

**FIRST NATIONS AND INUIT  
STUDENT SUMMER EMPLOYMENT OPPORTUNITIES 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 *Student Summer Employment Opportunities Program* is \$8 Million.

**2. Objectives**

- Support skills acquisition through the provision of wage subsidies for short term work experience;
- Assist First Nations and Inuit secondary and post-secondary students to prepare for future entry into the labour market by facilitating access to summer employment;
- Support First Nations and Inuit students to earn wages for post-secondary financing.

**3. Key Activities**

Support work experience opportunities during the summer months for First Nations and Inuit secondary and post-secondary students.

**4. Eligible Recipients**

First Nations and Inuit governments and organizations may submit proposals.

**5. Eligible Participants**

First Nations and Inuit secondary and post-secondary students aged 15-30 ordinarily resident on-reserve or in recognized communities who were registered as full-time students during the preceding academic year and who intend to return to school on a full-time basis in the next academic year.

## 6. Eligible Proposals

Proposals must:

- be in accordance with 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.

**NOTE: Placements must provide a minimum of 80 hours of work.**

## 7. Wage Rates

The delivery agency will determine the wage rate for participants which must be at or above the applicable provincial/ territorial minimum wage.

## 8. Maximum Program Contributions

The non-profit sector is eligible to receive a contribution of up to 100% of the applicable wage plus mandatory employment related costs (MERC) and the private sector up to 50% of the applicable wage only.

**NOTE:** Where a participant with disabilities is hired, **all** employers are eligible to apply for 100% of the wage. A maximum contribution of \$3,000 per participant may be available, on an actual cost basis, for special equipment and facilities to accommodate the student's needs.

## 9. Proposal Outline

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

## 10. 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.

## 11. Funding Arrangements

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

## 12. Reporting Requirements

A final activity report and an evaluation report are required by **September 15**. 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 is attached in Annex Two.

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

### Student Summer Employment Opportunities Program

#### Proposal Outline

Please refer to the program guidelines to ensure that your proposal meets the 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. Please attach a separate sheet for each potential job placement with the following information:**

- job title and description
- location and duration of each work placement
- name of potential employer(s)
- outcomes/ results to be achieved

**3. Anticipated number of students who will participate in the program:**

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

**4. Number of students with disabilities:**

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

**5. Anticipated number of students whose education level is:**

Secondary:\_\_\_\_\_ Post-Secondary: \_\_\_\_\_ Total: \_\_\_\_\_

**6. Anticipated number of students whose age is:**

15-19:\_\_\_\_\_ 20-24: \_\_\_\_\_ 25-29: \_\_\_\_\_ 30: \_\_\_\_\_ Total: \_\_\_\_\_

**7. Proposed budget:**

**Please provide a proposed budget for each job placement and the total requested amount for all job placements.**

Proposed budget for each job placement to include:

- wage rate (not less than provincial/territorial minimum hourly wage rate);
- total wages (total hours X wage rate per hour);
- other mandatory employment related costs (MERC), including the gross employee share of CPP, QPP, EI, vacation pay, WCB/CSST (Quebec) and, where applicable, health insurance premiums;
- if applicable, administrative costs are not to exceed 10% of the total cost of the contribution;
- actual cost for special equipment and facilities to accommodate the needs of a disabled individual up to a maximum of \$3,000, if applicable;
- the proposed budget must indicate any other sources of funding or support accessed from other partners.

**NOTE:**

- **The non-profit sector is eligible to receive a contribution of up to 100% of the applicable wage plus mandatory employment related costs (MERC) and the private sector up to 50% of the applicable wage only;**
- **Eligible costs do not include infrastructure and equipment purchases.**

**Annex Two**

**Student Summer Employment Opportunities Program  
Final Activity Report  
DUE: SEPTEMBER 15**

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

Name of First Nation or Inuit 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 secondary school   |       |       |        |    |  |
| 6. Total number of students in post-secondary school  |       |       |        |    |  |
| 7. Total number of students aged:   | 15-19 | 20-24 | 25-29  | 30 |  |
| 8. Total number of jobs provided  |       |       |        |    |  |
| 9. Total number of weeks worked (multiplied by number of youth)                               |       |       |        |    |  |
| <b>FINANCIAL INFORMATION</b>  |       |       |        |    |  |
| 10. Total amount spent  |       |       |        |    |  |
| 11. Total revenue from INAC   |       |       |        |    |  |
| 12. Revenue from other sources (if applicable)  |       |       |        |    |  |
| 13. Total wages paid in the non-profit sector   |       |       |        |    |  |
| 14. Total wages paid in the private sector  |       |       |        |    |  |
| 15. 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:  |    |  |

**Student Summer Employment Opportunities Program  
Evaluation Report  
DUE: SEPTEMBER 15**

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

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

**Please provide the following:**

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

**Please attach the following answers to this form:**

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

**Please attach comments/ stories from at least two participants (either employers or students) to this form, outlining the benefits of participating in the program.**

**Please provide feedback and recommendations.**

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

|              |        |
|--------------|--------|
| Prepared by: | Title: |
| Signature:   | Date:  |