



Inuit Youth Work Experience Program

Program Guidelines

1. Background

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

2. Objectives

- Support the provision of opportunities for mentored work experience;
- 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.

3. Key Activities

- Mentored work experience;
- Career planning and counseling activities, including a youth needs **assessment for each participant**;
- Life and work skills development for the participant.

4. Eligible Recipients

Organizations and businesses may submit proposals.

5. Eligible Participants

Inuit youth aged 15 to 30 ordinarily resident in Baffin communities who are out of school, unemployed or underemployed.

6. Eligible Proposals

Proposals must:

- be in accordance with 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.

Note: Projects must not exceed 11 months and must be completed by February 28.

7. Wage Rates

The delivery agency will pay participants the applicable provincial/ territorial minimum wage.

8. Maximum Program Contributions

The non-profit sector is eligible to receive a contribution of up to 100% of the applicable minimum wage plus mandatory employment related costs (MERC) CPP, EI and WCB,...) and the private sector up to 50% of the applicable minimum wage only.

NOTE: Where a participant with disabilities is hired, **all** employers are eligible to apply up to 100% of the wage. A maximum contribution of \$3,000 per participant may be available, on an actual cost basis, for special equipment and facilities to accommodate the participant's needs.

9. Proposal Outline

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

10. Review and Approval Process

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

11. Funding Arrangements

Funding will be distributed to eligible recipients according to Kakivak Association's funding authorities.

12. Reporting Requirements

A final activity report, evaluation report and a **youth needs assessment** for each participant are required by **February 28**. Organizations/businesses who do not submit 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 is attached in Annex Two and the form and content of the youth needs assessment is attached in Annex Three.

For information regarding other youth programs,
please contact Oleena Nowyook at Kakivak
Association's toll free 1 800 561 0911 or our local # at
979 0911.



Annex One

Inuit Youth Work Experience 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 Kakivak Association.

1. Name and address of organization/business seeking funding:

Contact person: _____

Phone: () _____ Fax: () _____

Email address: _____

2. Project outline to include: (Important (HIGH): Please attach additional sheets)

- description of activities/ work placement
- location and duration of each work placement
- name of potential employer(s)
- project objectives/outcomes/ results to be achieved
- youth needs assessment/registration form for each participant will be provided when the application is approved.

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

Female: _____ Male: _____ Total: _____

4. Indicate the number of participants with disabilities:

Total: _____

5. Anticipated number of participants whose age is:

15-19:_____ 20-24:_____ 25-29:_____ 30:_____ Total:_____

6. Anticipated number of participants whose highest level of education is:

Less than secondary: _____
Some secondary: _____
Secondary graduation: _____
Some post-secondary: _____
Post-secondary graduation: _____

7. Proposed budget:

Please provide a proposed budget for each work placement and the total requested amount for all work placements.

Proposed budget for **each** work placement to include:

- wage rate (the provincial/territorial minimum hourly wage rate in which the work experience takes place);

- _____ X _____ X _____ X _____ X _____ = \$ _____
of youth Hr/Wk # Wks Min. Wage # of Hrs.
Total Wages to be paid to Participant
participants

- other mandatory employment related costs (MERC), including the gross employee share of CPP, EI, vacation pay, WCB and, where applicable, health insurance premiums; \$ _____

- other necessary costs directly related to the proposed jobs, itemized (e.g. travel to job-site, Internet hook-up, work clothing allowance e.g. work boots) up to a maximum of \$200 per participant, if applicable;
\$ _____

- cost per participant of required day care, including a description of the type of arrangements available in the community, if applicable;
\$ _____

- if applicable, administrative costs are not to exceed 10% of the total cost of the contribution;
\$ _____

- actual cost for special equipment and facilities to accommodate the needs of a disabled participant up to a maximum of \$3000, if applicable;

\$ _____

Total Costs for the Work Experience Program \$ _____

- the proposed budget must indicate any **other sources** of funding or support accessed from other partners.

\$ _____

NOTE:

- **The non-profit sector is eligible to receive a contribution of up to 100% of the applicable minimum wage plus mandatory employment related costs (MERC) and the private sector up to 50% of the applicable minimum wage only;**
- **Wage costs per participant shall not exceed the minimum wage in the province/ territory in which the work experience takes place;**
- **Eligible costs do not include infrastructure and equipment purchases.**

For information regarding other youth programs, please contact Oleena Nowyook at Kakivak Association's toll free 1 800 561 0911 or our local # at 979-0911.



Annex two

**Inuit Youth Work Experience Program
Final Activity Report
DUE: FEBRUARY 28**

Fiscal Year 20__ - 20__

Name of Community/ Organization: _____

IYWEP Contract Number: _____

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 needs assessments completed				
6. Total number of weeks worked (multiplied by number of youth)				
7. Total number of youth who completed the program				
8. Total number of youth aged	15-19	20-24	25-29	30
9. Indicate total number of youth whose highest level of education is:				
Less than secondary				
Some secondary				
Secondary graduation				
Some post-secondary				
Post-secondary graduation				
FINANCIAL INFORMATION				
10. Total amount spent				
11. Total revenue from Kakivak				
12. Revenue from other sources (if applicable)				
13. Total wages paid to youth in the non-profit sector				
14. Total wages paid to youth in the private sector				
15. Total amount spent to support access for disabled youth (maximum \$3,000 per youth):				
The information provided is accurate to the best of my knowledge.				
Prepared by:				Title:
Signature:				Date:



**Youth Work Experience Program
Evaluation Report
DUE: FEBRUARY 28**

Fiscal Year 20__ - 20__

Name of Community/ Organization	Contact Person:
Address:	Telephone:
	Fax:
	Email:

See Youth Outcome Form: (Attached)

Coordinator to complete upon completion or termination of this program for each Youth and must be attached with this form.

Please provide the following:

- A description of the work experience opportunities. _____

- A list of employers/ organizations who participated in this program.

Please answer the following:

What employability skills did the youth learn?

Were the youths' existing skills enhanced? If so, how?

Please provide comments/ stories from at least two participants (either employers or youth), to this form, outlining:

- The benefits of participating in the program.
- Their level of satisfaction with the activities provided.
- Were the youths' awareness/ appreciation of the benefits of the work experience enhanced?
- What are the youth's plans for the following year? Will they be seeking employment or returning to school?

Please provide feedback and recommendations.

The information provided is accurate to the best of my knowledge.

Prepared by:	Title:
Signature:	Date: