

**Cook's Ferry Indian Band
ADULT LEARNING SUPPORT PROGRAM
Funding Policy**

Cook's Ferry Indian Band is in a position to assist Band members, to achieve their education goals with a learning support program through the Nlaka'pamux Legacy Trust (2013) Funds.

The Adult Learning Support Program has an allocation of \$50,000 per fiscal year (Fiscal year being April 1 to March 31).

Funding is available to a maximum of \$2000 per individual Registered Band Member 18 years or older, per fiscal year until the Budget is depleted. The goal is to assist as many Band members as possible. Band members may submit applications for funding as per the following criteria.

Eligibility:

The following criteria must be met to be eligible for funding:

1. Be a registered Cook' Ferry Indian Band member 18 years or older; and
2. Submit an application with supporting documentation; and
3. Provide an invoice for direct payment to an institution/facilitator; or
4. Provide a receipt for reimbursement; and
5. Provide evidence of completion (to be eligible for future funds).

Ineligible Applicants:

Individuals who are receiving funding from the Cook's Ferry Indian Band Post-Secondary School Support Program are ineligible for this program.

Eligible Costs:

The following costs are eligible for funding:

1. Course registration fees/tuition fees;
2. Books;
3. Supplies.

Selection Criteria:

In the event that there are more applications than available funding, the applications will be selected based on the following priorities:

1. Applicants not previously funded;
2. Trades Programs;
3. Job readiness courses;
4. Aboriginal Cultural Courses;
5. Applicants attending Post-Secondary education programs who are not currently funding through the Cook's Ferry Indian Band Post-Secondary School Support Program;
6. General Interest courses;

**COOK'S FERRY INDIAN BAND
ADULT LEARNING SUPPORT PROGRAM
FUNDING POLICY**

Funding Application Process

Funding will be allocated up to a maximum of \$2000 per eligible applicant until the budget is depleted. Individuals are to fill out the Adult Learning Support Program Application in full and submit the supporting documentation to the address on the application form. Applicants may apply for any amount up to a maximum \$2000 provided an invoice from an institution or facilitator or receipt from the institution or facilitator has been provided. Applications will be reviewed for completeness and considered for funding if complete.

An approved application that does not allocate the applicant with the maximum \$2000 allowable funding amount does not reserve any remaining amount for the applicant. Should individuals require additional support through this program, they will be required to submit an additional application and understand that funding may not be available. Each application will be considered a separate application amongst the selection criteria. The aggregate total for one band member will not exceed \$2000.

Application Submission Due Dates

Applications will be accepted monthly, and due on the 1st of the month, Applications may be submitted for eligible dates (April 1 to March 31) Prior to April 30 of the current Fiscal Year

Decision/Notification and Fund Dispersal

Applications will be reviewed within 5 business days.

Notification of application decisions and funding dispersal will be within 5 business days of the review.

Obligations of Cook's Ferry Indian Band

All applications, approvals and denials will be kept on file and kept confidential. Applications and Reports will be provided to the Nlaka'pamux Legacy Trust Board of Directors. Adhere to the NLX Adult Learning Support Program policy. Consider each request fairly and transparently as per the Policy. Keep a record of amounts available to eligible membership.

Grievance Procedure

If applicants are unsatisfied with the decision made on their application, they must submit in writing the reasons why they feel they should be reconsidered for funding to the Program Coordinator within 30 days of notification of the decision. The Program Coordinator will forward the request to the Band Manager who will make a decision and inform the applicant of the results. If the applicant is still unsatisfied, they may send in a grievance form to Chief and Council for review. Chief and Council will make the final Binding Decision.

**COOK'S FERRY INDIAN BAND
ADULT LEARNING SUPPORT PROGRAM
APPLICATION FORM**

PO Box 130
Spences Bridge, B.C. V0K 2L0
Tel: 250-458-2224 Fax: 250-458-2312
Email: finance@cookserry.ca

1. Date of Application: _____

2. Persona Data

Full Name: _____

10-digit status registry number: _____ Date of Birth: _____

Mailing address: _____

Phone Number: _____ Email: _____

3. Have you applied for Adult Learning Support funding in the past? Yes No

If yes, what was the date you last received funding? _____

4. What category of funding are you applying for:

- Applicants not previously funded through this program;
- Trades Program;
- Job Readiness Program;
- Aboriginal Cultural courses;
- Post-Secondary education programs who are not currently funded through the Cook's Ferry Indian Band Post-Secondary School Support Program;
- General Interest Courses

5. Education or Training Information:

Name of Education Institution: _____

Name of Education Program: _____

Date of Program Start: _____ Program completion date: _____

Invoice or Receipt provided: Yes No

Certificate of Completion Provided: Yes No

I, _____, am requesting \$_____ from the Adult Learning Support Program. I have read, understand, and agree to the policy.

Signature of Applicant: _____ Date: _____

**COOK'S FERRY INDIAN BAND
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GRIEVANCE FORM**

PO Box 130
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Tel: 250-458-2224 Fax: 250-458-2312
Email: finance@cooksferry.ca

1. Date of Grievance: _____
2. Personal Data

Full Name: _____

10 Digit status registry number: _____ Date of Birth: _____

Mailing Address: _____

Phone Number: _____ Email: _____

What are your grounds for appealing the Band Manager's decision?

Signature of Applicant: _____ Date: _____

Office Use Only
C&C receipt of appeal: _____
Date of Hearing: _____
Decision of C&C: _____