



January 29, 2020

Dear TH Citizen:

**Re: Disbursement Policy and Grant Application**

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At the September 2019 General Assembly, Tr'ondëk Hwëch'in citizens gave direction to enact the attached Disbursement Policy, which will guide how disbursements from the TH Trust will be granted to Trust beneficiaries. Recently, the TH Trust made its first disbursement of \$1,377,084. As per the Disbursement Policy, that money will be divided amongst each living TH citizen.

The following contains the information you need to apply for the grant, including an application form. If you have any questions, please contact **Reija Warren, Finance Administrative Officer, at 867-993-7100 ext. 135 or toll-free 844-993-7100, or [disbursements@trondek.ca](mailto:disbursements@trondek.ca)**. She can guide you through the process.

Sincerely,

Charles Pugh  
Executive Director, Tr'ondëk Hwëch'in

## **FREQUENTLY ASKED QUESTIONS**

### ***Who is eligible for the grant?***

Every individual, regardless of age, enrolled as a TH citizen on December 31, 2019. (Status First Nations people who have not enrolled as a TH citizen are not eligible.)

### ***How much am I eligible for?***

There is \$1,120 available for each citizen.

### ***What happens to my allocation if I don't apply for it?***

If you don't apply for the grant, your allotment will be set aside in your name so you can access it later.

### ***Why not issue a cheque instead of having an application process?***

The General Assembly wanted conditions on how the money could be spent to ensure it was used in ways consistent with TH values. Also, the money is tax-free when issued as a grant.

### ***What if my activity or purchase does not appear on the list?***

The list of allowable activities or purchases was not meant to be exhaustive as there is no way to predict how people might want to spend their allocation. If your activity does not appear on the list, get in touch anyway and we'll work with you on a solution.

### ***Do I have to prove I used the grant for what I said I would?***

Yes, it is every recipient's responsibility to provide receipts or proof of purchase to the TH Government in order to be eligible for future grants.

### ***My family and I would like to pool our money and use it help buy building materials for a cabin. Can we do that?***

Yes.

### ***I have a minor in my home who could use the money for sports registration. How would she access it?***

TH citizens under the age of 18 must have a parent or guardian apply for the grant on his or her behalf.

## 1.1 Purpose of the Tr'ondëk Hwëch'in Disbursement Policy

To establish procedures for dealing with disbursement funds from the Tr'ondëk Hwëch'in Trust.

## 1.2 Abbreviations

TH – Tr'ondëk Hwëch'in

THT – Tr'ondëk Hwëch'in Trust

## 1.3 Definitions

**Beneficiary**– Any person or group as defined by the THT indenture.

**Citizen** – Any person enrolled as a citizen of Tr'ondëk Hwëch'in under the TH Constitution.

**Permitted Uses** – Activities identified in Appendix A and those approved, from time to time, by the Disbursement Committee.

## 1.4 Policy

Disbursement Funds will be allocated by the TH Government to TH citizens in accordance with the procedures outlined in this document.

Disbursements will only be used for items and activities outlined in Appendix A or, as determined by the Disbursement Committee, that align with community values and expectations.

Disbursement funds will not be used for staffing or the annual operations of the TH Government.

## 1.5 Procedures

### *Disbursement Committee*

The Disbursement Committee is composed of five citizens appointed for three-year terms by Chief and Council.

This policy will be reviewed each year by the Disbursement Committee. Any changes to the Disbursement Policy must be made by resolution of Chief and Council.

## ***Meetings***

The Disbursement Committee will meet, at a minimum, four times per year and as required.

## ***Rules***

The Disbursement Committee will establish terms of reference, including conflict of interest rules and procedures, necessary to fulfill its duties for Council's approval.

## ***Decision Making***

The Disbursement Committee will strive for consensus. When consensus cannot be reached, matters will be decided by votes cast by a quorum of committee members. A successful vote will consist of more than half the votes cast by a quorum of committee members.

The Disbursement Committee must have at least three members to convene a meeting or make any decision.

A quorum of the committee is defined as at least three members present.

Decisions made by the Disbursement Committee are final.

## ***Processes***

Each year the THT will determine whether a disbursement from the trust dollars will be made.

In years when a disbursement is made, it will be disbursed to the TH Government, who will place the money in a fund segregated from other government monies.

Each year the Disbursement Committee will determine the maximum allotment available for beneficiaries.

Money granted in any year will not exceed the money available.

The TH Government will inform every TH citizen on the citizenship list when a disbursement occurs. It is up to every citizen to ensure the TH Government has their current mailing address.

All applications under this policy must be made in writing using an application form found in Appendix B.

Applications will be adjudicated by the TH Finance Department for completeness and adherence to the goals laid out in this policy.

Applications will be accepted on an ongoing basis.

TH citizens under the age of 18 are not eligible to make an application. Instead, a parent or guardian must make an application on their behalf.

Applications that are not approved will automatically be sent to the Disbursement Committee for appeal.

Citizens not accessing their annual allotment will have their allotment accrue to the next year. There is no limit to how many years a citizen's allotment can accrue.

