

First Nations Education Steering Committee

First Nations Schools Association

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First Nations and Inuit Youth Employment Strategy 2020-2021 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) 2020-2021 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).

It is important to note that as of November 2019, DISC communicated to the FNESC that starting in 2020-21, the FNIYES program will face an overall reduction in funding. In an effort to mitigate this drastic reduction, FNESC has added \$750,000 toward the FNIYES programs and will continue to advocate with Canada to put the previous funding levels back.

As the Coronavirus (COVID-19) pandemic continues to evolve, FNESC is committed to continuing supports for First Nations and to adapt program delivery approaches to reflect the current situation.

2. Objectives

The objectives of the SWEP are:

- 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
- 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 and Skills Strategy (YESS) Summer Work Experience Program.

3. Expected Results

Key expected results of the SWEP are:

- increased awareness of the benefits of education
- 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 **newly extended program deadline of February 28, 2021.**

As the Coronavirus (COVID-19) pandemic continues to evolve, FNESC is committed to continuing supports for First Nations and to adapt program delivery approaches to reflect the current situation.

Please consult Appendix A. COVID-19 Recommendations & Support for more information to assist in the proposal process during these unprecedented times.

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

FNESC will issue each First Nation community a 2020-2021 SWEP allocation letter stating the **specific funding amount** per First Nation organization, which is determined using a base amount plus per capita formula. Allocation letters will be distributed by mail, fax, and email to each First Nation community.

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. All funding for the FNIYES SWEP will be based on approved proposals reflecting your allocation amount.

6.1 Eligible proposals must:

- meet the 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, including any share to be incurred by partners
- 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 proposal form template issued by FNESC will be considered for assessment. Refer to the proposal form and the attached instructions for application details. Incomplete proposals will be returned to applicants.

2020-2021 Summer Work Experience Program proposal is due Monday, June 8, 2020 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.

Note: Meeting these criteria does not guarantee funding from the FNIYES SWEP.

7. Eligible Expenditures

The wage rate for participants will be determined by the individual completing the proposal. 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 **\$14.60** (as of June 1, 2020)
- 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
 - 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 maximum amount of funding to be provided to a funding recipient in a fiscal year will be set out in the funding agreements signed by the funding recipient.

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 FNEsc no later than **Friday, February 26, 2021** 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 FNEsc 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:
Monday, June 8, 2020 by 4:30pm**

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:
Friday, February 26, 2021 by 4:30pm**

Appendix

A. COVID-19 Recommendations & Support

As the Coronavirus (COVID-19) pandemic continues to evolve, FNEC is committed to continuing supports for First Nations and to adapt program delivery approaches to reflect the current situation.

This document is intended to assist with the development of SWEP plans that best meet the unique needs of your community and students, which is especially important in these unprecedented times.

We hope these suggestions are helpful, and the FNEC Programs Officer, Kylee Mayers, is available to answer any questions or concerns via email: kyleem@fnesc.ca.

SWEP Work Placement Suggestions in light of COVID 19:

- **Summer Learning Coordinator:** to conduct learning activities for youth in the community focused on literacy and numeracy learning during the summer months, in order to prepare youth before classes begin again. The role might include helping students feel comfortable returning to the school setting after their prolonged absence from the physical classroom during very stressful circumstances. Examples of support might include one-on-one remote tutoring using technology such as zoom or other platforms, as well as support for learning at home through the distribution of books, science kits, board games, or other resources to facilitate quality time spent as families.
- **Community Labourer:** to work outdoors completing tasks such as mowing grass for community lands and Elders' homes, small building maintenance, such as painting, maintaining community gardens, cleaning beaches and trails by collecting garbage, while maintaining social distancing guidelines.
- **Summer Fun Coordinator:** to create fun, safe activities that youth in the community can do to keep busy during the summer. Tasks might involve creating work sheets, healthy recipes to do at home, and "stay active challenges." Role might include zoom sessions for youth doing various activities such as dance classes, story-telling, show and tell, games with movement, etc.
- **Delivery Operations:** to assist and deliver necessities to those in need. Community members may not be able to leave their homes at this time and having someone available to assist in any delivery needs would be helpful.
- **Administration:** to develop updates regarding COVID-19. Tasks could involve creating policy, memos, updates, sanitizing instructions, etc. to be distributed throughout the community to ensure that members are up to date with current information. The participant could become a "COVID-19 Ambassador" – available to provide information and make sure it's readily available to all.

Please note that COVID-19 regulations are ever changing and our hope is that First Nation communities stay safe and follow Canada's Federal and Provincial guidelines. It's expected that your activities may change as restrictions are constantly evolving. If at any time you'd like to revise your SWEP, you can contact the Program Officer, kyleem@fnesc.ca, to make sure your proposed new plan meets the guidelines.