



Aboriginal Affairs and  
Northern Development Canada

Affaires autochtones et  
Développement du Nord Canada

## **Aboriginal Affairs and Northern Development Canada**

### **First Nations and Inuit Youth Employment Strategy Summer Work Experience Program**

### **National Program Guidelines 2013-2014**



**Canada**



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## **1 Introduction**

The First Nations and Inuit Summer Work Experience Program (SWEP) is one of two programs that Aboriginal Affairs and Northern Development Canada (AANDC) administer under the First Nations and Inuit Youth Employment Strategy (FNIYES).

## **2 Objectives**

The SWEP has the following objectives:

- To help youth acquire skills by providing wage subsidies for their summer work experience;
- To assist First Nations and Inuit secondary and post-secondary students in preparation for future entry into the labour market by enabling them to obtain employment experience; and
- To enable First Nations and Inuit youth to earn wages to help finance their post-secondary education.

These objectives are consistent with, and support, the overall objectives of the Government of Canada's YES Summer Work Experience Program.

## **3 Outcomes**

Key expected outcomes/results of the Summer Work Experience Program are:

- Increased appreciation for the benefits of school; and
- Enhanced employability skills for participating First Nations and Inuit youth.

## **4 Activities**

The activities will support work experience opportunities during the summer months for First Nations and Inuit secondary and post-secondary students.

## **5 Eligibility Requirements**

### **5.1 Eligible Recipients**

Eligible recipients are First Nations and Inuit governments and organizations. Eligible recipients may then enter into agreements with private sector and non-profit sector employers to access employment opportunities for youth.

### **5.2 Eligible Participants**

Eligible participants are First Nation and Inuit secondary and post-secondary students aged 15 to 30 ordinarily resident on reserve or in recognized communities or on community lands, who were registered as full-time students during the preceding academic year and who intend to return to school on a full-time basis in the next academic year.

## 6 Proposal Process

All funding for the FNIYES will be based on approved proposals. Proposals are selected on the basis of meeting program objectives.

Applicants must submit detailed proposals for the activities to be undertaken over the course of the agreement, clearly stating how the proposed activities will further the objectives and expected results of this program.

Eligible proposals must:

- Be in accordance with these program guidelines;
- Be gender-balanced;
- Outline the activities that support any or all of the above objectives;
- Demonstrate that the activities will provide assistance only to eligible participants;
- Provide an estimate of eligible costs to be incurred, including any share to be borne by partners; and
- Outline the results to be achieved.

**Note:** The placement must provide a minimum of 80 hours of work.

### Submission of Proposals

Only complete electronic proposal templates will be considered for assessment.

To access the proposal template, log on to the AANDC Services Portal. If you do not have access to the AANDC Services Portal, contact your regional office. The regional offices coordinates can be found in the [Contact Information](#) section of this document. If you are a national recipient, please write to the address indicated in the [Contact Information](#) section of this document. AANDC education programs funding recipients can also find the proposal template in the Recipient Reporting Guide (RRG).

### Deadline for Submission of Proposals

May 15

### Assessment Criteria

All proposals will be assessed by the following criteria:

- The extent to which the proposal furthers one or more of the program objectives; and,
- The degree to which the activity plan, including specific project activities, timeframe and budget, will result in the expected outcomes.

**Note:** Meeting these criteria does not guarantee funding from the FNIYES program.



## Review and Approval of Proposals

AANDC regional or headquarter staff will review and approve proposals. A written response will be sent to applicants to confirm whether, or not, their proposal has been approved for funding. Funding will be available in the form of a one year Set or Fixed contribution. The results of the General Assessment (GA) of each recipient may impact the recipient's ability to access certain funding approaches. Information on funding approaches and the GA can be found on the [General Assessment](http://www.aadnc-aandc.gc.ca/eng/1322761862008/1322762014207) page (<http://www.aadnc-aandc.gc.ca/eng/1322761862008/1322762014207>).

