



**Indian Studies Support Program (ISSP)**  
*Guidelines*

**Reviewed January 2011**

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## Key Dates and Funding Availability

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### Key Dates

February 15, 2011	Call for 2011-2012 proposals
April 1, 2011	Proposal deadline for 2011-2012 programs
April 4 to April 8, 2011	Preliminary proposal review
April 11 to April 22, 2011	ISSP committee proposal review
April 18 to April 22, 2011	Applicants informed of decision
April 29, 2011	Funding agreements with successful applicants
December 15, 2011	Progress reports due
February 1, 2012	Call for proposals 2011-2012
April 1, 2012	Proposal deadline
April 15, 2012	2011-2012 Final Report due

### Funding Availability

To be confirmed.

## **Background**

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The Indian Studies Support Program (ISSP) is a component of the Post-Secondary Education (PSE) Program of Indian and Northern Affairs Canada (INAC). The ISSP was created in 1989. Its general objective is to provide First Nations and/or post-secondary educational institutions, Aboriginal or others, with financial support for developing programs adapted to First Nations students. Its specific objectives are as follows:

- Increase the number of post-secondary programs that are adapted to the cultural and educational needs of the First Nations.
- Increase the number of First Nations members who embark on post-secondary studies.
- Allow First Nations students to obtain better academic results.
- Help reduce the gap in educational attainment levels between Aboriginal people and other Canadians.
- Encourage research and development in the area of First Nations education.

ISSP eligibility is granted to First Nations educational organizations and accredited Canadian post-secondary institutions that design and deliver special programs adapted for First Nations students.

According to the recommendations in the February 2007 report of the Standing Committee on Aboriginal Affairs and Northern Development, INAC should, in collaboration with First Nations educational organizations, determine whether the allocation of ISSP funding is adequate overall and should develop a funding method that is based on the real needs of First Nation students and educational institutions. This questioning of the management of the ISSP has brought with it the idea that the ISSP should ideally be administered and managed by First Nations regional organizations involved in education. During a First Nations Education Council (FNEC) General Assembly held in Laval, Quebec in February 2007, a motion was passed that the FNEC secretariat assume management responsibilities for the ISSP funds available for the proportion of the Quebec region that the FNEC represents. The FNEC member communities would then be able to submit project proposals in order to access funding.

Given this new mandate, the FNEC has developed the program management guidelines that follow. The implementation of these guidelines will allow greater assistance to member communities in developing relevant and useful projects.

## **Chapter 1 The mission and objectives of the FNEC managed ISSP program**

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This chapter presents the mission and objectives of the FNEC concerning the ISSP, as well as the main expected results.

### **1. Mission of the FNEC as manager of the ISSP funding**

The mission of the FNEC, in its role as manager of ISSP funding and within ISSP budgetary constraints, is to promote and support the delivery of post-secondary education programs and transition programs for First Nations' people in its member communities, while respecting their cultural, social and economic needs.

### **2. FNEC objectives for the ISSP**

As a manager of the ISSP, the FNEC seeks to achieve the following objectives:

- Promote and encourage the development and delivery of quality post-secondary educational programs that are adapted to the culture of the First Nations.
- Promote the community and education institutional capacities of First Nations.
- Support First Nations communities in developing their capacities and economic autonomy through post-secondary education.
- Encourage the maintenance and preservation of First Nations' languages and cultures.
- Encourage First Nations post-secondary students to obtain better academic results.
- Support an increase in the number of post-secondary education programs adapted to the needs of the FNEC communities.
- Promote partnerships between the First Nations communities and post-secondary educational institutions.

### **3. FNEC expected results for the ISSP**

The main expected results are:

- Better control of the management and use of ISSP funding.
- Enhanced feeling of belonging and self-esteem among First Nations students.
- Increased perseverance among First Nations students in completing their post-secondary studies.
- A greater number of First Nations students who complete post-secondary studies.
- An enhanced number of First Nation people with post-secondary qualifications.
- Improved economic conditions of First Nations individuals and communities.
- Improved access to pertinent and relevant post-secondary programs of study for First Nations people.

