



**ANISHINABEK  
EDUCATION SYSTEM**

# **NIIGAAAN GDIZHAAMI FUND**

**A PRACTICAL GUIDE TO APPLYING TO THE  
NIIGAAAN GDIZHAAMI FUND**

**The following Guide will assist in filling out the Proposal Submission Template for the Niigaan Gdizhaami Fund.**

**Should you have any questions regarding the Niigaan Gdizhaami Fund, please do not hesitate to contact the Niigaan Gdizhaami Fund Coordinator, Tammy Desmoulin by email at [ngfund@a-e-s.ca](mailto:ngfund@a-e-s.ca) or by telephone at 705-303-7845.**



Eligible applicants (see Appendix A of the Guidelines) are invited to submit a proposal to the 2024-2025 Niigaan Gdizhaami Fund (the "Fund"). Once all proposals have been reviewed, applicants will be notified of the decision on their application by the Kinoomaadziwin Education Body.

Proposals must be completed and submitted by eligible First Nations.

The deadline for proposal submissions is Friday, May 10, 2024

Contact information	
Name of Anishinabek First Nation Applying:	
Project Title:	
Contact Name:	
Telephone:	Mailing address:
Fax:	
Email:	
Project Start Date (dd/mm/yy):	
Project End Date (dd/mm/yy):	
Project Duration (in months):	
Total funding requested: \$	

First Nation applying to the Fund

Title/Name of Project

Name of contact person applying

Contact information for person applying

When project will start

When project will end

Duration of project (in months)

Amount of funding requested

Note: your budget should add up to the amount of funding requested



**Funding stream:**

- Proposals submitted by an Anishinabek First Nation for individual initiatives
- Proposals submitted from a group of Anishinabek First Nations
- Joint proposals submitted by one or more Anishinabek First Nations and one or more School Boards with Education Service Agreements with those First Nations
- Proposals submitted by one or more Anishinabek First Nations and one or more affiliated third-party organizations (for example, a tribal council, an education organization, or a health and social services organization. *A person in the partnering organization must be identified*)
- Proposals submitted by an Anishinabek First Nation for individual initiatives which will produce a resource that may be shared with other Participating First Nations in the Anishinabek Education System

*An Anishinabek First Nation may submit an individual proposal and may also be a participant in a group of Anishinabek First Nations submitting a proposal; separate proposals must be submitted for each project.*

**If applicable, name of all partnering organization(s), including other Anishinabek First Nations, School Boards, and/or affiliated third parties:**

**A contact person must be identified for all partnering organizations:**

**Contact person's name:**

**Email address:**

**Phone Number:**

*Partnering organization(s), including partnering First Nations must (each) provide a letter of support as part of the submission (please see section 3.0 of Niigaan Gdizhaami Fund Guidelines: Roles and Responsibilities. Intellectual Property Rights: please see section 4.5 of Niigaan Gdizhaami Fund Guidelines.*

Choose which funding stream applies to your project.

If your First Nation chooses the Shareable Resource Stream, the project must produce a shareable resource.

Name all partnering organizations (i.e. – District School Boards, First Nations, Tribal Councils). A letter of support must be submitted with your proposal.

**NEW!** A contact person must be identified for all partnering organizations. Include the person's name, email address, and phone number.





By my signature below, I confirm that the First Nation and its partners, if any, will meet the in-kind or financial requirements set out in the Niigaan Gdizhaami Fund Guidelines.

Name:

Signature:

Print name and sign proposal.

### 1. PROPOSED PROJECT OBJECTIVES

What are the project's primary objectives in relation to the 2024-2025 priority areas identified in Section 2.4 of the Fund Guidelines? Please check ALL that apply to your project's summary objectives AND summarize how your project will address priority areas.

<input type="checkbox"/>	<p>Increasing knowledge and understanding of Anishinabek histories, cultures, perspectives, languages, and contributions ("Bimaadziwin") and traditional Anishinaabe knowledge passed down from one generation to the next through ceremonial teachings ("Kendaaswin").</p> <p>Summarize how your project will address this priority area:</p>
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Choose which objective/priority area your proposal falls under. You can choose multiple project objectives.



Reminder to summarize how your project will address **each** priority area selected.



<input type="checkbox"/>	Enhanced opportunities for the engagement and participation of Anishinabek students, families, and communities to support Anishinabek student success and well-being. Summarize how your project will address this priority area:
<input type="checkbox"/>	Facilitating the successful transition of students between Anishinabek First Nations' schools and schools in the Provincially-Funded Education System. Summarize how your project will address this priority area:
<input type="checkbox"/>	Innovation and introduction of leading practices in Indigenous education. Summarize how your project will address this priority area:



Choose which objective/priority area your proposal falls under. You can choose multiple project objectives.




Reminder to summarize how your project will address **each** priority area selected.





<input type="checkbox"/>	Supporting collaboration between the AES and School Boards, including data and information sharing. Summarize how your project will address this priority area:
<input type="checkbox"/>	Production of a resource which will be shared with the Participating First Nation communities within the Anishinabek Education System. Summarize how your project will address this priority area:

Choose which objective/priority area your proposal falls under. You can choose multiple project objectives.

 Reminder to summarize how your project will address **each** priority area selected.

## 2. PROJECT SUMMARY

Provide a synopsis of the project. Include: the need for the project, activities to be undertaken, and the expected outcomes/results to be achieved.

Regional Location of the Project:

Location of your project.



**Context of the Project: (describe why this Project is needed. What will this Project accomplish? This sets the stage for your Project):**



What will this project accomplish? This summarizes and sets the stage for your project.

**Need(s) for the Project:**



Describe the needs of this project. Why is this project needed?

**Project Activities to Address Identified Need(s):**



Describe the activities that will be used to address the needs described in the box above.

**Target Audience:**



Who is the target audience for this project?

**Project Outputs (products or services, if applicable):**



What kind of outputs will your project accomplish? (i.e. - services, curriculum guide, booklet workshops, etc.)

**Project Outcomes (results):**



What outcomes will your project accomplish? What results will your project produce? (i.e. - more services to students, cultural awareness, higher attendance, etc.)

### 3. PROJECT EVALUATION AND PERFORMANCE

Applicants need to demonstrate how they will measure and determine project success (example – surveys before course/workshop and surveys after course/workshop).

**How will you determine and measure success?**



What would success in this project look like to you? (i.e. - increase in graduation rate, increase in credits achieved, increased attendance, increased mental wellness, increase in cultural knowledge).

How will you measure success? (i.e. - survey before and after project, graduation rates, attendance rates, credits achieved).





[Empty text box]

**What indicators of success will you use? (e.g., key benchmarks, targets, increase in student attendance, and increase in students' grades)**



What kind of benchmarks and/or targets will you use to indicate success? (i.e. - data from survey, successful completion of program, target number of credits achieved, etc.)

**How will you collect data and monitor performance?**



What process will you use to collect and monitor performance? (i.e. - ongoing assessments, tracking attendance, tracking credits achieved, tracking visits to Elder, etc.)

**4. SHARING PROMISING PRACTICES**

An objective of the Master Education Agreement is to share knowledge about promising practices. Do you intend to share promising practices developed through your project? If so, how?

[Empty text box]



Will you share promising practices? How will these be shared? (i.e. - REC meetings, February Forum, etc.)

**5. ENGAGEMENT**

Describe how communities and/or partnering organizations (other Anishinabek First Nations, School Boards, and/or affiliated third parties) will be engaged throughout the project, including sharing project outputs or outcomes.

[Empty text box]



Describe how the community(ies), partnering organizations, and School Boards will be engaged throughout the project.



## 6. PROJECT WORKPLAN

Describe the major activities, expected outputs and timelines in the chart below or please attach a copy of your work plan. **Your work plan should show how you expect to complete your project from start to finish.** Your description of activities should lead to the completion and success of the project in a logical and timely sequence. Be as detailed as possible (i.e. – if your project includes language classes, how many language classes? If your project includes traditional teachings, how many traditional teachings?)

Activities	Outputs (products/services)	Timelines

Your work plan should show from start to finish how your project will be completed – from planning to implementation to completion of your project.

Your work plan should be detailed enough for the person screening proposals to get a good understanding of how you intend to complete your project.

