



**APPLICATION FORM FOR EDUCATION PROGRAMS**

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**FOR FIRST NATION GOVERNMENTS AND ORGANIZATIONS,  
MÉTIS ORGANIZATIONS, AND EDUCATION INSTITUTIONS**

**December 2015**



## Application Form for Education Programs

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### Introduction

The National Indian Brotherhood Trust Fund was established and registered as a charity in 1975 to provide First Nation individuals and communities with financial grants to improve the quality of life and social conditions of First Nations people. Over the years, the National Indian Brotherhood Trust Fund granted thousands of dollars to individuals in need to enable them to continue their education. The Trust Fund has also provided funding to organizations to conduct research and propose viable alternatives to government policy and legislation that would improve the lives and wellbeing of First Nation communities and families.

Additions to the Trust Fund's mandate were made in 2009 for the purposes of addressing the needs of the Trust as it related to the anticipated receipt of substantial funds from two sources. The first source was pursuant to the terms of the Indian Residential Schools Settlement Agreement and the second was from outside corporate donors.

The Indian Residential Schools Settlement Agreement began on September 19, 2007 and, as part of the IRSSA, Canada had set aside \$1.9 billion for the Common Experience Payments and Personal Credits to eligible former residents of Indian Residential School. Pursuant to the terms of the Settlement Agreement, the funds set aside by Canada would wind-up after the payments of all Common Experience Payments and Personal Credits. Any excess funds remaining were to be distributed to the National Indian Brotherhood Trust Fund and the Inuvialuit Education Foundation for educational programs.

The funds in the possession of the National Indian Brotherhood Trust Fund are not tied in any way to previous compensation packages, including Common Experience Payments, Independent Assessment Payments and Personal Education Credits. Rather, the funds may only be used for education programs in the manner approved by Court Order.



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### Education Programs

Education programs means the advancement of an individual's education and personal development provided by, but not limited to, universities, colleges, trade or training schools, or which relate to literacy or trades, as well as programs which relate to the preservation, reclamation, development or understanding of First Nations or Métis history, cultures or languages.

Education programs can be provided by education institutions, cultural centres, organizations, communities and individuals/groups. These programs must address the intergenerational impacts from Indian Residential Schools, promote reconciliation, and improve the conditions for educational and/or cultural success for First Nations and Métis.

The NIBTF Education Program aims to advance education, language, and culture for First Nations and Métis by:

#### 1. Strengthening education and employment training

- a. Enabling the pursuit of post-secondary opportunities by providing scholarships, bursaries and financial assistance to First Nations or Métis;
- b. Supporting the conduct of research on the history, culture and language of First Nation and Métis communities to inform curriculum development and educate the public;
- c. Supporting employment-related skills programs and workshops, apprenticeships, pre-employment training, career counselling and on-the-job training;
- d. Providing access to programs, workshops or seminars that focus on the skills and training needed to ensure successful outcomes throughout the years of education;
- e. Supporting tutoring, mentoring, development and training for pre-school and school-aged children and youth; and,
- f. Increasing access to training in the performing and visual arts and sciences.

#### 2. Promoting Indigenous languages and cultures

- a. Providing access to training programs in First Nations or Métis language, culture and identity;
- b. Enabling access to training in First Nations or Métis traditional and contemporary knowledge and skills;
- c. Supporting courses and workshops on First Nations or Métis values, traditions, traditional family and governing structures.
- d. Supporting on the land activities that reflect the transmission of traditional knowledge, practice, experience, and teachings.
- e. Supporting the adaptation of curriculum to include material that promotes understanding of First Nations or Métis languages and culture; and,
- f. Supporting public exhibitions, presentations and events to advance public education of First Nations or Métis culture.



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### 3. Fostering community and personal development

- a. Providing access to courses and workshops on parenting, nutrition, self-development and other social skills that would address harms resulting from the legacy of Indian Residential Schools, including intergenerational impacts;
- b. Supporting programs designed to build self-esteem and personal skills;
- c. Providing access to training programs for community members to help them recognize and prevent harm in their communities; and,
- d. Enabling access to programs that address community needs.

### Eligibility to Apply

First Nations governments, groups of First Nations, Tribal Councils, First Nations and Métis organizations, and community-based groups, both on-reserve and off-reserve, are eligible to apply for funding.

Other organizations may apply for funding, however, preference will be given to First Nations and Métis entities noted above.

All participants/beneficiaries of the programs offered by the organizations must be either a: (a) Status Indian; (b) First Nation citizen; (c) Métis person; or (d) the child or grandchild of (a), (b) or (c).

The National Indian Brotherhood Trust Fund is recognized by Canada Revenue Agency as a registered charity and is categorized as a "Charitable Organization". As a registered charity, the NIB Trust Fund must devote their resources to implement its charitable purposes and all activities must be consistent with those directed by Court Orders pursuant to the Indian Residential Schools Settlement Agreement. Recent changes to the *Income Tax Act* permit the transferring of resources to organizations that are a "qualified donee". To be eligible for funding from the NIB Trust Fund, all government, organization and institution applicants are required to be registered with the Canada Revenue Agency (CRA) as a qualified donee. For more information on qualified donees please refer to: <http://www.cra-arc.gc.ca/chrts-gvng/qlfd-dns/mncolpblcbds-ltr-eng.html> and <http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/qlfd-dns-eng.html>.



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### Eligible Expenses for Education Programs

Funds can be disbursed through grants, sponsorships and awards and can be used for a variety of educational expenses such as:

- With respect to traditional education programs, Elder fees, guide fees, equipment, supplies, travel, fuel and other similar incidental costs;
- Instructional delivery wages and mandatory employment related costs;
- Tuition and associated fees;
- Purchase/development of course materials and supplies;
- Adaption of current course material to add First Nation/Métis content;
- Clothing specific to the training requirements (uniforms, steel toed boots, raingear, etc.);
- Transportation;
- Accommodations and Meals;
- Daycare; and,
- Other living expenses incidental to the participation in educational programs.

The funds shall not be used to reduce, replace or duplicate existing support available through federal, provincial, territorial or local governments, but may be used to augment and complement governmental supports.

As per the laws of general application and the common law, as they pertain to charities, the NIB Trust Fund cannot disburse or distribute funding for the following:

- Supplementation or compensation of an individual's Common Experience Payment or Personal Credits amount;
- Claims for compensation;
- Legal action;
- Activities outside the NIB Trust Fund's objects;
- Partisan and/or political activities;
- Payments for past student loans or debts; or
- Programs for unqualified applicants.



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### Disbursement of Funds

**1. Grant**

A grant is a non-repayable fund to a recipient. Grants are made to fund a specific project or targeted research. Grants may require some level of compliance and reporting.

**2. Sponsorship**

The NIB Trust Fund may assist community organizations to provide sponsorships to individuals to attend educational and career programs to young people from their local communities to maximize their opportunities for college, university and career success.

**3. Award**

Awards are non-repayable financial support for projects in areas corresponding to the NIB Trust Fund's thematic objects.

For more information, please refer to: [www.nibtrust.ca](http://www.nibtrust.ca)





## Application Form for Education Programs – Organizations and Institutions

### PART B: General Information about the Program

(Please attach a separate sheet if additional space is required for any of the following responses.)

1.	<p><b>Purpose of the Program</b>  <i>(Please explain in detail how your program will advance education for First Nations and Métis).</i></p>
2.	<p><b>Former Students of Indian Residential Schools /Inter-generational Support Documentation</b>  Please provide at least 3 letters of support from former students of Indian Residential Schools or those who were inter-generationally impacted, where possible and appropriate. The letters should describe how each person is, or will be involved in the program and how they will benefit. Write the names of the people here:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
3.	<p><b>Linkages and/or Program Partnerships</b>  Please list the organizations, agencies or communities that will co-sponsor or link with your proposed program.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
4.	<p><b>Accountability</b>  What information will you share? How and when will you share it? Please describe how your education program will be accountable to:</p> <p>1. Former students of Indian Residential Schools  2. The community where the education program will take place  3. The target group who will benefit from the education program</p>





**Application Form for Education Programs – Organizations and Institutions**

**PART C: Program Work Plan**

Please describe the objectives and step-by-step activities of your education program with start and end dates.

Objective	Tasks/Activities	Start Date	End Date

**PART D: Program Team**

Please list the names of the Program Team and describe their positions, roles and responsibilities.

Title	Roles and Responsibilities



## Application Form for Education Programs – Organizations and Institutions

### PART E: Program Funding

Please fill out the line items that apply to your education program. See Part F: Program Budget – Explanation of Headings for further details.

Budget Item	1 <sup>st</sup> QR	2 <sup>nd</sup> QR	3 <sup>rd</sup> QR	4 <sup>th</sup> QR	Total Program Budget
<b>Salaries and Benefits:</b>					
1.	\$	\$	\$	\$	\$
2.	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$
Total Salaries	\$	\$	\$	\$	\$
Benefits _____ %	\$	\$	\$	\$	\$
<b>Education Expenses</b>					
Tuition and Associated Fees	\$	\$	\$	\$	\$
Transportation	\$	\$	\$	\$	\$
Accommodations	\$	\$	\$	\$	\$
Meals	\$	\$	\$	\$	\$
Books	\$	\$	\$	\$	\$
Computer Equipment	\$	\$	\$	\$	\$
Program Supplies	\$	\$	\$	\$	\$
Daycare	\$	\$	\$	\$	\$
Other ( <i>please provide details</i> )	\$	\$	\$	\$	\$
<b>Traditional Education Expenses</b>					
Elder fees ( <i>please provide details</i> )	\$	\$	\$	\$	\$
Guide fees	\$	\$	\$	\$	\$
Equipment	\$	\$	\$	\$	\$
Supplies	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Fuel	\$	\$	\$	\$	\$
Other ( <i>please provide details</i> )	\$	\$	\$	\$	\$
<b>Other Expenses</b>					
Administrative Costs	\$	\$	\$	\$	\$
Other ( <i>please provide details</i> )	\$	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$	\$



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### PART F: Program Budget – Explanation of Headings

**Accommodations:** This refers to the costs associated with living expenses.

**Administrative Costs:** This includes bookkeeping and admin fees, postage, stationary and clerical duties such as faxes, phone calls, photocopies, etc.

**Books:** This refers to the cost of text books and other reading materials required for the education program.

**Computer Equipment:** This includes costs for computer equipment, hardware and software.

**Elder fees:** This is for traditional education programs and would be a gift of money to thank Elders.

**Equipment:** This is for traditional education programs and can include items such as medicines, hunting, fishing, trapping and gear and equipment.

**Fuel:** This is for traditional education programs and is to cover fuel costs for vehicles and off-road vehicles (boat, four wheeler, snow mobiles, etc.) to travel to remote locations.

**Guide fees:** This is for traditional education programs and is used to cover guide's costs while out on the land.

**Meals:** This is to cover the costs of meals while attending the education program.

**Other:** Please list all other expenditures such as childcare costs, insurance, advertising, etc., that relate to the education program.

**Program Supplies:** This is for supplies needed for the education program and can include items such as traditional medicines, hides and craft supplies, weather specific clothing, etc.

**Salaries:** Provide a list of employee positions and whether the job is full-time or part-time. If it is part-time, please show the number of hours per week. This category is for employees and does not apply to consultants/contractors.

**Supplies:** This is for traditional education programs and can include items such as food/cooking supplies; camp tools and equipment; camp structures and materials; camp supplies

**Traditional Education Expenses:** Education programming can include traditional knowledge transmission and courses taught by Elders such as culture camps, healing retreats, and on-the-land activities including: spiritual and ceremonial practices, roles, rites of passage; hunting, fishing, trapping, tanning, canoeing, camping; harvesting and preparing traditional foods and medicines; artistic and cultural expression— beadwork, sewing, carving, painting, dancing, drumming, storytelling, hand games, etc.

**Transportation:** This applies to travel within the community.

**Travel:** This is for traditional education programs and applies to travel outside of the community, e.g., to bring in professional services, to attend an on-the-land workshop, etc. Please list the destinations and the number of trips planned.

**Tuition and Associated Fees:** This applies to the mandatory costs for education and instruction as well as general fees (incidental fees such as student services, student federation and association fees, insurance fees; ancillary fees such as field trips, special clothing and material; and, administrative fees such as entrance examinations, transcripts, diplomas, late registration, etc.).



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### Application Checklist

- Application** – completed application.
- Budget and Workplan** – completed and attached.
- Letters of Support** – Letters written by an Indian Residential Schools Survivor or someone who was inter-generationally impacted, if applicable.
- Program Partnership Letters** – Letters written by each Program Partner, if applicable.
- Confirmation of Qualified Donee Status** – copy of Certificate of incorporation and CRA registration.

Please make a photocopy of all documents submitted for your records.

Please send your NIB Trust Fund Education Program Application Form to the following:

**National Indian Brotherhood Trust Fund**  
**167 International Road, Unit 5**  
**Akwesasne, ON K6H 5R7**

Toll-free: 1-888-268-0520

Fax: 613-686-6757

Email: [info@nibtrust.ca](mailto:info@nibtrust.ca)