## **Chapter ② Proposal evaluation committee and important considerations**

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### **1. ISSP proposal evaluation committee of the FNEC**

#### **Purpose**

The purpose of the Proposal Evaluation Committee is to ensure a fair and equitable process is followed in determining funding allocations. There are two primary tasks for the evaluation committee:

- To ensure that the call for proposals, the evaluation of the proposal, and the decision making on allocation of funding is done in a fair and equitable manner according to these guidelines; and
- To review and assess the submitted proposals based on their fulfillment of the program guidelines and criteria.

#### **Composition**

The three member ISSP proposal evaluation committee includes representation as follows:

- Two representatives of FNEC member communities who are not in conflict of interest with any of the proposals that will be reviewed; and
- One employee of the FNEC secretariat

#### **Code of Ethics**

The ISSP proposal evaluation committee is governed by the code of ethics in effect at the FNEC, which specifies that account must be taken of the following aspects:

- High standards of confidentiality will be maintained at all times which includes not disclosing information with regards to individual submissions or their status to any party other than those who are mandated to receive such information and are not in conflict of interest regarding the file;
- The FNEC will verify that the members of the review committee are not in real, potential, or apparent conflict of interest;
- Individually and collectively, the members of the proposal review committee will conduct themselves in an open, honest, discrete, competent, and loyal manner in all that concerns the mandated business of the committee.

## **2. Proposal evaluation considerations**

1. All proposals will be studied by the ISSP evaluation committee of the FNEC by means of the same procedure.
  - a. Proposals must meet the criteria described in this guide and must be submitted using the FNEC forms given in Appendix 1.
  - b. Proposals are to be complete, including copies of all required documents.
  - c. Each complete proposal will be assessed by the evaluation committee using the assessment grid found in Appendix 2.
  - d. Proposals will be prioritized in accordance with their meeting the assessment criteria in the above mentioned grid.
  - e. ISSP funding allotments are based on annual demand, eligibility for funding, and the results of the evaluation procedure.
2. Due to limited funding, there is a possibility that all proposals may not receive funding.
  - a. If a proposal is not accepted after being submitted a first time, it may be resubmitted on a future occasion, after being updated, and it will be subject again to the evaluation procedure.
  - b. Applicants are strongly encouraged to form partnerships for program development and delivery. Such partnerships could be with other communities and/or with other sectors within the community.
3. All attempts will be made to ensure equal access to available funding based on the following :
  - a. Priority 1 - Applicants who were approved in the previous year will be given priority consideration for program continuations given that they have had their final report and audited statements approved.
  - b. Priority 2 - Applicants are presenting a new project that meets the eligibility criteria as outlined in these guidelines.
  - c. Priority 3 - Applicants who received funding for a program that was completed in the previous year.
  - d. Applicants who failed to submit a complete and approved final report by the established deadline will not be eligible for funding until such time that the completed report is received and approved.

## **3. FNEC responsibilities to approved applicants and the assembly**

The FNEC secretariat is to oversee management of the program as follows:

1. Develop and manage financial agreements with the successful applicants.
2. Review and prepare progress reports for INAC and the general assembly
3. Review and prepare final reports for INAC and the general assembly
4. Review and prepare program evaluations and audited financial statements for INAC and the general assembly

## Chapter ③ Guidelines for ISSP Proposals

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Further to taking the FNEC objectives into account, the guidelines for formulating ISSP proposals must be in compliance with the guidelines for INAC's national post-secondary program.

### 1. Eligible Projects

1. Development of post-secondary programs adapted to the reality of First Nations.
2. Delivery of post-secondary programs adapted to the reality of First Nations
  - a. Programs must be accredited and credits must be transferrable to other postsecondary academic institutions.
  - b. Programs must lead to an attestation, certificate, diploma, or degree that is recognized by a public institute, college or university.
  - c. Programs that are delivered through **affiliation** and/or partnerships with accredited institutions are considered eligible.
  - d. University and College Entrance Preparation Programs (UCEP) are also eligible
    - i. UCEP programs can be no longer than 2 semesters (8 months)
    - ii. UCEP programs must provide students with the academic prerequisites required for entrance into a regular college or university.

