

# **BC First Nations Post-Secondary Partnerships Program (PSPP) 2021-2022 Guidelines and Call for Proposals April 2021**

## **1. Introduction**

The PSPP is a First Nations directed, regionally delivered program that supports First Nations established post-secondary institutes and First Nations directed community-based programming.

## **2. Objective**

The PSPP provides funding to support First Nations to define their own partnerships with post-secondary institutions to increase the availability of post-secondary education programs tailored to First Nations cultural and educational needs. The overall aim of the PSPP is to increase the number of First Nations students pursuing post-secondary education.

## **3. BC PSPP Priorities**

The First Nations Education Steering Committee (FNESC) and the Indigenous Adult and Higher Learning (IAHLA) Executives will determine priorities for PSPP annually. In 2021-22, given additional funding received from the Ministry of Advanced Education and Skills Training, BC PSPP priorities will be the priorities of the community for post-secondary education.

## **4. Partnerships with Public Post-Secondary Institutions**

First Nations are not obligated to partner with the nearest public post-secondary institution, and can partner with a public post-secondary institution in any region of the province of British Columbia. The Post-Secondary Partnership Agreement Toolkit developed by IAHLA, the University of Victoria and the Nicola Valley Institute of Technology outlines good practices in negotiating partnerships and suggested content for agreements with public post-secondary institutions. It is available on the IAHLA website at <http://iahla.ca/wp-content/uploads/2019/06/PUBLICATION-IAHLA-Toolkit-Dec-2011.pdf>.

## **5. Eligible Activities**

Under the PSPP, there are two categories of eligible activities:

## 1. Program/Course Delivery

PSPP funding is available for delivery of post-secondary programs and courses that lead to the attainment of a post-secondary education credential.

PSPP funded programs and courses must provide students with transferable credits and must lead to a certificate, diploma, or degree that is granted or recognized by a public post-secondary institution.

A copy of the signed partnership agreement with the public post-secondary institution must be attached to the proposal. If it is the first year of delivery, a letter of intent or memorandum of understanding signed by a Dean, Director, Vice-President Academic or President of the public post-secondary institution that commits to partner in the delivery of the specific program/course can be provided instead of a signed partnership agreement.

PSPP funded programs and courses can include Adult Basic Education (ABE) and University and College Entrance Preparation (UCEP) programs and courses that provide students with the academic level required for entrance into post-secondary programs. Generally, this will include grade 11/12 level courses. **Students accessing an ABE or UCEP program must not be counted under Nominal Roll funding.** The curriculum must consist of courses offered through public post-secondary institutions' Adult Basic Education (ABE) curriculum and not Ministry of Education grade K-12 courses.

PSPP funded programs and courses can also include trades and vocational programs and courses if they lead to a credential granted by a post-secondary institution.

## 2. Program/Course Development or Adaptation

PSPP funding is available for researching, developing and accrediting new post-secondary courses and programs, or for adapting and converting existing post-secondary courses and programs to online delivery and distance education. In 2021-22, the PSPP Review Committee will target approximately 25 percent of the total BC PSPP budget received from Indigenous Services Canada to Program/Course Development or Adaptation.

## 6. Eligible Recipients

All First Nations in BC are eligible to submit a proposal for funding through this Call for Proposals. If a proposal is submitted by a First Nations post-secondary institute or Tribal Council on behalf of a First Nation or First Nations, the First Nations post-secondary institute or Tribal Council must provide documentation that it has been designated to submit proposals on behalf of the First Nation(s) served, unless such documentation has already been provided to FNEC. Evidence could include a letter from the Chief of the First Nation Band Council(s) or a Band Council Resolution(s) that designates the First Nations post-secondary institute or Tribal Council to submit proposals on behalf of the First Nation(s) either on an ongoing basis or in the specific instance of the proposal being submitted for PSPP. If the proposal is being submitted

on behalf of multiple communities, documentation from each First Nation Band Council must be provided.

Due to the limited funding, if a community has designated a First Nations post-secondary institute or Tribal Council to submit proposals on its behalf, the community cannot submit an additional proposal.

Agents and service delivery organizations of other federal departments and agencies, such as Indigenous Skills and Employment Training (ISET) Program service delivery organizations, are not eligible to submit a proposal for funding through this Call for Proposals.

## **7. Expenditures**

### **7.1 Eligible Expenditures**

Eligible expenditures for the PSPP include the direct costs for First Nations and First Nations established post-secondary education institutes to develop and deliver post-secondary education programs and courses for First Nations students that lead to the attainment of a post-secondary education credential.

