

**SPONSORSHIP POLICY**  
**OF THE**  
**CREE NATIVE ARTS AND CRAFTS ASSOCIATION**

## **Section 1. Definition**

1.1. Unless otherwise indicated by express terms or necessary implication, for the purpose of the present Policy, the following words and expressions shall mean:

- “Amateur”:  
A person unskilled in or having only a superficial knowledge of the artistic activity pursued.
- “Applicant”:  
Any natural individual, association, organization, partnership or corporation in his or its own capacity who submits a sponsorship request to the Cree Native Arts and Crafts Association.
- “Artisan”:  
Any worker in a skilled trade, especially one that involves making things by hand.
- “Artist”:  
Any person who practises or performs any of the creative arts.
- “Authorized Body”:  
The Executive Committee and/or the Board of Directors of the Cree Native Arts and Crafts Association.
- “Semi-Professional”:  
A skilled person in the pursued artistic activity and who is in the process of building a portfolio.
- “Professional”:  
A person who pursues an artistic activity with skills and competences for gain, and who has an experienced portfolio.
- “Project”:  
An individual or collaborative enterprise that is carefully planned to achieve a particular aim.

## **Section 2. Sponsorship Request Application Procedures**

### *Submission of the Sponsorship Request*

2.1 The Applicant shall submit to the Special Projects and Events Coordinator (hereinafter referred to as “SPEC”) of the Cree Native Arts and Crafts Association (hereinafter referred to as “CNACA”) his sponsorship requests in writing one (1) month prior to one of these two dates : February 15<sup>th</sup> or August 15<sup>th</sup>.

2.2 The Applicant shall not make an oral presentation of his sponsorship request to the Authorized Body.

### *Criteria of Eligibility for the Applicant*

2.3 The Applicant shall be a member of the CNACA and fully pay the applicable fee before receiving his grant.

2.4 The Applicant shall be a beneficiary member of the Cree Nation of Eeyou Istchee and shall produce to this end a picture of his Beneficiary Identification Card with his sponsorship request.

2.5 A Non-Cree Applicant may also be considered if the Project benefits members of the Cree Nation of Eeyou Istchee.

2.6 If the Applicant is a corporation, organization or association, it shall demonstrate that it is legally constituted pursuant to the applicable laws and by-laws.

2.7 The Applicant shall specify to which of the following categories he belongs:

- Amateur;
- Semi-Professional
- Professional.

In addition, the Applicant shall produce the relevant documentation to prove that he falls within the specified category.

*Criteria of Eligibility for the Sponsorship Request*

2.8 The sponsorship request submitted by an Applicant who has already received sponsorship from CNACA in the last three years may be refused on this basis.

2.9 The Project on which the sponsorship request is based shall comply with CNACA's mission and objectives.

2.10 Each sponsorship request shall include the following information:

- full name and complete address of the Applicant;
- Applicant's resume;
- a detailed description of the Project;
- other persons involved in the Project;
- anticipated budget which will be necessary for the completion of the Project;
- timeline for the completion of the Project;
- additional funding sources;
- amounts received or to be received from other funding sources;
- steps to be taken to obtain funding from other sources;
- amounts requested from CNACA.

### *Assessment Procedures*

- 2.11 The SPEC shall first review and assess all sponsorship requests and verify their compliance with the present Policy before submitting them to the Authorized Body.
- 2.12 Pursuant to sub-sections 2.9 and 2.10 herein, an incomplete or invalid sponsorship request shall be automatically denied by the SPEC and, a written notice shall be sent to the Applicant with the reasons justifying such denial.
- 2.13 Following the assessment of the sponsorship request as provided in sub-section 2.10 herein, the SPEC shall produce a recommendation to the Authorized Body regarding the approval or denial of all completed and valid sponsorship requests.
- 2.14 According to sub-section 2.12, the Authorized Body shall proceed to the review and evaluation of the sponsorship request based solely on the information received and, decide by way of resolution.
- 2.15 The Authorized Body has the entire discretion to approve or refuse a sponsorship request pursuant to the provisions of the present Policy.
- 2.16 The sponsorship request shall be reviewed by the Authorized Body at the next meeting following its reception.
- 2.17 All approved Projects shall be subject to the signature of a funding agreement between CNACA and the Applicant.
- 2.18 Upon denial of a sponsorship request, the Authorized Body shall send a written notice to the Applicant justifying the reasons of the denial.

### **Section 3. Sponsorship Requests from Directors or Officers of CNACA**

- 3.1 Sponsorship requests submitted by members of the Board of Directors or of the Executive Committee of CNACA shall comply with the provisions of section 2 herein.
- 3.2 The Applicant, as described in sub-section 3.1 herein, shall be excluded from the meeting room when his sponsorship request is being reviewed and voted on.
- 3.3 A Director or Officer shall have no voting rights for his own sponsorship requests.

### **Section 4. Funding**

- 4.1 The amounts awarded shall vary between \$500.00 up to a maximum of \$5,000.00 per Project.
- 4.2 Except if decided otherwise by the Authorized Body, the amount awarded shall correspond to 20% of the amount requested, but shall not exceed the maximum amount as provided in sub-section 4.3 herein.

4.3 The amount awarded shall depend on the category of the Applicant, as provided in subsection 2.5 herein, where a maximum amount of:

- a) \$500.00 shall be awarded for an Amateur;
- b) \$2000.00 shall be awarded for a Semi-Professional;
- c) \$5000.00 shall be awarded for a Professional.

4.4 However, larger amounts may be awarded if the Project is far-reaching and if it benefits the Cree Nation of Eeyou Istchee.

4.5 The amounts awarded shall be taken from the Arts and Artists section of the budget of CNACA.

**Section 5. Conditional Funding**

5.1 Upon approval of the sponsorship request, the Applicant shall commit to include a mention of CNACA's support of the Project.

5.2 This mention may vary, depending on the type of Project.

5.3 The Authorized Body shall instruct the Applicant as to the method to be used in mentioning CNACA's support when providing the amounts awarded.