If a citizen passes away, their accrued allotments will be returned to the TH Government segregated fund and used by the Disbursement Committee when determining the maximum annual allotment available for the remaining beneficiaries.

Citizens may transfer their allocation to another family member or TH citizen.

Citizens can apply as a group.

Best efforts will be made to review this policy every three years.

### ***Payments***

Successful grant applicants will receive 100% for costs associated with their application and must submit receipts or proof of purchase to the TH Finance Department to be eligible for the next Disbursement allocation.

At the request of the applicant, payments may be made directly to vendors, organizations, or providers of service.

### ***Reporting***

In addition to carrying out their obligations as a granting body, the Disbursement Committee shall take reasonable steps to obtain reports, satisfactory to the Disbursement Committee, that any money granted to a Beneficiary was spent in accordance with their application and in accordance with this policy.

Each year, the Disbursement Committee will present a report to Chief and Council on how and to whom money was disbursed.

## **APPENDIX A**

### **Permitted Uses**

#### Arts, Culture, Heritage, and Language

Eligible activities include, but are not limited to, the following:

- Travel costs to attend cultural festivals.
- Equipment and supplies for traditional pursuits.
- Grants to assist with fund film-making, written works, plays and exhibitions.
- Art, craft, and musical supplies and equipment.

#### Bereavement

Eligible activities include, but are not limited to, the following:

- Funeral costs and travel not covered by other programs.

#### Economic Development

Eligible activities include, but are not limited to, the following:

- Costs related to businesses licenses, business planning, and business insurance.
- Office equipment and business supplies.
- Business startup costs.

#### Education, Training, Bursaries, and Scholarships

Eligible activities include, but are not limited to, the following:

- Assistance with post-secondary education beyond what's available from other programs.
- Special equipment or learning tools for K–12 students, including computers.

#### Health, Home Care, Wellness, and Medical

Eligible activities include, but are not limited to, the following:

- Specialist therapy or treatment not covered by other programs.
- Personal Travel.
- Travel and escort costs not covered by other programs.
- Palliative and other home care and honoraria support not covered by other programs.
- Specialist dental treatment not covered by other programs.
- Home upgrades.
- Doctor, eye, ear, dental and other specialist treatment and equipment not covered by other programs.
- Medication.
- Emergency financial assistance (e.g. loss of income from unforeseen health-related circumstances) not covered by other programs.
- Financial assistance for infant and pregnancy items and education resources not covered by other programs.
- Costs related to after-care treatment not covered by other programs.
- RESPs, RRSPs, TFSAs, or other investments.

#### Housing

Eligible activities include, but are not limited to, the following:

- Repairs targeting health and safety deficiencies.

#### Miscellaneous

Eligible activities include, but are not limited to, the following:

- Personal electronics, including TVs, computers, laptops, and cellphones.
- Winter tires

- Specialty clothing, including winter gear and work clothing.
- Gifts to family members.
- Debts previously accrued for an allowable use.

#### Sport and Recreation

Eligible activities include, but are not limited to, the following:

- Financial assistance to participate in sports tournaments.
- Registrations for sports leagues.
- Sports equipment.

#### Traditional Pursuits

Eligible activities include, but are not limited to, the following:

- Trapping equipment.
- Hunting and fishing equipment.
- On the land activities.
- Materials for a cabin in the bush.



**APPENDIX B**

Instructions and deadline:

Applications will be accepted by the TH Government at any time.

It is the responsibility of the applicant to ensure the TH Government has received your application.

Denied applications will be submitted to the Disbursement Committee for review. Decisions of the Disbursement Committee are final.

**SECTION A: INFORMATION ABOUT YOU**

Name of applicant: \_\_\_\_\_

Citizenship Number \_\_\_\_\_

Mailing Address:

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Co-applicant (when applicant is under 18)

\_\_\_\_\_

Citizenship Number \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION B: INFORMATION ABOUT YOUR ACTIVITY**

Please attach an additional page if there is not enough room.

Project Name: \_\_\_\_\_

Briefly describe your activity or proposed purchases:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of funding requested: \$ \_\_\_\_\_

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Consent & Declaration:

The statements herein and attachments hereto reflect an accurate description and estimated costs regarding the intended use of trust funds. By signing below, you consent to the following:

I (we) give consent to the representatives of the TH Government and Disbursement Committee to obtain and share with persons or organizations, public or private, any information necessary to complete the assessment of the project outlined:

I (we) certify that I (we) am (are) Tr'ondëk Hwëch'in citizens and have provided verification with application.

I (we) give consent to the Disbursement Committee for my project information and any pictures for the purpose of publication through newsletter, website or social media platforms.

I (we) declare that all information provided is truthful to the best of my (our) knowledge and that I (we) have disclosed all other sources of funding procured at any time during the process up to date of completion should my (our) project be selected AND that all funds will be used for the sole purpose of this project as outlined in the budget.

\_\_\_\_\_  
Signature of Applicant or Group                              Date