

# PHL-Trades and Skills Policy

## Preface

The Trades & Skills Grant Policy has two major goals:

1. To provide temporary financial assistance to The Key First Nation (TKFN) membership, for skill-development and trades-based programs. These grants are to be used to assist the members in increasing their skills to becoming employable or transition to a new job market.
2. To provide temporary financial assistance to TKFN members that have no other funding option and are receiving no other financial assistance from any other community programs for this purpose; on or off reserve.

## Trades & Skills Grants

Grants are comprised of the following:

- Grants
  1. Granted by PHL to a specific member.
  2. Grants paid directly to an organization/institute on behalf of the specific member.
  3. Granted by Council during the year from a PHL Band Development Funding Request approved for by the terms in the PHL Trust Agreement. And OR an unallocated lump-sum that were included in a grant request that was not expended.
  4. Individuals may only receive a Grant once per year.
  5. Grant funds must be used only for the purposes approved. Grant funds not used for the purposes for which they were given must be returned to The Key First Nation.

## Eligibility Criteria

- Individuals must:
  1. Be a member of The Key First Nation, who is NOT presently the Chief or a Council member of The Key First Nation.
  2. Be receiving a certificate of completion for program.
  3. Be attending a program or course less than 3 month in length.
  4. Using the course to enhance or better their employability

Three handwritten signatures in black ink are displayed. The first signature on the left is 'K.O.C.' with a flourish underneath. The middle signature is a stylized, circular scribble. The signature on the right is a large, sweeping, circular scribble.

# PHL-Trades and Skills Policy

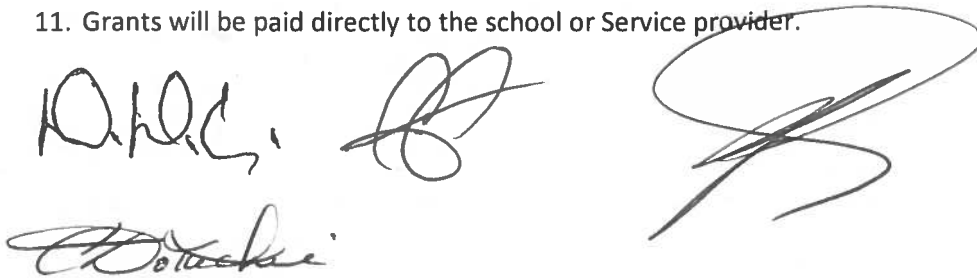
## Applications

**\*\*Grants are processed once a month\*\***

- **All TKFN members applying for a Trades and Skills grant must:**
  1. Provide a completed Trades and Skills Application and an institution acceptance letter, outlining costs and the duration of the course for which the grant is being applied, and a proposed budget for the request.
  2. Indicate the purpose for which the grant is required and justify the request.
  3. Demonstrate that they meet the eligibility criteria.
  4. Submit their application to PHL Manager by email to [r.brass@keyband.ca](mailto:r.brass@keyband.ca) OR by fax to 1(306)594-2545.

## Administration

5. All Grant Applications shall be submitted to the Key First Nation PHL Manager
6. Grant requests shall be compared with the grant criteria.
7. Grant requested will be accepted by the PHL Manager provided the application and eligibility criteria are met.
8. Funds for Trades and Skills grant requests shall be allocated on a first come, first service basis, based on availability of funds from the PHL Band Development Request that was approved.
9. The maximum value of individual grants will be \$2,000.00
10. A written response shall be provided by the PHL Manager to all requests.
11. Grants will be paid directly to the school or Service provider.

The image shows three handwritten signatures in black ink. The first signature is on the left, the second is in the middle, and the third is on the right. They appear to be initials or names written in a cursive style.

# PHL-Trades and Skills Policy

## PHL TRADES & SKILLS APPLICATION

INSTRUCTIONS: Please complete this form; if additional space is required, use a separate sheet.

RETURN by email to: [r.brass@keyband.ca](mailto:r.brass@keyband.ca) OR FAX 1-306-594-2545

### 1. General

a) Full Name: \_\_\_\_\_

b) Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ c) Telephone: \_\_\_\_\_

d) Email address: \_\_\_\_\_

### 2. Personal

a) Date of Birth: \_\_\_\_\_

b) Band Number/Status Number \_\_\_\_\_

### 3. Program Information

a) Program \_\_\_\_\_

Duration \_\_\_\_\_ Start & End date \_\_\_\_\_

### 4. Financial

a) Amount of grant requested: \_\_\_\_\_

***Attach Training institution acceptance letter.***

b) Cost break down attached \_\_\_\_\_

c) Reason for grant: \_\_\_\_\_

d) Why do you feel Pelly Hayland's funds should be provided to you for this program?

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

### 4. Additional Information:

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

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Approved: \_\_\_\_\_

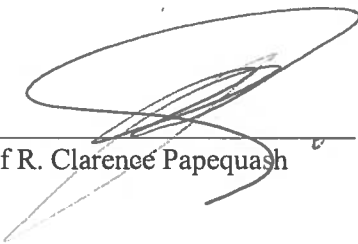
NOT Approved: \_\_\_\_\_

Notice of Decision sent: \_\_\_\_\_

By: \_\_\_\_\_

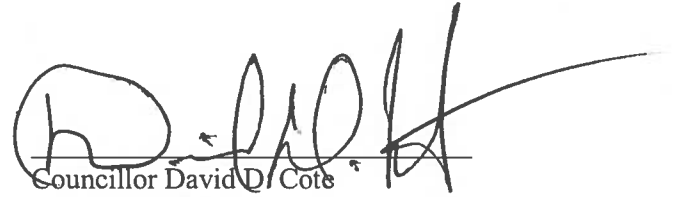
# PHL-Trades and Skills Policy

The PHL Band Development - Trades and Skills Policy is hereby enacted by the Council of The Key First Nation the 16 day of March, 2021, at The Key First Nation, in Treaty #4 territory, located in the province of Saskatchewan, at a duly convened council meeting at which the required quorum of (4) members of the council, were present throughout.



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Chief R. Clarence Papequash



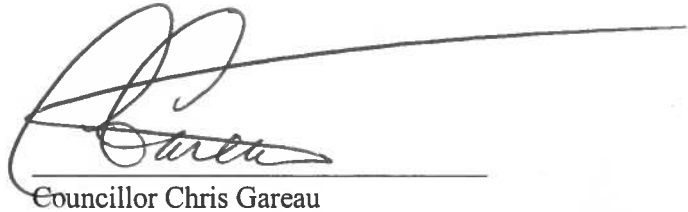
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Councillor David D. Cote



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Councillor Gilda Dokuchie



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Councillor Chris Gareau

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Councillor Clinton Key