

Project Executive Summary

Provide an executive summary of the project and key aspects of the proposal (**maximum ½ page**).

Project Goals and Objectives

State the projects goals, objectives and expected outcomes. Include number of clients, type of skills training, targeted clientele, career sector(s) targeted, etc. Include how the project will assist participants in gaining employability skills and post-training employment.

Project Activities and Timelines

Provide a detailed description of project activities, timelines and start/end dates. Include: 1) Promotional activities for client recruitment; 2) Recruitment and selection of participants; 3) Client skills training plan; 4) Supports for clients during training; 5) What additional resources/supports do you have in place for Aboriginal students who may experience unanticipated challenges? (i.e. access/reference to counselling services, food bank locations, additional funding supports, Aboriginal mentorship, etc.) 6) Client career planning and job search; 7) Aboriginal specific content; and 8) Timelines.

Demand Driven/Labour Market Information

Show how the project is demand-driven (i.e. addresses labour market skills demand/shortages). Demonstrate how the project leads to employment or further training. Include labour market information and/or local labour market conditions (i.e. local skills shortages, more job openings in a sector than job seekers). Provide attachments to proposal if necessary.

Partnerships

List the names of any partners involved in the project and indicate their roles and contributions. Include information on in-kind contributions and copies of any partnership agreements, MOU's, etc.

Project Organizational Structure

Provide a description of how the project will be organized. Include management systems or organizational chart, financial accountability (i.e. purchase order system), job titles and responsibilities (i.e. individuals responsible for managing the project, preparing activity reports, accounting, preparing financial claims, instructors/trainers, coaches, administration and any other individuals involved in the project). Attach job descriptions.

History of Past Projects

Provide information on your most recent projects and project outcomes. Attach two (2) letters of reference from community organizations or partners.

Risk Management

Include information on potential risks and how they will be mitigated (i.e. low client enrolment, clients dropping out of training, unanticipated costs, etc.).

Evaluation and Follow-up

Describe how the project will be evaluated and how client success will be measured. Include how the 6-month results follow-up on clients will be conducted (i.e. employed or not employed).

Project Financial Information

Complete the attached project budget. Ensure all expenditures are listed and clearly explained. Attach budget notes if required.

I certify that the information contained in this application is correct and complete to the best of my knowledge (authorized signing officers to sign below).

Legal Signing Officers		
Name	Title	Signature

Proposed Project Budget
Aboriginal Skills and Employment Training Strategy CFP 2018-2019

Expense Item	Total Requested (A)	In Kind and Other Contributions (B)	Explanatory Notes
Training Costs			
Instructor wages			
Classroom rental			
Instructional supplies			
Tuition			
Workshop or special courses			
Textbooks (including software)			
Transportation - Staff			
Transportation - Participants			
Program advertising and printing			
Training allowance/participant wages			
Other (list)			
Other (list)			
Total Training Costs			
Administrative/Overhead (Maximum 15% of total budget)			
Staff Wages (list position titles, rate of pay X number of weeks or months)			
Staff position			
Staff position			
Mandatory Employer Related Costs			
Accounting, banking and audit			
Insurance			
Office Rent			
Utilities			
Office Supplies			
Other (list)			
Other (list)			
Total Administrative/Overhead			
TOTAL COSTS			

Note: An item such as 'Administrative Fee' is not an allowable expense item. All items must be detailed.