

**Cook's Ferry Indian Band**  
**Youth 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 youth learning support program through the Nlaka'pamux Legacy Trust Funds (2013).

Chief and Council have approved an allocation of \$25,000 per fiscal year.

Funding is available to a maximum of \$500.00 per individual Registered Band member between the ages of 1-17, per fiscal year until the budget is depleted. The goal is to assist as many Band member youth as possible. Band members/guardian 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's Ferry Indian Band member, one to seventeen years old; 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).

**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 received than available funding, the applications will be selected based on the following priorities:

1. Applicants not previously funded;
2. Aboriginal Cultural courses;
3. Private School Tuition;
4. General interest courses.

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

**Funding Application Process:**

Funding will be allocated up to a maximum of \$500 per eligible applicant until the budget is depleted. Individuals are to fill out the Youth Learning Support Program Application in full and submit the supporting documentation to the address on the application form.

Applicants/guardians may apply for any amount up to the maximum \$500 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 \$500 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 \$500.00.

**Application Submission Due Dates**

Applications will be accepted monthly, and due on the 1<sup>st</sup> of the month

**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

Applications and Reports will be provided to the Nlaka'pamux Legacy Trust Board of Directors

Adhere to the Youth Learning Support Program Funding Policy

Consider each request fairly and transparently as per the Policy

**Grievance Procedure**

If applicants/guardians are unsatisfied with the decision made on their application, they must submit in writing the reasons they feel they should be reconsidered for funding to the Education Coordinator within 30 days of notification of the decision. The Education 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 must 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  
YOUTH LEARNING SUPPORT PROGRAM  
APPLICATION FORM**

PO Box 130  
Spences Bridge, BC. V0K 2L0  
Tel: 250-458-2224 Fax: 250-458-2312  
Email: [reception@cooksferry.ca](mailto:reception@cooksferry.ca)

1. Personal Data

Full Name: \_\_\_\_\_  
10 digit status registry number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Are you the Youth Applicant or the Legal Guardian of the Applicant? \_\_\_\_\_

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

What is the date you last received funding? \_\_\_\_\_

4. What category of funding are you applying for:

Applicants not previously funded through this program;  
Aboriginal Culture courses;  
Private School Tuition;  
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 Youth Learning Support Program. I have read, understand, and agree to the policy.

Signature of Applicant/Legal Guardian: \_\_\_\_\_

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YOUTH LEARNING SUPPORT PROGRAM  
GRIEVANCE FORM**

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Email: [reception@cooksferry.ca](mailto:reception@cooksferry.ca)

1. Personal Data

Full Name:

10 digit status registry number:

Date of Birth:

Mailing address:

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Phone number:

Email:

What are your grounds for appealing the Band Managers decision?

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Applicant Signature: \_\_\_\_\_

Office use only

C&C receipt of appeal:

Date of Hearing:

Decision of C&C: