

Chapleau Cree First Nation Community Trust Culture and Heritage Proposal Submission Document

This document is for your proposal preparation. Use this document, offline, to gather your content and answer the questions describing your proposal. When you are ready, you will submit this document on the iamcree.ca website. You will also be able to submit supplementary documents to support your proposal.



Trust RFP Proposal Terms of Submission

Background to the RFP

The Chapleau Cree First Nation Community Trust (the “Trust” or “our”) is conducting this Request for Proposals (the “RFP”) from eligible responders to the RFP (the “Proponent” or “you”) to advance the Purposes of the Trust as outlined on the iamcree.ca website. As per the Deed of Trust (the “Deed”), RFPs for projects to advance the Purposes of the

Trust (“Project” or “Projects”) are open to various parties as defined in the Eligibility

Criteria also as outlined on our website.

Implied Consent and Agreement

By agreeing to submit a proposal (your “Proposal”) to the Trust, in response to this RFP, you, agree to provide certain information required for proposal submission, and for Chapleau Cree Member identification, and you agree to the following terms and conditions regarding the RFP.

Project Funding by the Trust

This year, the Trust is open to proposals of either $50,000, $75,000, $100,000 or $150,000 with a total funding of $150,000.

Based on your RFP response your budget will be limited to a fixed budget of either $50,000, $75,000, $100,000 or $150,000 Canadian Dollars (“Funding”) and Proposals should be made with this ultimate maximum Funding level being provided by the Trust to support the Proponent’s effort in delivering the deliverables of the Project (the

“Deliverables”).

Funding can be provided in staged intervals over the Project, and the Proponent should identify the Funding Payment Milestones that they suggest are either required or suggested. It should be noted that budgets that require large up-front funding distributions that are not tied to meaningful Deliverables may affect the Proposal evaluation based on the evaluation criteria.

Further, 3rd party funding can be associated to a Project, including but not limited to personal funding, in-kind contributions of effort or materials, sponsorship funding, and other sources. However, the Proponent should be aware that such additional Funding, if not secured, may make the Proponents Proposal less viable and therefore negatively influence the evaluation of the Proponent’s Proposal.

Acknowledgment of Non-binding RFP Process

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this RFP process does not constitute a formal legally binding commercial engagement process, and that there will be no legal relationship or obligations created until the Trust, and the selected Proponent have executed a written contract.

Furthermore, it should be recognized, consistent with the Deed, if there are no identified Proposals that have an adequate evaluation under the criteria, the Funding may not be released under this RFP, and it may be held in the Trust for future RFP processes.

Lastly, this RFP may be altered and reintroduced, later, to address any issues or opportunities associated with the initial RFP.

Cost Estimates and Project Budget

The Proponent will submit their budget, and the associated cost estimates, in accordance with the instructions outlined in this RFP Submission Document. The Proponent confirms that the costing information provided is accurate and complete to the best of the Proponent’s ability to assess the costing. The Proponent further acknowledges that if any inaccurate, misleading, or incomplete costing information, is later replaced by more accurate or actual costing, this will not change the amount awarded for the Project.

Disclosure of Information

The Proponent hereby agrees that any information provided in their Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law, or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of their Proposal by the Trust to an evaluation committee (the “Evaluation Committee”) of the Trust’s choosing retained for the purpose of evaluating, or participating in the evaluation of, your Proposal.

While other matters of disclosure of information of the Proponent will be further dealt with in a Project funding agreement, the Proponent should know that the expectation is that the Trust will communicate the nature of the Project, and the Proponent’s name, or the group’s larger team member names, in a communication regarding the selection of the Proponent’s Proposal, and the subsequent reporting on the Project for the benefit of the Community.

If the Proponents Proposal is not selected, the Proponent’s information will be kept private, but it will be used to document aggregate information documenting, for example, that the Proponent did submit a Proposal. The Proponent’s Proposal information may be

kept in the records for a maximum of seven (7) years for future consideration unless the Proponent specifically requests that it be returned, deleted, or destroyed.

Further, whether the Proponent’s Proposal is selected or not, the Proponents name and other information may be used, in conjunction with Band Administration information, to validate the membership status and eligibility to submit a Proposal under the RFP.

Question and Answer Process

The RFP process allows for Proponents to ask clarification questions regarding the RFP. Any questions must be submitted by 11:59 p.m. on November 24, 2023. All questions submitted by all Proponents will be consolidated and answered in a single document, for the benefit of all Proponents, and responded to through the registered email address(es) of the Proponents by December 1, 2023.

