



Future Generations Foundation Continuing Their Journey Program Applications “How-to-Apply” Toolkit

1.0 Introduction

This toolkit is designed to support applicants in navigating the online application process for the Continuing Their Journey (CTJ) Program. Please take note of the following important details:

Application deadline: The application process for the CTJ program has rolling deadlines, providing multiple annual opportunities for communities and survivor groups to apply for support.

Eligibility: Only completed and submitted applications will be considered by the selection committee.

Support and Contact: If you require further assistance after using this toolkit, please contact our offices at info@fgfoundation.ca or call 1-888-268-0520, extension 0. A member of our Programs team will respond to your inquiry within three business days.

1.1 What Can Be Funded?

The CTJ Program helps address the ongoing harms caused by the Indian Residential School System. It supports First Nations communities and Survivors through projects directly related to the burial sites and unmarked graves at former Indian Residential School locations. The CTJ Program is specifically intended to address the traumas of the Indian Residential Schools System experienced by Survivors and their descendants following the recovery or confirmation of unmarked graves at a former school sites.

The CTJ Program can fund the following:

1. Survivor Support Groups

Support for Indian Residential School Survivor groups to assist with mental health, healing

journeys, ceremonies, counselling, or other programs following the recovery or confirmation of unmarked graves.

2. Healing and Ceremony

Healing initiatives and ceremonies for First Nations communities, including counselling, healing circles, ceremonies, and reconciliation activities in response to the recovery or confirmation of unmarked graves.

3. Research, Engagement, and Knowledge Gathering

Research, engagement, and knowledge-gathering activities related to Indian Residential Schools and associated cemeteries, both marked and unmarked. This may include engaging with Survivors, researching and compiling local records and archives, and identifying known and potential burial sites.

4. Memorialization and Commemoration

Memorialization and commemoration of First Nations children who are buried in Indian Residential School or related cemetery sites.

5. Bringing Children Home

Efforts to bring First Nations children home from marked and unmarked graves at former Indian Residential School and related cemetery sites. This may include identifying potential burial locations through field surveys and archaeological investigations, holding on-site ceremonies, and relocating burial sites where appropriate.

1.2 Eligible Applicants

The CTJ Program is a Future Generations Foundation (FG Foundation) initiative. Participation in this program will not affect an organization's eligibility under the FG Foundation Administration Plan limit of two funding agreements within a ten-year period.

Qualified Donee Status and/or registered charitable status with the Canada Revenue Agency (CRA) is not required to apply for CTJ funding.

The FG Foundation and successful recipients of the CTJ Program will work together in a cooperative intermediary relationship to carry out the charitable objectives of the project on behalf of the FG Foundation.

All resources allocated to the project are under the direction and control of the FG Foundation. Applicants must outline how project activities will be carried out, including goals, intended beneficiaries, activity timelines, and must provide detailed financial records and regular reporting.

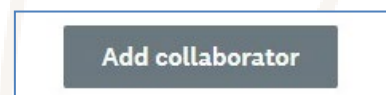
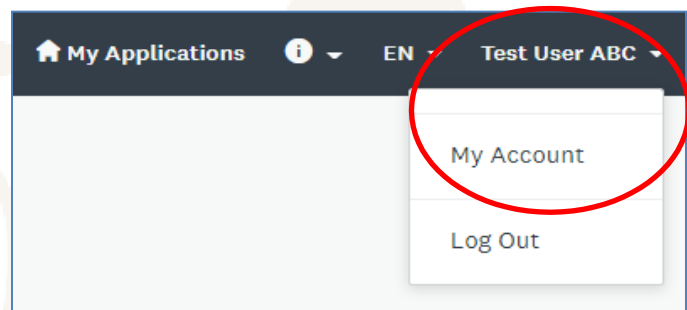
2.0 How to Apply

This section provides step-by-step instructions for the online application process.

To be eligible, applicants must submit a Letter of Intent (LOI) that includes an overview of the proposed project, applicant contact information, a description of the organization, the funding request with a financial rationale, program objectives and expected outcomes, and an explanation of how the project aligns with the CTJ Program's goals related to burial sites and unmarked graves. The proposal must also demonstrate meaningful involvement of Survivors and include written support from First Nations leadership.

