

Part Four: University and College Entrance Preparation (UCEP)

ISSP funding may also be used for University and College Entrance Preparation (UCEP) programs. UCEP programs must provide students with the academic level required for entrance into regular university or college programs within a ten-month period. Generally the UCEP program will include grade 11/12 level courses offered in partnership with a public post-secondary institution.

Courses delivered in partnership with a school district are not eligible under the UCEP Program.

Students accessing a UCEP program must have the prerequisites or equivalent (i.e. academic assessment or Prior Learning Assessment) to enter UCEP level courses. UCEP programs may include English 050/060, academic Math 050/060, and Sciences, i.e. Biology 050/060, Physics 050/060, or Chemistry 050/060. The curriculum must consist of courses offered through public post-secondary institutes Adult Basic Education curriculum. (NOTE: public post-secondary institutions may number courses at the grade 11/12 level as 050/060 or 080/090 courses.

Eligible programs include those that are administered through an affiliation or brokering agreement (please see I Definitions and Program Criteria, page 84).

ISSP funding may only be used to deliver **eligible** post-secondary education programs, as outlined by INAC's Post-Secondary Education National Program Guidelines. **Ensure the proposal clearly indicates how the program is equivalent to one academic year in length.**

4.1 Proposal Information

The following information outlines the format/template for proposals for UCEP Programs. All proposals must follow the template.

Also available from the ISSP Committee is the **Guide to Proposal Writing**, found at www.fnesc.ca/issp/, and includes suggestions and tips for proposal writing in general.

4.2 UCEP Proposal Components

Your proposal **must include** all four components;

A. Cover Letter

A cover letter must be written on letterhead and must be signed by the appropriate authority.

B. Proposal Summary Form

Please ensure the Proposal Summary Form is completed.

C. Written Proposal Submission

See Section 4.3 for description of the Written Proposal Submission.

D. Budget

The proposal budgets must include all sources of funding, identifying each source as either confirmed or unconfirmed. **Projected tuition revenue must be shown on the ISSP Summary of Funding Request (page 47).** The budget must include a line for each major activity or costs, including a breakdown of details such as how many instructors are included with salary costs (see Section 4.3).

The ISSP funding does not fund facilities or equipment.

ISSP allows for administration fees to a maximum of 15% of the total program funding, based on the fiscal year (April 1 – March 31), not the academic year.

ISSP allows for student service supports such as counseling and tutoring to a maximum of 20% of the total program funding. Student service supports may not include tuition, books and supplies, travel or daycare.

See Section 4.3 for description of Budget.

4.3 Written Proposal Submission

1. Proposal Title Page

- a. Title of the program
- b. Name and correct address of your organization
- c. Start and end dates of the program
- d. Total funds requested
- e. Name, address, and phone number of a contact person
- f. Date of submission of your proposal

2. Executive Summary

Include a one-page Executive Summary. This Summary should outline the program, highlighting the key ideas and objectives.

3. Table of Contents

Following the Executive Summary, please include a Table of Contents.

4. Introduction

What is the proposed program about?

In the proposal introduction, briefly indicate the purpose of the program being proposed, who it will benefit, and why your organization is qualified to undertake the program. You should indicate how the proposed program relates to the ISSP funding guidelines and objectives. Also, outline the arrangement of the information to follow, including the proposal sections described below.

5. Statement of Need

Why is the program needed?

In this section, explain the importance of the program being proposed and the need to which you are responding. Indicate why the need exists and who it is affecting. Include, where possible, any available statistics or published information to support your assertions.

In outlining the reasons for the proposed program, it may be useful to indicate how long the need has existed, any other attempts to address it, the resources used in doing so, and the results of those efforts.

6. Program Goals and Objectives

What will the program achieve?

Clearly indicate the program goals and objectives.

Outline the program goals, in one or two sentences. Describe all the overall outcome expected from the program.

Outline the program objectives. Indicate the **specific** outcomes that are expected to result from the program.

7. Methodology

How will the program be implemented?

Describe in detail the activities to take place, how and when the activities will be carried out, and by whom. This section may include the following sub-sections:

Introduction

Summarize the proposed approach emphasizing any of its innovative or unique aspects.

Program Activities

Explain in some detail the specific activities to be undertaken, as well as why the activities described are necessary and appropriate.