This may include, but is not limited to:

- Salaries and benefits for instructors and employees;
- Instructor/employee travel and accommodation (within the guidelines set out in Treasury Board of Canada Secretariat's Travel Directive (<https://www.njc-cnm.gc.ca/directive/d10/en>));
- Instructor materials;
- Costs for Elders, Knowledge Keepers and guest speakers;
- Purchase of training services;
- Student and cultural support costs (e.g., counselling, tutoring, transportation, food, emergency child care), not to exceed 20% of total costs;
- Costs associated with the development and publication of learning and/or instructional materials;
- Equipment rental or lease (operating leases only; capital leases are not eligible);
- Laptops and computers;
- Rental of facilities to host post-secondary activities; and
- Administration costs (program management and reporting, office/general expenses, insurance, materials and supplies, advertising, communication and printing costs), not to exceed 15% of total costs.

### **7.2 Ineligible Expenditures**

Ineligible expenditures for the PSPP include:

- Capital and maintenance costs;
- Permanent staff salaries (PSPP is not intended to provide core funding);
- Student tuition (if tuition is charged); and

- Student books and supplies.

Other programs that could be leveraged to fund student tuition, books and supplies and living costs include the Post-Secondary Student Support Program (PSSSP), the University and College Entrance Program (UCEP) and the Indigenous Skills and Employment Training (ISET) Program.

## 8. Maximum Amount of Funding

Due to limited funds, the overall maximum amount that can be applied for is \$300,000. Only one proposal in each category (Category 1: Program/Course Delivery, and Category 2: Program/Course Development or Adaptation) may be submitted. Proposal maximums are shown in the table below.

<b>Proposal Type</b>	<b>Maximum Amount</b>
Program/Course Delivery ( <i>Category 1</i> )	\$300,000
Program/Course Development or Adaptation – General ( <i>Category 2</i> )	\$ 60,000
Program/Course Development or Adaptation – Language Programs/Courses ( <i>Category 2</i> )	\$100,000
<b>Overall maximum</b>	<b>\$300,000</b>

A higher maximum amount of funding is available for the development of language programs/courses due to the higher cost of developing language programs and courses.

For greater clarity, the overall maximum of \$300,000 means that if a community submits proposals for both Program/Course Delivery and Program/Course Development or Adaptation, the maximum amount available for both proposals combined will be no more than \$300,000 (for example, if \$60,000 is requested for Program/Course Development or Adaptation, the maximum that can be requested for Program/Course Delivery is \$240,000).

## 9. Proposal Process

Eligible proposals must:

- Be in accordance with these Guidelines, using the applicable electronic proposal template;
- Be from a First Nation, or from a First Nations post-secondary institute or Tribal Council on behalf of a First Nation (including documentation from the First Nation Band Council designating the First Nations post-secondary institute or Tribal Council to submit

proposals on its behalf, unless such documentation has already been provided to FNEC);

- Be submitted by the deadline;
- Provide an estimate of eligible costs to be incurred and request no more than the maximum amounts set out in section 8 of these guidelines.

### **9.1 Submission of Proposal**

Only proposals submitted using the applicable electronic proposal template will be considered. Please refer to the electronic proposal templates and instructions for details. Incomplete proposals will be ineligible and will be returned to applicants.

2021-22 PSPP proposals are due by **Monday, June 7, 2021**, 4:30 pm. Please submit proposals by email to [reception@fnesc.ca](mailto:reception@fnesc.ca), or fax to 604-925-6097.

### **9.2 Assessment of Proposals**

Proposals will be reviewed by the PSPP Review Committee, which consists of five members selected by the FNEC and IAHLA Executives, taking into account regional representation.

Proposals will be reviewed and awarded points as per the electronic proposal template and established criteria. The PSPP Review Committee will review all proposals, and will:

- Assess proposals against the criteria;
- Suggest budget revisions in order to fund more proposals; and
- Finalize selection of proposals.

Every effort will be made to ensure a regional distribution of funds.

Approval of a proposal for Program/Course Development or Adaptation does not guarantee that funding will be provided for delivery of the program or course.

Funding under PSPP is annual funding and is based on an annual proposal and assessment process. PSPP projects that have previously received funding are not guaranteed continuing funding.

A written response will be sent to all applicants to confirm whether or not their proposal will be funded. If a proposal is found to be ineligible, the applicant will be informed of the reason for its ineligibility. A list of successful applicants will be posted on the FNEC and IAHLA websites.

## **10. Timeframe**

FNEC will work towards having contribution agreements in place for successful proposals by August 2021 so that program delivery can begin in September 2021. Funding must be expended and all activities completed by March 31, 2023.

## 11. Accountability and Reporting

Funding recipients must deliver the program in accordance with the provisions of their Contribution Agreement and these Guidelines.

Reporting requirements will be listed in each recipient's funding arrangement. All funds must be expended and all activities completed by **March 31, 2023**.

## 12. Contact Information

If you have any questions, feel free to contact FNEC at [reception@fnesc.ca](mailto:reception@fnesc.ca) or (604) 925-6087.

**Proposal Deadline:**

**4:30 pm on Monday, June 7, 2021**

Please submit complete proposals to:

Fax: 604-925-6097 Email: [reception@fnesc.ca](mailto:reception@fnesc.ca)