

# TEMAGAMI FIRST NATION



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## **TFN Enrichment Funds** **Adult Skills Enhancement Policy**

### **1. PURPOSE:**

1.1 To set out guidelines for the administration of the Adult Skills Enhancement program funds.

### **2. GOAL:**

2.1 The goal of this program is to provide TFN adult members with the opportunity to enhance their skills or develop new skills by taking advantage of instruction or training offered by recognized and or certified instructors.

### **3. ELIGIBILITY:**

3.1 To be eligible for Adult Skills Enhancement Policy funding you must be a Registered Member of the Temagami First Nation (18 years of age or older) and not in financial arrears with the Temagami First Nation are eligible.

### **4. ALLOCATION:**

4.1 Eligible TFN members can access up to a maximum of \$700.00 per year

4.2 The fiscal year is from April 1st to March 31<sup>st</sup> of the following year

4.3 Funding is allocated on a first come first served basis, according to the date received by the Enrichment Clerk on the application until the budget is expended

### **5. ELIGIBLE ACTIVITIES/EXPENSES:**

5.1 Eligible expenses include registration and/or tuition costs related to training/instruction that is offered by a Certified/ Licensed Instructor.

5.2 To be eligible to claim travel, the applicant must be living more than 150KM return trip from where the instruction/activity is occurring.

### **6. APPLICATION PROCESS:**

6.1 Application form titled *Adult Skills Enhancement* must be completed and all relevant documents attached.

6.2 Provide verification of applicant's participation such as the Coach/Instructor sign the Activity Report Form for the event

6.3 Fill out the Activity Travel Claim Form to claim travel expenses.

6.4 Expenses incurred before funding/application is approved will only be reimbursed if the activities/expenses are eligible and there are funds remaining/available in the budget.