### 2. Eligible Recipients

1. FNEC member communities
2. An organization (or group of organizations) coming under the authority of an FNEC-member community (or group of communities).
3. A First Nations post-secondary institution offering accredited post-secondary programs to the clientele of the FNEC member communities.
4. A non-First Nation post-secondary institution which is working in partnership with an organization (or group of organizations) coming under the authority of an FNEC member community (or group of communities) and which offers accredited post-secondary programs to the clientele of FNEC member communities.

### **3. Funding Considerations**

1. Funding allocations must be controlled and administered by a First Nation community or a First Nation controlled Canadian postsecondary institution that is delivering eligible programs to registered members of the FNEC communities.
2. All funding allocations are subject to annual funding availability.
3. Funding approval will be for one fiscal year (April 1 to March 31) only.
4. Multi-year programs will be considered but application for funding must be submitted for each fiscal year concerned.
  - a. Fulltime programs are eligible for up to 4 years of ISSP funding support
  - b. Part-time programs are eligible for up to 6 years of ISSP funding support

### **4. Enrolment Considerations**

1. Maintaining certain levels of program enrolment and attendance are essential. Should enrolment and/or regular attendance of students fall below the following levels, funding support may be immediately discontinued or discontinued at the end of the semester:
  - a. College – 8 students minimum
  - b. University – 12 students minimum
2. Communities can recruit students from other communities; however, the registration rate of students from FNEC member communities must never be below 85%.

### **5. Signatures**

1. All funding proposals must be signed by the FNEC representative from the community of origin.
  - a. This includes proposals that are submitted by or through a third party community manager,
  - b. This includes submissions from an accredited Canadian postsecondary institution. In this case, the application must be countersigned by the FNEC representatives of all the communities who have one or more registered band members participating in the program.
  - c. This includes submissions from tribal councils who submit a proposal on behalf of one or more communities that they represent. In this case, the application must be countersigned by the FNEC representatives of all the communities who have one or more registered band members participating in the program.

## **6. Eligible Program Expenses**

In managing the ISSP program, the FNEC must remain within the confines of INAC's national guidelines for the program. As such, the following program expenses are considered eligible:

1. Salaries and related benefits for the personnel involved in the development or delivery of the program of studies.
2. Travel expenses of the personnel involved in the development or delivery of the program of studies.
3. Accommodation costs for the personnel involved in the development or delivery of the program of studies.
4. Materials and supplies expenses for the personnel involved in the development or delivery of the program of studies.
5. Administrative costs (5%) associated with the development or delivery of the program of studies.

## **7. Ineligible Program Expenses**

In managing the ISSP program, the FNEC must remain within the confines of INAC's national guidelines for the program. As such, the following program expenses are considered ineligible:

1. Negotiation-related costs for program research, development, or delivery;
2. Institutional operations and capital related costs;
3. Community debt reimbursement;
4. Student support for the following<sup>1</sup>:
  - a. Living allowance and childcare
  - b. Travel
  - c. Books and perishable materials
  - d. Tuition
5. Retroactive fees and/or related costs

It must be remembered that approved proposals must be delivered as presented. In the event that this is not possible the following must be considered:

1. Any expenses that were not presented in the approved application will be considered ineligible.
2. Unauthorized use of funding will require reimbursement.
3. Any changes to a program must be applied for through the established submission and approval process.

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<sup>1</sup> These expenses are eligible under INAC's Post-Secondary Student Support Program (PSSSP) and it is recommended that program applicants encourage potential students to apply for financial support from the PSSSP program in their community.

## 8. Important dates to remember

Due to the reality of the fiscal year that is imposed on the FNEC and member communities by INAC, proposals for funding of ISSP programs must be adapted to meet the requirements of the fiscal year with respect to the submission of proposals, progress reports and final reports. Therefore, the following calendar must be implemented for the submission of proposals and reports.

