



Proposal Submission Consideration

Indigenous Employment Training Partnerships

Organizational Information

- Name of organization, key contacts, contact details including address, emails, phone
- Are you an Indigenous organization and/or do you have an Indigenous organizational partner?
- Mission/Mandate

Project Description

- Project Title
- Proposed Project Start Date/End (minimum duration 3 weeks to a maximum of 52 weeks)
- Location of Services
- Project Objective - Include training components to be provided such as essential skills, occupational training, etc., total # of trainees, targeted industry(ies) and occupations
- Project Activity Timeline Summary – For instance:
 - Start up, selection & screening (3 weeks): March 4 to March 22
 - Participant Training (16 weeks): March 25 to July 12 includes 4 weeks of workplace essential skills and employability skills; 12 weeks of occupational training
 - Work Experience (4 weeks): July 15 to August 9
 - 30 day follow-up and support: August 12 to September 11
 - Final Report and Project End: September 29

Description of Participant Activities - Consider the following, at minimum:

- Marketing, Recruitment and Assessment/Selection process
- Training:
 - Describe each training component, i.e. safety tickets WHMIS, First Aid; resume writing, interview skills; occupational specific training elements
 - How long is each component? Participant activities must be full-time, a minimum of 25 hours/week instructor-led and supported instruction, excludes self-study.
 - How will each component be delivered? Virtual training must be synchronous.
 - Where will training take place? Specify the location for each training component. For Participant WCB coverage, virtual training must occur in a physical classroom location.
- Work experience or job placement component. Length.

Outcomes and Expected Results

- What certificates will Participants receive as a result of training?
 - Where and what industry/job roles will Participants be employed in upon training completion?
 - *Provide details on number of Participants who will: be accepted into and start program; Complete training (of those who start training); Be employed at end of project (of those who start training)
- *Government of Alberta expected targets are that a minimum of 70% of participants who start training will complete and gain full-time employment by project end

Participant Profile

- Who are the targeted Participants? i.e. urban, on-reserve, from multiple communities, etc.
- For what type of participant is this group training best suited? Consider educational, physical and individual suitability
- What is the minimum eligibility criteria required for the training/employer/occupation?

Project Staffing and Training Providers

- What is the proposed staffing model? Include number of staff, job description (minimum qualifications) and hours. It is recommended that projects have, at minimum, a full-time Project Coordinator.
- Who are the project's training providers? How were they selected? What is their experience/expertise and professional credentials in the training to be offered?

Partners

- Who are the (anticipated or confirmed) employer partners; what jobs do they currently have available?
- Who are the other (anticipated or confirmed) partners? What are they contributing to the project?

Steering Committee

- Who will be on the committee?
- How often will they meet?

Project Rationale and Evidence of Support

- What is the need for this type of training? i.e. labour market data demonstrating targeted occupations are in-demand, consultations with employer partners, industry, etc.
- How were training activities custom designed by the partnership to ensure delivery type and content (technical, occupational and soft skills) meets needs of participants, employers and labour market? i.e. involvement of training experts, consultation with community employment staff and employers, etc.
- Provide copies of any related agreements or letters associated with the partnership, i.e. community support, band council resolution, employment placement commitment from employers, etc.

Risk and Risk Mitigation Strategy

- Identify risks that could impact on project success and cannot be eliminated?
- How will these risks be mitigated to ensure they do not impact project success?

Applicant Capacity and Expertise

- Who will ultimately be accountable for project, i.e. budget management, invoicing, Government of Alberta contact, responsibility for ensuring activities are on track, work with sub-contracted trainers, resolve issues, reporting, etc. What financial management processes and systems are in place for the project?
- What is history in delivering training programs requiring employment results? Provide a brief summary with statistical employment results, where possible.

Financial Requirements

- Provide a detailed operational budget for the entire project.
- What portion of the funding is being requested from Alberta Labour and Immigration? Identify what costs you are looking for Government of Alberta to cover.
- Identify other funders for this project, the amount they will contribute and the costs they are covering. Include in-kind contributions, estimate \$ value. In-kind contributions are inputs critical to project success but where no \$ are provided, i.e. steering committee involvement, employer mentorship, etc.

Note: Participants are required to be supported financially while in training. The Government of Alberta is unable to fund participant supports, such as wages, stipends, childcare, work boots, uniforms, accommodations, travel allowance, food, etc. To ensure Participants have financial support while in training, applicants will need to have other partners, such as Federal funders (Indigenous Services Canada/Indigenous Skills and Employment Training Program), employers, etc. to cover these costs.