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Improving educational outcomes – a shared responsibility

L'amélioration des résultats scolaires – une responsabilité partagée

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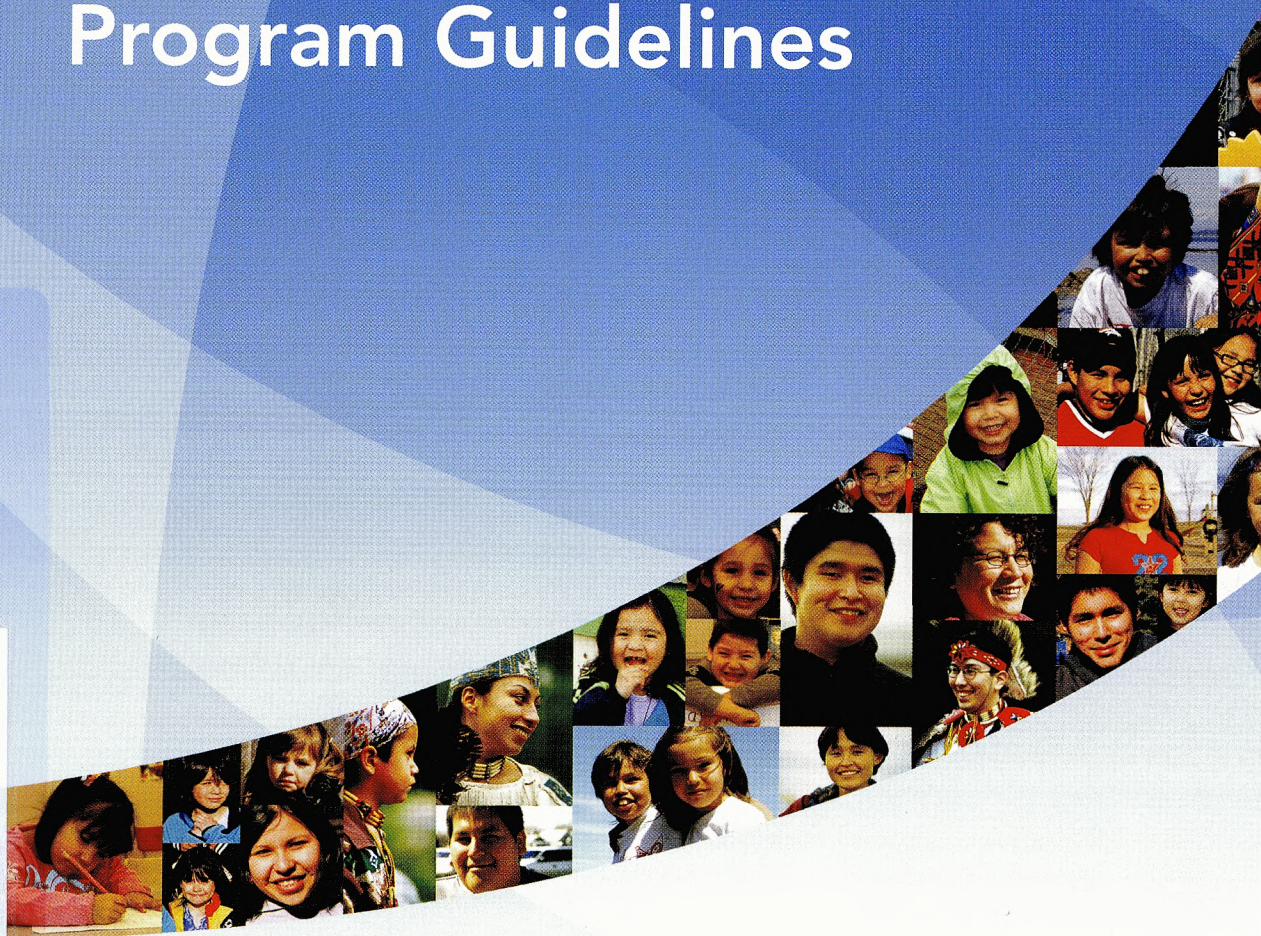


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Education Partnerships Program Guidelines

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EDUCATION PARTNERSHIPS PROGRAM GUIDELINES

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EDUCATION PARTNERSHIPS PROGRAM GUIDELINES

The Government of Canada is committed to ensuring that First Nation learners enjoy the same opportunities as other Canadians. To help meet this goal, Indian and Northern Affairs Canada (INAC) is continually seeking new ways to enable First Nation educators to deliver the best possible programs for First Nation children and youth. We believe the new Education Partnerships Program will help First Nations to enhance their students' learning experience and improve their success rates in the classroom. It will do this through support for partnership arrangements where First Nation and provincial officials share expertise and services, and partners coordinate learning initiatives in support of First Nation students.

1. INTRODUCTION

The Education Partnerships Program is designed to promote collaboration among First Nations, provinces,¹ the Government of Canada and other stakeholders in order to improve the success of First Nation elementary and secondary students in First Nation and provincial schools. It is an opt-in Program for First Nations and provinces that are interested. The Program supports the establishment and advancement of formal partnership arrangements that aim to develop practical working relationships between officials and educators in regional First Nation organizations and schools, and those in provincial systems. These partnership arrangements open the way to sharing information and better coordination between First Nation and provincial schools. The result will be concrete benefits for the students, teachers and administrators involved.