2.1 Starting your application.

1. Once the Letter of Intent has been submitted to the FG Foundation and reviewed for compliance with CTJ Program requirements, eligible applicants will receive an invitation to complete the full application.
2. The email will direct you to the Survey Monkey Apply website.
 - If you've previously applied for any FG Foundation call, login using your existing credentials (skip to Step 4).
 - If you're creating a new account, confirm it by clicking the verification email link before accessing the online application system. If you do not verify your email, you will not be able to submit your application.
3. Adding team members or collaborators
 - The owner of the application can add team members or collaborators by clicking "Add collaborator" on the top

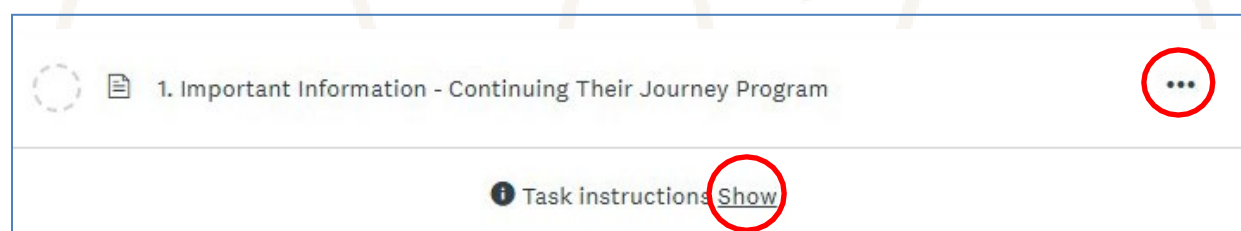
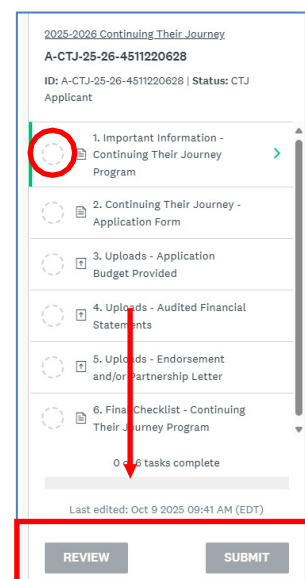


left, Type in email address and “Send Invite”. Added members will receive an email to register and log in.

Important notes:

- Add “Survey Monkey Apply” (the sender) to your email inbox’s safe senders list to ensure you receive all reminder emails and information related to the application from the FG Foundation and Survey Monkey.
 - If you don’t receive a verification email within 24 hours after registration, verify that your email is correct and check your spam or junk folders.
 - When the application is open, a task list will appear on the left side of the screen. Scroll through the list to view all the tasks required for the application.
 - Once all the questions in each task are answered and the task is completed, the circle will turn green. Contact the FG Foundation at info@fgfoundation.ca if you need access to a task that cannot be modified in the application system.
4. If you require a printed document for reference or wish to download the application at any time, you can do so by clicking the ellipsis (three dots at the top of the application page). However, please note that all submissions to be considered for funding must be fully completed and submitted using the SMA online application system.
 5. To access task instructions, click “task instructions” next to the black information icon.

Important note: After completing a section, click “mark as complete” to finish the task.



2.2 Task 1 – Essential Information for Continuing Their Journey Program

For this task, please ensure you complete the following steps:

1. Check the box to confirm that you have read this section.
2. Provide a digital signature to mark the task as complete.
3. To sign, hold down the left mouse button and drag to create your signature inside the designated signing box.

Important note: If the steps outlined above are not completed, you will be unable to proceed to the next page. Please be aware that any mandatory information not inputted will prompt orange text to appear, indicating missing details.

2.3 Task 2 –CTJ Application Form

Task 2 covers your organization, program, work plan, budget, and alignment with the CTJ Program mandates. Here are the instructions for each question:

Question 1: Title of Proposal

Provide the full official title of your project.

Question 2: Legal Name of Your Organization:

Indicate the legal name of your organization.

Question 3: Complete Address

Provide the complete address, including street, unit (if applicable), city/town, province, and postal code.

Question 4: Contact Person and Details

This section is vital for effective communication with the FG Foundation. Please share the details of the person within your organization who will be the primary contact regarding the application. It is imperative that this contact information remains accurate and up to date as program officers may need to reach out to discuss important application details.

Question 5: Type of Organization:

Select the type that best describes your organization. Depending on your choice, there may be additional questions to define your organization's mandates and commitments to First Nations communities.

- **First Nation Government:** This refers to a First Nations Band, community, tribe, or nation.
- **First Nation Organization:** An organization with First Nations members on its board of directors, operating within the broader Indigenous community, and mandated to address the needs of First Nations people.
- **Indian Residential School Survivors Organization/Group:** An organization or group of Indian Residential Survivors.
- **Other Organizations:** All other types of organizations that do not fit the above definitions.

Question 5a: If you are a First Nation Organization, Indian Residential School Survivors Organization/Group or Other.