Proposal Submission Deadline

Proposals must be submitted by 11:59 PM December 20, 2023, using the Submit Proposal button at <https://iamcree.ca/cultural/>

Description of the Request for Proposal

As described in the Deed, Projects supported by the Trust must benefit all members of the Community, both on and off Reserve. In addition, there are five Purposes of the trust which are outlined in the Deed and [on our website at iamcree.ca](https://iamcree.ca/about-us/our-story/).

This RFP calls for Proposals to support the Purpose **“Promote, Protect, and Preserve Heritage and Culture”.** As mentioned in the above section Project Funding by the Trust, proposals can be submitted to meet a number of economic sizes so as to fit to several smaller projects reflecting differing areas of Heritage and Culture. The following are some of the questions that you can consider that may stimulate your thinking.

* What are the practices, customs, skills, and teachings that are authentically Swampy Cree?
* How can your project reach back several generations to accurately capture these practices, customs, skills, and teachings?
* Due to the nature of the effects of colonialism, and our migration from Moosonee to Chapleau, it may be necessary or advantageous to branch outside of our own community to our traditional territory in the James Bay area.
* How can your project reach all Members of the community, both on and off Reserve, that wish to renew or discover their Culture and Heritage?
* Language is a large part of our culture. Are there approachable ways that you can stimulate Members to begin, and later otherwise pursue, learning our traditional dialect of the Cree language?
* If your proposal addresses traditional skills and requires special materials, it may be best to provide information on how these can be sourced by the Members rather than attempting to provide them through your proposal for economic and logistical reasons.

In addition to answering these questions, you will need to determine which medium you will use to convey the cultural teachings and heritage. Will it be a set of stories, a video, a multimedia experience, a webinar, or some other medium that you wish to propose?

Mostly, you should communicate how you can provide value to all members of the Chapleau Cree Community, both on and off our Fox Lake Reserve.

Evaluation Criteria

10 Goals and objectives clearly articulated

30 Value to the Community

10 Proposal language easy to read / understand

10 Approach, chosen media, and creativity

20 Related experience / expertise

20 Youth and Elder involvement

100 TOTAL

Chapleau Cree First Nation Community Trust

Proponent Proposal

My Chapleau Cree Band Number

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| Click or tap here to enter text. |

Please Note: By including your Band Number, providing your full name, and submitting this document to the Trust, you agree to abide by the Terms of the RFP as set out in this document.

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| Business Name (if applicable) |  | Business Website (if applicable) |
| Click or tap here to enter text. |  | Click or tap here to enter text. |

**How can we contact you?**

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| Email |  | Phone |
| Click or tap here to enter text. |  | Click or tap here to enter text. |

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| --- | --- | --- |
| First Name |  | Last Name |
| Click or tap here to enter text. |  | Click or tap here to enter text. |

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| Address (include Box # if required) |  | City |
| Click or tap here to enter text. |  | Click or tap here to enter text. |

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| Province |  | Country |
| Click or tap here to enter text. |  | Click or tap here to enter text. |

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| Postal Code |  |
| Click or tap here to enter text. |  |

Proposal Overview

Please describe your project and its deliverable(s). In this section, just describe your goal the intention of the project, and what will be delivered to the Community when your project is completed. In another section, you are asked to describe the value to the community.

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| Click or tap here to enter text. |

Detailed Budget

Please describe your intended use of funding. Funds can be used to pay yourself or other members on your team, travel, as well as purchase services or products you require and compensate people you engage in your project (i.e. Community Members, Elders, Youth etc.)

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Timeline and key milestones

Tell us how you plan to deliver your project and when you would require funds to be released based on your project plan.

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Specify the communication medium for your project deliverable

Web page/ Website

Video

Audio

eBook/Booklet

Other

If Other, please specify

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| Click or tap here to enter text. |

Please specify approach and/or rational for the recommended medium

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Communication, distribution, and promotions strategy

How will you distribute the product or deliverable of the project? Please note that if required or desirable, the IamCree website can be used as distribution or access medium for your project deliverable. In fact, this is desirable, and you can disregard any hosting costs for this if it is used; it will be provided by the Trust.

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References, examples of work

You may describe work that you have done here; you can also upload additional files when submitting this application to showcase your work experience and it will be considered as part of the evaluation. Where your work can be referenced online, you may simply include the URLs/links here and describe them as you wish.

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Value to the CCFN Community

Note that projects are intended to benefit all Members of the CCFN Community as much as possible. What goals and objectives do you believe you can achieve through the delivery your Project for the Community? Please state how your Project and its Deliverable(s) will provide value to CCFN Community Members.

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Other information to support your Proposal

Please tell us anything else that you would like that you believe makes your Proposal unique or better for the Community.

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| Click or tap here to enter text. |

Once completed, this document must be uploaded to the iamcree.ca website <https://iamcree.ca/chapleau-cree-first-nations-treaty-land-entitlement-journey/>