Education partnerships benefit all parties. Regional First Nation organizations and schools will benefit from exposure to new ideas, models and discussions that can improve their educational administration. Provincial ministries and school boards will benefit from examples, input and contributions of First Nation perspectives that enhance the learning opportunities of non-First Nation teachers and students. The learning experiences of all Canadian students will be enriched as partnerships mature, and students develop respect for, and share in, indigenous value systems, traditional knowledge and sustainable practices.

2. OBJECTIVE

The overall objective of the Education Partnerships Program is to help advance First Nation student achievement in First Nation and provincial schools. It will do this through support for partnership arrangements, where First Nation and provincial officials share expertise and services, and partners coordinate learning initiatives in support of First Nation students.

¹ A partnership in Yukon Territory could receive support if it meets the eligibility criteria.

3. BROAD PARAMETERS

PARTNERSHIP CATEGORIES – The Education Partnerships Program supports two categories of partnership development:

- 1) the negotiation and drafting of tripartite education Memoranda of Understanding (MOUs) and joint action plans, where they do not already exist (*Partnership Establishment*); and
- 2) the drafting and implementation of joint action plans within established partnerships where there is an MOU or similar formal tripartite partnership agreement already in place (*Partnership Advancement*).

PRIORITY AREAS – All partnership development, at both the MOU development and implementation stage, must focus on one or more of four priority areas:

- A. Developing First Nation-provincial arrangements or strategies to improve programs and services for First Nation students attending provincial schools (e.g. tuition agreements).
- B. Mutual sharing of expertise and provision of services (e.g. professional development; culturally appropriate curriculum).
- C. Improving coordination between First Nation and provincial schools to help ensure smooth transitions for students.
- D. Creating better linkages between elementary and secondary education on reserve and early childhood programs, and/or labour market training programs, through partnerships involving other federal and provincial departments.

(See detailed description of all the above in Section 4.2.)

MEMBERSHIP IN THE PARTNERSHIP – At a minimum, partnerships will include a regional First Nation organization, the provincial Ministry of Education and INAC. At this level, partnerships can maximize opportunities for coordination and cost-efficiency. Other stakeholders may also participate in the partnerships. These stakeholders could include, for example, other federal and provincial government departments and private sector organizations. For the purposes of the partnership, a regional First Nation organization can manage partnership funding and/or the coordination of partnership activities for independent, non-member First Nations, if these independent First Nations agree to this arrangement.

ROLES AND RESPONSIBILITIES – All partners share a common interest and responsibility for identifying ways to support the success of First Nation students. All partners will be responsible for the ongoing monitoring and evaluation of the partnership and its activities. In many partnerships, provincial school boards/districts/divisions could also play a role in the implementation of joint partnership plans.

FEDERAL FUNDING – Federal funding under the Education Partnerships Program will be available to regional First Nation organizations to support their participation in tripartite partnerships, and to support joint initiatives directed to First Nation schools. Provinces would financially support joint activities directed to provincial schools. If and where agreed to in a joint action plan, the regional First Nation organization may choose to purchase required services from a provincial government.

SCOPE OF PROGRAM – The Education Partnerships Program is meant to kick-start tripartite education partnerships where they do not already exist, and to provide impetus for more joint activity where they do. The Program concludes on March 31, 2013.

Funded activities include negotiation of MOUs and joint action plans, negotiation of programs and service-type tuition agreements and development of joint protocols (e.g. student transitions). These are all one-time or time-limited activities. A partnership could also seek funding, on a pilot project basis, for joint activities in First Nation schools that involve the coordination of education-related programs across federal, provincial and First Nation responsibility areas (e.g. introducing essential skills programs into First Nation high schools with provincial assistance in curriculum and training). If these pilot projects prove to be successful, the partners could solicit funding from other Programs.

4. KEY ACTIVITIES

4.1 Partnership Establishment

The Education Partnerships Program will provide funding for a period of up to 18 months for the negotiation and drafting of an MOU (where one does not already exist), including necessary consultations with communities. In addition, if required, the Program may provide a regional First Nation organization with a limited amount of funding for up to one year in advance of the MOU negotiation and drafting stage. This limited funding would be to assist in bringing First Nations and other prospective partners together. The MOU must include a joint action plan that is based on one or more of the four Program priority areas. All partners will sign the MOU.

ELIGIBLE ACTIVITIES:

- Establishment of common goals and targets to improve student achievement.
- Drafting of a joint action plan which sets out partnership priorities and each partner's commitments, roles and responsibilities and contributions of resources (financial and/or in kind).
- Drafting of an MOU.
- Preliminary consultation with First Nations and other prospective partners in advance of the 18-month MOU negotiation and drafting stage (maximum one year).

Once the partners have signed an MOU, with a joint action plan, the regional First Nation organization can then submit a proposal to INAC to access funding for implementation of the joint action plan (See Partnership Advancement in Section 4.2).

4.2 Partnership Advancement

For established partnerships, the Education Partnerships Program will provide funding to support the development and implementation of the joint action plan, including necessary consultations with communities and negotiations with partners. The joint activities can range in size and scope, and be province-wide or specific to several First Nation communities. Joint action plans can be one year or multi-year (up to three years). However, funding will be provided on an annual basis only.

