Job Aid

Completing the First Nations & Inuit Youth Employment Strategy Proposal:

Income Assistance First Nations Youth Employment Strategy (IAFNYES)

Purpose

This document will give you a quick guide on completing the First Nations & Inuit Youth Employment Strategy Proposal: Income Assistance First Nations Youth Employment Strategy **(IAFNYES)** Data Collection Instrument (DCI) template. For a complete set of instructions on how to use the template, click on the **Menu** button at the top of the DCI and select the *View Instructions* option.

Open the proposal DCI and **save** to your desktop before completing. So the PDF will scroll with ease click on the split page icon outlined in red below. This tool bar will appear at the bottom of the DCI under the Initial Validation button.

Proposal Identification

Enter a proposal title that includes IAFNYES and First Nation Organization name, for example, IAFNYES Swan Lake First Nation 0293.

Organization Identification

Answer **"Yes"** to the question "Are you the prospective RECIPIENT of the funds directly from ISC?"

Recipient No. is a four-digit number. It is your First Nation number with "0"'s in front to make it 4 digits. For example, 0293. If your organization already has a four-digit number, enter the four-digit number.

Once the Recipient Number, Recipient Name, Organization Type and Organization Name match the **Initial Validation** button at the bottom of page 1 disappears and the form expands.

Data Fields marked with an asterisk "*" are mandatory and must be completed prior to submission.

Contacts

You must identify at least one contact. The Primary Contact is the person who ISC would contact for general questions regarding the Proposal. A Secondary Contact is identified when there are two people who ISC should contact for general questions regarding the Proposal OR when there is a back-up in case the Primary Contact is unavailable. Complete all the data fields marked with " * ".

Proposal Summary Information

The *Program Start* and *Program End* dates are completed by default as this program must be completed within the fiscal year.

In the *Proposal Description*, provide a high-level description of the activities planned, for example, coordinate 4 youth to participate in mentored work placements for 4 month work terms. The full description is outlined in the *Activities Planned* section.

Current State/ Statement of Need

Describe why this project is needed in your community. For example: We have 35 First Nations youth between the ages of 18 and 30 who are currently receiving Income Assistance benefits funded by ISC's Income Assistance program. This funding will provide 4 of these youths with quality work experience placements and relevant training so they will be able to make informed career and educational choices. The youth will also develop employability skills and support career development.

Clients Served

1. The *Client Served* section is open by default.
2. Select Client type from drop-down list.
3. Enter the First Nation name or number for each community you support. It will pre-populate the corresponding data field.

Completing the Activities and Expected Results

⭐ **Important**: In the *Activities Planned* and *Expected Results* section, the selection from the drop-down lists will always contain the acronym (**IA)** which differentiates IAFNYES placements from the regular FNIYES placements.

Objective:

1. Click on the ➕ to open the *Objective* section.
2. Click on the downward arrow and select **IAFNYES (IA and FNIYES Joint Strategy)** from the drop-down list.

Activity:

1. The *Activity* section is open.
2. The *Activity Type* is defaulted to **Coordinate quality IAFNYES Mentored Work Placemen**t.
3. In the *Activity Name* field, give the placement a name, for example, Day Care worker.
4. Enter *Start* and *End* dates of this placement. This placement must be within the fiscal year (April 1, 2022 to March 31, 2023.)
5. Describe the *Activities Planned*, for example, a youth will work in the day care as an assistant. This position will be filled by a youth who has expressed an interest in working with children. The day care supervisor will provide the mentoring and coaching. The youth may participate in training sessions specific to the job, for example, First Aid, CPR, early childhood development course, etc. This position will include assisting in:
   - Planning and delivering age appropriate activities;
   - Engaging children in play and learning activities;
   - Working with other child care workers for the benefit of the children; and
   - Organizing and maintaining the classroom centres.
6. Enter the *Expected Results.* For example, the youth will develop communication, organization, planning, working as part of a team, care giving, problem solving and responsibility skills.
7. The *Audience Type* is defaulted to **IAFNYES Funded Youth**. Enter the number of youth anticipated to work in this mentored work placement.

