

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.

Funding is available to a maximum of \$2,000 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's Ferry Indian Band member Eighteen years and 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 received 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 \$2,000 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 the maximum \$2,000 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 \$2,000 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 \$2000.00

Application Submission Due Dates

Applications will be accepted monthly, and due on the 1st 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 NLX Trust Board of Directors
Adhere to the NLX Learning Support Program Funding Policy
Consider each request fairly and transparently as per the Policy

Grievance Procedure

If applicants 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
ADULT 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

1. Personal Data

Full Name: _____
10 digit status registry number: _____
Date of Birth: _____
Mailing address: _____

Phone number: _____ Email: _____

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

What is the date you last received funding? _____

3. What category of funding are you applying for:

- Applicants not previously funded through this program;
- Trades Programs;
- Job readiness courses;
- 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.

4. 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: _____

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GRIEVANCE FORM**

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Tel: 250-458-2224 Fax: 250-458-2312
Email: reception@cooks ferry.ca

1. 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 Managers decision?

Applicant Signature: _____

Office use only

C&C receipt of appeal: _____

Date of Hearing: _____

Decision of C&C: _____