

**Indigenous Skills and Employment Training Program**

Proposal Application

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| Applicant Information | | | | | |
| Legal name of organization: | | | | | |
| Address: | | | | Telephone Number: | |
| Fax Number: | |
| City: | Province: | | Postal Code: |
| Web site (if applicable): | |
| Contact Person: | | | | Contact Phone Number: | |
| Contact Email: | |
| Name of Financial Officer: | | | | Financial Officer Phone Number: | |
| Financial Officer Email: | |
| Business Number: | | Incorporation Number: | | | GST/HST number: |

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| Organization Information |
| Type of Organization (i.e. Training Institution, Business/Company, Aboriginal, Non-Profit, Service Delivery etc.) |
| Organization Background and Mandate – Include list of Board Members or Owners, date incorporated, organizational structure. |

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

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| 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. |

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| 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. |

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| 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. |

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| 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. |

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| 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. |

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| 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. |

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

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| 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). |

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| 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).

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| Legal Signing Officers | | |
| Name | Title | Signature |
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| Proposed Project Budget | | | | |
| Indigenous Skills and Employment Training Program CFP 2023-2024 | | | | |
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| Expense Item | Total Requested (A) | In Kind and Other Contributions (B) | Explanatory Notes | |
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| **Training Costs** | | | | |
| Instructor 1 wages |  |  | Include only portion specific to project | |
| Instructor 2 wages |  |  |  | |
| Classroom rental |  |  |  | |
| Instructional supplies/equipment |  |  |  | |
| Workshop or special courses |  |  |  | |
| Textbooks (including software) |  |  |  | |
| Transportation - Staff |  |  |  | |
| Transportation - Participants |  |  |  | |
| Training allowance |  |  |  | |
| Wage subsidies |  |  |  | |
| Other (list) |  |  |  | |
| Other (list) |  |  |  | |
| **Total Training Costs** |  |  |  | |
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| **Administrative/Overhead** (Maximum 15% of total budget) | | | | |
| Staff Position 1 |  |  | General “project support” wages are admin. | |
| Staff position 2 |  |  | List position title, rate of pay X period | |
| Mandatory Employer Related Costs |  |  |  | |
| Accounting, banking and audit |  |  |  | |
| Insurance |  |  |  | |
| Office Rent |  |  |  | |
| Utilities |  |  |  | |
| Office Supplies |  |  |  | |
| Program advertising and printing |  |  |  | |
| Other (list) |  |  |  | |
| **Total Administrative/Overhead** |  |  |  | |
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| **TOTAL COSTS** |  |  |  | |
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| Note: An item such as ‘Administrative Fee’ is not an allowable expense item. All items must be detailed. | | | | |