Supporting Organizations

Identify any groups or organizations which will be participating in the program implementation, and describe the nature of their participation. Letters verifying that participation should be attached to the proposal.

Identify any organizations that support your proposal, and attach to the proposal supporting letters and documents, such as Band Council Resolutions, letters from language authorities, etc.

Staff and Administration

Outline the proposed plan for program administration. This outline should indicate how many staff members will be directly involved in the administration of the proposed program, whether those staff members are already employed or will be hired by your organization to oversee the program, and whether they will be employed on a full-time or part-time basis. **Note: funding is provided only for instruction and support, which is directly related to the program** (see 4.2 for additional information).

Work plan / timetable

Include a work plan outlining when each aspect of the program will be undertaken.

Program Evaluation

Describe your plan for assessing the extent to which the program objectives are accomplished, including who will be responsible for the program evaluation, when it will be conducted, and any plans for reporting and using the results of the evaluation. You may also indicate what kinds of information and data will be gathered in the evaluation process. An evaluation of your program is required by the ISSP

Committee in the form of a Final Report, which is described in detail in this handbook.

Outcomes

Indicate the anticipated outcomes of the proposed program.

8. Affiliations with Other Institutions

Is your program accredited and transferable?

Attach the relevant existing agreement(s) between your organization and any Public Institution(s) that satisfy the ISSP requirement of accreditation and transferability.

First year or new programs, including **one or more of the following**:

- Official Letters of Intent (signed and dated)
(see Appendix A for sample Letter of Intent)
- Affiliation Agreement (signed and dated)
- Brokering Agreement (signed and dated)

Second or subsequent years, including **one or more of the following**:

- **Current** Affiliation Agreement
- **Current** Brokering/Service Agreement

Any applicants with questions about the validity of their agreement (or the letter of intent for first/new programs) should contact an ISSP Committee member **prior** to the proposal deadline for clarification.

9. Organizational Status

Is your organization in good standing?

Failure to provide the proper supporting documentation, including acceptable agreements, will result in your ISSP application being rejected.

Attach the relevant documents to demonstrate that your organization is in good standing and supported by your governance structure.

For First Nations institutes:

Description of First Nations Governance Authority (refer to I Definitions and Program Criteria, page 84) **and** one or more of the following:

- Affiliation Agreement (including evidence of accreditation), or
- Brokering Agreement, or
- Federation Agreement, or
- Relevant/applicable current Licenses

For societies:

Certificate of Incorporation, **including** the mission or purpose statement **and** Certificate of Good Standing for Society Status;

Band or Tribal Council association, **and** one or more of the following:

- Affiliation Agreement (including evidence of accreditation), or
- Brokering Agreement, or
- Federation Agreement, or
- Relevant/applicable current licenses

N.B. – There may be an opportunity for a society to receive direct funding from INAC through Comprehensive Funding Arrangement (CFA – *Other*) to receive direct funding rather than flow-through funding under the First Nation or Tribal Council. Contact your INAC Funding Services Officer at 604-666-5171 for details.

For Bands/Tribal Councils:

Band Council or Tribal Council resolution supporting the current ISSP proposal **and** one or more of the following:

- Affiliation Agreement (including evidence of accreditation), or
- Brokering Agreement, or

*If your proposal submission does not include at least one of the relevant documents in your organization category or the documents submitted are **NOT** signed and current, your proposal will be ineligible for funding. Any applicants with questions about the acceptability of required organizational supporting documents should contact an ISSP Committee member prior to the proposal deadline.*

- Federation agreement, or
- Relevant/applicable current licenses

10. Budget Clarification

As described in section 4.2, a budget must be attached to the proposal. The proposal budget must include all sources of funding, identifying each source as either confirmed or unconfirmed. **Projected tuition revenue must be shown on the ISSP Summary of Funding Request form.** As required by the INAC Post-Secondary Education program, ISSP funded programs must charge tuition. Please include tuition revenues in the budget. Information explaining budget items and their necessity should be included for clarity.

Due to limited ISSP funds, not all proposals will receive funding. ISSP funding is based on an annual application and assessment process.

ISSP projects that have previously received funding are not guaranteed continued funding.

4.4 Proposal Template

Proposal Summary Form, ISSP Summary of Funding Request Form and Required Proposal Sections for UCEP Programs

(Proposal deadline: January 13, 2010 4:30 p.m.)

INDIAN STUDIES SUPPORT PROGRAM (ISSP)
UCEP PROGRAMS
Proposal Summary Form

INAC DCI Reference #434111

SECTION 1: IDENTIFICATION			
Name of First Nation or Organization:			
Contact Name:		Email:	
Title / Position:			
Address:			
Telephone:		Fax:	
SECTION 2: PROPOSAL INFORMATION			
Proposal Title:			
Program is:	<input type="checkbox"/> New	<input type="checkbox"/> Continuing	<input type="checkbox"/> Year
(Indicate Year 2, 3, etc.):			
Program Start Date:		Program End Date:	
Total Funds Requested:	\$		
Status of Applicant:			
First Nations Governed:	<input type="checkbox"/> Band	<input type="checkbox"/> Tribal Council	
	<input type="checkbox"/> Society	<input type="checkbox"/> Aboriginal Post-Secondary Institute	
	<input type="checkbox"/> Other (specify):		

Proposed Program	Please specify:		
Type of Program:	<input type="checkbox"/> Brokered	<input type="checkbox"/> Federated	<input type="checkbox"/> Affiliated
	<input type="checkbox"/> Accredited	<input type="checkbox"/> Public Institution (Self-Accredited)	
Accreditation Status:			
Public Institutional Affiliation (name):			
Course /Program Transferability (how and to where):			
SECTION 3: PROJECTED STUDENT INFORMATION			
Total Anticipated Number of Participants:	#		
	# Males:	# Females:	
	# Full-Time:	# Part-Time:	
	# Status/Treaty:	# Inuit:	
(Please specify below):	# Other:		
	# Non-status:	# Non-First Nations:	# Metis:
	# BC:	# Out-of Province:	# Out-of-Country:
(Please identify – i.e. Metis, non-First Nation, Non-Status. Refer to sections 1.3 and 2.2. Proposal review will consider this information as ISSP Funding is intended for Status and Inuit students. For Other Students, provide rational for inclusion of these students in the program.)			
SECTION 4: STATEMENT OF NEED			
List in point form:			

SECTION 5: PROJECT GOALS AND OBJECTIVES	
List in Point form:	
SECTION 6: PROGRAM ACTIVITIES	
Outline program and courses:	
Program Description:	
Courses:	
Term 1:	

Term 2:			
Term 3:			
SECTION 7: SUPPORTING DOCUMENTATION			
First Nation Community	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	<input type="checkbox"/> BCR attached
Tribal Council	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Resolution Attached
Society	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Current Society Papers Attached
Affiliated/Brokered Public Institution	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	<input type="checkbox"/> Agreement attached <input type="checkbox"/> Letter of Intent attached (first year programs only)
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Papers Attached
SECTION 8: BUDGET			
Total Program Cost:		\$	
Amount Requested from ISSP:		\$	
Amount Funded by Other Sources:		\$	
Amount for In-Kind:		\$	
Please complete the Budget Summary Form			

ISSP SUMMARY OF FUNDING REQUEST

2010-2011 UCEP PROGRAMS

SUMMARY OF FUNDING REQUEST				
AMOUNT REQUIRED FOR PROGRAM:		\$		
AMOUNT REQUESTED FROM ISSP:		\$		
BUDGET ITEM	AMOUNT REQUIRED	REQUEST FROM ISSP	IN-KIND FUNDS	OTHER SOURCES
Instructional Delivery				
Instructor Salary				
(Breakdown of Instructional Salaries)				
Instructor Travel				
Instructor Materials				
Instructor Books & Supplies				
Elders/Guest Speakers				
Program Supports				
Sub-total:	\$	\$	\$	\$
Administration/Overhead (15% maximum)				
Items not covered by ISSP				
Rent				
Student Daycare				
Student Travel				
Living Allowances				
Other				
TOTAL AMOUNT	\$	\$	\$	\$
Estimated Revenue from Tuition Fees⁴	\$	\$	\$	\$

⁴ As per INAC Program Guidelines, tuition must be charged.

Required Proposal Sections (use additional space as needed)

Executive Summary

* Summarize your proposal in one page.

Table of Contents

* List proposal sections and sub-sections.

Introduction

* Describe the program's purpose and benefits.

Statement of Need

* Describe the program's importance and the need it addresses.

