

First Nations Education Steering Committee &
First Nations Schools Association
Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2
Toll-free in BC: 1-877-422-3672 T: 604-925-6087 F: 604-925-6097



Co-operative Education Program (COOP.EDU) 2024-2025 Call for Proposals

Summary of this Grant Opportunity

The BC First Nations Education Steering Committee (FNESC) and First Nations Schools Association (FNSA) are pleased to announce that we are currently accepting proposals for 2024/2025 Co-operative Education Program (Co-op Ed Program) grants.

The Co-op Ed Program has the following objectives:

- Promote the benefits of education as key to labour market participation.
- Support the development and enhancement of employability skills among First Nations youth.
- Introduce youth to a variety of career options.

Overview of the Proposal Process

Interested First Nation schools should complete the attached proposal form. **Due to the limited amount of funding available, the review committee may not be able to fully fund all proposals.** Clearly connecting the planned activities with the budget request will significantly strengthen your proposal.

In reviewing proposals, the review committee will consider the eligibility of costs included in the proposal, ISC Nominal Roll enrollment data, and rural and remote factors.

Eligible Applicants

First Nation schools in BC that enroll grade 7 – 12 students who are eligible for the Nominal Roll and are funded through BCTEA are eligible to apply for this funding. This includes adult secondary education centres.

Given funding limitations for this program:

- For First Nations that operate more than one school, only one proposal will be accepted; and
- For First Nation schools that are affiliated with / serve multiple communities, only one proposal will be accepted.

Activities

Below are common categories of Co-op Ed activities. This list is not meant to be exhaustive; it is meant to help streamline the proposal process. If you plan to implement activities that are not listed below, please feel free to add them in the 'Other' section of the proposal template.

Activity Type	Examples
<p>Work Experience (unpaid) <i>Opportunities for students to experience different employment opportunities.</i></p>	<ul style="list-style-type: none"> • Work placements, ideally for a sustained time period, such as: <ul style="list-style-type: none"> ○ Every day for 2 weeks ○ Weekly for 2 months ○ Each morning for an entire semester <p>(Shorter opportunities to explore employment may fit better under the career exploration category)</p>
<p>Career Exploration & Employment Readiness <i>Short-term employment exploration opportunities and training related to future employability of students.</i></p>	<ul style="list-style-type: none"> • Training related to community strategic development (e.g. stewardship training related to a community tourism development plan or training programs related to natural resource management and extraction) • Training for cultural activities related to future employability (e.g. net making, carving, cedar weaving, tanning, fishing, hunting, gathering, medicine making, preserving) • Hosting a career day (speakers, demonstrations, catering) • Job shadowing/job site visits (travel costs, etc.) • Career planning resources (for example: career exploration online subscription) • Field trip to visit post-secondary institutions or job sites outside of the community • Employability skills (e.g. how to find and apply for a job, resume development, job interview preparation) • Job readiness training, including certificates that support future employment (e.g. First Aid, Foodsafe, Driver's License)
<p>Student Projects <i>Special projects that help students develop job specific skills and/or provide leadership opportunities for students.</i></p>	<ul style="list-style-type: none"> • Contracting an outside expert to provide a modular course opportunity for students (e.g. chef, carpenter, artist, musician, content creator) • Micro-grants for student entrepreneurship proposals • Student-led leadership projects (e.g. a community garden project or firewood program for community members) • Maker day • Trades trailer

Eligible Expenditures

- Materials and supplies related to Co-op Ed activities.
- Safety equipment costs, up to \$300 per eligible grade 7 – 12 student.
- Special equipment required to ensure students with exceptionalities can participate in Co-op Ed activities, up to \$3,000 per eligible student.
- Professional development for staff related to supporting Co-op Ed activities, up to \$5,000 including travel and professional development fees.
- Travel costs related to field trips, meeting with employers to support work experience or career exploration, and student travel to participate in relevant Co-op Ed activities.
- Living expenses for students while they are participating in program activities.
- Contractor fees to deliver training programs or support student projects.
- All or a portion of the salary costs for a staff person to coordinate Co-op Ed activities. Please note, this funding is intended to cover costs not already covered by other ISC funding, including BCTEA core funding or elementary / secondary education or band support/tribal council funding. The salary costs (e.g. full-time or part-time) should also be consistent with the number of students who are participating in the activities.

Ineligible Expenditures

- Major capital initiatives.
 - Building expansions resulting in increases to gross facility area, building acquisitions, site acquisitions, acquisition of furnishings, or vehicles and their accessories.
 - Fixed, one-time expenses incurred for equipment used in the production of goods or in the rendering of services needed to bring a project to a commercially operable status.
- Office infrastructure, software, and computer and tablet purchases for general education purposes (administrative, classroom, and student use)
- Salaries or wages for students
- Dependent care or daycare

Submitting a Proposal

Interested First Nation schools are asked to submit the 2024-2025 Cooperative Education Program Call For Proposals Form.