February 15, 2011	Call for proposals
April 1, 2011	Deadline for submission of program proposals
April 4 to April 8, 2011	To avoid approval delays the proposal will be reviewed by FNEC to ensure applications are complete and all required documents and information are included.
April 12 to April 23, 2011	Meeting of the FNEC proposal review committee to evaluate and select proposals for acceptance
April 18 to April 22, 2011	Applicants are informed of funding decisions
April 29, 2011	The FNEC signs a funding agreement with successful applicants. *1/3 of approved funding is decentralized to applicant.
December 15, 2011	Interim Progress Report due. *1/3 of approved funding decentralized to applicant upon approval of the report.
April 15, 2012	Final Report due. *Final instalment of funding decentralized upon approval of report and receipt of the audited statements.

It is apparent that the application and reporting process will overlap. The intention is not to create confusion or additional work for an applicant. It is an attempt to facilitate the continuation of programs and ensure that ISSP programming can run year-round.

To facilitate the management of approved projects it is recommended that consideration be given to planning the ISSP school year from April 1 to March 31. Therefore, the following chronology of semesters should be respected when determining activities and expenses.

1. Spring session (April – June)
2. Summer session (July – August)
3. Fall session (September – December)
4. Winter session (January – March)

## **9. Proposal Requirements**

To ensure that proposals are processed and approved in a timely fashion they must meet the following requirements:

1. Proposals must be submitted on the FNEC application form found in Appendix 3 of this document.
  - a. Each section of the application must be completed.
2. Proposals must be no longer than 15 pages.
3. Budgets must be fully detailed and complete<sup>2</sup>
  - a. Projected expenses must be indicated for each line item
  - b. All sources of revenue for the project must be indicated
4. The work plan indicating the timeline for the project must be detailed and complete.<sup>3</sup>
5. All supporting documents, as indicated on the application form, must be included.
  - a. A letter of support indicating the need for the program and the future impacts such a project will have on the community.<sup>4</sup>
  - b. A letter or contract from an accredited post-secondary institution that is prepared to assist in the development or delivery of the program.<sup>5</sup>

## **10. Procedure for submitting proposals**

All completed and signed applications may be mailed, sent by courier, scanned and e-mailed, and/or faxed and must be received before the deadline indicated on the first page of this document. Proposals received after the deadline will not be considered for funding for the proposal process that is underway.

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<sup>2</sup> A sample budget can be found in Appendix 4

<sup>3</sup> A sample work plan can be found in Appendix 5

<sup>4</sup> A sample letter of support can be found in Appendix 6

<sup>5</sup> A sample letter of intent from a post-secondary institution can be found in Appendix 7

In order to avoid disqualification of an incomplete application, the FNEC will exercise a preliminary review to ensure that the requirements, as outlined in Chapter 3 of this document, are met. In the event that information is missing the FNEC will contact the applicant and request any additional information that may be required by the FNEC Proposal Review Committee.

**Please submit your proposal to:**

- 1. By Mail or Courier:** First Nations Education Council  
Indian Studies Support Program  
95 rue de l'Ours  
Wendake (Quebec) G0A 4V0
- 2. By email:** [lchaput@cepn-fnec.com](mailto:lchaput@cepn-fnec.com)
- 3. By fax:** (418) 842-9988

## **APPENDICES**

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1. Useful Terminology
2. Proposal Assessment Grid
3. Proposal template
4. Sample budgetary plan
5. Sample work plan
6. Sample Letter of support
7. Sample Letter of intent
8. Interim report template
9. Final report template

## Appendix 1 – Useful Terminology

<b>Accreditation:</b>	Eligible program leading to a recognized certificate, diploma or degree awarded by a public institute, college or university located in Canada. The program leading to a certificate, diploma or degree must be transferable to other post-secondary educational institutes.
<b>Brokerage agreement:</b>	To be eligible for funding, a First Nation community or First Nation institute may turn to the services of a public post-secondary educational institute located in Canada for purposes of delivering accredited courses or programs. Courses leading to a certificate, diploma or degree must be transferable to other post-secondary educational institutes.
<b>Accreditation or affiliation agreement:</b>	To be eligible for funding, a First Nation community or First Nation institution may sign an agreement with a partnering post-secondary institute located in Canada, which recognizes the courses or programs offered by the First Nation community or First Nation institution. Courses leading to a certificate, diploma or degree must be transferable to other post-secondary educational institutes.
<b>Agreements with other institutes:</b>	All submitters of proposals must include with their proposal a letter of intent from the relevant institute. Acceptable agreements include those involving <b>accreditation</b> or <b>affiliation</b> .
<b>Core funding:</b>	Funding for ongoing activities in the operations of an institute. The ISSP does not contribute to core funding.
<b>Development projects:</b>	Planning or design of a program intended to lead to full <b>accreditation</b> when implemented. The ISSP does not contribute to development projects.
<b>First Nations post-secondary educational institutes:</b>	Institutes created and run by First Nations, First Nations tribal councils or First Nations school authorities located in Canada and offering accredited and transferable post-secondary educational programs.
<b>Status of institute:</b>	The proposal must include documentation giving the status of the institute: governance authorization, constitution as a legal person, BCR, permit, etc.
<b>Letter of intent:</b>	Letter clearly and precisely describing the intention of an institute to work with the submitter of the proposal to implement the proposed program.
<b>Production of reports:</b>	The progress report, final report and financial statements must be submitted according to the established deadlines.

## Appendix 2 – Proposal Evaluation Grid

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### ISSP Submission Evaluation Grid – Proposal Summary Page

Submitted by (Community/Organization):	
Address:	
Telephone:	
Fax:	
Contact person:	
E-mail:	
Type and Length of Program:	
Start Date:	
Completion Date:	
Total program cost:	
Funding request for current submission:	
Continuation?	
First ISSP submission to FNEC?	
Was a different project funded last year?	
Priority for assessment	
Date Received	

#### Required Documents Checklist

- Completed Proposal
- Letter of Intent - recognized postsecondary institution evidence of accreditation
- List of transferable credits and post-secondary institutions will accept these credits
- Draft contract with the Service provider (post-secondary institution)
- List of required instructor materials, books, and supplies (if applicable)
- Letters of Support from organizations – evidence of program support and need

## **Assessment Elements**

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Please complete the following checklist by reviewing the proposal and indicating the assessment elements that are present with a check mark. Provide explanatory comments on the following page.

<b><i>Please check statements that are reflected in the proposal</i></b>	√
Program objective is clearly defined	
Number of FNEC member participants meets criteria	
Affiliated post-secondary institution meets requirements	
Proposed program meets certification requirements	
Course credit transferability has been demonstrated	
Statement of Program need is well demonstrated	
Targeted student population is well detailed	
Program content is included	
The proposal includes a planning and a detailed budget breakdown	
Expected results are well defined	
Program evaluation procedure is clearly defined	
Program work plan is clear	
First Nation support for the program is clear	
Program is supported by partners	
The program is or will be adapted to First Nations particular needs and culture	
The proposal involves more than 1 community which is in good standing with the FNEC	

Comments/observations of the evaluator:

## **Appendix 3 – Proposal Template**

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Your proposition must include the following information:

Page presentation

Presentation of the proposition

Description of the program

Work plan

Brief account of the funding requested

Name of the First Nations organizations supporting the program

Identification of the program partners

Verification list

## Indian Studies Support Program (ISSP) Proposal

**Program Title:** \_\_\_\_\_

**Name of First Nations community submitting the proposal:**

\_\_\_\_\_

**Or names of First Nations communities and/or First Nations organizations submitting a joint proposal:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

**Telephone:**

**Fax:**

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

**Contact person:**

\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Total Length of Program (Please check):**

1 Year     2 Years     3 Years     4 Years     5 Years     6 Years

**Program start date (yyyy/mm):** \_\_\_\_\_

**Program completion date (yyyy/mm):** \_\_\_\_\_

**Total Program Cost: \$** \_\_\_\_\_

**Funding requested for the 20\_\_ - 20\_\_ fiscal year (April 1 – March 31):**

**\$** \_\_\_\_\_

**Is this a continuation of a project that was funded by ISSP last year?**

Yes       No

**If yes, did your community or organization receive ISSP funding for a different project that was completed last year?**