A. Developing First Nation-provincial arrangements or strategies to improve programs and services for First Nation students attending provincial schools. Eligible activities:

- Development of new, or replacement of, existing tuition agreements with programs and service-type agreements that set out strategies and measures to improve First Nation student outcomes in provincial schools.
- Development of other strategies to improve the outcomes of First Nation students attending provincial schools, such as service enhancement agreements.

B. Mutual sharing of expertise and provision of services. Eligible activities:

- Mutual sharing of expertise with respect to pedagogy and existing curriculum.
- Mutual provision of services such as professional development and training.
- Pilot proven provincial initiatives in First Nation schools or pilot First Nation initiatives in provincial schools.

C. Improving coordination between First Nation and provincial schools to help ensure smooth student transitions. Eligible activities:

- Development of transition protocols and/or strategies to enable First Nation and provincial schools to track and support students moving between schools (e.g. development of a common student identifier that is linked to the provincial system, data-sharing protocols, mentorship programs, guidance and preparation for students entering provincial schools, etc.).
- Coordinating First Nation and provincial school schedules, policies and strategies.

D. Creating better linkages between elementary and secondary education on reserve and early childhood programs, and/or labour market training programs, through partnerships involving other federal and provincial departments. Eligible activities:

- Establishment of a coordination function to facilitate better program linkages between early childhood, elementary and secondary and labour market training for First Nation students in First Nation and provincial schools.
- On a pilot project basis, developing education initiatives and/or curricula in First Nation schools focused on improving essential skills leading to job-readiness and employment; or improving kindergarten readiness, involving the appropriate federal and provincial departments, the private sector and other stakeholders.

5. ELIGIBILITY REQUIREMENTS FOR A PARTNERSHIP

Education Partnerships Program funding will be provided for partnership establishment and advancement only where the partnership meets the following basic criteria:

- All partners share a common goal to improve First Nation student achievement both in First Nation and provincial schools.
- The partnership includes, at a minimum, a regional First Nation organization that meets the eligibility requirements outlined in Section 6 of this document, the provincial Ministry of Education and INAC.
- The partnership involves educators and education specialists in First Nation schools and organizations, and within the provincial system.
- The partnership is focused on one or more of the four priority areas of the Program (as set out in Section 3).
- All partners agree to report to member communities on the results of the partnership.
- All partners contribute financially or in-kind (First Nation contributions can be funded in whole or in part through the INAC Education Partnerships Program).
- All partners commit to practical measures to improve outcomes.

6. ELIGIBLE RECIPIENTS

Eligible recipients include regional First Nation organizations. To be funded, a regional First Nation organization will meet the following eligibility requirements:

- Formal endorsement from member communities, through band council resolutions, a Chiefs' summit resolution, or other similar process.
- Organizational structure includes an Executive Director or equivalent, finance officer, and Board of Directors or equivalent.
- Currently undertakes, as a key function, elementary and secondary education support for member communities.
- Be in a sound financial position.
- Agrees to produce publicly available annual reports on education partnership activities and expenditures.
- If new, is a replacement of an existing organization or an amalgamation of existing organizations.

Other Terms and Conditions

- To encourage better coordination, efficiencies and economies of scale, priority will be given to regional First Nation organizations with a large representation of communities and students attending band-operated schools.
- Regional First Nation organizations can manage partnership funding and/or coordinate partnership initiatives for independent, non-member First Nations, if these independent First Nations agree to such an arrangement. Organizations will be required to provide a signed written statement from each non-member First Nation saying that they agree to have Education Partnership Program funding administered and managed by the organization on their behalf.

7. PROPOSAL ASSESSMENT CRITERIA

All proposals will be assessed using the following criteria:

CAPABILITY: The experience, expertise and/or capacity of all partners to undertake the proposed partnership activities successfully and achieve the desired results (for established partnerships, the track record of past partnership activities will be taken into account).

COMMITMENT AND CONSULTATION: The extent to which the proposal has the support of communities and schools; and the extent of, and approach to, community consultation.

IMPLEMENTATION ACTIVITIES: The degree to which the proposal demonstrates a likely positive impact on First Nation student achievement in participating communities and schools; and the degree to which the proposal demonstrates the proposed activities are feasible and appropriate for meeting stated objectives.

PROJECT MANAGEMENT: How the project will be managed, including project governance, management of project scope, quality, timelines, budget, human resources, and risk, as well as project monitoring, control and reporting.

PROJECT COSTS: The extent to which the proposed budget is reasonable in relation to the goals, design and potential impact of the partnership activities.

Note: Meeting these criteria does not guarantee funding from the Education Partnerships Program.

8. PROPOSAL SUBMISSION

The Education Partnerships Program will be launched in late fall 2008. The Program will roll out through successive rounds. Each round will begin with INAC's call for proposals from interested applicants. The annual Call for Proposals letter, which includes important proposal information and the deadline for submitting proposals, can be found on the INAC Education Web site under "Key Dates."

Applicants should send their proposals to the Education Branch at INAC Headquarters in Gatineau, Quebec. See Annex A for the Education Partnerships Program Proposal Instructions and Annex B for an Education Partnerships Program Proposal Template. Electronic copies are available on the INAC Education Web site.

Proposals must be signed off by the regional First Nation organization, the Province and the INAC Region. The only exception would be proposals seeking support for preliminary consultation with First Nations and other prospective partners in advance of the MOU negotiation and drafting stage. A National Selection Committee will review proposals by using the Proposal Assessment Criteria (Section 7). In Round 1, applicants selected for funding must have the capacity to implement their proposal immediately. Program recipients will be encouraged to share best practices and lessons learned with other potential recipients as the program rolls out.

Recipients who are not ready to participate in Round 1 of the Program may participate through successive rounds (starting with Round 2). The following chart* outlines the Program implementation schedule.

	Round 1 Fiscal Year 2009/2010	Round 2 (Fiscal Year 2010/2011) and Subsequent Rounds
EPP Schedule		
Call for Proposals launched by INAC	December 1, 2008	Early September
Applicants prepare a proposal to receive EPP funding		
Deadline for submission of project proposal	February 16, 2009	December 1
Announcement of successful proposals	Mid-March 2009	February-early March
Contribution Agreements Prepared/Amended	April 1, 2009	April

* Dates subject to change as per call letter.

9. PROPOSAL SELECTION PROCESS

The National Selection Committee will evaluate each application against the Proposal Assessment Criteria (Section 7). The Committee will then decide which proposals will receive funding.

The number of submissions funded will depend on the quality of submissions and the funds available each year.

10. PROJECT COSTS

Eligible Expenditures

Partnership Establishment

Costs associated with a regional First Nation organization's participation in the development of MOUs, or for conducting preliminary consultation with First Nations and other prospective partners:

- Salaries for employees working on tripartite partnership development.
- Travel within Canada related to tripartite partnership development.
- Meetings directly related to tripartite partnership development.
- Communications with First Nations related to tripartite partnership development.
- Professional/consulting/Elders' fees related to tripartite partnership development.
- Legal consultation related to the tripartite partnership agreement.
- Administration costs not covered above (not exceeding 6%).

Partnership Advancement

- Expenditures eligible under "Partnership Establishment" (above).
- Costs associated with the implementation of joint agreements, protocols or strategies as they relate to First Nation schools (e.g. data-sharing protocols, mentorship programs, guidance and preparation for students entering provincial schools).
- First Nation purchase of services directly linked to joint partnership plans.
- Costs associated with the implementation of extending provincial initiatives/programs into First Nation schools.

Ineligible Expenditures

- Provincial tuition.
- Activities related to the negotiation and implementation of self-government agreements that are covered through INAC self-government funding.
- Construction, operation and maintenance of federal and First Nation school facilities.
- Duplication of federal funding for a given activity (i.e. receipt of funding from more than one federal source for the same activity).

11. FUNDING

The Education Partnerships Program is a national program for which interested applicants must submit proposals. The total amount of program funding is \$18 million. Funding will be provided **on an annual basis** only in the form of a Contribution. Proposals may be multi-year (maximum of three years). However, applicants should take into account that the Program ends on March 31, 2013. Successful Program recipients must resubmit their proposals annually and revise them as required.

The Education Partnerships Program does not allow for funding an identical activity under two different education programs (e.g. New Paths and the Education Partnerships Program). The Program may fund activities **previously** supported under another INAC program.

The maximum amount payable for Partnership Establishment will be \$300K per recipient per year.

The maximum amount payable for preliminary consultation with First Nations and other prospective partners in advance of the MOU negotiation and drafting stage will be \$60K per recipient (up to one year only).

12. ONGOING MONITORING

Each partnership will be required to undertake ongoing monitoring and evaluation of progress against agreed-upon objectives, timelines and outputs/outcomes as described in the proposal and set out in the Contribution Agreement.

13. REPORTING REQUIREMENTS

An annual program activity report will be submitted to the INAC Regional Office by June 30th, in accordance with the schedule outlined in the funding agreement.

Recipients will be required to report on the objectives, targets, summary of activities and outcomes on an annual basis.

Financial reports are due by July 30th, in accordance with the schedule outlined in the funding agreement.

ANNEX A: EDUCATION PARTNERSHIPS PROGRAM PROPOSAL – INSTRUCTIONS

DCI Number / Fiscal Year: 1775522 (2009-2010)

PURPOSE: Indian and Northern Affairs Canada (INAC) requires that organizations seeking funding under the Education Partnerships Program provide a proposal which responds to the requirements described in the Education Partnerships Program Proposal Template (Annex B) and as outlined in the Education Partnerships Program Guidelines. The proposal can be used to seek funding for **one** of the following activities:

1. **Preliminary Consultations** – Where a regional First Nation organization is not currently a member of a formal education partnership and requires an initial consultation period with First Nations and prospective partners in order to get to the Memorandum of Understanding (MOU) drafting and negotiation stage. This consultation period cannot exceed 12 months.
2. **Partnership Establishment** – Where a regional First Nation organization is not currently a member of a formal education partnership, to access funding for the negotiation and drafting of an MOU and joint action plan with partners. This period cannot exceed 18 months.
3. **Partnership Advancement** – Where a regional First Nation organization is currently a member of an existing education partnership that has been formalized through a formal partnership agreement (i.e. an MOU), to access funding to develop and implement a joint action plan.

DUE DATE: Until midnight (12:00 a.m. Pacific time) of the proposal deadline as outlined in the call for proposals. Late proposals will not be accepted.

HELPFUL HINTS:

- How to obtain forms:
 - You may take a copy of the form from the *Recipient Reporting Guide* CD provided to band administration; or
 - You may download the form from the *Recipient Reporting Guide* Web site at http://www.ainc-inac.gc.ca/dci/dcilog_e.asp. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.
- How to complete the form:
 - Complete sections 1 and 2 of the proposal template, save it and print it.
 - Prepare and attach a document which contains the proposal details outlined in either section 3, 4 or 5 of the proposal template depending on the phase of partnership development that you are in. Proposals should not exceed 30 pages in length. To ensure eligibility, please ensure that pertinent sections are completed as per the instructions following. (Incomplete proposals will be returned to the applicant.)
 - Prepare other supporting documentation required as described below.
 - Print and secure the signatures required in Section 7 of the proposal template.
 - For Preliminary Consultations, the proposal requires **only the signature of the regional First Nation organization** seeking funding (not prospective partners).
 - For Partnership Establishment activities, the proposal **must be signed, at a minimum, by the regional First Nation organization, the provincial Ministry of Education, and the INAC Regional Office.**
 - For Partnership Advancement activities, the proposal **must be signed, at a minimum, by the regional First Nation organization, the provincial Ministry of Education, and the INAC Regional Office.**

- Required Supporting Documents:
 - A list of members of the Board of Directors or equivalent, including names of the Executive Director or equivalent and Financial Officer;
 - A copy of your last audited financial statements;
 - A list of all member First Nation Communities of your organization;
 - If applicable, a signed, written statement from each non-member First Nation that attest that they agree to have Education Partnerships Program funding administered and managed by your organization on their behalf.
- How to submit completed report to INAC:
 - Proposals are to be submitted to INAC Headquarters at the following address:
 Attn: Director, Regional Partnerships
 Education Branch
 Indian and Northern Affairs Canada
 15 Eddy Street, Room 1402, Gatineau, QC K1A 0H4
 Fax: (819) 994-9062
 - Include one copy of the complete proposal package in hard-copy format with original signatures, as well as an electronic version on CD, diskette or flash drive in Microsoft Word or Adobe Portable Document Format.
 - Proposals may be mailed, couriered or faxed. A hard copy of the proposal must be mailed or couriered following faxing. Electronic versions can be emailed or submitted via the First Nations and Inuit Transfer Payment Project (FNITP).
 - Upon receipt, all proposals will be logged and dated. Applicants will be notified of receipt.
- How to check the status of the submission:
 - FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.
- The National Selection Committee will rate each proposal against the criteria found in Section 7 of the Education Partnerships Program Guidelines. The Committee will also approve funding.
- Contact your INAC Funding Services Officer for further information.

Program Documentation: Education Program Information: <http://www.ainc-inac.gc.ca/edu/index-eng.asp> and/or on *Recipient Reporting Guide* CD.

Program Authority / Applicable Legislation: Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

FIELD DEFINITIONS:

Field	Definition
Section 1: Identification Information	
Name of Organization	The name of the First Nation organization that is submitting the proposal.
Previous Name	The name by which the organization was previously known if it has changed within the last year and/or if this organization is replacing one or multiple organizations previously in existence.
Type of Organization	Indication of whether the organization is: <ul style="list-style-type: none"> • A regional management/education organization • Tribal Council • Aboriginal Representative Organization (ARO), or • Other (if so, specify)
Street Address	The address where the organization's office is located.
Mailing Address	The full mailing address of the main contact.
Lead official for partnerships within the organization	The given name, family name, title, telephone number, email address, and preferred language of communication (English or French) of the lead official for partnerships within the organization submitting the proposal who is to be contacted about any questions related to the proposal.
Year organization was founded	The year the organization was founded in the format YYYY.
Is organization incorporated?	Indication of whether the organization is incorporated and, if so, the incorporation number and province of incorporation.
Is organization registered as a not-for-profit?	Indication of whether the organization is registered as a not-for-profit organization, and if so, the registration number and the province of registration.
Briefly describe your organization structure as it relates to education support	A description of the organizational structure of the proponent related to the delivery of elementary and secondary education support for member communities (e.g. directorate, unit, staff members).
Indicate how your organization has obtained formal endorsement from all member communities	Indication of how formal endorsement was obtained from member communities, i.e.: <ul style="list-style-type: none"> • Band Council Resolutions • Chiefs Summit / Committee • Other – if so specify how it was done
Does your organization agree to produce annual reports on education partnership activities and expenditures and make them public?	Indication of whether the organization agrees or not. (Note that this is a criteria for funding under the Program Guidelines.)
Number of band-operated schools within all communities served	The number of primary and secondary schools and the total number of band-operated schools that are within the communities served.
Number of students attending band-operated schools	The number of students in primary schools and in secondary schools that are attending the band-operated schools that are within the communities served, and the total number of students.
Number of First Nation students attending provincial schools	The number of students from the communities served attending provincial schools, including the number in primary schools, secondary schools, and the total number of students.
List year(s) and amount(s) or previous funding from the Education Partnerships Program	Indication of the year and amount received for each year of funding received under the program.

Field	Definition
Section 2: Area(s) to be addressed	Please indicate the area(s) in which the partnership will undertake activities.
Section 3: Proposal Requirements for Organizations in the Preliminary Consultation Phase	<p>Develop and attach a report that includes the information listed in the reporting template with the following main sections:</p> <ol style="list-style-type: none"> 1. Proposed Activities 2. Community Engagement 3. Risk Management 4. Monitoring and Evaluation Plan 5. Detailed Budget <p>The submitted proposal will be expected to provide a detailed description of consultation activities for a period up to 1 year.</p> <p>Refer to Table 1 for suggested presentation formats for the Risk Management Plan and Table 2 for the Detailed Budget.</p>
Section 4: Proposal Requirements for Organizations in the Partnership Establishment Phase	<p>Develop and attach a report that includes the information listed in the reporting template with the following main sections:</p> <ol style="list-style-type: none"> 1. Contact Information of Partners 2. Proposed Activities 3. Regional First Nation Organization Capability 4. Governance of the Partnership 5. Community Engagement 6. Risk Management 7. Monitoring and Evaluation Plan 8. Detailed Budget <p>The submitted proposal can describe activities for up to 18 months out.</p> <p>Refer to Table 1 for suggested presentation formats for the Risk Management Plan and Table 2 for the Detailed Budget.</p>
Section 5: Proposal Requirements for Organizations in the Partnership Advancement Phase (Joint Action Plans)	<p>Develop and attach a report that includes the information listed in the reporting template with the following main sections:</p> <ol style="list-style-type: none"> 1. Contact Information of Partners 2. Proposed Activities 3. Regional First Nation Organization Capability 4. Previous Education Partnership Activities 5. Governance of the Partnership 6. Community Engagement 7. Risk Management 8. Monitoring and Evaluation Plan 9. Detailed Budget <p>The proposed joint action plan should be described in detail for the first year, and can optionally include a plan for up to three years.</p> <p>Refer below for suggested presentation formats for the Risk Management Plan and the Detailed Budget.</p>

Field	Definition
Section 6: Required Attachments	<p>Indication of the attachments that are being submitted with the proposal, including:</p> <ul style="list-style-type: none"> • A list of members of the Board of Directors, including the names of the Executive Director and Financial Officer • A copy of your last audited financial statements • A list of all member First Nation Communities of your organization • Signed, written statements from each non-member First Nation that attest that they agree to have Education Partnership Program funding administered and managed by your organization on their behalf.
Section 7: Signature of All Partners	
Given Name, Family Name, Title, Date, Signature	<p>The name, title and signature of the senior official at each organization responsible for their organization's participation in the partnership and by signing and dating the proposal template they agree:</p> <ol style="list-style-type: none"> 1. To work collaboratively to achieve the stated goals and targets for improving First Nation student achievement, as outlined in this proposal; 2. To report publicly on progress and results as outlined in the Reporting Requirements section (Section 12) of the Education Partnerships Program Guidelines.

Suggested Presentation Formats for Tables:

Table 1: Risk Management

Risk	Description of Risk	Impact	Mitigation Strategy
1			
2			
3			

Table 2: Detailed Budget

Year 1 – Detailed Budget					
Provide an item-by-item breakdown of all anticipated costs related to each proposed activity.					
Budget Items by Activity	Total Amount Required	Amount Requested	Contribution by Other Sources		
			Source	Financial or in-kind	Dollar Value
Activity 1:					
• Budget Item					
• Budget Item					
• Budget Item					
Sub-total					
Activity 2:					
• Budget Item					
• Budget Item					
• Budget Item					
Sub-total					
TOTAL			-----	-----	

Privacy Statement:

The information you provide in this document is collected under the authority of Treasury Board's policy on Transfer Payments for the purpose of delivering programs and services for elementary and secondary education. Information on individuals is used by Indian and Northern Affairs Canada Education employees who use the information in order to respond to your request and/or the program requirements. We may share the information you give us with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the *Privacy Act* (<http://laws.justice.gc.ca/en/p-21/255104.html>). The information collected is described under the Treasury Board Personal Information Bank INA PPU 045 which is detailed at www.infosource.gc.ca.

ANNEX B: EDUCATION PARTNERSHIPS PROGRAM PROPOSAL – TEMPLATE

EDUCATION PARTNERSHIPS PROGRAM PROPOSAL

The information you provide in this document is collected under the authority of Treasury Board's policy on Transfer Payments for the purpose of delivering programs and services for elementary and secondary education. Information on individuals is used by Indian and Northern Affairs Canada Education employees who use the information in order to respond to your request and/or the program requirements. We may share the information you give us with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the *Privacy Act* (<http://laws.justice.gc.ca/en/p-21/255104.html>). The information collected is described under the Treasury Board Personal Information Bank INA PPU 045 which is detailed at www.infosource.gc.ca.