There are more questions to answer regarding your organization.

Question 6: Please select the focus of the proposed program (choose one)

1. **Survivor Support Groups**
Support for Indian Residential School Survivor groups to assist with mental health, healing journeys, ceremonies, counselling, or other programs following the recovery or confirmation of unmarked graves.
2. **Healing and Ceremony**
Healing initiatives and ceremonies for First Nations communities, including counselling, healing circles, ceremonies, and reconciliation activities in response to the recovery or confirmation of unmarked graves.
3. **Research, Engagement, and Knowledge Gathering**
Research, engagement, and knowledge-gathering activities related to Indian Residential Schools and associated cemeteries, both marked and unmarked. This may include engaging with Survivors, researching and compiling local records and archives, and identifying known and potential burial sites.

4. Memorialization and Commemoration

Memorialization and commemoration of First Nations children who are buried in Indian Residential School or related cemetery sites.

5. Bringing Children Home

Efforts to bring First Nations children home from marked and unmarked graves at former Indian Residential School and related cemetery sites. This may include identifying potential burial locations through field surveys and archaeological investigations, holding on-site ceremonies, and relocating burial sites where appropriate.

Question 7: First Nations Communities Involved

Indicate which First Nations communities are involved in the project.

Question 8: Residential Schools Related to the Project (if known)

Identify which Indian Residential Schools are connected to the project, if known.

Question 9: Amount of Funding Requested

State the total amount of funding you are requesting. The maximum allowable request is \$200,000 for a one-year project.

Question 10: Program Operating Information.

Confirm that your program will operate for a one-year period. All activities, reporting, and funding must occur within this timeframe. You must agree to these terms for your program to be considered eligible for funding.

Question 11: Signature / Signing Authority or Senior Officer on Behalf of the Organization

The signing authority must be a representative authorized to sign on behalf of the organization. If the person completing the application does not hold signing authority, the form must be signed by the appropriate authorized individual before submission.

Question 12: Program Activities:

Describe in detail how the program will support First Nations Survivors and communities in their efforts to engage in one or more of the following areas:

1. Survivor Support Groups

Support for Indian Residential School Survivor groups to assist with mental health, healing journeys, ceremonies, counselling, or other programs following the recovery or confirmation of unmarked graves.

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Question 13 – Program Work Plan

To be eligible for funding, all dates in your work plan must fall within the funding period of the timeframe.

Objective #1	Research, Engagement and Knowledge Gathering	
Tasks/Activities	Engage with {company} to conduct GRP work to see if there are unmarked burials and missing children around {IRS}	
Start Date (MM/DD/YYYY)	04/01/2026	
End Date (MM/DD/YYYY)	09/30/2026	

Question 14 – Program Team

Provide a list of team members who will serve as primary contacts for the FG Foundation regarding program operations, the application process, funding decisions, and service agreements (if your application is approved).

Question 15 – List Names and Contact Information for Signing Authorities

Please provide the names and contact details of individuals holding signing authority within your organization. This may include positions such as Chief and Council, Band Administrator/Manager, Executive Director, Chief Executive Officer, Chief Financial Officer, or other personnel authorized to sign contracts or financial statements.

2.4 Task 3 – Upload Application Budget

Click the link to download the budget template.

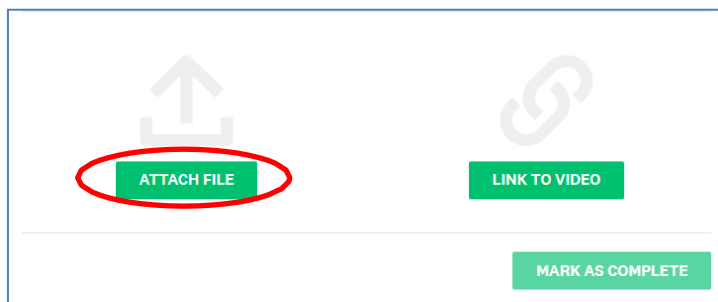
In the Excel file, enter your organization's name and the start and end dates of your program. Complete the line items and budget amounts according to your planned activities and costs. Definitions for each line item are included within the template.

Once your budget is complete, attach the file to your application and mark the task as complete.

