**ALLOCATED FUND Application Guide**

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| **1. General Project/Training Information** | |
| **Name of Applicant – First Nation Government & Department:** | **Training Project Name:**  **Provide a simple one line name for your project** |
| **Primary Project Contact**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Project Dates:**  **Start** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Finish** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Location of Training:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Are all previous Allocated projects closed?**    **YES \_\_\_\_\_\_ NO \_\_\_\_\_\_**  **Do you have a resolution from Chief & Council supporting this training request?**  **YES \_\_\_\_\_\_ NO \_\_\_\_\_\_**  **Funds requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Permission to Share information:**   * Plan and/or contents may be shared with others and included in the Training Policy Committee annual report * Permission & authorization to share project photos   Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Are there any other Partners?**    **YES \_\_\_\_\_\_ NO \_\_\_\_\_\_**  **If yes, who are they?**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2. Project/Training Description** | |
| **Describe the project/training in ‘general terms’ – (Where, What, How and When?) Overall what does the project look like and what are you hoping to achieve? Below are some questions to consider when writing this section:**   * **What is it? A conference, a workshop, a course certification, a planning exercise, model development, implementation of a training plan?** * **Have you done this training in the past? If yes, what were some of the results or outcomes?** * **Who will be affected and involved?** * **Over- all what are you trying achieve?** * **How is it going to happen?** * **Why did you decide on this method of training?** | |

| **3. How will this training increase the ability of Yukon First Nations to Implement their Self – Governing Agreements?** |
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| **Explain ‘specifically’ how this project or training will help to increase the ability of Yukon First Nations to implement their Self-governing agreements. Why is this training needed for the implementation of First Nation self-governing agreements? Will this training/project lead to other capacity development initiatives?** |

| **4. Training Goals and Learning Outcomes** |
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| **For the purpose of the Generic Training Fund application the following definitions apply:**  **Goals are general intentions and tend to be broader than objectives which tend to define more precise achievements.**  **Goals may be directed at achieving non-measurable things (outcomes) while objectives may be targeted at getting measurable things or tasks.**  **Goals tend to be idea oriented while objectives are more fact oriented and measurable.**  **Your project may have one goal or several goals. Outcomes articulate the change or benefit resulting from the project goals and should be clearly linked. Outcomes may be short, medium or long term in focus.**  **For each goal, state the expected outcome.**  **For Example:**  **The goal of the Gladue report writing training is to increase the capacity and confidence of Justice committee members in fulfilling their obligations under their First Nation’s self governing agreements. The intended outcomes would be that there would be less reliance on private consultants and the Territorial Government for meeting Justice obligations; also that the level of competency of Justice committee members would significantly increase so that they would be able to move forward with implementing more aspects of their Justice agreements.** |

| **5. Project Management** | | |
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| **Objectives** | **Deliverables/Activities** | **Performance measures** |
| **Objectives are the ‘intended concrete results’ of the project. They define precise actions that must be taken to achieve your project’s goals. The objectives should clearly relate to project goals and outcomes.**  **Make sure your objectives are SMART: Specific, Measurable, Achievable, Results-focused and Time-bound.**  **Are the objectives reasonable and achievable within the identified timeline?**  **FOR EXAMPLE:**  **One of the objectives of the Gladue report writing training is to:**  **Have 2 people on our self governing FN Justice committee able to write Gladue reports.** | **Deliverables are tangible products or activities that assist you in achieving your objective. They are the “what” of the project.**  **Examples of possible deliverables include: Hosting training workshops, developing a training plan, coordinating a training session, attending a conference, developing training guidelines, etc. Identify what deliverables/activities will be required to achieve your objectives.**   1. **Compile a list of beneficiaries serving on the Justice Committee who are interested in learning how to write Gladue reports.** 2. **Coordinate Gladue report training sessions.** 3. **Do follow up visits and mentorship sessions with participants to ensure training is being integrated into report writing requirements**. | **Your performance measure should address how you will know you have achieved your objective.**  **For each objective, list the performance measure you will use. The performance measure should identify the completion timeframe if applicable.**  **Performance measures define and demonstrate achievement of objectives and deliverables and ultimately will lead to the outcomes expected from the project goals.**  **Survey participants before and after their training and mentorship sessions to ascertain any changes in their knowledge and confidence levels.**  **Compare the number of Gladue reports being completed and submitted by Justice Committee members with the number submitted in the previous year.** |

**ALLOCATED FUND**

**SAMPLE BUDGET**

**TRAINING COSTS**

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| COST DESCRIPTION | AMOUNT |
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| Curriculum Development | $15,358.00 |
| Tuition or course fees | $1,200.00 |
| Instructor Wages (non-employee) | $18,590.00 |
| Materials (text books, printing costs, etc...) | $5,500.00 |
| Facility Rental | $1,500.00 |
| Travel (accommodations, per diems, transportation) | $8,200.00 |
| Administration Fee (up to 15%) | $7,552.00 |
| TOTAL BUDGET | $57,900.00 |

**SOURCES OF FUNDS**

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| EQUITY | AMOUNT |
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| First Nation cash contribution | $4,000.00 |
| Donated Staff time & equipment use | $2,400.00 |
| Donated Facility rental | $1,500.00 |
| Allocated Fund Request | $50,000.00 |
| TOTAL BUDGET | $57,900.00 |