Indicate if your community has a community capacity plan? If so, how does the proposal fit into this plan or the regional economic strategy?

Program Goals and Objectives

* Describe the program's general and specific outcomes.

Continuing programs need a sound **rationale of need** for subsequent funding and **evidence of program outcome(s)** and a **growth plan** based on last year's program evaluation.

Program Methodology

* Describe the program implementation and approach to be taken.

Program Activities

* Describe the activities to be undertaken.

N.B. – For UCEP programs, clearly indicate the courses to be offered (course title and number, grade equivalency and brief course description).

Supporting Organizations

Letters of support should be attached to the proposal in Appendix One.

Staffing and Administration

- * Describe plans for administering the program

Plans for Program Evaluation

- * Describe the plans for and timing of the program's evaluation

Outcomes

- * Describe the expected outcomes of the program delivery

Affiliations with Other Institutions

- * List all relevant agreements

Attach signed, current copies

Please remember: all applicants must attach to their proposal signed, up-to-date copies of agreements with relevant institutes. Acceptable agreements include affiliation agreements or brokering/service agreements, depending upon relationship between the institutes for the proposed project. For new programs that have not been offered previously, an official **Letter of Intent** may be accepted. **Please note that letters of support are not acceptable to fulfill the Letter of Intent requirement.** Letters of support express the institute's agreement that the proposed project would be useful/is worthwhile.

N.B. - If this is a continuing program, clearly indicate the supporting documentation, i.e. Affiliation Agreement or Band Council Resolution, continues to be in effect.

Budget Explanation

* If applicable, explain budget items noted on ISSP Summary of Funding Request Form, page 46

Program Work Plan

The information is accurate to the best of my knowledge.

Authorized Signatory

Date

Proposal – Appendix One:

Letters of Support and Copies of **Current** Licences, Registrations (ie. PCTIA), Certificates of Incorporation, BCR'sas relevant

Indicate if the proposal funding will be handled through a third party, i.e. Tribal Council

Proposal – Appendix Two:

Copies of **Current and Signed** Affiliation / Brokering / Federation Agreements or official Letters of Intent (please note ... letters of intent differ from letters of support, as described throughout this guide).

NOTE: if the program is a continuation from the previous year, please clearly highlight the continuation of the Affiliation / Brokering Agreement or BCR

4.5 Progress Reports

Progress Reports for all 2009/2010 fiscal year UCEP Programs are due by **December 4, 2009 before 4:00 pm**. Progress reports for all 2010/2011 fiscal year programs are due by **December 3, 2010 before 4:00 pm**. Failure to submit your progress report **will** affect the score given to your proposal for the following year. The progress report should consist of approximately **one to two pages** outlining the following:

- title of the funded program;
- name of accredited institute;
- a one paragraph summary of the program;
- a list of courses completed to date;
- September course enrollment; and
- December course enrollment.

NOTE: ISSP Funding is provided as Contribution Funding and any surpluses will be recovered by INAC.

The Progress Report must also include an interim financial statement. *That statement does not have to be audited.*

**Submit Progress Reports to: Chair, Indian Studies Support Program
Suite 113 – 100 Park Royal South
West Vancouver, B.C. V7T 1A2**

4.6 Interim Financial Reporting

Under INAC's Post-Secondary Education funding authority, ISSP funding is Contribution Funding, which requires funds to be fully expended by March 31, 2010. In order for funds to be considered fully expended, funds either have to be spent by that date or an "account payable" has to be set up before March 31, 2010 for payments that remain owing after March 31, 2010.

First Nations and other organizations receiving ISSP funds should seek the advice of their auditor prior to setting up contracts for ISSP funding to ensure that an "account payable" has been properly set up. This will avoid ISSP funds showing up as surplus funds in their audit.

If an "account payable" is not properly set up, ISSP funds identified as surplus funds in an audit will be recovered during an audit review.

Submit Interim Financial Statement Form to:

**Chair, Indian Studies Support Program
Suite 113 – 100 Park Royal South
West Vancouver, B.C. V7T 1A2**

4.7 Interim Financial Statement Form

Please complete the Interim Financial Statement Form for 2009/2010 by **May 31, 2010**.

