

# FIRST NATIONS AND INUIT CAREER PROMOTION AND AWARENESS PROGRAM

## PROGRAM GUIDELINES

### 1. Background

This is one of four programs administered by Indian and Northern Affairs Canada (INAC) under the First Nations and Inuit Youth Employment Strategy (FNIYES). The FNIYES, with a national annual budget of \$24 million, is a component of the Government of Canada's Youth Employment Strategy.

The national annual budget for INAC's *Career Promotion and Awareness Program*, which includes Career Promotion and Awareness activities and Co-operative Education projects, is \$4 Million.

### 2. Objectives

- Support the development and enhancement of essential employability skills, such as communication, problem solving, and working with others;
- Expose youth to a variety of career options;
- Promote the benefits of education as being key to labour market participation;
- Support the provision for mentored school-based work and study opportunities, where applicable.

### 3. Key Activities

- Career planning and access to career development information, including awareness and support activities such as, but not limited to career fairs, leadership projects, etc.;
- Life and work skills development for the participant;
- Co-operative Education projects.

### 4. Eligible Recipients

First Nations and Inuit governments and organizations may submit proposals.

For Co-operative Education projects, First Nations schools or federal schools on reserve may submit proposals through their administering organization.

## 5. Eligible Participants

First Nations and Inuit youth ordinarily resident on-reserve or in recognized communities.

For Co-operative Education projects, eligible participants are First Nation students, enrolled in and attending a federal or band-operated school, up to 21 years of age or the age range eligible for secondary education support in the province of residence.

## 6. Eligible Proposals

Proposals must:

- be in accordance with any these program guidelines;
- outline the activities that support any or all of the above objectives;
- demonstrate that the activities will provide assistance only to eligible participants;
- provide an estimate of eligible costs to be incurred, including any share to be borne by partners;
- outline the results to be achieved, and;
- be gender-balanced.

## 7. Proposal Outline

The form and content of the proposal template is attached in Annex One.

## 8. Review and Approval Process

Proposals will be reviewed and approved by the INAC regional office or by the First Nations or Inuit organization managing the program.

## 9. Funding Arrangements

Funding will be distributed to eligible recipients according to INAC's funding authorities.

## 10. Reporting Requirements

A final activity report and an evaluation report are required by March 31. Recipients who do not submit a final activity report and an evaluation report **within 30 days** of the above-noted date, **will not be eligible for funding in the following fiscal year.**

The form and content of the final activity report and evaluation report for Career Promotion and Awareness events is attached in Annex Two A, and for Co-operative Education projects in Annex Two B.

For information regarding other federal youth programs, please refer to the Government of Canada's website at [www.youth.gc.ca](http://www.youth.gc.ca) or contact 1-800-622-6232.

**Annex One**

**Career Promotion and Awareness Program**

**Proposal Outline**

Please refer to the program guidelines to ensure that your proposal meets all necessary criteria. Should you have any questions when you are completing your proposal, please contact your INAC regional office or administering organization.

**1. Name and address of First Nation or Inuit community/ organization seeking funding:**

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Contact person: \_\_\_\_\_

Phone: (    ): \_\_\_\_\_ Fax: (    ): \_\_\_\_\_

Email address: \_\_\_\_\_

**2. Name and address of participating First Nation school(s), if applicable:**

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**3. Project outline to include: (Please attach additional sheets)**

- description of activities
- location and duration of each activity
- project objectives/outcomes/ results to be achieved

**Cooperative Education projects must also indicate:**

- a description of work/community placement activities
- links with provincial co-operative education programs and policies for accreditation purposes

**4. Anticipated number of youth who will participate in the program:**

Female: \_\_\_\_\_ Male: \_\_\_\_\_ Total: \_\_\_\_\_

**5. Indicate the number of participants with disabilities:**

Total: \_\_\_\_\_

**6. Proposed budget:**

**A) Career Promotion and Awareness Events:**

Itemize estimated costs:

- eligible costs may include items such as facility rental, materials, fees for guest speakers, transportation, admission fees, etc.;
- the proposed budget must indicate any other sources of funding or support accessed from other partners.

