

Funding Programs: Proposal Form Overview



First Nations Education Steering Committee
First Nations Schools Association

Funding Programs Proposals Forms

The following programs use the standard proposal form that these tips will help with:

- Summer Work Experience Program (SUMMER.WORK)
- Skills Link Program (SKILLS.LINK)
- Parents Engagement Grant (PARENTS.ENGAGE)
- Impacts on Student Learning and Well-Being (IMPACT.LEARN)
- First Nations Parents Club (PARENT.CLUB)

Table of Contents

- Introduction p. 4
- Form Features p. 6
- Contact Information p. 8
- Workplan – Proposal –Placement p. 10
- Budget Breakdown p. 12
- Declaration p. 14
- Thank you Page p. 15

Introduction (sample)



2025-26 FNIYES Summer Work Experience Program (SUMMER.WORK) Final Report Form

Introduction

Purpose: To ensure that program delivery requirements are being met, that funds are expended on the intended purpose, and that ISC's accountability to Parliament is being met.

Confidentiality and use of data:

First Nations Education Steering Committee is committed to protect the confidentiality of the information collected and to protect your privacy. We have taken appropriate action to ensure only necessary information is collected for the purpose mentioned above. Only authorized FNESC staff will have access to individual answers in this form and will implement FNESC privacy and security policies.

Questions and contact information:

If you have any questions or concerns about this form, please contact fnesc@fnesc.ca.

Important Information:

1. FINAL REPORT Due : **Tuesday, September 30, 2025**
2. **Avoid** using special characters when referring to cost or amounts in the Expenses section. They can sometimes interfere with the coding of math calculations, causing errors or misinterpretations.
3. **Note:** The "Save & Continue" is a feature in Alchemer that allows respondents to save & continue all the form progress up to that point is saved (including on the active page). Find this feature after the first page in the top-right of the second page, and proceed to enter your professional email address(only), within 5 minutes you will receive a link to return to your Final Report later.

Introduction

In pg. 1 of the proposal form, you'll see information related to the program and purpose of the form.

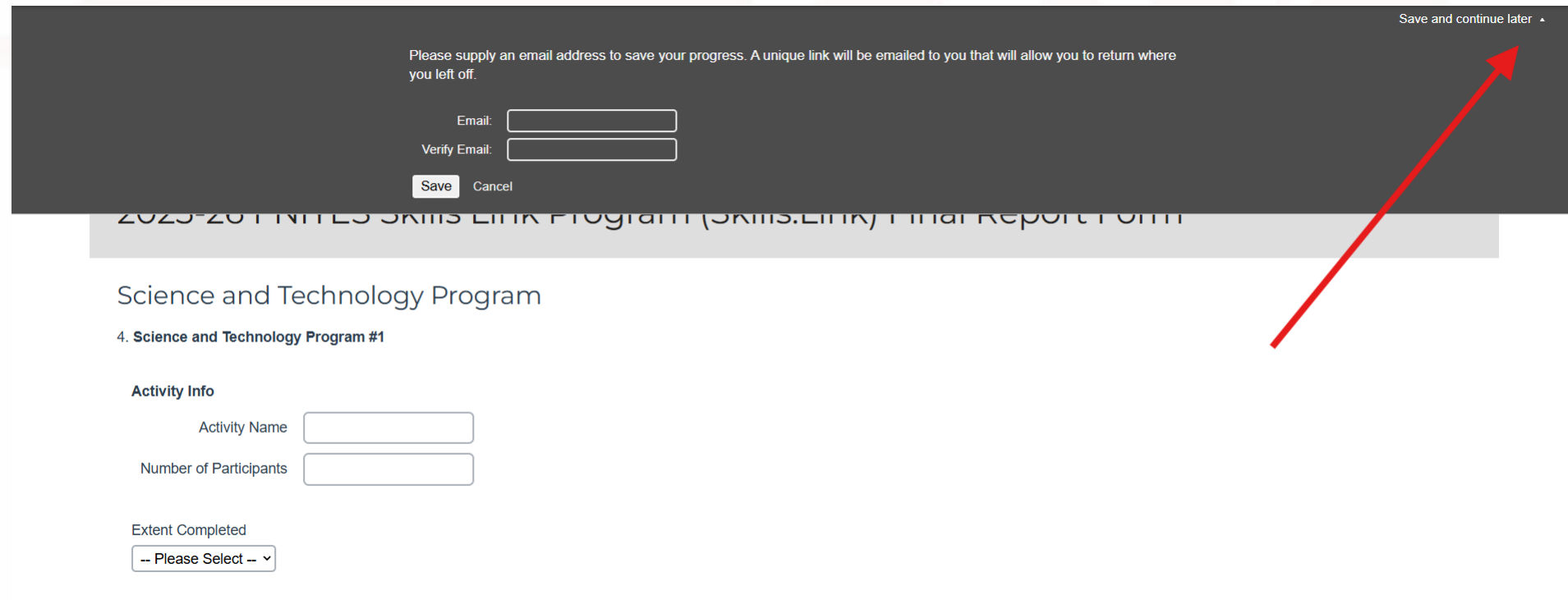
Confidential and use of data: FNEESC commitment to ensure only necessary information is collected for the purpose mentioned in the form.

Program contact info: FNEESC main contact for the corresponding program.

Deadlines & Form Features: Find the proposal/report due date and the form features available.

Form Features

Find the **save and continue later** feature on the top right corner – the email you provide will be sent a link, that link will take you back to your form where you can continue working on it at a later time.



Save and continue later

Please supply an email address to save your progress. A unique link will be emailed to you that will allow you to return where you left off.

