



SMALL BUSINESS

2018 PROPOSAL GUIDELINES

SQUAMISH NATION TRUST

Ste. 905 – 100 Park Royal South
West Vancouver, B.C. V7T 1A2
Tel. 604.925.6665
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WHAT IS THE TRUST?

On May 11, 2000, the Government of Canada signed a Settlement Agreement with the Nation to settle a series of claims first commenced by the Squamish Nation on June 30, 1977. Nation members ratified the terms of the Agreement. As compensation for this settlement, Canada paid the sum of \$92.5 million into a trust account governed by a Trust Agreement. After a distribution of \$18.5 million and legal expenses; left, was a starting Trust capital of \$66 million.

WHAT'S ITS PURPOSE?

The Squamish Nation Trust has been established to hold the compensation and any income from the settlement, for the benefit of current members of the Nation and future generations.

WHAT DOES IT MEAN TO ME?

The Squamish Nation Trust Grant Opportunity: The Squamish Nation Trust offers Membership the opportunity to apply for a grant once a year, for Squamish Nation programs and services and small businesses.

MORE ABOUT THE TRUST

If you need any additional information regarding the Squamish Nation Trust, please contact Maureen Thomas at 604-925-6665. If you need more information on the Squamish Nation Trust proposal or Business Plan grant process, please contact Geena Jackson at 604-306-7736.



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WHO ARE THE TRUSTEES?

KATHLEEN SMITH, SUSELIYA- CHAIR

Kathleen has been married to Bruce Smith since 1989. She is the daughter of Yaltanault Carole Newman, granddaughter of Harry and Florence Newman.

After working 16 years in the hospitality industry, she went back to school and earned a Bachelor of Business Administration and a Certified General Accountant Designation. Kathleen has worked for the Nation since 1998 and is the Accounting Manager, Revenue & Taxation in the Finance Department.

In her spare time, she does traditional wool weaving and enjoys exploring the back roads of British Columbia. A favorite weekend activity is camping with her husband and their dogs in the Upper Squamish and Elaho valleys.

Kathleen is committed to fulfilling her duties as a Trustee with dignity, honesty, common sense and respect.

This is Kathleen's 3rd term as a Squamish Nation Trustee.

MAURICE NAHANE

Latash-Maurice Nahane is the son of Lorne Nahane Sr. And Eva May. Latash lives in the village of Eslahan in North Vancouver.

Latash is a graduate of Simon Fraser University. After completing university he worked as a journalist for ten years. During that time he was promoted several times to editor, manager and finally CEO.

Latash started a successful public relations and marketing company. His company produced promotional video and collateral marketing materials.

A desire to work and live a cultural life led him work as a First Nations Support Worker. He worked with children and youth in Coquitlam and North Vancouver.

Latash retired last March 2016. He now devotes his time to supporting the community and culture.



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BRAD BAKER- TSNOMOT

Brad is married to Gail. Brad has 2 step children and 2 grandsons. He is the son of Harry and Judy Baker. He has two brothers, Brian and Darren plus two sisters Kathy and Cherie. He also has many nieces and nephews. Brad works for the North Vancouver School District as a District Principal.

Brad is on his 3rd term as a Trustee. He is very dedicated and committed to fulfilling his duties as a Trustee and looks forward to "giving" back to the community through the Trust. Brad has long been active in improving the education for our Squamish Youth and continues to work to make school a better place. Brad has a Bachelor of Education from Simon Fraser University and a Masters in Education from City University

ADMINISTRATIVE TRUSTEE- CANADA TRUST- REPRESENTED BY DON WOODS

Don was born in Vancouver and raised in Port Moody. Following S.F.U., Don joined The Canada Trust Company and has been in the Trust Department since 1985 (32 years). For the past 14 years, Don (on behalf of The Canada Trust Company) has been working with First Nations in BC and the Yukon in various capacities including Administrative Trustee. He has two sons, Ben 26 and Rob 24.

TD was appointed Squamish Nation Trust Administrative Trustee in January 2014.



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YOU ARE NOT ALONE!!

THE TRUST PROJECT ADMINISTRATOR
WILL HELP YOU ALL THE WAY!!

CALL 604.306.7736 TO SETUP AN APPOINTMENT
WITH THE PROJECT ADMINISTRATOR

GEENA JACKSON, THE SNT PROJECT ADMINISTRATOR, CAN ASSIST IN THE FOLLOWING WAYS:

- Providing guidance and assistance for all applicants
- Facilitating informational meetings on process for Stage 1 & Stage 2
- Being available at all times, by appointment, to answer questions and address concerns
- Acting as a liaison between the Trust and the applicants/recipients
- Assisting recipients to submit final reports adhering to SNT criteria
- Assist with filling out Stage 1 applications and Stage 2 Business Plans
- Assist with focus and scope of individual projects, research and financial projections
- Assist with the project management, and providing information on other financial grant and loan opportunities with other FN organizations.

THE PROJECT ADMINISTRATOR
IS YOUR STRONGEST RESOURCE;
WE HIGHLY RECOMMEND
USING THIS SERVICE!!



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WHO CAN APPLY?

All Squamish Nation members, groups of members, and Administration Programs are eligible to submit proposals.

PRIORITIES

The Priorities as identified by membership in the 2014 Comprehensive Review are:

1. Housing
2. Education
3. Elders
4. Language & Culture
5. Economic Development (Small Business)
6. Purchase Land
7. Social Programs
8. Recreation

WHAT YOU CANNOT APPLY FOR:

- Purchase of Real Estate, construction and home renovations & repairs
- Personal Vehicles
- Wages
- Repayment of loans or previous expenses
- Individual Health Care Expenses
- Travel Costs to attend conferences or competitions
- Costs for attending or hosting workshops or conferences
- Funding for Education and training programs that are available from the Squamish Nation
- Core funding of Programs
- Duplication of Programs or Services already being provided by Squamish Nation Administration



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THE APPLICATION PROCESS

The Squamish Nation Trust has a two-stage application process.

STAGE ONE REQUIREMENTS:

1. Letter of request (no longer than 3 pages)
2. Small Business Application
3. Resume
4. 2 Letters of Reference – **Not from a family member**

STAGE TWO REQUIREMENTS:

1. Submit full proposal for final project approval

*****Please note*** you will be notified if you have been selected to submit a full proposal**

LET'S GET STARTED!

STAGE ONE: LETTER OF REQUEST, APPLICATION AND 2 LETTERS OF REFERENCE

The Letter of Request should not be more than three (3) pages and should be accompanied by the Small Business Application, your resume and 2 letters of reference. **NOT FROM FAMILY MEMBERS**

Your resume should provide information on your education, work experience and relevant skills that you believe are important to the success of your business.

The 2 letters of references can be work related references or character references.

THE LETTER OF REQUEST SHOULD INCLUDE THE FOLLOWING INFORMATION:

Who: Name(s), background and experience relevant to this project, group of applicants or team overview.

What and How: Provide a description of the proposed project as follows:

- How does this project fall under the Priorities
- How will this project benefit the Nation? i.e. How many band members will benefit through employment or receipt of service?
- How will the project be carried out?
- What are some other anticipated achievements and outcomes?



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When: State the time frame for the project.

***PLEASE NOTE*:** The project must be completed by **March 31, 2019**

How Much:

1. How much will the project cost?
2. How much are you requesting from the trust?
3. How much are you requesting from other sources?
4. Where else are you requesting funding from?

BE SURE TO COMPLETE THE SMALL BUSINESS APPLICATION ALONG WITH YOUR RESUME AND 2 LETTERS OF REFERENCE AND SUBMIT ALONG WITH YOUR LETTER OF REQUEST.

Stage 1 Letter of Request AND the Programs and Services Application may be submitted as follows:

MAIL OR PERSONAL DELIVERY:	Squamish Nation Trustees c/o Geena Jackson, SNT Project Administrator 415 West Esplanade North Vancouver, BC V7M 1A6 604-306-7736
FAX	Squamish Nation Trustees c/o Geena Jackson, SNT Project Administrator Fax Number: 604-982-0515
E-MAIL:	Squamish Nation Trustees c/o Geena Jackson, SNT Project Administrator E-mail: gjackson_snt@yahoo.com

DEADLINE FOR STAGE ONE SUBMISSIONS:

MAILED LETTERS OF REQUEST AND APPLICATIONS MUST BE

POSTMARKED NO LATER THAN:

4:30 P.M. FEBRUARY 9, 2018



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ALL OTHER FORMS OF DELIVERY
MUST BE RECEIVED IN PERSON NO
LATER THAN 4:30 P.M. ON
FEBRUARY 16, 2018

No Late Applications will be accepted for any reason.



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COMMITTEE REVIEW- STAGE 1

All Stage one Letters of Request and Applications will be reviewed by an Evaluation Committee (the “Committee”) comprised of the Trustees and Council. The Committee reviewing the applications may consult with staff and organizations that are experienced in relative fields, as necessary.

