



Authorized By Council
Effective Date 2023-11-15
Department Administration
Review Due Date 2026-11-15

Table of Contents

1. Policy 3

2. Purpose..... 3

3. Scope..... 3

4. Definitions..... 6

5. Responsibilities..... 6

6. Monitoring & Reporting..... 7

7. Approval..... 7

8. Related Authorities 7

9. Attachments..... 7



Revision History			
Entry ID		Total Number of Pages	13
Date	Revision No.	Details	
2023-10-06 2023-10-11 2023-10-23	v01	Content drafted, Project Lead moved content into template, reviewed, edited and converted to Word. Requested appendices to be inserted.	K. Gardiner C. Gaucher
2023-11-03	v02	Content reviewed and edit to align formatting and consistent wording in compliance with P2022-01. Appendix A inserted into policy. Appendix B to be inserted.	
2023-11-06	V03	Appendix B inserted.	K. Gardiner
2023-11-15	V03	Presented to and approved by Council via Band Council Resolution #2023-676-11-106.	



1. Policy

Haisla Nation elected Chief & Council recognize the importance of supporting our local community groups and charitable organizations through sponsorships and donations. Council is committed to making a positive impact by contributing to initiatives that align with our values and mission to build a proud community, healthy in mind, body and spirit.

2. Purpose

The purpose of this policy is to outline the community sponsorship and donation requests eligibility, support types, evaluation, review and approval processes including, but not limited to an appeal process.

3. Scope

This policy applies to the Council, the Chief Administration Officer (CAO), Deputy CAOs (DCAO) and all workers involved in the evaluation, approval, and management of the Haisla Nation's community sponsorship funding program within the Administration department.

Eligibility for Support

1. Haisla Nation will consider community sponsorship funding requests from the following:
 - Non-profit organizations with valid tax-exempt status,
 - Local charitable and community-based organizations,
 - Community groups or sports teams that consist of at least 90% Haisla members, and
 - Events and initiatives that align with Haisla Nation's missions and values.
2. Requests from individuals or for-profit or organizations will not be considered unless there are exceptional circumstances and align with Haisla Nation mission, Comprehensive Community Plan priorities, or Strategic Plan goals.
3. Applications for community sponsorship funding for commitments or expenses incurred prior to the approval of the application will not be considered unless Council has previously agreed to the commitment via Band Council Resolution (BCR).
4. Requests must demonstrate a benefit to the Haisla Nation members or community in one or more of the following areas:
 - Sports and recreation.
 - Arts and culture.
 - Public safety.
 - Health and wellness.
 - Youth or elders support.
 - Environmental sustainability.



Types of Support, Levels and Limits

- 5. Haisla Nation may provide support in various forms, including but not limited to:
 - Financial contributions,
 - In-kind donations, such as facility use or services,
 - Sponsorship of events, programs, or initiatives, and
 - Volunteer assistance by Haisla Nation’s employees.

6. Community Event Funding Levels:

	Number of Participants	Funding Amount
1	0-10 Participants	\$250
2	10-30 Participants	\$500
3	30-50 Participants	\$750
4	50-75 Participants	\$2,500
5	75+ Participants	\$5,000
6	100+	TBD based on budget availability

7. Community Groups and Sports Team Limits

	Sports Teams & Community Group	Funding Amount
1	Youth Sports Teams	Up to \$7,500 per season
2	Adult Sports Teams	Up to \$7,500 per season
3	Community Groups	Up to \$7,500 per year
If groups or team request sponsorship for their own events, this amount will be included in the maximum coverage listed above.		

- 8. Any requests above \$150,000 must go to council for approval.
- 9. Requests for donations for capital purchases must go to Council for approval. The maximum coverage for capital purchases is \$500,000.

10. Evaluation Criteria

Requests will be evaluated based on the following criteria:

- Alignment with Haisla Nation’s mission, comprehensive community plan, priorities, or strategic plan goals.
- Potential positive impact on the Haisla membership, community, or cause.
- Geographic proximity to the Haisla Nation.



- Availability of resources and budget constraints.

11. Submission of Requests

Request for sponsorship or donations should be submitted to the administration department and should include:

- A detailed description of the initiative or event,
- The purpose and goals of the request,
- Information about the requesting organization, group, or individual,
- Description or proof of three (3) community give backs (for community groups or sports teams only), and
- Supporting documentation, such as organization's tax-exempt status certificate (for nonprofit organizations).

12. Programs and Initiatives:

Community Support Funding is not intended to provide support for an indefinite period and may be awarded to any organization to a maximum of three consecutive years. If an ongoing need is demonstrated and community benefit is determined sufficient, Council may, by BCR, create a line item in the annual budget for funding to an organization or program for maximum of three (3) consecutive years.

- Line item funding recipients will be required to submit an application for funding every three (3) years.

