



Inuit Career Promotion and Awareness Program

Program Guidelines

1. Background

This is one of four programs administered by Kakivak Association under the Youth Employment Strategy (FNIYES). This is a component of the Government of Canada's Youth Employment Strategy.

2. Objectives

- Support the development and enhancement of essential employability skills, such as communication, problem solving, and working with others;
- Expose youth to a variety of career options;
- Promote the benefits of education as being key to labour market participation;
- Support the provision for mentored school-based work and study opportunities, where applicable.

3. Key Activities

- Career planning and access to career development information, including awareness and support activities such as, but not limited to career fairs, leadership projects, etc.;
- Life and work skills development for the participant;

4. Eligible Recipients

Inuit organizations and other non-profit organizations may submit proposals.

5. Eligible Participants

- Inuit
- No Age Restrictions (Realistic parameters would be 8 to 30 years of age)
- Ordinarily resident in Baffin communities who were;
- Registered as full time students during the preceding academic year and who intend to return to school on full time basis in the next academic year.

6. Eligible Proposals

Proposals must:

- be in accordance with any these program guidelines;
- outline the activities that support any or all of the above objectives;
- demonstrate that the activities will provide assistance only to eligible participants;
- provide an estimate of eligible costs to be incurred, including any share to be borne by partners;
- outline the results to be achieved, and;
- be gender-balanced.

7. Proposal Outline

The form and content of the proposal template is attached in Annex One.

8. Review and Approval Process

Proposals will be reviewed and approved by the Inuit organization managing the program.

9. Funding Arrangements

Funding will be distributed to eligible organization according to Kakivak Association funding authorities.

10. Reporting Requirements

A final activity report and an evaluation report are required by February 28. Recipients who do not submit a final activity report and an evaluation report within 30 days of the above-noted date, will not be eligible for funding in the following fiscal year.

The form and content of the final activity report and evaluation report for Career Promotion and Awareness events is attached in Annex Two A.

For information regarding Kakivak Association youth programs, contact Kakivak Association at 1-800-561-0911 or our local # at 979-0911.



ANNEX ONE

Career Promotion and Awareness Program

Application

Please refer to the program guidelines to ensure that your proposal meets all necessary criteria. Should you have any questions when you are completing your proposal, please contact your administering organization.

1. Name and address of community, organization seeking funding:

Contact person: _____

Phone: () _____ Fax: () _____

Email address: _____

2. Name and address of participating school(s) or Organization if applicable:

3. Project outline to include: (Please attach additional sheets)

- description of activities
- location and duration of each activity
- project objectives/outcomes/ results to be achieved

4. Anticipated number of youth who will participate in the program:

Female: _____ Male: _____ Total: _____

5. Indicate the number of participants with disabilities:

Total: _____

Start Date: _____ End Date: _____

6. Proposed budget:

A) Career Promotion and Awareness Events:

Itemize estimated costs:

- eligible costs may include items such as facility rental, materials, fees for guest speakers, transportation, admission fees, etc.;
- the proposed budget must indicate any other sources of funding or support accessed from other partners.

NOTE:

A) Career Promotion and Awareness Events:

- **Eligible costs do not include salaries, infrastructure or equipment purchases (e.g. computers). Nor do they include the development and production of communications and information products.**



Annex Two - A

Career Promotion and Awareness Program Final Activity Report DUE: February 28

Fiscal Year 20__ - 20__

Name of Community and Organization: _____

1. Total number of youth	
2. Total number of female youth	
3. Total number of male youth	
4. Total number of youth with disabilities	
5. Total number of activities/ events:	
FINANCIAL INFORMATION	
6. Total amount spent	
7. Total revenue from Kakivak Association	
8. Revenue from other sources (if applicable)	
9. Total amount spent to support access for disabled youth (maximum \$3000 per youth)	
The information provided is accurate to the best of my knowledge.	
Prepared By:	Title:
Signature:	Date:



Career Promotion and Awareness Program

Evaluation Report
DUE: February 28
Fiscal Year 20__ - 20__

CP&AP Contract Number: _____

Name of Community and Organization:	Contact Person:
Address:	Telephone: _____
	Fax: _____
	Email: _____

Please provide the following:

- A description of the activities.

- A list of organizations who participated in this activity, if applicable.
