

First Nations Education Steering Committee

First Nations Schools Association

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First Nations and Inuit Youth Employment Strategy 2019-2020 Summer Work Experience Program Guidelines

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1. Introduction

The First Nations Education Steering Committee (FNESC) and the First Nations Schools Association (FNSA) are pleased to manage the Department of Indigenous Services Canada (DISC) 2019-2020 Summer Work Experience Program (SWEP) in the BC region. The SWEP is one of two programs that DISC administers under the First Nations and Inuit Youth Employment Strategy (FNIYES).

2. Objectives

The SWEP has the following objectives:

- To help youth acquire skills by providing wage subsidies for their summer work experience;
- To assist First Nations secondary and post-secondary students in preparation for future entry into the labour market by enabling them to obtain employment experience; and
- To help students acquire employability skills, to support them in financing and furthering their education and to provide students with career and labour market information and assistance in finding summer or short-term employment.

These objectives are consistent with, and support, the overall objectives of the Government of Canada's Youth Employment Strategy (YES) Summer Work Experience Program.

3. Expected Results

Key expected results of the SWEP are:

- Increased awareness of the benefits of education; and
- Enhanced employability skills for participating First Nations youth.

4. Activities

The activities will support work experience opportunities for First Nations secondary and post-secondary students, between May 1 and the beginning of the student's fall academic term, each fiscal year.

5. Eligibility Requirements

5.1 Eligible Recipients

Eligible recipients are First Nations communities, governments and organizations in BC.

Eligible recipients may enter into agreements with private sector and non-profit sector employers to access employment opportunities for youth.

5.2 Eligible Participants

Eligible participants are:

- First Nations and Inuit secondary and post-secondary students aged 15 to 30 inclusive;
- ordinarily resident on reserve or in recognized communities or on community lands;
- legally entitled to work in Canada; and
- 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. Proposal Process

All funding for the FNIYES SWEP will be based on approved proposals. Proposals are selected on the basis of meeting program objectives.

Applicants must submit a detailed proposal for the activities to be undertaken over the course of the agreement, clearly stating how the proposed activities will further the objectives and expected results of this program.

6.1 Eligible proposals must:

- Be in accordance with these program guidelines;
- Outline the activities that support any or all of the program 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; and
- Outline the results to be achieved.

Note: The placement must provide a minimum of 80 hours of work.

6.2 Submission of Proposals

Only proposals submitted in the electronic proposal form issued by FNEC will be considered for assessment. Refer to the proposal form and the attached instructions for application details. Incomplete proposals will be returned to applicants.

FNEC will issue each First Nation community a 2019-2020 SWEP allocation letter stating the specific funding amount to be provided, which is determined using a base amount plus per capita formula. Allocation letters will be distributed by mail and fax to each First Nation community.

2019-2020 Summer Work Experience Program proposal is due Friday, April 30, 2019 by 4:30 pm. Please submit proposals via online submission, by email to reception@fnesc.ca, or fax to 604-925-6097.

Applications must be consistent with each specific community funding allocation.

6.3 Assessment Criteria

All proposals will be assessed by the following criteria:

- **Capability:** The experience and capacity of the recipient to manage the implementation of the activities within their proposals successfully and complete the proposed employment initiatives in a timely manner;
- **Implementation Activities:** The extent to which the proposal aligns with eligible activities and meets program objectives. The assessment will consider timelines, cost-effectiveness and the degree to which the activities will result in expected outcomes;
- **Project Management:** How the initiative or project will be managed, including project governance, management of project scope, human resources, risk management, and project monitoring, control and reporting;
- **Project Costs:** Realistic assessment of estimated total costs and a justification of the level of funding required; and

- **Cooperation and Partnerships:** With other governments, employers, community-based organizations and interested organizations to encourage strategic partnerships, minimize overlap or duplication and operate in synergy with other related employment, entrepreneurship, economic development and social program.

7. Eligible Expenditures

The recipient will determine the wage rate for participants. It must be at or above the applicable provincial minimum wage.

Eligible expenditures include:

- Participant wages and mandatory employment-related costs including the gross employee share of CPP, EI, vacation pay, WCB and where applicable, health insurance premiums; wage costs per participant will meet or exceed the applicable minimum wage in BC which is **\$13.85** (as of June 1, 2019)
- Other necessary costs directly related to a work placement, including (but not limited to): criminal record check, required uniforms, personal safety gear (e.g. work boots, safety hats) up to a maximum of \$300 per participant;
- Actual cost for special equipment and facilities to accommodate the needs of a disabled individual up to a maximum of \$3,000, if applicable;
- Administration costs that must not exceed 5% of the sub-total amount requested before administration costs. Eligible administration costs include (but are not limited to):
 - office/general expenses;
 - materials;
 - supplies;
 - advertising;
 - communication and printing costs; and
 - professional services.

8. Ineligible Expenditures

Ineligible expenditures include, but are not limited to:

- Infrastructure or equipment purchases (e.g. computers and software); and
- Capital costs for construction of a building (other than small repairs or renovations to support the participation of persons with disabilities) or the purchase of land or building.

9. Maximum Program Contribution

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

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

10. Monitoring and Accountability

To ensure that program delivery requirements are being met, that funds are expended on the intended purpose, and that DISC's accountability to Parliament is being met, activities including audits,

evaluations, as well as desk and on-site compliance reviews will be conducted with all funding recipients.

11. Reporting Requirements

The SWEP final report must be submitted to FNEC no later than **Friday, September 13, 2019** by 4:30pm.

The reporting requirements are listed in the recipient's funding agreement. Recipients are responsible for ensuring that reporting requirements are met and reports are accurate and submitted on or before the established due date.

Reporting requirements include not only the overarching program report, but also the completion of a youth evaluation form for each participating youth. The form will be provided by FNEC and you will submit along with the final report.

12. Contact Information

If you have any questions, please contact Kylee Mayers, Programs Officer by email to kyleem@fnesc.ca or by phone (604) 925-6087.

For further information and where you can find copies of the program guidelines and forms, please visit: www.fnesc.ca/swep or www.fnsa.ca/swep.

**Proposal Deadline:
4:30 pm on Friday, April 30, 2019**

Please submit complete proposals to:
First Nations Education Steering Committee
113-100 Park Royal South
West Vancouver, BC V7T 1A2
Fax: 604-925-6097
Email: reception@fnesc.ca

**Final Report Deadline:
4:30 pm on Friday, September 13, 2019**