

First Nations College Grant

Guidelines

First Nations College Access Grant

1. INTRODUCTION

The Government of Alberta is committed to working closely with five First Nations colleges in Alberta based on the principles of trust, openness, respect, and quality. The First Nations College Grant (FNCG) supports initiatives and activities that enhance basic skills, increase access, and improve both retention and learning outcomes for students.

In 2018, in addition to the provision of the FNCG, the Government of Alberta is implementing a one-time project grant program. The First Nations College Access Grant (FNCAG) supports initiatives that enhance learner access to learning opportunities but are not eligible for funding under the FNCG. The FNCAG may be expended over a term of 12 to 24 months and successful applications will include a sustainability plan that outlines how the access initiatives will be sustained beyond the term of the grant period.

Funding provided under the FNCG and the FNCAG supports activities, resources, and services related to *A Learning Alberta's* recommendations to ensure that Indigenous peoples are able to fully participate in further learning opportunities and to remove barriers to accessibility. The FNCG and the FNCAG also support the Government of Alberta's vision of adult learning, which is guided by the following principles: accessibility, affordability, quality, accountability and coordination. The Adult Learning System Principles can be found at: <http://eae.alberta.ca/ministry/about/new-adult-learning-principles/>

2. PRINCIPLES

The purpose of FNCG and the FNCAG is to support and sustain adult learning opportunities in an Indigenous context. First Nations colleges and Alberta Advanced Education embrace transparent practices and open communication, and agree to the following principles as the foundation for this grant:

- The activities supported by the grants will be relevant in culture and language, respectful of diversity and inclusion, and support the development of Indigenous knowledge.
- Activities will be planned, implemented, and evaluated from a student centered approach, and will be outcomes focused.
- A community-based education approach is the basis for all activities supported by the grant.
- The funding provided through these grants will be, flexible and responsive to institutional priorities.
- Colleges will be able to demonstrate that the initiatives, supports, and/or services implemented to mitigate or remove barriers will improve access to learning opportunities, will create an inclusive learning environment, and/or will enhance curricular access.
- The grant agreement and reporting processes will be administratively efficient and effective.
- Funding provided through these grants will complement other sources of funding, and 'in kind' resources.
- The grants will have associated accountability mechanisms in the form of annual or end-of-grant term reporting as appropriate.

3. ELIGIBILITY CRITERIA

3.1. Activities and Initiatives

The following activities are eligible under the FNCG:

- a. Develop and deliver literacy and essential skills, academic preparation for post-secondary studies, certificate, and diploma programs.
- b. Maintain and improve library and learning resources.
- c. Provide student services and supports, and cultural services.
- d. Research and curriculum development.
- e. Develop and support information technology.
- f. Faculty and staff development opportunities.
- g. Collaborative programming and other partnerships with other First Nations colleges or public institutions.
- h. Degree programs that are approved by the ministry.
- i. A portion of the grant includes a funding component to be used specifically for literacy initiatives.

The following activities are eligible under the FNCAG:

- Provide dual credit opportunities.
- Create barrier-free facilities, including washrooms, ramps, elevators, automatic doors, and classroom spaces, on the condition that:
 - i. the property at which the renovations are made, is owned by the direct recipient of the grant funding; or
 - ii. if the property at which the renovations are made is leased by the direct recipient of the grant funding, the grant recipient must provide assurance, to the satisfaction of the department, that the grant recipient has the owner's permission to proceed with the renovations and to maintain the same for the duration of the lease and subsequent leases.
- Ensure availability of reliable transportation service (e.g. van/bus rental).
Provide educational assessments and required assistive technologies and supports.

3.2. Grant Recipients

Grant recipients must be legal entities registered as non-profits in good standing with a minimum of two years under an Alberta or Canada Statute. In cases where the applying institution does not meet this requirement, a Legal Host, approved by Alberta Advanced Education, may receive the grant on behalf of the recipient.

The following First Nations adult education providers are eligible to apply for FNCG and FNCAG funding:

- Maskwacis Cultural College
- Old Sun Community College
- Red Crow Community College
- University nuhelot'ıne thaiyots'ı nistameyimâkanak Blue Quills (UnBQ)
- Yellowhead Tribal College

4. FINANCIAL REQUIREMENTS

All recipients receiving funding through the FNCG and the FNCAG must:

- a. Ensure the FNCG and the FNCAG are accounted for separately from other funds received. Any portion of the grant paid to the grant recipient, but not immediately required for the initiatives, must be invested in a separate interest-bearing account or other prudent investment with a reasonable return in such a manner that is readily reportable to the Minister.
- b. Use grant dollars only on approved expenses and only within the approved grant term.
Unapproved expenses are expenses incurred prior to approved start date and beyond term end date as set out in the Grant Agreement, including any extension agreed to by the Minister.
- c. Retain records of accounts, revenue, and expenses, and related documents for five years after conclusion of the grant term.
- d. Use the grants, and any interest or income earned on the grants, according to the *First Nations College Grant and First Nations College Access Grant Guidelines*.
- e. Submit an audited annual financial statement with the Activity Plan.
- f. ***Submit a written request for approval to transfer more than 15% from one approved budget expense category to another. Up to 15% of budgeted expenses as approved in the Activity Plan may be transferred from one category to another without prior written approval.***
- g. Return unexpended grant dollars to the Government of Alberta at the end of the grant term, or request approval from Alberta Advanced Education to carry-over grant dollars, providing the reason for the surplus in the final report and an explanation for how the dollars will be used.