You will be notified by **March 12, 2018** in writing, as to whether or not your request can be further considered under Stage 2 of the process. Those proceeding to Stage 2 will be asked to submit a full proposal.

STAGE TWO: BUSINESS PLAN

Small Business Applicants are encouraged to contact the Squamish Nation Trust Project Administrator, Geena Jackson for assistance in completing a Business Plan. Geena Jackson can be reached at 604-306-7736.

Small Businesses that require the use of band land will require a formal Council motion and a copy of this motion is to be included with the Business Plan.

***PLEASE NOTE*:** Only those applicants that have been notified in writing to proceed to Stage 2 will be required to submit a Business Plan for further review.

DEADLINE FOR STAGE TWO SUBMISSIONS:
SUBMIT FULL PROPOSAL BY MAY 11, 2018

COMMITTEE REVIEW- STAGE 2



Small Business Plans must submit a complete Business Plan that demonstrates the viability of the proposed or existing business. Incomplete Business Plans may not be given further consideration. Small Business Applicants are strongly encouraged to contact the Squamish Nation Trust Project Administrator, Geena Jackson, for assistance in completing a Business Plan.



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Some of the criteria that the Committee will assess the proposals are as follows:

- a) The Business Plan addresses priorities as identified by the members in November 2014
- b) The soundness of the Business Plan
- c) The Business Plan demonstrates sound fiscal and management capacity
- d) The Business Plan outlines outputs and outcomes of the business
- e) The Business Plan shows benefit to the Squamish Nation Community – The maximum number of members will benefit from the proposal
- f) There is a demonstrated partnership or access to other funds to support the proposal. The Trustees are unable to provide 100% Funding for projects, except in exceptional cases where there is clear and strong evidence that no other source of funding is available.
- g) Applicant demonstrates satisfactory & relevant qualifications such as education, training and experience
- h) A copy of the Council motion for use of band land for project, if applicable
- i) Evidence of a minimum of 10% personal equity (in cash)

PROJECT ADMINISTRATION

If your proposal is approved for funding, you will be notified formally by **June 30, 2018**.

The Trustees will require the following from the successful applicants:

- a) Compliance with the conditions set out in a signed Contribution Agreement between the Squamish Nation and the Trustees e.g. Small Business Applicants must agree to repay the Trust should they not remain in business for at least three (3) years
- b) Compliance with the Squamish Nation financial administration policies
- c) Interim and final reports (financial and descriptive) as outlined in the Contribution Agreement
- d) Prior written approval from the Trustees for any major amendments to the project
- e) Three estimates will be required where equipment is being purchased

FUNDING WILL NOT BE RELEASED UNTIL:

- 1. The Squamish Nation and the Trustees have signed a Contribution Agreement
- 2. The conditions have been met as set out in the Contribution Agreement
- 3. A monthly cash flow and budget has been submitted to the Trustees and approved for payment by the Trustees.
- 4. All past recipients must be up-to-date with past and final financials and activity reports, prior to any further funding being released



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STEP-BY-STEP SUMMARY OF THE APPLICATION PROCESS

The Squamish Nation Trust has a two-stage process. Stage one for Programs and Services is a Letter of Request and an Application; to be submitted to the Trustees, to determine eligibility. If short-listed, Stage two will require the submission of a full proposal.

STAGE 1: LETTER OF REQUEST, APPLICATION, RESUME AND 2 LETTERS OF REFERENCE

1. After reviewing the Squamish Nation Trust Small Business Proposal & application guidelines thoroughly, write and submit a Letter of Request, Application, Resume and 2 letters of reference by 4:30 p.m., February 16, 2018.
2. Wait for the Evaluation Committee's response. You will get a response by March 12, 2018.
3. **If your Stage 1 application is declined, please stop here.**
4. If you have been approved to proceed to Stage 2, you will be required to submit a Business Plan.

STAGE 2: BUSINESS PLAN

Send us a Business Plan containing the information outlined in Stage 2 by 4:30 p.m. on **May 11, 2018**.

***** You will receive written notification of the Committee's final decision by June 30, 2018.**

KEY DATES TO REMEMBER

1. **February 16, 2018:** Deadline for submitting Stage 1 Letter of Request & Application
2. **March 12, 2018:** Response to Stage 1 applications (approved/declined)
3. **May 11, 2018:** Deadline for submitting Stage 2 Full Proposals
4. **June 30, 2018:** Response to Stage 2 full proposal (approved/declined)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT GEENA JACKSON, THE PROJECT
ADMINISTRATOR FOR THE SNT AT 604-306-7736