



# **Inuit Student Summer Employment Opportunities 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 skills acquisition through the provision of wage subsidies for short term work experience;
- Assist Inuit secondary and post-secondary students to prepare for future entry into the labour market by facilitating access to summer employment;
- Support Inuit students to earn wages for post-secondary financing.

### **3. Key Activities**

Support work experience opportunities during the summer months for Inuit secondary and post-secondary students.

### **4. Eligible Recipients**

Organizations and businesses may submit proposals.

### **5. Eligible Participants**

Inuit secondary and post-secondary students aged 15-30 ordinarily residents in Baffin communities who were registered as full-time students during the preceding academic year and who intend to return to school on a full-time basis in the next academic year.

### **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: Placements must provide a minimum of 80 hours of work every 2 weeks and the work terms must be 4 weeks minimum and not to exceed 18 weeks.**

## **7. Wage Rates**

Kakivak Association will determine the wage rate for participants which must be at or above the applicable provincial/ territorial minimum wage.

## **8. Maximum Program Contributions**

The non-profit sector is eligible to receive a contribution of up to 75% to a maximum of \$10.00 hour of the wage subsidy. The private sector is eligible to receive a contribution of up to 50% of the applicable wage subsidy.

**NOTE:** Where a participant with disabilities is hired, **all** employers are eligible to apply up to 100% to a maximum of \$10.00 of the wage subsidy. A maximum contribution of \$3,000 per participant may be available, on an actual cost basis, for special equipment and facilities to accommodate the student'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 organization/business according to Kakivak Association funding authorities.

## **12. Reporting Requirements**

A final activity report and an evaluation report are required by **September 1st**. 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 is attached in Annex Two.

**For more information contact Oleena Nowyook at Kakivak Association, toll free number 1 800 561 0911 or our local at # 979 0911.**



## ANNEX ONE

# Summer Student Employment Opportunities Program

## Application

Please refer to the program guidelines to ensure that your proposal meets the 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:

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Contact person: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

### 2. Please attach a separate sheet for each potential job placement with the following information:

- job title and description

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- location and duration of each work placement

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- name of potential employer(s)

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- outcomes/ results to be achieved
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**3. Anticipated number of students who will participate in the program:**

Female: \_\_\_\_\_ Male: \_\_\_\_\_ Total: \_\_\_\_\_

**4. Number of students with disabilities:**

Total: \_\_\_\_\_

**5. Anticipated number of students whose education level is:**

Secondary: \_\_\_\_\_ Post-Secondary: \_\_\_\_\_ Total: \_\_\_\_\_

**6. Anticipated number of students whose age is:**

15-19: \_\_\_\_\_ 20-24: \_\_\_\_\_ 25-29: \_\_\_\_\_ 30: \_\_\_\_\_ Total: \_\_\_\_\_

**7. Proposed budget:**

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

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

- wage rate (not less than provincial/territorial minimum hourly wage rate);
- \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
# of youth Hr/Wk # Wks Min. Wage # of Hrs. Eligible Costs  
participants
- actual cost for special equipment and facilities to accommodate the needs of a disabled individual up to a maximum of \$3000, if applicable;
- the proposed budget must indicate any other sources of funding or support accessed from other partners. \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**NOTE:**

- **The non-profit sector is eligible to receive a contribution of up to 75% to the maximum of \$10.00 hour of the wage subsidy. The private sector is eligible to receive a contribution of up to 50% of the applicable wage.**
  - **Eligible costs do not include infrastructure, and equipment purchases.**
8. A final activity report and an evaluation report are required by **September 1st**. 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 is attached in Annex Two.



## ANNEX TWO

### Student Summer Employment Opportunities Program Final Activity Report DUE: SEPTEMBER 1st

Fiscal Year 20\_\_ - 20\_\_

Name of Community Organization/Business \_\_\_\_\_

SSEOP Contract Number: \_\_\_\_\_

1. Total number of students					
2. Total number of female students					
3. Total number of male students					
4. Total number of students with disabilities					
5. Total number of students in secondary school					
6. Total number of students in post-secondary school					
7. Total number of students aged:	15-19	20-24	25-29	30	
8. Total number of jobs provided					
9. Total number of weeks worked (multiplied by number of youth)					
<b>FINANCIAL INFORMATION</b>					
10. Total amount spent					
11. Total revenue from Kakivak					
12. Revenue from other sources (if applicable)					
13. Total wages paid in the non-profit sector					
14. Total wages paid in the private sector					
15. Total amount spent to support access for disabled students (maximum \$3,000 per student):					
The information provided is accurate to the best of my knowledge.					
Prepared by:			Title:		
Signature:			Date:		



**Student Summer Employment Opportunities Program  
Evaluation Report  
DUE: SEPTEMBER 1st**

Fiscal Year 20\_\_ - 20\_\_

SSEOP Contract Number: \_\_\_\_\_

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

**Please attach the following to this form:**

- A description of the employment activities.

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

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**Please attach the following answers to this form:**

- What employability skills did the students learn?

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- Were the students' existing skills enhanced? If so, how?

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**Please attach comments/ stories from at least two participants (either employers or students), to this form, outlining the benefits of participating in the program.**

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**Please provide feedback and recommendations.**

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

Prepared by:	Title:
Signature:	Date: