

## Part Three: Established Programs

ISSP Funding is available for accredited and transferrable post-secondary programs. Accredited programs lead to a certificate, diploma, or degree that is recognized by a public institute, college, or university. The credits leading to the certificate, diploma, or degree must be transferable to other academic institutes. Eligible programs include those that are administered through an affiliation or brokering agreement (please see I Definitions and Program Criteria, p. 84)

ISSP funding may only be used to deliver **eligible** post-secondary education programs, as outlined by INAC's Post-Secondary Education National Program Guidelines.

### Continuing Established Programs

Continuing programs need a sound **rationale of need** for subsequent funding, **evidence of program outcome(s)** and a **growth plan** based on last year's program

### 3.1 Proposal Information

The following information outlines the format/template for proposals for Established Programs. All proposals must follow the template.

Also available from the ISSP Committee is the **Guide to Proposal Writing**, found at [www.fnesc.ca/issp/](http://www.fnesc.ca/issp/), and includes suggestions and tips for proposal writing in general.

### 3.2 Established Programs Proposal Components

Your proposal **must include** all four components;

#### 1. Cover Letter

A cover letter must be written on letterhead and must be signed by the appropriate authority.

#### 2. Proposal Summary Form

See page 17 and ensure the form is completed.

#### 3. Written Proposal Submission

See Section 3.3 for description of the Written Proposal Submission.

#### 4. Budget

The proposal budgets must include all sources of funding, identifying each source as either confirmed or unconfirmed. **Projected tuition revenue must be shown on the ISSP Summary of Funding Request (page 21)**. The budget must include a line for each major activity or costs, including

a breakdown of details such as how many instructors are included with salary costs (see Section 3.4).

The ISSP funding does not fund facilities or equipment.

ISSP allows for administration fees to a maximum of 15% of the total program funding, based on the fiscal year (April 1 – March 31), not the academic year.

ISSP allows for student service supports such as counseling and tutoring to a maximum of 20% of the total program funding. Student service supports may not include tuition, books and supplies, travel or daycare.

See Section 3.3 for description of Budget.

### 3.3 Written Proposal Submission

#### 1. Proposal Title Page

- a. Title of the program
- b. Name and correct address of your organization
- c. Start and end dates of the program
- d. Total funds requested
- e. Name, address, and phone number of a contact person
- f. Date of submission of your proposal

#### 2. Executive Summary

Include a **one-page** Executive Summary. This Summary should outline the program, highlighting the key ideas and objectives.

#### 3. Table of Contents

Following the Executive Summary, please include a Table of Contents.

#### 4. Introduction

##### *What is the proposed program about?*

In the proposal introduction, briefly indicate the purpose of the program being proposed, who it will benefit, and why your organization is qualified to undertake the program. You should indicate how the proposed program relates to the ISSP funding guidelines and objectives. Also, outline the

arrangement of the information to follow, including the proposal sections described below.

## 5. Statement of Need

### *Why is the program needed?*

In this section, explain the importance of the program being proposed, the need to which you are responding, and the relationship to the First Nations comprehensive community plans and economic development strategies. Indicate why the need exists and who it is affecting. Include, where possible, any available statistics or published information to support your assertions.

In outlining the reasons for the proposed program, it may be useful to indicate how long the need has existed, any other attempts to address it, the resources used in doing so, and the results of those efforts.

## 6. Program Goals and Objectives

### *What will the program achieve?*

Clearly indicate the program goals and objectives.

Outline the program goals, in one or two sentences. Describe the overall outcome expected from the program.

Outline the program objectives. Indicate the **specific** outcomes that are expected to result from the program.

## 7. Methodology

### *How will the program be implemented?*

Describe in detail the activities to take place, how and when the activities will be carried out, and by whom. This section may include the following sub-sections:

#### ***Introduction***

Summarize the proposed approach emphasizing any of its innovative or unique aspects.

#### ***Program Activities***

Explain in some detail the specific activities to be undertaken, as well as why the activities described are necessary and appropriate.

