



SPONSORSHIP POLICY OF THE CREE NATIVE ARTS AND CRAFTS ASSOCIATION

In full effect as of April 1st, 2022, pursuant to the adoption by the Board of Directors of CNACA of the resolution BD2223-04 – Amendment to CNACA Sponsorship Policy

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:

- “Applicant”:
Any natural individual, association, organization, partnership or corporation in his or its own capacity who is an artist related in the arts field and 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. The Executive Director may be considered as the authorized body in application, subject to ratification for his decision to the Board of Directors as described in subsection 2.15.
- “Project”:
An individual or collaborative enterprise that is carefully planned to achieve a particular aim in the arts field.

1.2 In this Policy, the masculine includes the feminine, the singular includes the plural, and vice versa.

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 prior to one of these four dates: April 1st, July 1st, October 1st, and February 1st. Applications will be accepted by midnight of the deadline date. Late submissions will be refused.

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 must be a member of the CNACA for a minimum of one (1) year prior to the date of the application and have fully paid the applicable membership fees before receiving a grant.

2.4 The Applicant shall provide his James Bay and Northern Quebec Agreement beneficiary number and a copy of his Indian Status Card with his sponsorship request. If the Indian Status Card is not updated, the applicant shall provide a supporting letter from their local band council attesting their status.

2.5 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 (i.e. provide the letter patent, articles of incorporation, proof of support by the local Chief and Council).

Criteria of Eligibility for the Sponsorship Request

2.6 The sponsorship request submitted by an Applicant who has already received sponsorship from CNACA in the last two (2) years may be refused on this basis.

2.7 Applicant who did not submit their final report from previous sponsorship request will automatically be refused.

2.8 Activities and projects, executed in full or in part, prior to their acceptance are not eligible for sponsorship.

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, including PO Box #, of the Applicant;
- Proof of CNACA 1 year membership;
- Applicant's artistic 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;
- JBNQA number;
- Personal monetary contribution; and
- Any other information relevant to the Project must be provided in the application form.

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 The Local Arts Committees must be consulted, as needed, to verify Applicant eligibility requirements as described in subsections 2.3 to 2.5 herein.

2.13 Pursuant to subsections 2.6 to 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.

2.14 Following the assessment of the sponsorship request as provided in subsection 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.

2.15 According to subsection 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. Where the Executive Director acts as the Authorized Body, he shall submit his decision for ratification at the following meeting of the Board of Directors.

2.16 The Authorized Body has the entire discretion to approve or refuse a sponsorship request pursuant to the provisions of the present Policy.

2.17 The sponsorship request shall be reviewed by the Authorized Body at the next meeting following its reception.

2.18 All approved Projects shall be subject to the signature of a funding agreement between CNACA and the Applicant.

2.19 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 subsection 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 request.

3.4 A director or Officer in a conflict of interest regarding the applicant shall not be involved in the assessment of the application and shall be excused from the presentation of the Project's sponsorship.

Section 4. Funding

4.1 The amount awarded shall be of a maximum of five thousand dollars (\$5,000.00) per Project. Funding decision will vary depending on the impact of the Project.

4.2 Except if decided otherwise by the Authorized Body, the amount awarded shall equal to a maximum of 70% of the total funding of the Project (with other funding sources and/or contributions).

Notwithstanding, the proportion of the total costs approved, the total amount of the sponsorship shall not exceed the maximum amount as provided in subsection 4.1 herein.

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

4.4 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, including a “sponsored by CNACA logo” in any public materials, and to mention the sponsorship to CNACA in interviews and posts in social media.

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.

5.4 The Applicant must commit to allow CNACA to publicize the sponsorship in public presentations, public communications, or social media.