4.1. First Nations College Grant - Eligible Expenses

In relation to the initiatives approved in the recipient's Activity Plan, the grant, as well as interest and income earned on grant dollars, can be used for the following:

- a. Operations: Expenses related to the operation of the institution, such as rent, supplies, insurance, legal fees, accounting expenses, janitorial services, IT support, utilities, and internet.
- b. Program delivery: Expenses related to the delivery of programs and services under the First Nations College Grant, such as advertising, and materials, resources and supplies.
- c. Staffing: Wages/salaries of instructional and non-instructional staff, and honoraria for Elders.
- d. Equipment: Expenses related to the purchase of movable furniture, fixtures, or equipment with no permanent connection to the structure of the building or utilities. Examples include desks, chairs, computers, electronic equipment, tables, and partitions.
- e. Professional development and training: Expenses related to PD and training for instructional and non-instructional staff, including course fees, travel, subsistence, and accommodation.

4.2. First Nations College Grant - Ineligible Expenses

The grant, as well as interest and income earned on grant dollars, cannot be used for the following:

- a. Other initiatives: To supplement initiatives, projects, or programs that fall outside of the *First Nations College Grant and First Nations College Access Grant Guidelines*.
- b. Learner subsidy: Grant dollars cannot be provided directly to learners or to cover tuition/registration fees.

- c. Capital: Expenses related to the purchase of land or buildings, the construction or renovation of a building, or the purchase of motor vehicles.
- d. Other ineligible expenses: Loan fees, debt principal payments, deficit funding, and speculative fundraising ventures.

4.3. First Nations College Access Grant - Eligible Expenses

In relation to the initiatives approved in the recipient's Activity Plan, the grant, as well as interest and income earned on grant dollars, can be used for the following:

- a. Program delivery: Expenses related to the delivery of dual credit courses/programs.
- b. Staffing: Wages/salaries of instructional and honoraria for Elders related to the delivery of dual credit courses programs.
- c. Rental of van/bus for provision of student transportation to improve access to learning and reduce absenteeism.
- d. Materials, supplies, and equipment required to complete the access project.
- e. Contractor/sub-contractor expenses related to the access project.
- f. Psycho educational assessment fees
- g. Assistive technology and relevant curricular access supports.
- h. Professional development related to enhancing curricular access for learners.

4.4. First Nations College Access Grant - Ineligible Expenses

The grant, as well as interest and income earned on grant dollars, cannot be used for the following:

- a. Other initiatives: To supplement initiatives, projects, or programs that fall outside of the First Nations College Grant and First Nations College Access Grant Guidelines.
- b. Learner subsidy: Grant dollars cannot be provided directly to learners or to cover tuition/registration fees.
- c. Capital: Expenses related to the purchase of land or buildings, the construction of a building, .
- d. Other ineligible expenses: Loan fees, debt principal payments, deficit funding, and speculative fundraising ventures.
- e. Expenses that are eligible for a rebate.
- f. Expenses covered under an existing program.
- g. Activities related to raising additional funds for access projects.

5. ADMINISTRATIVE REQUIREMENTS

All recipients receiving funding through the First Nations College Grant and the First Nations College Access Grant must:

- a. Adhere to the contents of the *First Nations College Grant and First Nations College Access Grant Guidelines* developed by Innovation and Advanced Education for the First Nations College Grant and the First Nations College Access Grant.
- b. Insure the operations of the institution under a contract of general liability insurance, in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage.

- c. Acknowledge that programs and services were made possible by funding from the Government of Alberta on all materials that are printed, produced, or created, such as reports, advertising, signage, brochures, websites, and videos.
- d. Develop and submit annual activity plans and reports, including financial reports, in a format specified by Alberta Advanced Education.
- e. Ensure the learning opportunities, supports, and services supported by the First Nations College Grant meet needs, benefit learners, are provided in a cost-effective manner to maximize the use of public funds, and are provided in cooperation with other related organizations in the community.
- f. Ensure that all staff and volunteers who work with or have the potential to have unsupervised access to vulnerable persons or personal information of vulnerable persons, have had a valid police information check, criminal record check, vulnerable sector check, or other security screening protocol(s) currently used by the recipient.

5.1. Application Process

The applying institution must submit Activity Plans as follows:

- a. Activity Plans must be mailed to the Indigenous and Community Connections (ICC) branch by **April 1**. ICC will send out Activity Plan templates in advance of the due date.
- b. ICC staff will review Activity Plans with respect to the funding criteria outlined above, and clarify information with representatives from the institutions. Additional information may be requested.
- c. Institutions may collaborate on initiatives and describe these initiatives in the Activity Plan. ***If a brokering or collaborating arrangement is proposed as one of the activities, a copy of the agreement must be attached to the Activity Plan.***
- d. Activity Plans must be signed by two representatives with signing authority for the institution, and the Legal Host if applicable.

5.2. Reporting Requirements

The recipient of the grant is required to submit Final Reports as follows:

- a. Final Reports must be mailed to the ICC branch by **August 31**. ICC will send out Final Report templates in advance of the due date.
- b. ICC staff will review Final Reports with respect to the approved Activity Plan, and clarify information with representatives from the institutions. Additional information may be requested.
- c. Final Reports must be signed by two representatives with signing authority for the institution, and the Legal Host if applicable.

6. CONTACT INFORMATION

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