

## ABOUT THE BROCHURE:

1. A tool for sub-charities to help understand what is expected;
2. Informs program (s) / project (s) they must manage and account for funding;
3. Ensures program (s) / project (s) achieve intended results;
4. Procedures to follow.

## PROCEDURES:

### STEP 1 – Community Support and Approval

1. Must have met with Chief and Council to go over proposal request;
2. Chief and Council review proposal request submission and is forwarded to Mechet Charities Limited;
3. Chief and Council sanctions approval by Band Council Resolution (BCR), and can request Mechet Charities Limited to assist in its eligibility qualification.

### STEP 2 – Mechet Charities Limited (MLC) Support and Approval

1. Program Management consults and builds proposal with applicants;
2. Program Management provides follow-up and can make recommendations for revisions of application (s) / proposal (s) that meet eligibility criteria in accordance with the Host First Nation Charitable Casino Policies Handbook (HFNCCPH);
3. Mechet Charities Limited Board of Directors provides final approval...unless.

### STEP 3 – Alberta Gaming and Liquor Commission Pre-approval Support

1. Must pre-approve certain expenditures – example: wages and salaries of program (s) / project (s) delivery staff; to travel outside of province and country; all housing and infrastructure projects; and all new program(s) / project (s) not yet funded nor approved by AGLC;
2. All program (s) / project (s) must be subject to an AGLC audit review as outlined in the Host First Nation Charitable Casino Policies Handbook (HFNCCPH).

## ABOUT THE PROPOSAL / APPLICATION PROCESS

1. Must submit an application, or a proposal summary containing: business plan; program budget and supporting documentation;
2. Must have a Band Council Resolution (BCR) accompanied with proposal and application.

## ABOUT ELIGIBILITY CRITERIA

1. The applicant must be an established and, or incorporated not-for-profit charity;
2. Proceeds identified are used to supplement, but not replace existing funding;
3. Applications must demonstrate a need; and must benefit the community i.e. children, youth, senior (elders) and people in need of assistance.

## CONTACT INFORMATION

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