Email:

Verify Email:

Save Cancel

2023-2024 NTES Skills Link Program (Skills.Link) Final Report Form

Science and Technology Program

4. Science and Technology Program #1

Activity Info

Activity Name

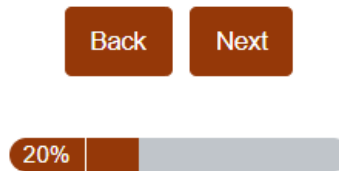
Number of Participants

Extent Completed

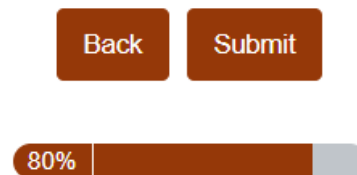
-- Please Select --

Form Features

- To navigate the form always use the buttons at the end of the form to go back and forward between pages. **Do not use the browser arrows** or progress will be lost.



- At the bottom of the form, you'll see the **Submit** button. Please note: once you press submit, you will no longer be able to make changes. If you need to make any changes to your submitted proposal form, please contact the Programs Officer directly.



Contact Information (sample)

1. Contact Information

First Nation Name *

-- Please Select --

2. Mailing Address

P.O. Box No.

Address

City

Province

Postal Code

Phone Number (Band)

3. Primary Contact Information

Please always use your professional contact information in section below.

Note: The Primary contact and Secondary contact will receive a summary email after the form completion. *

First Name

Last Name

Title/Position

Professional Email Address

Phone Number

Fax Number

4. Secondary Contact Information (Preferably a contact from Finance)

Please always use your professional contact information in the section below.

First Name

Last Name

Title/Position

Professional Email Address

Phone Number

Fax Number

Contact Information

The information request is required to coordinate the proposal approval, funding agreements, and all other correspondence between FNEESC and the applicants.

1. **Please always** use your professional contact information, for example, mrscoordinator@firstnation.com.
2. **Primary contact** is responsible for managing the program and will be the main point of contact between the applicant and FNEESC. This include things such as submission of proposal/report, contribution agreements, and providing updates to the program manager when necessary.
3. **Secondary contact** is optional, but it's recommended in case the primary contact is no longer in reach. A suggestion would be to add a secondary contact from the Finance department.
4. **Mailing address** is the physical address of the applicant – the First Nation or the First Nation School. This address will be used if any hard copy letters, agreements or resources need to be shipped.

Workplan – Proposal –Placement (sample)

5. Science and Technology Program #1

Avoid using special characters when referring to cost or amounts in the Expenses section. They can sometimes interfere with the coding of math calculations, causing errors or misinterpretations.

Activity Info

Activity Name

Start Date (DD/MM/YYYY)

End Date (DD/MM/YYYY)

Number of Participants

Planned Activity (Brief Description)

Expected Results (Main Deliverables)

Workplan – Proposal –Placement

For all proposals, workplans, and final reports the following structure helps breaking down planned activities/projects:

1. **Activity/Event Name**
2. **Start and End Date** for the activity/role estimates if untaken or in the process.
3. **Number of Participants** require for final report and estimates for proposals/workplans.
4. **Planned Activities** is the break down of actions where the funding will be utilized, including but not limited to work placements, operational details, staff and final objectives.
5. **Expected Results** is the reflection of the advantages or positive impact in the community and students if the funding is secured or after acquired for the Final Report only.

Budget Breakdown (sample)

Other Expense Type (Science and Technology Activity #1)

	Expense Type	Projected Amount	Explanation/Cost Breakdown
Type 1	Admission and Event Fees for Students and Chaperones ▾	100	NAME ALL ITEMS / TOTAL COST PER PARTICIPANT / COST PER UTILITIES/ HOUR RATES / ANY INDIVIDUAL COST
Type 2	Honoraria and Speaker Fee ▾	10	NAME ALL ITEMS / TOTAL COST PER PARTICIPANT / COST PER UTILITIES/ HOUR RATES / ANY INDIVIDUAL COST
Type 3	Facility Rental ▾	10	NAME ALL ITEMS / TOTAL COST PER PARTICIPANT / COST PER UTILITIES/ HOUR RATES / ANY INDIVIDUAL COST
Type 4	Transportation ▾	10	NAME ALL ITEMS / TOTAL COST PER PARTICIPANT / COST PER UTILITIES/ HOUR RATES

Budget Breakdown

Adding different types of cost that qualified under each program, some samples are:

- Admission and Event Fees for Students and Chaperones
- Honoraria and Speaker Fee
- Facility Rental
- Transportation
- Materials and Supplies
- Other

Provide explanation and the quantity break down for all projected amounts or funding expended.

Avoid using any special characters in this section as most forms are coded to produce the total budget cost and special characters will block this feature.

Declaration (sample)

Filling the Acknowledgment section assure that your proposal, workplan and final report are process in form and manner.

Declaration

32. Acknowledgement Form *

Title

Full Name

Date



Declaration of true and accurate information *

I hereby declare that the information given in this form is accurate to the best of my knowledge.



Thank You Page (sample)

- Note that for all the forms after submission a copy of the proposal ,workplan or final report will be produced and send via email as a PDF attachment.
- After submitting any changes to the form need to be requested through the program officer listed on the thank you page or program guidelines.



2025-26 FNIYES Skills Link Program (Skills.Link) Final Report Form

You have submitted your 2025-26 SKILLS LINK Final Report.

Please make sure you receive the summary email within five minutes after submitting your Final Report. This summary email will include a copy of your completed Report in a **pdf. attachment**. In the case that you did not receive a summary email please contact the Officer, Funding Program. You may also check your Junk folder.

Note that if you require to make changes after submitting your Final Report, you will have to contact S [REDACTED], Officer, Funding Program at [REDACTED].

Please reach out to programs@fnesc.ca for more inquiries or questions.