Section 1: Identification Information

Name of Organization		Previous Name (if this organization is replacing one or multiple organizations previously in existence)	
Type of organization <input type="checkbox"/> Regional Management/Education Organization <input type="checkbox"/> Tribal Council <input type="checkbox"/> Aboriginal Representative Organization (ARO) <input type="checkbox"/> Other (specify):			
Street Address		Mailing Address (if different from Street Address)	
Telephone	Fax	Web site	
Lead Official for Partnerships within the Organization			
Given Name	Family Name	Title	
Telephone	E-mail	Preferred Language of Communication <input type="checkbox"/> English <input type="checkbox"/> French	
Year organization was founded (YYYY)	Is organization incorporated? <input type="checkbox"/> No <input type="checkbox"/> Yes Incorporation Number: Province:	Is organization registered as a not-for-profit? <input type="checkbox"/> No <input type="checkbox"/> Yes Registration Number: Province:	
Briefly describe your organizational structure as it relates to the delivery of elementary and secondary education support for member communities (e.g. directorate, unit, staff members).			
Indicate how your organization has obtained formal endorsement from all member communities. <input type="checkbox"/> Band Council Resolutions <input type="checkbox"/> Chiefs Summit/Committee <input type="checkbox"/> Other (Specify):		Does your organization agree to produce annual reports on education partnership activities and expenditures and make them public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Primary School	Secondary School	Total
Number of band-operated schools within all communities served by the regional organization for the partnership			
Number of students attending band-operated schools			
Number of First Nation students attending provincial schools			
List year(s) and amount(s) of previous funding from the Education Partnerships Program.			

Section 2: Areas to be Addressed

Check area(s) in which the partnership will undertake activities.

- ☐ Preliminary Consultations – Activities required prior to MOU negotiation and drafting phase. See **Section 3** for the information to be provided in your proposal.

or

- ☐ Partnership Establishment – MOU negotiation and drafting, including joint action plan. See **Section 4** for the information to be provided in your proposal.

or

- ☐ Partnership Advancement – Joint activities in the following priority area(s). Check all that apply and see **Section 5** for the information to be provided in your proposal.
- ☐ Developing First Nation-provincial arrangements or strategies to improve programs and services for First Nation students attending provincial schools.
 - ☐ Mutual sharing of expertise and provision of services.
 - ☐ Improving coordination between First Nation and provincial schools to help ensure smooth student transitions.
 - ☐ Creating better linkages between elementary and secondary education on reserve and early childhood programs and/or labour market training programs, through partnerships involving other federal and provincial departments.

Section 3: Proposal Requirements for Organizations in the Preliminary Consultation Phase

Attach a document that includes the following information:

3.1 Proposed Activities

- Objective(s).
- Expected outcomes.
- Description of the activities to be undertaken.
- Background/context (e.g. why are preliminary consultations needed in advance of the MOU drafting and negotiation phase?).
- Scope and impact of proposed activities (i.e. how many communities, schools and students will be affected by partnerships).
- Implementation plan.
- Timeframe.

3.2 Community Engagement

Demonstrate that the proposal has the support of communities and that ongoing community engagement will be used to sustain community support and identify stakeholder needs and feedback, by providing the following:

- The name(s) of First Nations and First Nation/ band-operated schools consulted in the development of the proposal.
- A description of the consultation process for the proposal development.
- Ongoing plans for community engagement.

3.3 Risk Management

Identify potential risks that might affect the implementation of your proposed activities and possible impacts these might have. Identify strategies or solutions to mitigate or prevent the negative impacts.

See the Education Partnerships Program Proposal Instructions (Annex A) document for a template of the suggested presentation format.

3.4 Monitoring and Evaluation Plan

Describe your plan for monitoring and evaluating proposed activities, deliverables and timelines.

3.5 Detailed Budget

Provide a budget for each activity, including the following items:

- Total amount required from all sources of funds.
- Amount requested by type of expense from the Education Partnerships Program.
- Anticipated Contribution by Other Sources, including the name of the source, whether its contribution is financial or in-kind, and the dollar value of the contribution.
- Sub-total by activity.
- Total for all activities.

See the Education Partnerships Program Proposal Instructions (Annex A) document for a template of the suggested presentation format.

Section 4: Proposal Requirements for Organizations in the Partnership Establishment Phase

Attach a document that includes the following information:

4.1 Contact Information of Partners

Provide the following information for all partners, including provincial ministry(ies) and any additional partners:

- Name of Ministry/Organization.
- Street Address.
- Mailing Address (if different from Street Address).
- Lead Official for Partnerships with the Provincial Ministry/Organization (Name, Title, Telephone, E-mail, Fax).
- Web site of the organization (if applicable).

4.2 Proposed Activities

- Objective(s).
- Expected outcomes.
- Background/context (e.g. history of collaboration between First Nation schools/organizations and provincial bodies, if any; needs that your activities will address, etc.).
- Scope and impact (i.e. how many communities, schools and students will be affected).
- Description of the activity to be undertaken.
- Implementation plan.
- Roles and responsibilities of all partners.
- Timeframe.

4.3 Regional First Nation Organization Capability

Describe the following:

- Your organization's capacity to deliver on proposed activities.
- Your organization's previous activities related to education.
- The outcomes of these activities.

4.4 Governance of the Partnership

Describe the following:

- The general roles and responsibilities within the partnership (Regional First Nation Organization, Province, INAC Region, Other(s))
- The decision-making procedures for providing direction within the partnership.
- How educators and education specialists will be involved in the partnership.
- Plans for ongoing communication among partners.

4.5 Community Engagement

Demonstrate that the proposal has the support of communities and that ongoing community engagement will be used to sustain community support and identify stakeholder needs and feedback, by providing the following:

- The name(s) of First Nations and First Nation/band-operated schools consulted in the development of the proposal.
- A description of the consultation process for the proposal development.
- Ongoing plans for community engagement.

4.6 Risk Management

Identify potential risks that might affect the implementation of your proposed activities and possible impacts these might have. Identify strategies or solutions to mitigate or prevent the negative impacts.

See the Education Partnerships Program Proposal Instructions (Annex A) document for a template of the suggested presentation format.

4.7 Monitoring and Evaluation Plan

Describe your plan for monitoring and evaluating proposed activities, deliverables and timelines.

4.8 Detailed Budget

Provide a budget for each activity, including the following items:

- Total amount required from all sources of funds.
- Amount requested by type of expense from the Education Partnerships Program.
- Anticipated Contribution by Other Sources, including the name of the source, whether its contribution is financial or in-kind, and the dollar value of the contribution.
- Sub-total by activity.
- Total for all activities.

See the Education Partnerships Proposal Instructions (Annex A) document for a template of the suggested presentation format.

Section 5: Proposal Requirements for Organizations in the Partnership Advancement Phase (Joint Action Plan)

Attach a document that includes the following information:

5.1 Contact Information of Partners

Provide the following information for all partners, including provincial ministry(ies) and any additional partners:

- Name of Ministry/Organization.
- Street Address.
- Mailing Address (if different from Street Address).
- Lead Official for Partnerships with the Provincial Ministry/Organization (Name, Title, Telephone, E-mail, Fax).
- Web site of the organization (if applicable).

5.2 Proposed Activities

Overall Summary of Joint Action Plan:

- Description of the overarching objectives of the joint action plan.
- Background/context (e.g. how joint action plan was developed; needs that your activities will address).
- Timeline for the partnership to accomplish stated goals through proposed activities.
- Scope and impact of proposed activities (i.e. how many communities, schools and students will be affected by all joint activities).

Breakdown by Activity:

For each joint activity provide the following information (mandatory):

- Title of the activity.
- Education Partnerships Program Priority Area being addressed.
- Objective(s).
- Expected outcomes and targets.
- Indicators.
- Description of the activity to be undertaken.
- Implementation plan.
- Roles and responsibilities of all partners.
- Timeframe.

5.3 Regional First Nation Organization Capability

Describe the following:

- Your organization's capacity to deliver on proposed activities.
- Your organization's previous activities related to education.
- The outcomes of these activities.

5.4 Previous Education Partnership Activities

Describe the following:

- Education partnership activities to date.
- The outcomes of those partnership activities.

5.5 Governance of the Partnership

Describe the following:

- The general roles and responsibilities within the partnership (Regional First Nation Organization, Province, INAC Region, Other(s)).
- The decision-making procedures for providing direction within the partnership.
- How educators and education specialists will be involved in the partnership.
- Plans for ongoing communication among partners.

5.6 Community Engagement

Demonstrate that the proposal has the support of communities and that ongoing community engagement will be used to sustain community support and identify stakeholder needs and feedback, by providing the following:

- The name(s) of First Nations and First Nation/band-operated schools consulted in the development of the proposal.
- A description of the consultation process for the proposal development.
- Ongoing plans for community engagement.

5.7 Risk Management

Identify potential risks that might affect the implementation of your proposed activities and possible impacts these might have. Identify strategies or solutions to mitigate or prevent the negative impacts.

See the Education Partnerships Program Proposal Instructions (Annex A) document for a template of the suggested presentation format.

5.8 Monitoring and Evaluation Plan

Describe your plan for monitoring and evaluating proposed activities, deliverables and timelines.

5.9 Detailed Budget

Provide a budget for each activity, including the following items:

- Total amount required from all sources of funds.
- Amount requested by type of expense from the Education Partnerships Program.
- Anticipated Contribution by Other Sources, including the name of the source, whether its contribution is financial or in-kind, and the dollar value of the contribution.
- Sub-total by activity.
- Total for all activities.

See the Education Partnerships Proposal Instructions (Annex A) document for a template of the suggested presentation format.

Section 6: Required Attachments

Include the following with your proposal:

- ☐ A list of members of the Board of Directors or equivalent, including the names of the Executive Director or equivalent and Financial Officer.
- ☐ A copy of your last audited financial statements.
- ☐ A list of all member First Nation communities of your organization.
- ☐ If applicable, please attach a signed, written statement from each non-member First Nation that attests that it agrees to have Education Partnerships Program funding administered and managed by your organization on its behalf.

Section 7: Signature of All Partners

By signing this proposal all partners agree:

1. To work collaboratively to achieve stated goals and targets for improving First Nation student achievement, as outlined in this proposal.
2. To report publicly on progress and results as outlined in the Reporting Requirements section (Section 12) of the Education Partnerships Program Guidelines.

Regional First Nation Organization

Given Name	Family Name	Title
Signature		Date (YYYYMMDD)

Provincial Ministry

Given Name	Family Name	Title
Signature		Date (YYYYMMDD)

Indian and Northern Affairs Canada – Region

Given Name	Family Name	Title
Signature		Date (YYYYMMDD)

Additional Partners – If Applicable (Optional)

Given Name	Family Name	Title
Signature		Date (YYYYMMDD)

English: www.ainc-inac.gc.ca/edu/index-eng.asp
Phone: (toll-free) 1-800-567-9604
TTY: (toll-free) 1-866-553-0554

Français : www.ainc-inac.gc.ca/edu/index-fra.asp
Tél : (sans-frais) 1-800-567-9604
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