Review and Approval

13. All requests will be reviewed by the CAO, Deputy CAOs, and Executive Assistant to the CAO and DCAOs.

- Haisla Nation reserves the right to request additional information or clarification from the requesting entity.

14. The decision on whether to approve or not approve a request will be based on the evaluation criteria mentioned above.

15. All applicants will be notified of the decision on their application.

Appeals

16. Applicants who have their application denied have the right to appeal by submitting a written appeal within ten (10) business dates of receiving the denial notification addressed to the Executive Committee.

17. The appeal must include a detailed letter explaining the reasons for the appeal and any additional information or documentation that supports the request.

- An explanation on why the application should be reconsidered should also be included.

18. The appeal will be reviewed by the Executive Committee within sixty (60) days of receipt of appeal at their monthly meeting where the final decision will be made.



- The applicant will be notified of the decision on their appeal.

4. Definitions

Community Giveback refers to the practice of individuals, businesses, organizations, or groups contributing resources, time, effort or support to the community or society as a whole. Community giveback activities are typically driven by a desire to make a positive impact and promote social responsibility, and enhance the well being of a particular community or broader population.

Executive Committee refers to the intermediary body that ensures the operational aspect of the Haisla Nation Council is performing in a satisfactory way through providing recommendations to Council and by working in partnership with the Chief Administrative Officer to ensure the performance of the Haisla Nation Administration.

Haisla Member means individuals whose names appear on the band list or who are eligible to appear on the band list as maintained by Haisla Nation under article 8 of the Indian Act and “Haisla Member” means any one of them

Non-Profit Organization (NPO) is a club, or society, or association that is not a charity and that is organized and operated solely for: social welfare, civic improvement, pleasure or recreation, and any other purpose except profit. To be considered an NPO, no part of the income of such an organization can be payable to or available for the personal benefit of any proprietor, member, or shareholder, unless the proprietor, member, or shareholder is a club, society, or association whose primary purpose and function is to promote amateur athletics in Canada. An NPO is exempt from tax under Part I of the Act on all or part of its taxable income for a fiscal. If it meets all of the above requirements for that period.

5. Responsibilities

1. Council is responsible for:
 - Establishing an annual budget as part of the annual budgeting process to ensure the commitment to this Policy on a best efforts basis,
 - Approving new or revised versions of this policy, and
 - Reviewing the Annual Report for the Community Support Fund.
2. Executive Committee is responsible for:
 - Reviewing the appeal letter and supporting documentation at the next scheduled monthly Executive Committee meeting.
 - Coordinate communication of the final decision with the applicant and Council within (10) business dates of the decision.
3. The CAO or the delegate is responsible for:
 - Revising the Community Support funding policy for Council’s review and approval,
 - Reviewing, in consultation with the Deputy CAOs and Executive Assistant to the CAO and DCAOs, and making decisions on Community Support Funding applications (Appendix A) in accordance with this policy, and



-
- Submitting the Community Support Fund Annual Report (Appendix B) to Council.
4. Community Support Funding applicants are responsible for:
- Submitting a completed Community Support Funding application (Appendix A) to the Executive Assistant to the CAO and DCAOs,
 - Complying with the provisions of this policy in order to maintain eligibility for access to funding,
 - Paying any costs for the activity that exceed the maximum funding allowed,
 - Using their funding for their community support for the sole purpose for which it was granted or reimburse any funds received to Haisla Nation if they do not comply with this policy.

6. Monitoring & Reporting

1. Community Support Funding Annual Report will be submitted to Council at least once per fiscal year.
2. An appeal must be reported to Council including the outcome of the appeal.

7. Approval

This policy was approved by Council via Band Council Resolution #2023-676-11-106 on the 15th day of November, 2023.

8. Related Authorities

[FMB's Financial Management System Standard \(9.0\)](#)

[FMB's Financial Administration Law Standard \(8.0\)](#)

Haisla Nation Governance

Haisla Nation Financial Administration Law 2022

Haisla Nation Financial Administration By-law 2020

Haisla Nation Finance Policy and Procedure Manual, Version 1.0

9. Attachments

Appendix A-Community Support Funding Application

Appendix B-Community Support Funding Annual Report



Appendix B-Community Support Funding Annual Report

Haisla Nation
Policy 2023-02



Community Support
Funding Annual Report

COMMUNITY SUPPORT FUND

ANNUAL REPORT (YEAR)

Vision and Mission Statements

The Haisla Nation Council strives to be the lead in good governance and to be fair, transparent, and accountable in support of our community vision.

This Council vision recognizes and compliments the community vision of:

“A strong, independent, and proud Nation healthy in mind, body and spirit.”

The Haisla Nation Council will represent the Haisla Nation for the collective betterment of our people.

Fund Highlights

Each donation and sponsorship will be highlighted in this section, with the following details:

1. Organization or Group Name
2. Type of Request
3. Financial Summary
4. Impact Stories
5. Summary of Participants