**Indigenous Labour Market Fund Application**

**ABOUT THE INITIATIVE**

The Indigenous Labour Market Fund (LMF) is intended to support and enhance a next generation approach of indigenous initiatives to address specific labour market issues or gaps impacting Indigenous people across B.C.

Every job sector in every region of B.C. has baseline employment trends, labour market conditions and opportunities, social, environmental, and economic trends as they relate to Indigenous participation. The Indigenous Labour Market Fund (LMF) will support Indigenous communities in building capacity in gathering foundational data used to identify gaps, opportunities, and strategies for future employment training, recruitment, placements, retention, and long-term employment to increase the participation of Indigenous peoples in sectors relevant to each Indigenous community or region.

**WHO CAN APPLY**

Eligible applicants must be based in BC and include:

* First Nation Communities (Indian Act, Self-Government Agreement, or Treaty Agreement) or an organization under their authority or control.
* Tribal Councils
* Indigenous Skills and Employment Training Offices (ISETs)
* Métis Nation Government of BC
* Métis Chartered Communities
* Indigenous Organizations (wholly owned Indigenous organizations that serve and support Indigenous Communities in achieving their labour market and employment initiatives.

**FUNDING CRITERIA**

* Applicants can apply to any one of the 3 streams of funding but can only be approved and receive funding one funding stream (i.e. project) at a time.
* Applicants must complete their project and meet specific final report conditions before being eligible for another stream of funding in this program.

**FUNDING STREAMS AVAILABLE:** Applicants can apply to **one** of three funding streams but can only receive funding for **one** project at a time. The funding streams include:

1. **Labour Market Studies up to $150,000**: to cover costs associated with the update or development of comprehensive plans or studies that identify indigenous led initiatives to increase the recruitment, placement, advancement and ultimately greater participation and success of indigenous peoples in various sectors and regions across B.C.
2. **Indigenous-led Cultural Competency Training for Employers up to $250,000:** costs and fees associated with the update or development of culturally relevant and meaningful training initiatives that recognize that recruitment, retention, and advancement of indigenous workers requires special attention that embraces cultural differences and funding to support the development and or delivery of indigenous cultural training and materials for sectors and employers unique to each region or community.
3. **Culturally relevant job fairs up to $75,000**: costs associated with hosting innovative job fair initiatives which can be an effective recruitment strategy to foster and support the existing and potential roles of Indigenous workers in a certain industry or with specific employers.

**Funding Approval / Evaluations Process**

The NRT will validate applications based on organization and project eligibility. Please allow 2 to 3 weeks after submitting a fully complete application to receive a funding decision.

**Deliverable and Reporting Requirements**

This funding program aims to share resources, knowledge, and lessons learned on completed projects such that other Nations and indigenous communities contemplating the same or similar project can benefit to improve expectations of a successful project. NRT uses a basic final report tool and other communication approaches to identify successes, challenges, and other learning opportunities for each applicant/project.

**Application coaching/assistance and Submission information**

The New Relationship Trust is available to work with potential applicants. If you have questions, require assistance, or wish to request an application discussion, please reach out to us.

**How to submit Applications and other Documents.**

Completed applications, questions, final reports, and other follow-up matters can be submitted to LMF@NRTF.ca

 **INDIGENOUS LABOUR MARKET FUND APPLICATION**

**DEADLINE: Applications are reviewed as they are submitted, and fully complete applications will receive a funding decision within 2 to 3 weeks. We accept applications until the earlier of funds being exhausted or by December 1st, 2024.**

Instructions: Please complete fields and respond to questions below and email a completed application along with supporting documentation to the program to LMF@nrtf.ca

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| **SECTION A** – Applicant Information |
| **Which one applies to your group:** |  [ ]  BC First Nation  [ ]  BC Tribal Council  [ ]  Métis Chartered Community or Métis Nation of BC [ ]  ISET Office *(as listed by Work BC)* [ ]  Indigenous Organization *(Wholly owned Indigenous organization providing employment & training services) Please check with* *LMF@nrtf.ca* *to confirm eligibility.*  |
| **What Stream of Funding are you applying for?** | [ ]  **Stream 1** – Labour Market Plan/Study[ ]  **Stream 2** – Indigenous Cultural Training for employers (materials development or Training delivery)[ ]  **Stream 3** – Indigenous Job Fairs (career fair, recruitment events etc.) |
| **Applicant legal name:**  |  |
| **Registered Mailing Address of Applicant** |  |
| **If Applicant is affiliated with a BC First Nation(s) or Metis Chartered community which** *one(s)* |  |
| **Contact Person to respond to requests and questions related to this application.** | Name |  |
| Position |  |
| Email |  |
| Phone |  |

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| **SECTION B** – Project Information  |
| **Project Title/Name:** *(Provide a project name – to be used as reference between applicant and NRT.*  |  |
| **Executive Summary:** *Provide a brief description using 1 to 4 sentences to introduce the proposed project.*  |  |
| **Total Request** |  |
| **Expected start date of project (month/year)** |  |
| **Expected end date of project** *(month/year)* |  |
| **Please list Consultants that will or may be hired to contribute to the project?**  *(if known or applicable at this time)* |  |