Yes       No

**If this is not a continuation project and you did not receive funding for a different project that ended last year, is this the first time your community or organization has applied to the FNEC for ISSP funding?**

Yes       No

**Submitted to:**

**First Nations Education Council  
95 rue de l'Ours  
Wendake, Quebec G0A 4V0**

**Indian Studies Support Program (ISSP)**

**Date submitted:** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_

\_\_\_\_\_



**Accreditation status:**

**Affiliation** (name of institution): \_\_\_\_\_

**Proposed program:**

Certificate:           Diploma:           Degree:

**Transferability:**

One of the ISSP criteria is credit transferability. How many of the course credits that are being offered are transferable to other accredited Canadian post-secondary institutions? \_\_\_\_\_

The post-secondary institution that this program is affiliated with should have provided the list of courses that are transferable and to which post-secondary institution.

**Please attach this list to your application.**



**Measureable objectives of the program**

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**Expected results of the program based on the above objectives**

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**Evaluation procedure to ensure that expected results are attained**

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**Names of the First Nations organizations supporting the program**

- **Support letters must be attached to the proposal and support the need for the program**

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**Identification of Partners in the Program**

<b>Partners and other Funding Sources</b>	<b>Contribution (Financial or Otherwise)</b>

**Required Documents Checklist**

- Completed Proposal (including the description of the program, the work plan and a brief account of the funding requested)**
- Letter of Intent from a recognized postsecondary institution**
  - Must provide evidence of **accreditation** of the program
- List of transferable credits indicating which post-secondary institutions will accept these credits. (Available from post-secondary institution)**
- Draft Contract with the Service provider (Post-secondary institution)**
- List of required instructor materials, books, and supplies**
  - Only if support is requested for this purpose
- Letters of Support from organizations listed in the section above**
  - Must provide evidence of First Nations support for the program
  - Must provide evidence of the need for the program

## **Brief account of the funding requested**

Total cost for completion of the program:	\$
Amount requested from ISSP for 20__/20__ :	\$

<b>Budget Item</b>	20__ April to June  (Spring Session)	20__ June to August  (Summer Session)	20__ September to December  (Fall Session)	20__ January to March  (Winter Session)	20__/20__  Total Costs for each line item  (April 1 to March 31)
<b>Instructor salaries</b>					
<b>Elders honoraria</b>					
<b>Guest speaker or trainer honoraria</b>					
<b>Tutoring</b>					
<b>Counselling/ Coordination</b>					
<b>Travel costs for teachers, elders, trainers and/or guest speakers</b>					
<b>Travel costs related to a group of students</b>					
<b>Instructor materials</b>					
<b>Classroom rental</b>					
<b>Subtotal</b>					
<b>Overhead administrative costs (5 % maximum)</b>					
<b>Total</b>					
<b>Estimated revenue from tuition fees that will be charged to program participants:</b>					\$

1. All budget items must be directly related to program delivery as outlined in section 3.4.

## Appendix 4 – Sample Budget

Total cost for completion of the program:	\$62,500
Amount requested from ISSP for 2008/2009:	\$13,125 – \$2,500 = <b>\$10,625</b>

Budget Item	2008 April to June  (Spring Session)	2008 June to August  (Summer Session)	2008 September to December  (Fall Session)	2009 January to March  (Winter Session)	2008/2009 Total Costs for each line item  (April 1 to March 31)
<b>Instructor salaries</b>	0	0	0	5,000	5,000
<b>Elders honoraria</b>	0	0	0	1,500	1,500
<b>Guest speaker or trainer honoraria</b>	0	0	0	250	250
<b>Tutoring</b>	0	0	0	500	500
<b>Counselling/ Coordination</b>	0	0	0	1,500	1,500
<b>Travel costs for teachers, elders, trainers and/or guest speakers</b>	0	0	0	1,000	1,500
<b>Travel costs related to a group of students</b>	0	0	0	2,000	1,000
<b>Instructor materials</b>	0	0	0	1,500	1,200
<b>Classroom rental</b>	0	0	0	0	0
<b>Subtotal</b>	0	0	0	12,500	12,500
<b>Overhead administrative costs (5 % maximum)</b>	0	0	0	625	625
<b>Total</b>	0	0	0	14,375	14,375

Estimated revenue from tuition fees that will be charged: to program participants: 10 students x \$250	\$2,500
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\*Please breakdown salary costs (use the form on the next page).



