

Kakivak Association

EMPLOYED RELATED TRAINING/COMMUNITY SERVICE PROJECTS GUIDE – PROPOSAL DEVELOPMENT

This funding provides financial contribution to small business', public/ private organizations and municipal governments in the Baffin Region to enable aboriginal people gain additional employment skills either On-The-Job or through Course Purchases.

Please follow this guide to help you with your proposal.

- In Brief:** Provide a history or summary about you and your organization.
- Purpose:** Briefly, define the purpose of the project in a short statement and include short and/or long term goals of the project/activity.
- Background:** Discuss your reason for initiating this project.
- Objectives:** At the end of the project, what results will be accomplished? List three to five objectives and how you plan to achieve them.
- Work Schedule:** Clearly define the timelines relating to each activity or objective with start and end date of the project/activity. Indicate the percentage of the time to be spent in the classroom and on-the-job training. Include training plans developed for each participant.
- Proposed Personal:** List the trainers associated with this project and provide a brief description of their qualifications. List the trainees/participants or positions associated with this project, include position titles and include a description of the job.
- Method of Delivery** Describe how will you deliver the project including the methods you will be using. i.e. training on the job, classroom setting etc...
- Budget:** List a detailed cost of the project. Remember to break down each cost, i.e. Officer Manager Trainee wages \$8/hr., @ 30hrs/week for 6 weeks \$1,440.00, Employee Benefits (UIC, CPP, WCB \$110.88), trainer/course fees, travel costs.
- The budget should also include all volunteer support-in-kind that you have secured for this project (equity) and if you have requested other funding from other agencies.
- Letters of support:** Community Service Projects require two (2) letter of support.

For more information or assistance, please Kakivak Association at 1-800-561-0911 or locally at 979-0911.