### ***Supporting Organizations***

Identify any groups or organizations which will be participating in the program implementation, and describe the nature of their participation. Letters verifying that participation should be attached to the proposal.

Identify any organizations that support your proposal, and attach current support letters and documents, such as Band Council Resolutions, letters from language authorities, etc.

### ***Staff and Administration***

Outline the proposed plan for program administration. This outline should indicate how many staff members will be directly involved in the administration of the proposed program, whether those staff members are already employed or will be hired by your organization to oversee the program, and whether they will be employed on a full-time or part-time basis. **Note: funding is provided only for instruction and support, which is directly related to the program** (see section 3.2 Budget for additional information).

**Remember to include proper supporting documentation including current and signed agreements with the proposal.**

### ***Work plan / timetable***

Include a work plan outlining when each aspect of the program will be undertaken.

### ***Program Evaluation***

Describe your plan for assessing the extent to which the program objectives are accomplished, including who will be responsible for the program evaluation, when it will be conducted, and any plans for reporting and using the results of the evaluation. You may also indicate what kinds of information and data will be gathered in the evaluation process. An evaluation of your program is required by the ISSP Committee in the form of a Final Report, which is described in detail in this handbook.

### ***Outcomes***

Indicate the anticipated outcomes of the proposed program.

## 8. Affiliations with Other Institutions

*Is your program accredited and transferable?*

Attach the relevant existing agreement(s) between your organization and any Public Institution(s) that satisfy the ISSP requirement of accreditation and transferability.

First year or new programs, including **one or more of the following**:

- Official Letters of Intent (signed and dated)  
(see Appendix A for sample Letter of Intent)
- Affiliation Agreement (signed and dated)
- Brokering Agreement (signed and dated)

Second or subsequent years, including **one or more of the following**:

- **Current** Affiliation Agreement
- **Current** Brokering/Service Agreement

Any applicants with questions about the validity of their agreement (or the letter of intent for first year/new programs) should contact an ISSP Committee member to seek clarification **prior** to the proposal deadline.

## 9. Organizational Status

*Is your organization in good standing?*

Attach the relevant documents to demonstrate that your organization is in good standing and supported by your governance structure.

*NOTE: all organizations that receive INAC funding **must** have the previous year's audit submitted and approved to be eligible for funding.*

*If your proposal submission does not include at least one of the relevant documents in your organization category or the documents submitted are **NOT** signed and current, your proposal will be ineligible for funding. Any applicants with questions about the acceptability of required organizational supporting documents should contact an ISSP Committee member **prior** to the proposal deadline.*

### **For First Nations institutes:**

Description of First Nations Governance Authority (refer to I Definitions and Program Criteria, page 84) **and** one or more of the following:

- Affiliation Agreement<sup>2</sup> (including evidence of accreditation), or
- Brokering Agreement, or
- Federation Agreement, or
- Private Career Training Institutes Agency (PCTIA) Registration, or
- Relevant/applicable current Licenses

### **For Societies:**

Certificate of Incorporation, **including** the mission or purpose statement **and** Certificate of Good Standing for Society Status;

Band or Tribal Council association, **and** one or more of the following:

- Affiliation Agreement (including evidence of accreditation), or
- Brokering Agreement, or
- Federation Agreement, or
- Private Career Training Institutes Agency (PCTIA) Registration, or
- Relevant/applicable current licenses

N.B. – There may be an opportunity for a society to receive direct funding from INAC through Comprehensive Funding Arrangement (CFA – *Other*) to receive direct funding rather than flow-through funding under the First Nation or Tribal Council. Contact your INAC Funding Services Officer at 604-666-5171 for details.

### **For Bands/Tribal Councils:**

Band Council or Tribal Council resolution supporting the current ISSP proposal **and** one or more of the following:

- Affiliation Agreement (including evidence of accreditation), or
- Brokering Agreement, or
- Federation agreement, or
- Private Career Training Institutes Agency (PCTIA) Registration, or
- Relevant/applicable current licenses

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<sup>2</sup> A Letter of Intent is acceptable when applying for the 1<sup>st</sup> year of a program delivery. Subsequent years for the same program will require and Affiliation Agreement.

Common **errors** that result in ISSP applications being rejected include:

- copies of expired agreements,
- copies of agreements without signatures from one or both partnering institutions, and/or
- (first year/new programs) submitting a letter of support instead of the required letter of intent.

## 10. Budget Clarification

As described in section 3.2, a detailed budget must be attached to the proposal. The proposal budget must include all sources of funding, identifying each source as either confirmed or unconfirmed. As required by the INAC Post-Secondary Education program, ISSP funded programs must charge tuition. **Projected tuition revenue must be shown on the ISSP Summary of Funding Request.** Please include tuition revenues in the budget. Information explaining budget items and their necessity should be included for clarity.

Budgets must include a line for each major activity or costs, including a breakdown of details such as how many instructors are included with salary costs (see Section 3.4).

ISSP allows for administration fees to a maximum of 15% of the total program funding, based on the fiscal year (April 1 – March 31), not the academic year.

ISSP allows for student service supports such as counseling and tutoring to a maximum of 20% of the total program funding. Student service supports may not include tuition, books and supplies, travel or daycare.

Due to limited ISSP funds, not all proposals will receive funding. ISSP funding is based on an **annual application and assessment** process.

ISSP projects that have previously received funding are **not** guaranteed continued funding.

### 3.4 Proposal Template

# **Proposal Summary Form, ISSP Summary of Funding Request Form and Required Proposal Sections for Established Programs**

**(Proposal deadline: January 13, 2010 4:30 p.m.)**

**INDIAN STUDIES SUPPORT PROGRAM (ISSP)  
ESTABLISHED PROGRAM  
PROPOSAL SUMMARY FORM**

INAC Reference: DCI 434111

<b>SECTION 1: IDENTIFICATION</b>			
Name of First Nation or Organization:			
Contact Name:		Email:	
Title / Position:			
Address:			
Telephone:		Fax:	
<b>SECTION 2: PROPOSAL INFORMATION</b>			
Proposal Title:			
Program is:	<input type="checkbox"/> New	<input type="checkbox"/> Continuing	<input type="checkbox"/> Year
(Indicate Year 2, 3, etc.):			
Program Start Date:		Program End Date:	
Total Funds Requested:	\$		
Status of Applicant:			
First Nations Governance:	<input type="checkbox"/> Band	<input type="checkbox"/> Tribal Council	
	<input type="checkbox"/> Society	<input type="checkbox"/> Aboriginal Post-Secondary Institute	
	<input type="checkbox"/> Other (specify):		

INDIAN STUDIES SUPPORT PROGRAM | 2010/2011 Programs

Proposed Program	<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree
	<input type="checkbox"/> Masters Degree	<input type="checkbox"/> University Transfer Credit	
	<input type="checkbox"/> Other (please specify):		
Type of Program:	<input type="checkbox"/> Brokered	<input type="checkbox"/> Federated	<input type="checkbox"/> Affiliated
	<input type="checkbox"/> Accredited	<input type="checkbox"/> Public Institution (Self-Accredited)	
Accreditation Status:			
Public Institutional Affiliation (name):			
Course /Program Transferability (how and to where):			
<b>SECTION 3: PROJECTED STUDENT INFORMATION</b>			
Total Anticipated Number of Participants:	#		
	# Males:	# Females:	
	# Full-Time:	# Part-Time:	
	# Status/Treaty:	# Inuit:	
(Please specify below):	# Other:		
	# Non-status:	# Non-First Nations:	# Metis:
	# BC:	# Out-of Province:	# Out-of-Country:
(Please identify – i.e. Metis, non-First Nation, Non-Status. Refer to sections 1.3 and 2.2. Proposal review will consider this information as ISSP Funding is intended for Status and Inuit students. For Other Students, provide rational for inclusion of these students in the program.)			
<b>SECTION 4: STATEMENT OF NEED</b>			
<b>List in point form:</b>			

**SECTION 5: PROJECT GOALS AND OBJECTIVES**

**List in Point form:**

**SECTION 6: PROGRAM ACTIVITIES**

**Outline program and courses:**

**Program Description:**

**Courses:**

**Term 1:**

<b>Term 2:</b>	
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<b>Term 3:</b>	
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**SECTION 7: SUPPORTING DOCUMENTATION**

First Nation Community	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	<input type="checkbox"/> BCR attached
Tribal Council	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Resolution Attached
Society	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Current Society Papers Attached
Affiliated/Brokered Public Institution	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	<input type="checkbox"/> Agreement attached <input type="checkbox"/> Letter of Intent attached (first year programs only)
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Papers Attached

**SECTION 8: BUDGET**

Total Program Cost:	\$
Amount Requested from ISSP:	\$
Amount Funded by Other Sources:	\$
Amount for In-Kind:	\$

**Please complete the ISSP Summary of Funding Request**

## ISSP SUMMARY OF FUNDING REQUEST

### 2010-2011 ESTABLISHED PROGRAMS

<b>SUMMARY OF FUNDING REQUEST</b>				
<b>AMOUNT REQUIRED FOR PROGRAM:</b>			\$	
<b>AMOUNT REQUESTED FROM ISSP:</b>			\$	
BUDGET ITEM	AMOUNT REQUIRED	REQUEST FROM ISSP	IN- KIND FUNDS	OTHER SOURCES
Instructional Delivery				
Instructor Salary				
(Breakdown of Instructional Salaries)				
Instructor Travel				
Instructor Materials				
Instructor Books & Supplies				
Elders/ Guest Speakers				
Program Supports				
<b>Sub-total:</b>	\$	\$	\$	\$
Administration/Overhead (15% maximum)				
Items not covered by ISSP				
Rent				
Student Daycare				
Student Travel				
Living Allowances				
Other				
<b>TOTAL AMOUNT</b>	\$	\$	\$	\$
<b>Estimated Revenue from Tuition Fees<sup>3</sup></b>	\$	\$	\$	\$

INDIAN STUDIES SUPPORT PROGRAM | 2010/2011 Programs

<sup>3</sup> As per INAC Program Guidelines, tuition must be charged

## Required Proposal Sections (use additional space as needed)

### **Executive Summary**

\* Summarize your proposal in one page.

### **Table of Contents**

\* List proposal sections and sub-sections.

### **Introduction**

\* Describe the program's purpose and benefits.

### **Statement of Need**

\* Describe the program's importance and the need it addresses.

Indicate if your community has a community capacity plan? If so, how does the proposal fit into this plan or the regional economic strategy?

## Program Goals and Objectives

\* Describe the program's general and specific outcomes.

Continuing programs need a sound **rationale of need** for subsequent funding and **evidence of program outcome(s)** and a **growth plan** based on last year's program evaluation.

## Program Methodology

\* Describe the program implementation and approach to be taken.

## Program Activities

\* Describe the activities to be undertaken.

N.B. – For Established Programs, indicate list of courses offered, including courses delivered in Term 1, Term 2 and Term 3.

## Supporting Organizations

Letters of support should be attached to the proposal as Appendix One.

## Staffing and Administration

\* Describe plans for administering the program

## Plans for Program Evaluation

\* Describe the plans for and timing of the program's evaluation

## Outcomes

\* Describe the expected outcomes of the program delivery

## Affiliations with Other Institutions

\* List all relevant agreements

### **Attach signed, current copies**

**Please remember:** all applicants must attach to their proposal signed, up-to-date copies of agreements with relevant institutes. Acceptable agreements include affiliation agreements or brokering/service agreements, depending upon relationship between the institutes for the proposed project. For new programs that have not been offered previously, an official **Letter of Intent** may be accepted. **Please note that letters of support are not acceptable to fulfill the Letter of Intent requirement.** Letters of support express the institute's agreement that the proposed project would be useful/is worthwhile.

**N.B.-** If this is a continuing program, clearly indicate the supporting documentation, i.e. Affiliation Agreement or Band Council Resolution, continues to be in effect.

## Budget Explanation

\* If applicable, explain budget items noted on the ISSP Summary of Funding Request form.

## Program Work Plan

The information is accurate to the best of my knowledge.

\_\_\_\_\_

Authorized Signatory

\_\_\_\_\_

Date

## Proposal – Appendix One:

Letters of Support and Copies of **Current** Licences,  
Registrations (i.e. PCTIA), Certificates of Incorporation, BCR's  
....as relevant

Indicate if the proposal funding will be handled through a third party, i.e. Tribal Council

## Proposal – Appendix Two:

Copies of **Current and Signed** Affiliation / Brokering / Federation Agreements or official Letters of Intent (please note ... letters of intent differ from letters of support, as described throughout this guide).

NOTE: if the program is a continuation from the previous year, please clearly highlight the continuation of the Affiliation / Brokering Agreement or BCR

### 3.5 Progress Report

Progress Reports for all 2009/2010 fiscal year Established Programs are due by **December 4, 2009 before 4:00 pm**. Progress reports for all 2010/2011 fiscal year programs are due by **December 3, 2010 before 4:00 pm**. Failure to submit your progress report **will** affect the score given to your proposal for the following year. The progress report should consist of approximately **one to two pages** outlining the following:

- title of the funded program;
- name of accredited institution;
- a one paragraph summary of the program;
- a list of courses completed to date;
- September course enrollment;
- December course enrollment;
- number of students completing each course; and
- indicate any program delivery adjustments required.

**NOTE: ISSP Funding is provided as Contribution Funding and any surpluses will be recovered by INAC.**

The Progress Report must also include an interim financial statement. *That statement does not have to be audited.*

**Submit Progress Report(s) to: Chair, Indian Studies Support Program  
Suite 113 – 100 Park Royal South  
West Vancouver, B.C. V7T 1A2**

### 3.6 Interim Financial Reporting

Under INAC's Post-Secondary Education funding authority, ISSP funding is Contribution Funding, which requires funds to be fully expended by March 31, 2010. In order for funds to be considered fully expended, funds either have to be spent by that date or an "account payable" has to be set up before March 31, 2010 for payments that remain owing after March 31, 2010.

First Nations and other organizations receiving ISSP funds should seek the advice of their auditor prior to setting up contracts for ISSP funding to ensure that an "account payable" has been properly set up. This will avoid ISSP funds showing up as surplus funds in their audit.

If an "account payable" is not properly set up, ISSP funds identified as surplus funds in an audit will be recovered during an audit review.

**Submit Interim Financial Statement Form(s) to:**

**Chair, Indian Studies Support Program  
Suite 113 – 100 Park Royal South  
West Vancouver, B.C. V7T 1A2**

### **3.7 Interim Financial Statement Form**

Please complete the Interim Financial Statement Form for 2009/2010 by **May 31, 2010**.

**Established Program  
ISSP Interim Financial Statement Form  
(not Audited)  
Due: May 31, 2010**

INAC DCI Reference #434111

<b>Name of First Nation or Organization</b>	
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Income	
<b>ISSP</b>	
<b>In-Kind</b>	
<b>Others</b>	
<b>Others</b>	
<b>TOTAL</b>	
Program Expenses	
<b>Instructional Delivery</b>	
Instructor Salary	
Benefits + WCB	
Instructor Travel	
Instructor Materials	
Instructor Books/Supplies	
<b>Elders / Guest Speakers</b>	
<b>Program Support</b>	
<b>Administration</b>	
<b>Other</b>	
<b>Other</b>	
<b>TOTAL</b>	
Total ISSP Expenditures	
Funds spent to March 31	\$
Accounts Payable	\$
Total ISSP Funds Allocated (to end of Program)	
	\$
The above information is accurate to the best of my knowledge.	
_____	_____
Authorized Signatory	Date

### 3.8 Final Reports

Final Reports for all 2008/2009 fiscal year Established Programs are due by **4:00 p.m. on November 6, 2009**. Final Reports for all

2009/2010 fiscal year Programs are due **by 4:00 p.m. November 5, 2010**. These dates are not flexible.