## Appendix 5 – Sample Work Plan

<b>Activity</b>	<b>Anticipated Start Date</b>	<b>Anticipated End Date</b>
Develop and circulate a call for proposals from universities	April 1, 2008	April 30, 2008
Review proposals and select a university to deliver the program	May 1, 2008	May 15, 2008
Negotiate with university and establish program components	May 15, 2008	July 31, 2008
Develop and sign contractual agreement with university	August 15, 2008	August 31, 2008
Publicity and recruitment of students for the program	September 1, 2008	November 15, 2008
Registration of students in the program	November 15, 2008	December 1, 2008
Student Orientation	January 5, 2009	January 9, 2009
Course 1: “Course Title” delivered to students by videoconference 6 hours per week.	January 12, 2009	March 28, 2009

## **Appendix 6 – Sample Letter of Support**

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### **Sample letter of support from First Nations and outlining need for the program**

**Early Childhood Centre Z  
888 rue de la Promenade  
City (Québec) J9O 1B1**

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Date: \_\_\_\_\_

**Subject: Proposal for a pre-school teacher training program**

Dear Sir/Madam,

We are writing in support of the proposed pre-school teacher training program that First Nation Y wishes to offer in partnership with University X.

There is a shortage of workers at the early childhood centres of First Nation Y and in the surrounding communities. For example, Early Childhood Center “Z” has 10 children on their waiting list because they cannot find the qualified personnel needed to admit an additional 10 children to the center.

University X has offered this program in the past and the program meets the needs of the participants in First Nation X. It would therefore be highly beneficial to offer this program again.

Yours sincerely,

Linda Beauregard  
Director  
Early Childhood Centre Z

## Appendix 7 – Sample Letter of Intent

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### Sample letter of intent from an accredited post-secondary institution

**University X  
321 Pine Street  
City, Quebec F0N 1C3**

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Date: .....

Ms. Jeanne Larouche  
First Nation Y  
123 Main Street  
City, Quebec J07 1B1

**Subject: Partnership concerning teacher training**

Dear Ms. Larouche,

University X is pleased to enter into a partnership with First Nation Y for providing on-site training to teachers next September. We are delighted to be able to support your efforts in sponsoring the program beginning with the next school year.

University X has been offering training to teachers in several First Nations communities for the past 20 years. These training programs are of high quality and they meet the needs of the communities. The content of the teacher training program at University X is adapted to First Nations learners and respects their learning methods. The program includes a component on the development of programs of study for the First Nations. All of our programs are accredited and the credits that the students earn are transferable to any university in Canada.

We look forward to collaborating with First Nation Y. We share the same goal, that of ensuring the success of the students who embark on this training program. After completing all of the required courses, the students will obtain a teaching certificate at the pre-school and elementary levels.

Thank you for this opportunity to work in partnership with your organization.

Yours sincerely,

Eva Chouinard  
Director of Studies

## **Appendix 8 – Interim Report Template**

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The interim report must contain the following information:

- Page presentation
- Updated work plan
- Report on the expenses
- Report on the registrations
- Comments on the changes made
- Verification list

## Interim Report presented in the scope of the ISSP

**Program Title:** \_\_\_\_\_

**Name of First Nations community submitting the interim report:**

\_\_\_\_\_

**Or names of First Nations communities and/or First Nations organizations submitting the interim report:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

**Telephone:**

**Fax:**

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Contact person:**

\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_

\_\_\_\_\_



## Expenditure Report

\*\* Please provide an update on the expenses incurred between April 1<sup>st</sup> and December 1<sup>st</sup>.

