

Willow Lake Metis Nation

Training Policy & Application

Responsible Person

The Willow Lake Metis Nation Board of Directors are responsible for maintenance of this policy, and for responding to questions posed regarding this policy.

Purpose / Rational

The objective of the training program is to provide financial support to Metis members to gain access to advance training and to be certified with the skills and competencies needed to pursue individual careers and to contribute to the advancement of Metis self-governance and economic self-reliance.

Definition (for purposes of this Policy)

Members – Métis who are registered in the Willow Lake Métis Nation Data Base. Children Membership is authorized by their parent until the age of 18.

Award – Financial amount paid through the Community Investment Fund

Committee –a group consisting of the Willow Lake Metis Leadership who are responsible for the management of this fund.

Policy

The Willow Lake Metis Nation Board of Directors has adopted this policy to follow the guidelines and procedures as written to ensure fair and objective decisions for all members.

This policy is subject to amendment from time to time as determined by the Board.

GENERAL PROVISIONS

Members Eligibility for Financial Assistance

To be eligible to receive an award from the Fund, a member must be pre-registered on the Willow Lake Metis membership list.

Qualifying Event

The Fund is intended to assist members who have been registered for training courses.

Applicant must submit:

- 1) A complete application form,
- 2) Fee assessment

Recipient Regulations

- All awards are subject to the availability of funds and extent of need. Because the Fund is supported by donations, there is no guarantee that there will be available funds at a given time.

- Financial assistance is limited and will be reviewed quarterly.
- The onus will be on the applicant to notify Willow Lake Metis Board Leadership in writing upon any disruptions in his/her training.
- The applicant is to notify Willow Lake Metis Board Leadership when he/she completed the course and share copies of any certification documents.

Fund Review Committee

The Willow Lake Metis Leadership will be responsible for the implementation of this fund. The Committee shall meet monthly. Awards will be approved by a majority vote of the committee. At the discretion of the Committee, they can determine if a request is deemed an emergency and review the request immediately. Any member of the Committee who has a conflict of interest due to immediate family, personal or business Nations shall refrain from discussing or voting on such matters.

- a) A member may be supported for completing **one** certification course a year, not considered Post Secondary.
- b) Funding will cover safety courses needed to be ready for work.
- c) Funding will cover PPE not exceeding \$1,000 or depending on the availability in the fund.

Consequences of Withdrawal

It is the member's responsibility to give notice to the institution and the Willow Lake Metis of their withdrawal from their training program. If the withdrawal is deemed to be for medical or compassionate reasons, the Board of Directors will allow the student to reapply.

If the member withdraws from a program and there is no medical or compassionate reason, the member is required to reimburse the Willow Lake Metis for the cost of the courses from which he/she withdrew. In addition, the member must wait until the following year to re-apply for training support.

If the member withdraws for a second time and there is no medical or compassionate reason, he/she may be suspended for a maximum of 2 years from future training support.

Administration

The Committee's records will be retained in the Willow Lake Metis office. Generally, documentation will include:

- A complete description for the assistance provided;
- Costs associated with providing the assistance, if any;
- The name, address, and amount distributed to each recipient; and
- Any conflict of interest between a recipient and Committee members.

Related Procedures

DONATING TO THE FUND

- Any person or entity is eligible to donate to the Fund.
- The fund will be administered by the Willow Lake Metis Nation.
- Donations cannot be earmarked for specific individuals.

APPLYING TO THE FUND

- Applications and Letters of request must be completed and submitted to the Willow Lake Metis Office. An immediate family member of an eligible member may apply on the Member's behalf if the member is unable to submit an application. All decisions made by the Committee will be based solely on the information submitted with the application.
- Approval of applications is subject to availability of funds and satisfactory completion of the application.
- The Committee may request additional information or documentation from an applicant before making a decision. Such requests will be communicated by the Willow Lake Metis Board of Directors. The applicant will be given two weeks to provide the requested information or to explain why it cannot be provided. If the applicant does not respond to the request, the application will be deemed withdrawn.
- Because the Fund is limited, applicants should seek assistance from other sources before applying for Fund assistance. The Committee may recommend that the applicant seek assistance from other sources in lieu of assistance from the Fund, or in addition to it.
- An appointed Member of the Committee will communicate the Committee's decision to the applicant.
- Payments will be made directly to the Institution from which the applicant has acquired, or needs to acquire, goods or services.
- In the incident that the applicant is asked by the Member of the Committee, to pay directly to the institution, receipts will need to be provided before reimbursement.
- All decisions by the Fund Review Committee are final. No appeals process is available.

Willow Lake Metis Nation

Training Application

Applicant identifier:

Date of Application: ____/____/____ Continuing Applicant: _____

New Applicant: _____ Previously Withdrawn Applicant: _____

Applicant Information:

Surname: _____ Given name: _____

Birth Date: ____/____/____ Mailing Address: _____

City/Town: _____ Province: _____

Telephone: _____ Email: _____

Program Information:

Name of Organization you'll be attending: _____

Name of training program: _____

Length of Program: _____

Type of Program: Certificate _____ Tickets _____ Trades _____ PPE _____

Please specify:

Have you previously received Training assistance from the Willow Lake Metis: YES ____ NO ____

If yes, please completed chart below:

Year	Program	Intuition	Completed Yes/No

I certify that the above information is correct. I understand that it is my responsibility to inform the Willow Lake Metis Board of Directors of any changes regarding the above information. Failure to do so may result in termination of my sponsorship.

Signature

Date