**UCEP Program
ISSP Interim Financial Statement Form
(not Audited)
Due: May 31, 2010**

INAC DCI Reference #434111

Name of First Nation or Organization	
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Income	
ISSP	
In-Kind	
Others	
Others	
TOTAL	
Program Expenses	
Instructional Delivery	
Instructor Salary	
Benefits + WCB	
Instructor Travel	
Instructor Materials	
Instructor Books/Supplies	
Elders / Guest Speakers	
Program Support	
Administration	
Other	
Other	
TOTAL	
Total ISSP Expenditures	
Funds spent to March 31	\$
Accounts Payable	\$
Total ISSP Funds Allocated (to end of Program)	
The above information is accurate to the best of my knowledge.	
_____	_____
Authorized Signatory	Date

INDIAN STUDIES SUPPORT PROGRAM | 2010/2011Programs

*A separate **Progress** and **Final** report is required for each ISSP funded program*

4.8 Introduction to Final Reports

Final Reports for all 2008/2009 fiscal year Established Programs are due by **4:00 p.m. on**

November 6, 2009. Final Reports for all

2009/2010 fiscal year Programs are due **by 4:00 p.m. November 5, 2010**. These dates are not flexible.

Funding recipients who fail to submit a complete and approved Final Report by the deadline will be ineligible for funding the following year.

Final Reports received by fax before the deadline will be accepted, with originals to follow.

1. Introduction to Final Reports

The purpose of the ISSP Final Reporting Guidelines is to ensure that the objectives of the ISSP have been fulfilled. A Final Report format follows. Please ensure that all of the information listed is included.

2. Final Report Template

Executive Summary

Include a **one-page** Executive Summary of the Final Report, outlining the activities undertaken, as well as a description of the information to follow in the report.

Purpose of the Funding

Include a description of the funded program, its objectives, and any relevant background information. Also indicate whether your program met the objectives stated in your proposal, and any successes, challenges and solutions encountered in the implementation of your program.

Statistical Data

Include data demonstrating student enrolment, retention, completion and graduation rates. Please do not include any student names or personal student information. See page 40 for more details.

Financial Statement

Include a financial statement for the ISSP funded program, showing revenue and expenditures for the funding provided to your organization by the ISSP. The financial statement must clearly demonstrate the use of the ISSP funding contribution. Include a separate financial statement for each ISSP funded program.

Submit Final Reports to: **Chair, Indian Studies Support Program
Suite 113 – 100 Park Royal South
West Vancouver, B.C. V7T 1A2**

**The ISSP Committee forwards copies of all Final Reports to the Data
Services Unit, DIAND BC Region**

Each year, all Final Reports will be collected and summarized in an ISSP Final Report. That report will be distributed to all First Nations in an effort to share the successes of the ISSP program, and to share information about the programs funded through the ISSP program.

4.9 Final Report Template

Final Report Template for 2009 / 2010 UCEP Programs

Due: November 5, 2010

Final Report of UCEP Program Title

**Submitted by:
Your Organization's Name**

Address

Phone and Fax Number

Contact Name

Submitted to:

**The Indian Studies Support Program
Chair**

**Suite 113 - 100 Park Royal South
West Vancouver B.C. V7T 1A2**

Date of Submission

INAC DCI Reference #: 434111

Required Final Report Sections (use additional space as needed)

Executive Summary

* Summarize your final report in one page

Purpose of Funding

Statistical Data

Please include the following information as applicable given your program start and end dates.

Number of students enrolled _____

Number of continuing students _____

Number of students who have completed _____

Number of students who have graduated _____

of students who left the program for:

employment: _____

skills training: _____

post-secondary education: _____

other (please describe): _____

NOTE: Please do not include any identifying and/or personal student information or data.

ISSP FINAL REPORT – UCEP FINANCIAL STATEMENT

Expenses

	Estimated	Actual
TOTAL EXPENSES		

	Estimated	Actual
Instructional Delivery		
Salary		
Materials		
Books & Supplies		
Totals	\$	\$

	Estimated	Actual
Totals:	\$	\$

	Estimated	Actual
Program Delivery		
Elders / Guest Speakers		
Student Support		
Totals	\$	\$

	Estimated	Actual
Totals:	\$	\$

Income

	Estimated	Actual
TOTAL INCOME		

	Estimated	Actual
ISSP		
Totals	\$	\$

	Estimated	Actual
Miscellaneous		
Totals	\$	\$

	Estimated	Actual
In-Kind Contribution		
Totals	\$	\$