**B) Co-operative Education:**

Eligible expenses may include:

- salaries and employee benefits for teachers and education para-professionals not already covered by existing programs, including INAC elementary/secondary education and band support/tribal council funding;
- staff training on co-operative education;
- items such as safety equipment or uniforms required by the workplace (provide explanation);
- room and board for students who must live away from home during their work placement;

- costs related to administrative issues such as insurance coverage for students during work placement;
- the proposed budget must indicate any other sources of funding or support accessed from other partners.

**NOTE:**

**A) Career Promotion and Awareness Events:**

- **Eligible costs do not include salaries, infrastructure or equipment purchases (e.g. computers). Nor do they include the development and production of communications and information products.**

**B) Co-operative Education:**

- **Students are not to receive any salary or other form of remuneration;**
- **The purpose of Co-operative Education projects is to provide students with skills and learning experience and possible credit(s) towards high school graduation;**
- **Co-operative Education projects are only available to First Nations students enrolled in and attending a federal or band-operated school, up to 21 years of age or the age range eligible for secondary education support in the province of residence;**
- **Eligible costs do not include infrastructure or equipment purchases (e.g. computers);**
- **Travel to meet with potential employers and transportation of students and teachers are no longer eligible expenses.**

**Annex Two - A**

**Career Promotion and Awareness Program  
Final Activity Report  
DUE: MARCH 31**

Fiscal Year 20\_\_ - 20\_\_

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Name of First Nation or Inuit Community/ Organization

1. Total number of youth	
2. Total number of female youth	
3. Total number of male youth	
4. Total number of youth with disabilities	
5. Total number of activities/ events:	
<b>FINANCIAL INFORMATION</b>	
6. Total amount spent	
7. Total revenue from INAC	
8. Revenue from other sources (if applicable)	
9. Total amount spent to support access for disabled youth (maximum \$3,000 per youth)	
The information provided is accurate to the best of my knowledge.	
Prepared By:	Title:
Signature:	Date:

**Career Promotion and Awareness Program  
Evaluation Report  
DUE: MARCH 31**

Fiscal Year 20\_\_ - 20\_\_

Name of First Nation or Inuit/ Community/ Organization	Contact Person:
Address:	Telephone:
	Fax:
	Email:

**Please provide the following:**

- A description of the activities.
- A list of organizations who participated in this activity, if applicable.

**Please list comments/ stories from at least two participants to this form outlining:**

- The benefits of participating in the activity.
- Their level of satisfaction with the activities provided.
- Were the youths' employability skills enhanced and awareness developed as a result of participating in this activity? If so, how?

**Please provide feedback and recommendations.**

The information provided is accurate to the best of my knowledge.

Prepared by:	Title:
Signature:	Date:



**Annex Two - B**

**Co-operative Education  
Final Activity Report  
DUE: MARCH 31**

Fiscal Year 20\_\_ - 20\_\_

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Name of First Nation Community/ Organization

1. Total number of students	
2. Total number of female students	
3. Total number of male students	
4. Total number of students with disabilities	
5. Total number of students in elementary school	
6. Total number of students in secondary school	
7. Number of co-operative education placements	
8. Total number of students who completed the program	
<b>FINANCIAL INFORMATION</b>	
9. Total amount spent	
10. Total revenue from INAC	
11. Revenue from other sources (if applicable)	
12. Total amount spent to support access for disabled students (maximum \$3,000 per student)	
The information provided is accurate to the best of my knowledge.	
Prepared by:	Title:
Signature:	Date:

**Evaluation Report  
DUE: MARCH 31**

Fiscal Year 20\_\_ - 20\_\_

Name of First Nation School	Contact Person:
Number:	
Address:	Telephone:
	Fax:
	Email:

**Please provide the following:**

- A description of all activities.
- A list of the names of the students who participated in this program.
- A list of employers/ organizations who participated in this program.

**Please answer the following:**

- What employability skills did the students' learn?
- Were the students' existing skills enhanced? If so, how?

**Please provide comments/ answers/ stories from at least two participants (either employers or students), outlining:**

- The benefits of participating in the program.
- Their level of satisfaction with the opportunities provided.
- Were the students' awareness/ appreciation of the benefits of school enhanced?
- What are the students' plans for the following academic year? Will they be seeking employment or returning to school?

**Please provide feedback and recommendations.**

The information provided is accurate to the best of my knowledge.

Prepared by:	Title:
Signature:	Date: