

Addressing small-scale environmental hazards:

- a. Treating for pests (mice, roaches, termites, bed bugs)
- b. Cleaning or sealing minor mold/mildew spots
- c. Fixing causes of moisture (e.g. Leaky sink)

Section 3: WLFN Member Business Grant

A total of \$50,000 has been allocated per fiscal year for this pillar. WLFN Member Business Grants will be issued based on the total amount of funding available. The maximum amount that can be applied for per registered WLFN member under this pillar is \$10,000 in total.

The Business Grant for members is aimed at supporting members to start their own business.

- a. The applicant must have a complete and comprehensive business plan (a detailed, evidence-based framework that demonstrates sustainability, financial responsibility, and long-term viability).
- b. The applicant must not be indebted to WLFN.
- c. The applicant must not be engaged in any litigation against WLFN.

3.1 Startup Grants

Grants that help entrepreneurs launch a new business by covering:

- a. Business registration/licensing fees
- b. Equipment or inventory purchase
- c. Initial marketing or branding
- d. Legal or consulting costs

Example: A grant offering \$5,000 to help new entrepreneurs start their first business within the community or online.

3.2 Micro-Grants for Local Businesses

Small Grants (usually \$500- \$10,000) to support daily operations or specific upgrades:

- a. Website creation or online store setup
- b. Replacing outdated equipment
- c. Rent or utility assistance
- d. Hiring and training part-time help

Example: A \$2,500 grant for local salon to upgrade chairs and install a new booking system.

3.3 Business Expansion Grant

Help existing businesses grow by funding:

- a. New product or service development
- b. Equipment upgrades
- c. Facility improvements

Example: A grant for a restaurant to expand outdoor seating or open a second location.

3.4 Recovery or Resilience Grant

Support businesses affected by crisis or natural disaster (e.g. Covid-19, forest fire, etc.):

- a. Replacing lost inventory or revenue
- b. Reopening expenses
- c. Updating business models (e.g. online sales)

Example: A Covid-19 recovery grant to help small shops transition to e-commerce.

Ineligible Costs

- a. Personal expenses

- b. Religious or political activities
- c. Wages, honoraria, or money paid to the applicant, or to any member of the applicant group.
- d. Administrative or other costs that are paid on a recurring basis, including, but not limited to utilities, phone bills, rent, or insurance
- e. Tips, gratuities, or interest
- f. Alcohol or drugs
- g. Personal travel not associated with an institution or program
- h. Any other cost that the Selection Committee identifies as ineligible when making a funding decision.

Notwithstanding the above, the Committee can choose not to approve any application that is deemed not in WLFN's best interest.

IV. Conditions of Funding

Applicants receiving grant funds agree to the following terms and conditions.

- a. The funds will only be used for the purposes set out in the application form.
- b. Unused funds must be returned to WLFN after completion of the project. Failure to do so will result in arrears being added to WLFN member profiles.
- c. Receipts and proof of payment are required and will be requested within thirty (30) days of the funds being deposited by the WLFN Finance Department.
- d. Only electronic direct deposit will be used (no cheques or email-transfers). Your information must be updated and on file with the WLFN Finance Department.
If requested, the applicant should provide a written report that could be published in WLFN's media (e.g. newsletter, webpage, or social media) to highlight positive impacts of the grant.

Clear Program Goals and Measurable Outcomes

- a. Applicants must define specific objectives (e.g. increase graduation rates, improve youth leadership skills)
- b. Programs should include measurable outcomes and evaluation methods (e.g. attendance, academic improvement, behavior changes).

Not complying with these and any other requirements outlined in the funding agreement may make individuals ineligible for future funding.

All funding is based on annual OSR injection from WLFN.

V. Applications

- a. All Donation funding requests must be submitted on the designated form (Appendix A) to the Selection Committee for review.
- b. Applications must be submitted with supporting documentation to KYGP@wlfm.ca

Applicants will be notified if their application has been successful or unsuccessful within one (1) week of the Selection Committee's quarterly meeting. For approved applications, funding will be issued within three (3) weeks of the approval date. Applicants are encouraged to submit their applications well in advance of any personal or project deadlines.

Appeal and Dispute Resolution Process

Appeal Process

Applicants who are not satisfied with the decision of the Selection Committee may submit a written appeal within fourteen (14) days of receiving notice of the decision. Appeals must clearly state the grounds for reconsideration and include any additional documentation the applicant wishes to be reviewed.

Appeals will only be considered if one or more of the following apply:

- a. A procedural error occurred during the review process.
- b. Relevant information was not considered by the Selection Committee.
- c. New, material information has become available that could reasonably affect the decision.

Appeals will be reviewed by an Appeal Review Panel consisting of:

- a. One (1) WLFN Elder (not on the Selection Committee)
- b. One (1) WLFN Council Member (not on the Selection Committee)
- c. The Chief Administrative Officer (CAO) or delegate, serving as Chair

The Appeal Review Panel will not include any individuals who served on the original Selection Committee for that application.

The Appeal Review Panel will meet within thirty (30) days of receipt of the written appeal. Applicants will receive a written response within seven (7) days following the Panel's decision. Decisions made by the Appeal Review Panel are final and binding. No further appeals will be considered.

Dispute Resolution

If an applicant disagrees with how the policy has been applied, they may request mediation through the WLFN Administration. Mediation will involve an impartial facilitator who will work with the applicant and WLFN staff to clarify the issue and seek a resolution. Mediation will not overturn funding decisions but may resolve misunderstandings and improve future processes.

Applicants are responsible for covering their own costs related to submitting an appeal or a dispute, including any expenses associated with mediation.

VI. Tracking System

The Selection Committee will track all requests for funding:

- a. Who applied for funding
- b. How much funding was requested
- c. How much funding was received
- d. Outcome of the grant
- e. Deliverables met

The Selection Committee will report annually to Chief and Council with an overview of the funds activity and highlight each successful application.

VII. Contact Information

<u>Kourtney Cook</u>				
Chief Administrative Officer				
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