2.5 Task 4 – Audited Financial Statements.

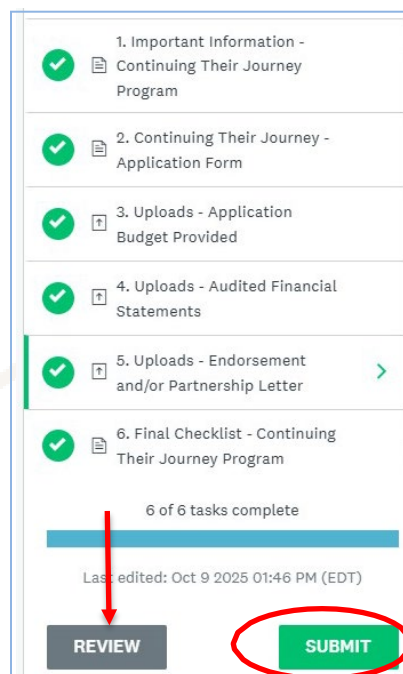
Please submit copies of your

organization's audited financial statements. If audited statements are not available, acceptable alternatives may include a statement of income, statement of cash flows, or internally prepared financial statements, provided they demonstrate the organization's financial capacity.

A screenshot of a web application interface. It features three green buttons with white text. The first button, 'ATTACH FILE', is circled in red and has a large grey upward-pointing arrow icon above it. The second button is 'LINK TO VIDEO' and has a grey chain-link icon above it. The third button, 'MARK AS COMPLETE', is located below the other two.

2.6 Task 5 – Upload Endorsement and/or Partnership Letter

Written support from First Nations leadership endorsing the project or proposal involving Indian Residential School Survivors is required. The letter should reflect endorsement from leadership connected to the program location and the related Residential School site(s).

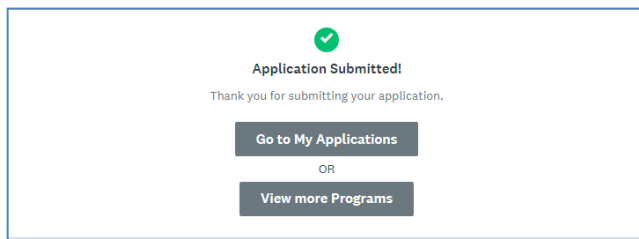
A screenshot of a progress checklist interface. It lists six tasks, each with a green checkmark icon. The tasks are: 1. Important Information - Continuing Their Journey Program, 2. Continuing Their Journey - Application Form, 3. Uploads - Application Budget Provided, 4. Uploads - Audited Financial Statements, 5. Uploads - Endorsement and/or Partnership Letter (highlighted with a green bar and a right arrow), and 6. Final Checklist - Continuing Their Journey Program. Below the list, it says '6 of 6 tasks complete' with a blue progress bar. A red arrow points from the progress bar down to a 'SUBMIT' button, which is circled in red. There is also a 'REVIEW' button next to it. The text 'Last edited: Oct 9 2025 01:46 PM (EDT)' is visible above the buttons.

2.7 Task 6 – Final Checklist

1. Check the box to confirm that you have reviewed this section and that it is complete.
2. Provide a digital signature to mark the task as complete.

2.8 Final Submission of the Application

- Once submitted, applicants cannot make any further to the application.
- Only completed and submitted applications will be considered by the Selection Committee.
- Please verify that all information is complete and accurate before making your final submission.



- **Important note:** You can review your application before submitting by clicking “Review” in the task list on the left side of the screen. Carefully check all details before clicking Submit.

3.0 Additional Information

Review and assessment

All applications will undergo a review for eligibility and qualification. The evaluation process for all applications will use a consistent scoring grid and align with the FG Foundation’s objectives. This competitive process has been examined and approved by the FG Foundation Board of Trustees. The Board of Trustees is committed to maintaining a fair, equitable, and transparent process for all applicants.

Service Agreement Preparation (for Successful Applicants Only):

Successful applicants will be paired with a program team member who will guide them through the Service Agreement preparation process. Recipients will be required to submit an updated Work Plan (Schedule A) and Budget (Schedule B) that accurately reflects the approved funding amount, along with electronic banking information.

Documents can be submitted through <https://fgfoundation.smapply.io/> or directly to the assigned program officer.

Service Agreement (for Successful Applicants Only):

The Service Agreement will be considered complete once Schedule A, Schedule B, and the required banking information has been submitted and approved by the FG Foundation. Grant funds will be released once the Service Agreement is electronically signed and returned.

4.0 What Happens During Your Grant?

Reporting and Monitoring

Grantees are required to submit mid-year and final-year reports in accordance with their signed contribution agreement. In addition, two quarterly oral reports will be conducted.

5.0 Conclusion

This guideline is provided to assist applicants through the funding process. For additional support, please contact the FG Foundation or participate in one of our virtual “How to Apply” information sessions.

Email: info@fgfoundation.ca

Phone: 1-888-268-0520 ext. 0

Address: 46 Irene Roundpoint Lane, Akwesasne, ON K6H 0G5