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| **SECTION C** – Labour Market & Employment Challenge or Issue |
| **What** Labour market/employment **Challenges/Issues** is the Applicant facing.*Describe the community (applicant) labour market and employment issue or challenge that the proposed project is expected to address:*\*Brief bullet points of the challenges or issues faced by the applicant in relation to the labour market/employment.\*\* if possible provide relevant labour market and or employment trends or baseline data that may be part of the challenge/issue (if known or applicable). |  |
| **Timeline:** What major activities, steps or milestones will be performed if the project is funded by this program.\*Brief bullet points of the major actions, activities or steps of the project that will address or mitigate the challenges/Issue identified earlier.  |  |
| **Intended Outcomes:** What are the intended outcomes, objectives, and or deliverablesof the proposed project?\*a brief list or bullet points are sufficient |  |

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| **SECTION D** – Budget |
| **Provide draft budget:** |
|  | *(A)* | *(B)* | *(A) + (B)* |
| **List Project Expenses below** Please list the major project cost categories and their associated costs to complete the project. If the proposed budget includes costs/fees for a particular consultant /contractor/vendor, totalling **$12,000 or more** of the total funding, please list that consultant, contractor, or vendor on one line (i.e. Total all their fees on one line) and include as part of the itemized costs and include the **price** **quotation received from them** for that service or product as part of your application.  | **Other Sources of Funding***(note: applicant not required to secure other sources of funding)* | **NRT Total Funding Request** | **Total All sources**  |
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| **Total** | $ | $ |

\* Note price quotations are needed for expense items that are $12,000 or more.

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| **SECTION E: AUTHORIZATION** |
| **Important Notice**: the authorized signatory will be the person that will be included as a signee of the Funding Agreement between the applicant and the New Relationship Trust. The Authorized Signatory must be a person that has authority to bind the applicant’s organization in a legal contract. **There are 3 options below to authorize and identify the authorized signatory.** |
| **Option 1 –** authorized signatory review and print name below |
| By entering my name in the space below electronically, I certify that I am an authorized signatory of the Applicant Organization and that the information in this application and accompanying attachments is to the best of my/our knowledge, complete, accurate, and budget is fairly presented.Note: the authorized signatory will be the person that will be included on the Funding Agreement between the applicant and the New Relationship Trust. The Authorized Signatory must be a person that has authority to bind the applicant’s organization in a legal contract.  |
| **Name of Authorized Signatory** |  |
| Title |  |
| email |  |
| Phone # |  |
| Date (month– day– year) |  |
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| **Option 2 –** by email |
| Attach an email from authorized signatory of application organization. You may copy and paste the following:  |
| ***By way of email, I certify that I am an authorized signatory of the Applicant Organization and that the information in this application and accompanying attachments is to the best of my/our knowledge, complete, accurate, and budget is fairly presented****.* |

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| **Option 3 –** Letter (word or Pdf) document on the organization letterhead signed by the authorized signatory.  |
| Attach the letter to this application or attach it in a separate email. You may copy and paste the below in the letter which will be sufficient content for purposes of this option.  |
| ***I certify that I am an authorized signatory of the ( insert applicant organization name ) and that the information in the application for funding from the Indigenous Labour Market Fund to be submitted to the New Relationship Trust for the proposed Project is to the best of my knowledge, complete, accurate, and budget is fairly presented****.* |

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| **SECTION F** - Supplementary Supporting Documentation  |
| **If you have additional documents or information that you feel will be relevant for us to review, you may share them here.** \* You can attach documents in the space below (see instructions on last page)You may attach it in a separate email if you prefer or if the file is too large to attach in this form. **To attach a document to this form:** Place cursor in the box to the right and follow the steps on the last page of this Form. |
| **Attach documents here.** |

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| **SECTION G –** Application Checklist |
| **Click which applies to you.** | [ ]  Completed application form.[ ]  Professional/Consultant or invoice Quote(s) (if line items exceed $12k).[ ]  Additional Documentation to support proposal (optional). |

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| **SUBMISSION** |
| Application Form and all supporting documents should be submitted electronically, by email to LMF@nrtf.ca  |

**INSTRUCTIONS TO ATTACH A DOCUMENT TO THIS FORM.**

Attaching or embedding another word document, power point, or a PDF document within this NRT Form is a very useful putting all information in one place. With digital documents becoming more important these days, it is a handy and helpful way to manage documents.

In Microsoft Word, place your cursor where you’d like the document to be located. Then,

1. **Go to the Insert tab > Object.**



1. **In the Object dialog, go to the Create from File tab**



3. Click on **Browse**. Search and select the PDF file you wish to embed.

4. Select **Display** **as icon** and leave **Link to file** unchecked. You can choose to change the icon if you wish.

5. Click on **OK.**