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

**PROGRAM/COURSE DELIVERY**

**PROPOSAL TEMPLATE**

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

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

**Note:**

* **Proposals must be 15 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.**
* **A Public Post-Secondary Institution Letter of Intent or Partnership Agreement that commits to deliver the specific program/course must be attached to the proposal. Please refer to the 2023-24 Post-Secondary Partnerships Program Guidelines and Call for Proposals.**

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| **Description and Rationale** (30 points) |
| *Provide a brief description of the program/course to be delivered*. |
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| *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? 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. How long has the need existed? Has the program/course been delivered in the community before*? |
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| *How many students do you expect to enroll in the program/course? How will students be recruited? If students from other First Nation communities will also form part of the enrolment, please attach a letter or email from that community’s Post-Secondary Education Coordinator supporting the need for the program/course and indicating how many students from that community would likely participate in the program/course.* |
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| **Credits and Credentials** (mandatory requirement – no points assessed) |
| *What credits or credential (certificate/diploma/degree) will students receive at the end of the course or program?* |
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| *Identify the public post-secondary institution(s) which will accept the credits or credential for transfer*. |
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| **Program Delivery** (25 points) |
| *Describe the program delivery model:*   * *Will it be a face-to-face, online or blended model?* * *Who will teach the program/course? What are the instructors’ qualifications and do they have experience working with the community or other First Nation communities?* |
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| *Where will the program/course be delivered? Describe the facility that will be used to deliver the program/course.* |
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| *Describe components of the program/course including the program content and course descriptions, start and end dates of program modules/courses*. |
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| *If you are developing or adapting curriculum in order to deliver the program/course, describe the curriculum that will be developed or adapted, and how and when that will occur. (Please note that any curriculum development or adaptation would need to occur within the timeframe available for delivery, which is May 1, 2023 to May 31, 2024.)* |
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| *When will delivery of the program/course begin? (Please note the earliest date that delivery can begin is May 1, 2023.)* |
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| *When will delivery of the program/course be complete? (Please note delivery must be complete by May 31, 2024.)* |
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| **Student Supports** (15 points) |
| *Describe how students will be supported:*   * *How will students’ readiness for the program/course be assessed?* * *What cultural activities will be provided?* * *What interventions and extra supports will be used to increase the likelihood that students will experience success?* * *Will individual learning plans or training plans be developed for each student, and if so how will these be used? If an ABE or UCEP program/course is being delivered, what is the plan for students completing to transition to a post-secondary program*? |
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| **Partnerships** (10 points) |
| *Describe the partnerships that have been developed for the program/course:*   * *Describe the partnership with the public post-secondary institution. Attach a copy of a signed partnership agreement with the public post-secondary institution or a letter of intent signed by a Dean, Associate 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.* * *Describe the involvement of your community’s education, employment and social development departments in developing the proposal and delivering the program/course.* * *Describe any other partnerships that have been developed for the program/course.* |
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| **Project Management** (5 points) |
| *Describe how the project will be managed, including project oversight.* *Who will be responsible for managing the project? Who will be responsible for reporting?* |
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| **Monitoring and Evaluation** (5 points) |
| *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 program | $ |
| Amount requested of PSPP | $ |
| Estimated revenue from tuition fees (if tuition is charged) | $ |
| Contributions from other sources, including in-kind | $ |

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| *Please ensure that each cost item is explained, including how the amount was calculated. If you are not paying instructors and employees directly, please use the “purchase of training services” budget line for instructional costs charged by the public post-secondary institution and attach the public post-secondary institution’s proposal to you or the service agreement you have in place for delivery of the program. To ensure that instructor costs are reasonable, you may consider reviewing the public post-secondary institution’s collective agreement (if community-based education instructors are unionized). You may also wish to ensure that you are not being charged for costs that are already funded at the public post-secondary institution (e.g., Dean’s salary, administrative salaries).* ***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** | **Explanation of how the amount was calculated** |
| **Instructor/employee salaries and benefits. Note that permanent staff salaries are ineligible.** |  |  | *e.g., Community Coordinator, part-time* | *e.g., 20 hours/week x 40 weeks @ $40/hour including benefits = $32,000* |
| **Instructor/employee travel and accommodation** |  |  | *e.g., Travel from X University to X Community, 6 trips* | *e.g., 550 km round trip @ $0.565/km = $310.75/trip x 6 = $1,864* |
| **Instructor materials** |  |  | *e.g., Classroom materials* | *e.g., $500/course x 8 courses = $4,000* |
| **Cultural activities** |  |  | *e.g., Drum-making materials* | *e.g., $150/drum-making kit x 6 kits = $900* |
| **Purchase of training services** |  |  | *e.g., Service Agreement with X University* | *e.g., See attached budget from X University* |
| **Elders/Knowledge Keepers/Guest Speakers** |  |  | *e.g., Elder visits in classroom* | *e.g., 10 hours/week x 40 weeks @ $100/hour = $40,000* |
| **Equipment rental/lease** |  |  | *e.g., Printer lease* | *e.g., $1,000 month x 8 months = $8,000* |
| **Facility rental** |  |  | *e.g., Rental of hall* | *e.g., $1,000 x 8 days = $8,000* |
| **Curriculum development or adaptation** ($100,000 maximum) |  |  | *e.g., Consultant to adapt 4 courses* | *e.g., 4 courses x $5,000 = $20,000* |
| **Student support costs** *(please itemize – costs cannot exceed 20% of subtotal below)* |  |  | *e.g., Lunch and snacks for students* | *e.g., 4 days/week x 40 weeks x 20 students @ $10/day = $32,000* |
| *(other – please itemize)* |  |  |  |  |
| *(other – please itemize)* |  |  |  |  |
| *(other – please itemize)* |  |  |  |  |
| *(other – please itemize)* |  |  |  |  |
| *(other – please itemize)* |  |  |  |  |
| *(other – please itemize)* |  |  |  |  |
| **Subtotal** |  |  |  |  |
| **Administration** (cannot exceed 15% of subtotal) |  |  |  |  |
| **Total** ($300,000 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)