<b>Budget Item</b>	<b>Detailed Expenses</b>	<b>Total of costs</b>
<b>Instructor salaries</b>		
<b>Elders honoraria</b>		
<b>Honoraria for guest speakers or trainers</b>		
<b>Tutoring</b>		
<b>Counselling/ Coordination</b>		
<b>Travel Costs for teachers, elders, trainers and/or guest speakers</b>		
<b>Travel costs related to a group of students</b>		
<b>Instructor materials</b>		
<b>Classroom space rental</b>		
<b>Subtotal</b>		
<b>Overhead administrative costs (5% maximum)</b>		
<b>Total</b>		

### Notes (if applicable)

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## Report on the number of registrations

<b>Number of students enrolled at the start of the program</b>	
<b>Number of students enrolled as at December 1<sup>st</sup></b>	

\*Note: If possible, please provide the updated registrations' list.

### **Comments**

(If applicable, please inform us of any change liable to facilitate the evaluation of your report by the committee)

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### **Required Documents Checklist**

- Completed Interim Report (including the updated work plan and the report on expenses)**
- Signed Contract with the Service provider (postsecondary institution)**
- List of students who registered at the beginning of the program**
- List of students who are registered on December 1<sup>st</sup>**
- Optional: Testimonials from the instructors and students.** (Although the inclusion of testimonials is optional it will assist in developing success stories, thereby supporting the continuation of the ISSP program)

## **Appendix 9 – Final Report Template**

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Your final report must contain the following information:

Page presentation  
Final ISSP report  
Updated work plan  
Summary of the revenues and expenses  
List of students having completed the program  
Verified financial statements

**Final report presented in the scope of the ISSP**

**Program Title:** \_\_\_\_\_

**Name of First Nations community submitting the final report:**

\_\_\_\_\_

**Or names of First Nations communities and/or First Nations organizations submitting a joint final report:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

**Telephone:**

**Fax:**

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Contact person:**

\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Total Length of Program (Please check):**

1 Year     2 Years     3 Years     4 Years     5 Years     6 Years

**Program start date (yyyy/mm):** \_\_\_\_\_

**Program completion date (yyyy/mm):** \_\_\_\_\_

**Total Program Cost: \$** \_\_\_\_\_

**Funding received as of March 31, 20\_\_ for the 20\_\_ - 20\_\_ fiscal year  
(April 1 – March 31):**

**\$** \_\_\_\_\_

**Is the program now complete due to the initiatives taken during the  
20\_\_ - 20\_\_ fiscal year?       Yes     No**

**If the program is not complete how much funding will be required in  
the future to complete the implementation of this program?**

**\$** \_\_\_\_\_

**Submitted to:**

**First Nations Education Council  
95 rue de l'Ours  
Wendake, Quebec G0A 4V0**

**Indian Studies Support Program (ISSP)**

**Date submitted:** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_









### Summary of Revenue and Expenses for the 20\_\_/20\_\_ fiscal year

Total cost for 20__ - 20__ Program Operations:	\$
Revenue approved by ISSP for 20__ - 20__:	\$
Other Revenue from non-ISSP sources for 20__ - 20__:	\$
Revenue from tuition charged for 20__ - 20__:	\$
ISSP revenue received as of March 31:	\$
Balance due from ISSP for 20__/20__:	\$

Budget Item	20__	20__	20__	20__	20__/20__
	April to June	June to August	September to December	January to March	Total Costs for each line item
	(Spring Session)	(Summer Session)	(Fall Session)	(Winter Session)	(April 1 to March 31)
<b>Instructor salaries</b>					
<b>Elders honoraria</b>					
<b>Guest speaker or trainer honoraria</b>					
<b>Tutoring</b>					
<b>Counselling/ Coordination</b>					
<b>Travel costs for teachers, elders, trainers and/or guest speakers</b>					
<b>Travel costs related to a group of students</b>					
<b>Instructor materials</b>					
<b>Classroom space rental</b>					
<b>Subtotal</b>					
<b>Overhead administrative costs (5% maximum)</b>					
<b>Total</b>					

### **Required Documents Checklist**

- Completed final report (including the updated work plan and the report on expenses)**
- List of students having completed the program**
- Audited financial statements**
  - Signed by ISSP project manager
  - Presenting all sources of funding as reported in the revenue and expense report
  - Presenting all expenses as reported in the revenue and expense report