## 7 Eligible Expenditures

The recipient will determine the wage rate for participants. It must be at or above the applicable provincial/territorial minimum wage.

- Participant wages and mandatory employment-related costs including the gross employee share of CPP, QPP, EI, vacation pay, WCB/CSST (Quebec) and where applicable, health insurance premiums; wage costs per participant will meet or exceed the applicable minimum wage in the province/territory where the work placement occurs.
- Actual cost for special equipment and facilities to accommodate the needs of a disabled individual up to a maximum of \$3,000, if applicable.
- Administration costs cannot exceed 10% of the sub-total amount requested before administration costs. The Data Collection Instrument (DCI) will automatically calculate the amount.

Further distribution of funds by AANDC's funding recipient: When a funding recipient further transfers, to a Third Party, funds that were received under this program, the 10% allowed for administration costs must be divided between the parties, as agreed to between the parties. The total administration costs retained by all parties cannot exceed 10% of the sub-total amount requested before administration costs.

## 8 Ineligible Expenditures

- Infrastructure or equipment purchases (e.g. computers and software); and
- Capital costs for construction of a building (other than small repairs or renovations to support the participation of persons with disabilities) or the purchase of land or buildings.

## 9 Maximum Program Contribution

The initiative is nationally and regionally based and proposal-driven. The maximum amount payable is set on a case-by-case basis, limited overall by total available funding both nationally and regionally.

The non-profit sector is eligible to receive a contribution of up to 100% of the applicable wage, plus mandatory employment-related costs (MERC), while the private sector is eligible to receive up to 50% of the applicable wage only.

**Note:** Where a participant with disabilities is hired, all employers are eligible to apply for 100% of the wage. A maximum contribution of \$3,000 per participant may be available, on an actual cost basis, for special equipment and facilities to accommodate the student's needs.

## 10 Monitoring and Accountability

AANDC is committed to providing assistance to recipients in order for them to effectively carry out the obligations contained in each funding agreement. Regional offices and other departmental contacts are available to answer questions and provide guidance related to AANDC programs and funding.

To ensure that program terms and conditions and funding criteria are being met, that funds are expended on the intended purposes, and that AANDC's accountability to Parliament is being met, in-office and on-site monitoring and compliance activities will be conducted with all recipients.

## 11 Reporting Requirements

The recipient's funding agreement lists the reporting requirements. To access the reports (Data Collection Instruments), log on to the AANDC Services Portal. If you do not have access to the AANDC Services Portal, contact your regional office. The regional offices coordinates can be found in the [Contact Information](#) section of this document.

## 12 Contact Information

For further program information, please visit the [First Nations and Inuit Summer Work Experience Program](http://www.aadnc-aandc.gc.ca/eng/1100100033610/1100100033615) page (<http://www.aadnc-aandc.gc.ca/eng/1100100033610/1100100033615>).

The regional offices coordinates can be found on the [Contact Regional Offices](http://www.aadnc-aandc.gc.ca/eng/1100100033694/1100100033695) page (<http://www.aadnc-aandc.gc.ca/eng/1100100033694/1100100033695>).

You can also write to:

Education Branch  
Aboriginal Affairs and Northern Development Canada  
10 Wellington Street  
GATINEAU QC K1A 0H4  
Fax number: (819) 934-1478  
[Education@aadnc-aandc.gc.ca](mailto:Education@aadnc-aandc.gc.ca)

These National Program Guidelines can be downloaded from the departmental website in the [Education](http://www.aadnc-aandc.gc.ca/eng/1100100033601/1100100033605) section (<http://www.aadnc-aandc.gc.ca/eng/1100100033601/1100100033605>). AANDC education programs funding recipients can also access them through the *View Instructions* button on the first page of this program's Data Collection Instrument (DCI). To access the Data Collection Instruments (DCIs), log on to the AANDC Services Portal.