*A separate **Progress and Final** report is required for each ISSP funded program.*

**Funding recipients who fail to submit a complete and approved Final Report by the deadline will be ineligible for funding the following year.**

Final Reports received by fax before the deadline will be accepted, with originals to follow.

#### 1. Introduction to Final Reports

The purpose of the ISSP Final Reporting Guidelines is to ensure that the objectives of the ISSP have been fulfilled. A Final Report format follows. Please ensure that all of the information listed is included.

#### 2. Final Report Template ([www.fnesc.ca/issp](http://www.fnesc.ca/issp))

##### *Executive Summary*

Include a **one-page** Executive Summary of the Final Report, outlining the activities undertaken, as well as a description of the information to follow in the report.

##### *Purpose of the Funding*

Include a description of the funded program, its objectives, and any relevant background information. Also indicate whether your program met the objectives stated in your proposal, and any successes, challenges and solutions encountered in the implementation of your program.

##### *Statistical Data*

Include data demonstrating student enrolment, retention, completion by courses and graduation rates. Please do not include any student names or personal student information. See page 32 for more details.

##### *Financial Statement*

Include a financial statement for the ISSP funded program, showing revenue and expenditures for the funding provided to your organization by ISSP. The financial

statement must clearly demonstrate the use of the ISSP funding contribution. Include a separate financial statement for each ISSP funded program. Please **do not** submit a general ledger, just a financial statement.

**Submit Final Reports to:**      **Chair, Indian Studies Support Program  
Suite 113 – 100 Park Royal South  
West Vancouver, B.C. V7T 1A2**

**The ISSP Committee forwards copies of all Final Reports to the Data  
Services Unit, DIAND BC Region**

**Each year, all Final Reports will be collected and summarized in an ISSP Final Report. That report will be distributed to all First Nations in an effort to share the successes of the ISSP program, and to share information about the programs funded through the ISSP program.**

### **3.9 Final Report Template**

## **Final Report Template for 2009 / 2010 Established Programs**

**Due: November 5, 2010**

# **Final Report of Program Title**

**Submitted by:  
Your Organization's Name**

**Address**

**Phone and Fax Number**

**Contact Name**

**Submitted to:**

**The Indian Studies Support Program**

**Chair**

**Suite 113 - 100 Park Royal South**

**West Vancouver, B.C. V7T 1A2**

**Date of Submission**

## Required Final Report Sections (use additional space as needed)

### Executive Summary

\* Summarize your final report in one page

### Purpose of Funding

### Statistical Data

Please include the following information as applicable given your program start and end dates.

**NOTE: please do not include any identifying and/or personal student information or data.**

Number of students enrolled \_\_\_\_\_

Number of continuing students  
(for multiyear programs) \_\_\_\_\_

List courses offered and indicate course completions

Number of students who have completed  
and are transferring to a public post-secondary program \_\_\_\_\_

Number of students who have graduated \_\_\_\_\_

# of students who left the program for:

employment: \_\_\_\_\_

skills training: \_\_\_\_\_

post-secondary education: \_\_\_\_\_

other (please describe): \_\_\_\_\_

# ISSP FINAL REPORT – Established Program FINANCIAL STATEMENT

## Expenses

	Estimated	Actual
<b>TOTAL EXPENSES</b>		

	Estimated	Actual
<b>Instructional Delivery</b>		
Salary		
Materials		
Books & Supplies		
<b>Totals</b>	\$	\$

<b>Totals:</b>	\$	\$

<b>Program Delivery</b>		
Elders / Guest Speakers		
Student Support		
<b>Totals</b>	\$	\$

<b>Totals:</b>	\$	\$

## Income

	Estimated	Actual
<b>TOTAL INCOME</b>		

<b>ISSP</b>		
<b>Totals</b>	\$	\$

<b>Miscellaneous</b>		
<b>Totals</b>	\$	\$

<b>In-Kind Contribution</b>		
<b>Totals</b>	\$	\$