**2023-2024 BC First Nations Post-Secondary Partnerships Program**

**PROGRAM/COURSE DEVELOPMENT OR ADAPTATION**

**PROPOSAL TEMPLATE**

**PROPOSALS DUE: March 31, 2023 at 4:30 PM**

|  |  |
| --- | --- |
| Name of First Nation or Organization |  |
| Contact Person |  |
| Title/Position |  |
| Phone Number |  |
| Fax Number |  |
| Email Address |  |

|  |  |
| --- | --- |
| Please indicate whether this proposal is for curriculum development or for curriculum adaptation. | Curriculum Development [ ]  |
| Curriculum Adaptation [ ]  |

**Note:**

* **Proposals must be 5 pages or less, not including attachment(s).**
* **Proposals must be signed by an authorized signatory for the First Nation Band Council OR if the proposal is submitted by a First Nations-mandated post-secondary institute or Tribal Council on behalf of a First Nation or First Nations, the First Nations-mandated 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 FNESC.  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-mandated 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 Band Council must be provided.**

| **Description and Rationale** (40 points) |
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| *Provide a brief description of the program/course to be developed or adapted.* |
|  |
| *Describe why the program/course is important and the needs it will address? How do you know there is a demand for the program in the community? Is the program/course available elsewhere? What benefits will the program/course provide for students and for the community? How does it support the First Nation’s comprehensive community plan or economic development strategy? Provide any available information to support the need for the program/course.*  |
|  |

| **Description of Planned Activities** (40 points) |
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| *Provide a description of the main activities, including the roles of the individuals conducting the activities and when the activities will take place.* |
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| *Describe the courses that will be developed or adapted as a result of the project.* |
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| **Project Management** (5 points) |
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| *Describe how the project will be managed, including project oversight. Who will be responsible for managing the project? Who will be responsible for reporting?* |
|  |

| **Monitoring and Evaluation** (5 points) |
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| *Describe how the project will be monitored, how success will be measured, and how the project will be evaluated. How will you ensure that the First Nation, institute administration and/or leadership are involved in measuring the success of the project or informed of the outcome?* |
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| **Budget** (10 points) |
| Amount required for project | $ |
| Amount requested of PSPP | $ |
| Contributions from other sources, including in-kind | $ |

| *Please ensure that each cost item is explained, including how the amount was calculated. If course development costs include amounts charged by public post-secondary institutions for instructor time, you may consider reviewing the public post-secondary institution’s collective agreement to ensure instructor costs are reasonable.* ***Please see the 2023-2024 PSPP Guidelines for a list of eligible and ineligible expenditures.*** |
| --- |
| **Planned Expenditure**(*add rows below as necessary*) | **Amount Required** | **Request of PSPP** | **Explanation of Cost** *(explain the cost item and how the amount was calculated)* | **Explanation of how the amount was calculated** |
| **Course development, salaries, benefits and professional fees. Note that permanent staff salaries are not eligible.** |  |  | *e.g., Program Coordinator for logistical program planning and liaising with our partner institution*  | *e.g., $25 per hour x 35 hours a week x 28 weeks*  |
| **Travel and accommodation** |  |  | *e.g., Mileage to X University and back for X course development meetings*  | *e.g., 180km return trip from X Community to X University @ $0.565 per km = $101.70 per meeting* |
| **Elders/Knowledge Keepers** |  |  | *e.g., Elder participation in community workshops* | *e.g., $250 a day for 10 days* |
| **Costs for hosting workshops or meetings** |  |  | *e.g., Hosting in-community workshops* | *e.g., Food and refreshments for an average of 10 participants x 10 meetings @ $20 per participant = $200 x 10 meetings = $2,000 , plus meeting room rental @ $150 per day for 10 days = $1,500*  |
| **Subtotal** |  |  |  |  |
| **Administration (maximum 15% of subtotal)** |  |  |  |  |
| **Total** ($100,000 maximum request) |  |  |  |  |

Signature of authorized signatory of the First Nation Band Council, First Nations-mandated post-secondary institute or Tribal Council[[1]](#footnote-1):

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| --- |
| Signature |
| Name: |
| Title: |
| Date:  |

1. **If signed by an authorized signatory of a First Nations-mandated post-secondary institute or Tribal Council, documentation that the institute or Tribal Council has been designated to submit proposals on behalf of the First Nation(s) served is required.** [↑](#footnote-ref-1)