Adding Expenses:

1. The Expenses section is open. You must enter a first expense before you can add another. Click the **Add Expense** button to add an expense. All expenses entered require an explanation on how the funding is going to be allocated.
2. Whatever expense type you select from the drop-down list make sure you select both **FNIYES** funding and **IA** funding for each expense type as applicable. It is recommended that you allocate 50% of each expense to IA and 50% to FNIYES**.** For example: If training costs are anticipated to be $3,000, then enter $1,500 for Training (IA) and $1,500 for Training (FNIYES).

⭐ **Important**: Mandatory Employment Related Expenses – MERCS (EI, CPP, Vacation Pay etc.) must be separated from the wages.

3. Each line item will require a description. Enter the **Total wage (IA)** and **Total wage (FNIYES)** for this position. The wages must be explained to equal the amount requested. For example, 1 youth who works for 44 weeks (220 days) for 7 hours per day at $18 per hour would be calculated as 7 hours X 220 days = 1,540 hours X $18 hours = $27,720. The **Total wage (IA)** is $13,860 and **Total wage (FNIYES)** is $13,860.

4. Enter the **Mandatory employment-related costs (IA)** and **Mandatory employment-related costs (FNIYES)**– MERCS (EI, CPP, Vacation Pay, etc.). A guide is 8% - 12% of the wages.

5. The other expense types are:
    - **Cost per participant for required dependent care (IA)**,
    - **Cost per participant for required dependent care (FNIYES)**,
    - **Special equipment and facilities to accommodate the needs of the disabled participants (IA)**;
    - **Special equipment and facilities to accommodate the needs of the disabled participants (FNIYES)**;
    - **Training (IA)** (job related);
    - **Training (FNIYES)** (job related);
    - **Other (IA**) $300 per participant for uniforms, work boots, hard hats, etc.)
    - **Other (FNIYES**) $300 per participant for uniforms, work boots, hard hats, etc.)

> ⭐ **Important:** To **add another Activity (work placement)** click the **Add Activity** button and repeat steps above.

Administration Costs:

Once you have entered all the placements, the Sub-Total Amount before Program Administration Costs line will be displayed – total of all work placements funded by IA and FNIYES for IAFNYES placements.

Administration costs for IA funding include Staff salary, wages and benefits and other Administration costs, for example, finance, bookkeeping, photocopying, etc.

Administration costs for FNIYES funding include postage, advertising, professional services, office or general expenses (bookkeeping), photocopying, etc. ******Staff salary, wages and benefits are **not** eligible for FNIYES funding.

In the explanation field, you **must** break down the administration costs for each program . For example, IA administration costs $4,000 for staff salary and benefits for a part-time IAFNYES coordinator. FNIYES administration costs $4,000 for bookkeeping, photocopying and advertising, etc.

> ⭐ **Important:** Administration costs of up to 15% of the sub-total amount funded by IA and the administration costs of up to 15% of the sub-total amount funded by FNIYES must be identified separately in the explanation field in your proposal.

The percentage will be automatically calculated and should **not exceed 15%** for the total funding provided for these activities (work placements).

Costs:

Click on the **Calculate** button to complete the expenses entered in the section above.

Partners:

This section is not applicable.

Supporting Documents:

Include any applicable documents.

Declaration:

This is the **final step** to completing your Proposal.

Enter identification details of the person who has reviewed the information provided in the Proposal and who confirms that it is accurate to the best of their knowledge.

Validation:

> ⭐ **Important:** Before submitting your proposal to ISC, it is important to ensure all the mandatory data fields are completed.

Click on the **Initial Validation** button. This action validates the information entered and ensures the mandatory data fields are completed.

- If error free, a pop-up window displays the message "Initial validations were successful."

- If there are errors, a pop-up window appears with options. Click on the **Return to PDF** button and the data fields that require attention will be outlined in **red**.

* Organization Name