Please submit your proposal by email to co-oped@fnesc.ca by **October 21st, 2024, at 12:00 pm.**

To support interested applicants, Zoom workshops will be hosted to answer questions and facilitate a sharing of ideas:

- **September 26th, from 3:30-4:30 pm**

Anyone requiring further information is also welcome to contact co-oped@fnesc.ca.

Additional Important Notes:

- Applicants are encouraged to supplement this funding grant with other financial resources, if appropriate, including any surplus education funding remaining from 2023-2024.
- First Nations are invited to use this funding for one or more of the eligible activities described in this information package. The scope of the planned activities should reflect each First Nation school's expected circumstances and capacity in the coming year.
- Please submit plans that are consistent with your current expectations. If conditions change and revised plans are required, there will be appropriate flexibility to accommodate evolving circumstances. If your actual activities will differ significantly from your submitted plans due to new requirements, please inform FNESC/FNSA of the program changes as soon as possible.

All grants must be spent by March 31, 2025. We will require a Final Report by **March 7th, 2025 in order to process your final 25% payment. A Final Report template will be distributed prior to that date.**

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Co-operative Education Program (COOP) 2024-2025: Proposal Form

School Name:	
School Contact Name and Role:	Secondary Contact Name and Role (required):
School Contact Phone Number and Email:	Secondary Contact Email (required):

Categories	Select or List Additional Activities	Proposed Costs With a Brief Description	
Work Experience (unpaid) <i>Opportunities for students to experience employment opportunities.</i>	<input type="checkbox"/> Work Placements <input type="checkbox"/> Other (please list below)	Travel related to students' participation in Co-op Ed activities.	
	Estimate the number of eligible students that will participate in this activity:	Training for students related to participating in a work experience	
		Student living expenses related to participating in a work experience opportunity	
		Other (please explain)	

Career Exploration & Employment Readiness <i>Short-term employment exploration opportunities and training related to future employability of students.</i>	<input type="checkbox"/> Training related to community strategic development (e.g. stewardship training related to a community tourism development plan or training programs related to natural resource management and extraction)	Travel related to students' participation in career exploration and employment readiness activities	
	<input type="checkbox"/> Training for cultural activities related to employability (e.g. net making, carving, cedar weaving, tanning, fishing, hunting, gathering, medicine making, preserving)	Costs of training for students related to employment readiness	
	<input type="checkbox"/> Career day (speakers, demonstrations, catering)	Materials and supplies to support Co-op Ed career exploration and employment readiness activities	
	<input type="checkbox"/> Job shadowing/job site visits (travel, etc.)	Contractor fees	
	<input type="checkbox"/> Career planning resources (for example: career exploration online subscription)	Other (please explain):	
<input type="checkbox"/> Field trip to visit post-secondary institutions or job sites outside of the community			
<input type="checkbox"/> Employability skills (e.g. how to find and apply for jobs, resume development, job interview preparation)			
<input type="checkbox"/> Job readiness training, including certificates that support employment (e.g. First Aid, Foodsafe, Driver's License)			
<input type="checkbox"/> Other (please list below)			
Estimate the number of eligible students that will participate in these activities:			
Student Projects		Travel related to students' participation in student projects	

<i>Projects that help students develop job specific skills and/or provide leadership opportunities for students.</i>	<input type="checkbox"/> Contracting an outside expert to provide a modular course opportunity for students (e.g. chef, carpenter, artist, musician, content creator) <input type="checkbox"/> Funding to support micro-grants for student entrepreneurship proposals <input type="checkbox"/> Funding a student led leadership project (e.g. a community garden project or firewood program for community members) <input type="checkbox"/> Maker day <input type="checkbox"/> Trades trailer <input type="checkbox"/> Other (please list below) Estimate the number of eligible students that will participate in these activities:	Materials and supplies to support student projects	
		Contractor fees	
		Other (please explain)	

Safety equipment for students to participate in Co-op Ed activities, up to \$300 per eligible student.	List of safety equipment: •	Approximate total cost per student:
		Total cost (# students x approximate cost per student):
Special equipment required to ensure students with exceptionalities can participate in Co-op Ed activities, up to \$3000 per eligible student.	# of eligible students with exceptionalities expected to participate in Co-op Ed activities: List of special equipment: •	Approximate total cost per student:
		Total cost (# students x approximate cost per student):
Salary costs for a staff person who will coordinate Co-op Ed activities.	Please describe how this staff position will support Co-op Ed activities.	Estimated FTE required to support Co-op Ed activities: Estimated salary costs:

Sub-total:	
Administration Fee (max. 5% of sub-total)	
Total Amount:	