For further details, please see work plan of sample proposal on page 18 of this Guide.



### 7. PROPOSAL BUDGET

Applicants should refer to Sections 2.5-2.8 in the Fund Guidelines and are required to submit a project budget, which includes Total Project Costs, Applicant Contributions (in-kind, financial) to the project, and the amount of the Funding Request to the Niigaan Gdizhaami Fund. Use only sections that apply to your project.

Complete the budget lines below as relevant – for any items not applicable, please note "N/A". The budget should include a detailed description of each budget item under the "Expense Details" column and the total applicable "Cost".

Please note that per section 2.7 of the Fund Guidelines, the following costs are *not* eligible for this Fund:

- Core business or operations;
- Consulting services;
- Infrastructure, major renovations or construction;
- Software or licenses not directly associated with the funded project;
- Furniture or equipment not directly associated with the funded project;
- Grants or bursaries; and,
- International travel.

All funding provided to successful applicants must be expended between September 1, 2024 and August 31, 2025.

**Individual Anishinabek First Nation Projects:**

The Fund will support up to 75% of the total costs of a project, to a maximum of \$25,000. The applicants are expected to provide a contribution equal to at least 25% of the total cost of the project. This contribution will be documented through an attestation form signed by the First Nation (see attestation form on final page of proposal template).

*Note: please do not include in-kind contribution in the budget below. Your budget should only reflect the amount you are requesting. In-kind contribution will be reflected in the attestation form.*

*For example, if you are requesting \$25,000, your budget should add up to \$25,000.*

Please see section 2.7 of the Niigaan Gdizhaami Fund Guidelines for costs that are *not eligible* for this Fund.

For example - software or licenses that are not directly associated with the funded project are not eligible for this Fund. However, if the software or licenses are directly associated with the funded project, then it may be eligible.



**Individual Participating First Nation Projects – Production of Shareable Resource**

The Fund will support up to 75% of the total costs of a project, to a maximum of \$50,000. The applicants are expected to provide a contribution equal to at least 25% of the total cost of the project. This contribution will be documented through an attestation form signed by the First Nation. (see attestation form on final page of proposal template). Applicants may provide a larger contribution, but that will not increase the project funding beyond the maximum of \$50,000. To qualify for this stream of funding, the Participating First Nation must produce a resource that may be shared with other Participating First Nations in the Anishinabek Education System.

*Note: please do not include in-kind contribution in the budget below. Your budget should only reflect the amount you are requesting. In-kind contribution will be reflected in the attestation form.*

*For example, if you are requesting \$50,000, your budget should add up to \$50,000.*

Individual First Nations may apply and may receive up to \$50,000. To qualify for this stream of funding, First Nations must produce a resource that may be shared with other First Nations in the Anishinabek Education System.

**Group Projects:**

The Fund will support up to 75% of the total costs of a project, to a maximum of \$50,000. The applicants are expected to provide a contribution equal to at least 25% of the total cost of the project. This contribution will be documented through an attestation form signed by the First Nation (see attestation form on final page of proposal template).

*Note: please do not include in-kind contribution in the budget below. Your budget should only reflect the amount you are requesting. In-kind contribution will be reflected in the attestation form.*

*For example, if you are requesting \$50,000, your budget should add up to \$50,000.*

Group projects may receive up to \$50,000. First Nations may partner with District School Boards, third party agencies, and other First Nations. A letter of support from each partnering organization must be submitted with each group project.

A contact person must be identified for all partnering organizations. Include the person's name, email address, and phone number.



Eligible Expenses	Expense Details	Cost (\$)
<b>Wages and benefits for staff, including contract staff</b>  Include: <ul style="list-style-type: none"> <li>• Position title</li> <li>• Salary/wage and benefits</li> <li>• Duration of employment (start and end date of employee's term of employment).</li> </ul>		\$
<b>Training, including professional and leadership development</b> e.g., participation in training workshops, conferences, seminars, and materials directly related to the project.		\$
<b>Cultural workshops and activities</b>		\$
<b>Translation and interpretation</b>		\$
<b>Honoraria for Elders, knowledge keepers, and other cultural resource people</b>		\$
<b>Rental costs for facilities and equipment as directly related to proposed project</b>		\$
<b>Supplies and resource materials</b>		\$

Wages and benefits for staff hired for the project. Please include:

- Position title of person
- Salary and wage benefits
- Duration of employment

Training, workshops, and/or professional development related to your project.

Cultural Workshops and activities associated to your project.

Cost and amount of translation and interpretation services related to your project.

Amount of Honorarium and number of events. (for example - Elder Honorarium of \$XX.00 per day x 5 days)

Cost of rental facilities related to your project.

Details of supplies and resource material related to your project.

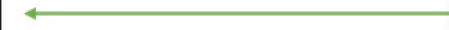




Eligible Expenses	Expense Details	Cost (\$)
<b>Travel expenses</b> Include a breakdown of all expenses (e.g., mileage, accommodation, meals).		\$
<b>Minor capital or renovations</b> A <u>maximum 30% of the budget</u> may be allocated to minor capital and renovations. Please provide a detailed explanation.		\$
<b>Administrative Fees and Costs</b> Eligible costs include utilities, telephone/fax charges, network charges, postage/courier charges, photocopying charges, and office supplies. A <u>maximum of 10% of the budget</u> may be allocated for administration costs.		\$
<b>Other Costs</b> (please describe in detail)		\$
<b>AMOUNT OF FUNDING REQUESTED</b>		\$



Details of travel expenses related to your project.



If completing minor capital or renovations, please provide a detailed explanation of the minor capital or renovation and cost associated.

**Maximum of 30% of budget.**

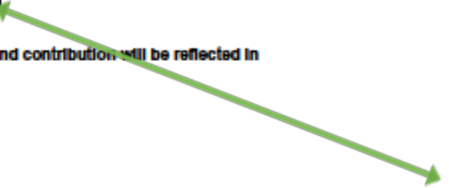


Provide details of administrative fees and costs. (for example - postage, craft supplies, paper, photocopying, etc.)

**Maximum 10% of budget.**



Provide details of other costs related to your project.



The total budget should only reflect the amount **you are requesting**. In-kind contribution will be reflected in the attestation form on the following page.

(for example, if you are requesting \$50,000, your budget should add up to \$50,000.)

\* Note: please do not include in-kind contribution in your budget. Your budget should only reflect the amount you are requesting. In-kind contribution will be reflected in the attestation form.

For example, if you are requesting \$50,000, your budget should add up to \$50,000.





### 8. Reporting on In-Kind and Financial Contribution

#### 2024 – 2025 Niigaan Gdizhaami Fund Attestation Form

Participating First Nation:	
Region:	
Project Name:	

Complete table with:

- First Nation
- Region
- Project Name

By signing this form, I verify that the Participating First Nation and its partners, if any, has met, or will meet the 25% in-kind contribution requirements of the Niigaan Gdizhaami Fund. I confirm that the Participating First Nation will provide the details on the contributions if requested by the Kinooaadziwin Education Body. I have the authority to sign this form on behalf of the First Nation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title

Sign, date, print name, and title.



There is no longer a requirement to report in-kind/financial contribution. First Nations will now attest that the 25% in-kind contribution requirements have been met.

# Checklist

## Below are items that should be included in your proposal submission

- Funding stream chosen
  - If applicable, partnering organization named, letter of support attached, and contact person identified for partnering organization (includes contact information)
1. Detailed account of proposed project objectives
  2. Detailed account of project summary
  3. Detailed account of project evaluation and performance
  4. Sharing promising practices
  5. Detailed account of engagement
  6. Detailed work plan (your work plan should show from start to finish how your project will be completed)
  7. Detailed proposal budget (note: proposal budget should add up to the amount you are requesting)

# Sample Proposal

**The following slides are a sample proposal. The proposal is fictional and is only meant for guidance purposes.**



## 2024-2025 NIIGAAN GDIZHAAMI FUND

### PROPOSAL TEMPLATE

Eligible applicants (see Appendix A of the Guidelines) are invited to submit a proposal to the 2024-2025 Niigaan Gdizhaami Fund (the "Fund"). Once all proposals have been reviewed, applicants will be notified of the decision on their application by the Kinoomaadziwin Education Body.

The deadline for proposal submissions is **Friday, May 10, 2024**

Contact information	
Name of Anishinabek First Nation Applying: <i>SAMPLE FIRST NATION</i>	
Project Title: <i>Trapping Program for Elementary School Students</i>	
Contact Name: <i>SAMPLE PERSON</i>	
Telephone: <i>555-555-555</i>	Mailing address: <i>123 SAMPLE ROAD SAMPLE VILLAGE H0H 0H0</i>
Fax: <i>555-555-5551</i>	
Email: <i>EMAIL@SAMPLE.CA</i>	
Project Start Date (dd/mm/yy): <i>7 September 2024</i>	
Project End Date (dd/mm/yy): <i>August 31, 2025</i>	
Project Duration (in months): <i>10 months</i>	
Total funding requested: <i>\$ \$50,000</i>	



**Funding stream:**

- Proposals submitted by an Anishinabek First Nation for individual initiatives
- Proposals submitted from a group of Anishinabek First Nations
- Joint proposals submitted by one or more Anishinabek First Nations and one or more School Boards with Education Service Agreements with those First Nations
- Proposals submitted by one or more Anishinabek First Nations and one or more affiliated third-party organizations (for example, a tribal council, an education organization, or a health and social services organization. *A person in the partnering organization must be identified*)
- Proposals submitted by an Anishinabek First Nation for individual initiatives which will produce a resource that may be shared with other Participating First Nations in the Anishinabek Education System

*An Anishinabek First Nation may submit an individual proposal and may also be a participant in a group of Anishinabek First Nations submitting a proposal; separate proposals must be submitted for each project.*

**If applicable, name of all partnering organization(s), including other Anishinabek First Nations, School Boards, and/or affiliated third parties: *SAMPLE SCHOOL BOARD***

**A contact person must be identified for all partnering organizations:**

**Contact person's name: *SAMPLE PERSON***

**Email address: *SAMPLE@SAMPLESCHOOLBOARD.CA***

**Phone Number: *555-555-5556***

*Partnering organization(s), including partnering First Nations must (each) provide a **letter of support** as part of the submission (please see section 3.0 of Niigaan Gdizhaami Fund Guidelines: Roles and Responsibilities. Intellectual Property Rights: please see section 4.5 of Niigaan Gdizhaami Fund Guidelines.*



By my signature below, I confirm that the First Nation and its partners, if any, will meet the in-kind or financial requirements set out in the Niigaan Gdizhaami Fund Guidelines.

Name:

Signature:

### 1. PROPOSED PROJECT OBJECTIVES

What are the project's primary objectives in relation to the 2024-2025 priority areas identified in Section 2.4 of the Fund Guidelines? Please check ALL that apply to your project's summary objectives AND summarize how your project will address priority areas.

<input checked="" type="checkbox"/>	<p>Increasing knowledge and understanding of Anishinabek histories, cultures, perspectives, languages, and contributions ("Bimaadziwin") and traditional Anishinaabe knowledge passed down from one generation to the next through ceremonial teachings ("Kendaaswin").</p> <p>Summarize how your project will address this priority area:</p> <p><i>This will be accomplished through the workshop with Elder and historian. Students will learn about history, culture, and teachings of trapping. Included in these teachings are respect for the animal, feasting the animal, etc. Finally, community feast will include honoring students with community drum.</i></p>
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<input checked="" type="checkbox"/>	<p>Enhanced opportunities for the engagement and participation of Anishinabek students, families, and communities to support Anishinabek student success and well-being.</p> <p>Summarize how your project will address this priority area:</p> <p><i>This will be accomplished through engaging the community and parents. Letters of invite will be sent to parents, encouraging them to participate. The community will participate in community feast once trapping program is completed. The students will show community presentations on what they learned through trapping program, along with samples of furs they harvested.</i></p>
<input type="checkbox"/>	<p>Facilitating the successful transition of students between Anishinabek First Nations' schools and schools in the Provincially-Funded Education System.</p> <p>Summarize how your project will address this priority area:</p>
<input checked="" type="checkbox"/>	<p>Innovation and introduction of leading practices in Indigenous education.</p> <p>Summarize how your project will address this priority area:</p> <p><i>This will be accomplished through introducing a foundational part of indigenous history and culture into the school setting. This can become a leading practice by introducing more land-based type of programs, such as fishing and hunting.</i></p>



<input type="checkbox"/>	<p>Supporting collaboration between the AES and School Boards, including data and information sharing.</p> <p>Summarize how your project will address this priority area:</p>
<input type="checkbox"/>	<p>Production of a resource which will be shared with the Participating First Nation communities within the Anishinabek Education System.</p> <p>Summarize how your project will address this priority area:</p>



## 2. PROJECT SUMMARY

Provide a synopsis of the project. Include: the need for the project, activities to be undertaken, and the expected outcomes/results to be achieved.

### Regional Location of the Project:

*SAMPLE LOCATION*

### Context of the Project: (describe why this Project is needed. What will this Project accomplish? This sets the stage for your Project):

*Context: Anishinabek people are caretakers of the land. Traditionally, we lived off the land. Anishinabek people have a connection to the land. It is important to keep this connection to the land alive. This can be done through bringing students out on the land and teaching them about how their ancestors trapped. Having a connection to the land will allow students to connect to who they are historically, thus assisting with their self-esteem and identity as Anishinabek.*

### Need(s) for the Project:

*Many students do not get out on the land. Our ancestors harvested animals off the land and many Anishinabek still do today. Trapping was and still is a vital part of our culture, way of life, source of food and source of income. Trapping and harvesting is a great skill for students to have. It is important for students to learn the Western way of life and education (i.e. – math, science, language, etc.). However, our history, culture and traditions are equally important. A trapping program over a semester will teach a glimpse into the history and tradition of trapping. Furthermore, utilizing the land, specifically our traditional territory is vital for us today and vital for our future. Our rights as Anishinabek people are dependent on us, as Anishinabek utilizing our traditional territory. Finally, this Trapping Program will assist with the well-being of students. Knowledge of traditions and culture is a big part of well-being and assists with a sense of belonging. Students will be honored by Community and Elders at end of Trapping Program.*



**Project Activities to Address Identified Need(s):**

*Anishinabek culture, trapping, Anishinabek history, Anishinabek traditions.*

**Target Audience:**

*Grade 7 & 8 students and parents of SAMPLE SCHOOL*

**Project Outputs (products or services, if applicable):**

*Trapping Certificate  
Presentation by students of program  
Report and data on program  
Integration of learnings into other areas*

**Project Outcomes (results):**

*Knowledge of trapping  
Knowledge of history of trapping  
Knowledge of culture  
Knowledge of harvesting animals  
Knowledge of traditions (offering tobacco when harvesting an animal, etc.)  
Hands-on experience with using traps and snares  
Hands-on experience with harvesting (skinning, stretching furs)  
End of program presentation to community on program*



### 3. PROJECT EVALUATION AND PERFORMANCE

Applicants need to demonstrate how they will measure and determine project success (example – surveys before course/workshop and surveys after course/workshop).

#### **How will you determine and measure success?**

*Successful completion of trapping program*

*Trapping Certificate earned by students*

*Survey before program takes place. Questions such as:*

- Do you know what trapping is?*
- Have you ever trapped? Does anyone in your family trap?*
- Do you know how to harvest an animal?*
- Do you know the history of Anishinabek people trapping?*
- Do you feel that learning about Anishinabek practices such as trapping important to you?*

*Survey after program takes place. Questions such as:*

- If you did not know what trapping was before the program, do you have a good understanding of it now?*
- Can you describe how you felt after being out on the land trapping?*
- Did you find this program useful?*
- Will you use the skills you learned in the future?*

*End of program project – students will work in groups to create a presentation on what they have learned from the program and how it has affected them.*

**What indicators of success will you use? (e.g., key benchmarks, targets, increase in student attendance, and increase in students' grades)**

*Completion of trapping program*

*Data from survey*

*Student Presentations – evaluated through a rubric*





**How will you collect data and monitor performance?**

*Debriefing with students after each class – document debriefing for report (ask students how they felt after each class and what they learned, their observations)  
Data will also be collected through program culminating presentations - products  
Attendance during dedicated classes to trapping; impact on general attendance at school  
Initial survey and end-of-program survey  
Ongoing assessments*

**4. SHARING PROMISING PRACTICES**

An objective of the Master Education Agreement is to share knowledge about promising practices. Do you intend to share promising practices developed through your project? If so, how?

*Yes, will share promising practices.  
Will share at RECC meetings, February Forum if asked, will share with Niigaan Gdizhaami Fund Coordinator.  
Will take pictures during project and create a poster/presentation to show others. Will document enlightening statements from students to include in presentation.*

**5. ENGAGEMENT**

Describe how communities and/or partnering organizations (other Anishinabek First Nations, School Boards, and/or affiliated third parties) will be engaged throughout the project, including sharing project outputs or outcomes.

*Parents will be engaged (they are encouraged to attend the trapping program and trapping excursions)  
Community will be involved – students will host a community feast after the program is completed and present their projects of what they have learned through the trapping program.  
Community will be involved in an honoring ceremony for the students who took the program.*



**6. PROJECT WORKPLAN**

Describe the major activities, expected outputs and timelines in the chart below or please attach a copy of your work plan. **Your work plan should show how you expect to complete your project from start to finish.** Your description of activities should lead to the completion and success of the project in a logical and timely sequence. Be as detailed as possible (i.e. – if your project includes language classes, how many language classes? If your project includes traditional teachings, how many traditional teachings?)

Activities	Outputs (products/services)	Timelines
<i>RFP sent out to hire certified trapper to administer the trapping program</i>	<i>Certified trapper hired</i>	<i>September 2024-October 2024</i>
<i>Consultation with Elder in assisting with trapping program. Consultation with Elder in Community Feast at end of program RE: honouring students for their journey through trapping program</i>	<i>Elder is consulted and involved and informed of trapping program</i>	<i>October 2024</i>
<i>Planning sessions with trapper to coordinate classes through semester (4 planning sessions) Specific dates set to hold program on specific days</i>	<i>Program is planned and finalized</i>	<i>November 2024</i>
<i>Letters of invite sent out to parents (explaining the program, inviting parents to participate in trapping</i>	<i>Parents invited to attend trapping excursions Permission notes sent out to parents for students to participate</i>	<i>November 2024</i>



Activities	Outputs (products/services)	Timelines
<i>excursions). Permission notes also sent out at this time</i>		
<i>Caterer is secured for Trapping Workshop, workshop with Elder and historian. Trapping Program (4 days), trapping excursions (2), Community Feast</i>	<i>Quotes obtained from caterer, caterer is secured</i>	<i>November 2024</i>
<i>Community Drum Group is secured for End of Program Community Feast and Honoring</i>	<i>Community Drum secured</i>	<i>November 2024</i>
<i>Venue is secured for Trapping Program (this will require a large open space). Venue is secured for harvesting of animals in February 2023</i>	<i>Community Centre is preferred venue. Community Centre secured.</i>	<i>November 2024</i>
<i>Shed is purchased for trapping equipment</i>	<i>Shed is purchased and set up for trapping equipment</i>	<i>November 2024</i>
<i>Traps, snares and equipment is purchased for school</i>	<i>Traps, snares and equipment is purchased and on hand</i>	<i>November 2024</i>
<i>Initial survey is distributed to students. Work with students if required to assist in filling out survey</i>	<i>Survey is distributed for initial data to be used for report</i>	<i>December 2024</i>



Activities	Outputs (products/services)	Timelines
<i>Initial survey is collected from students</i>	<i>Survey is collected from students. Compilation of results is documented in table form</i>	<i>January 2025</i>
<i>One-day workshop with historian and Elder on trapping. Includes traditional teachings on respect for the land, animals, sharing meat with Elders and community. This will take place at the school</i>	<i>Students will learn knowledge of history of trapping. Students will learn traditional teachings.</i>	<i>January 2025</i>
<i>Program begins: Trapping program 4 full days in total. 1 day per week for 4 weeks. This will take place at the Community Centre</i>	<i>Certified trapping program administered Students will earn Trapping Certificate</i>	<i>January 2025 – February 2025</i>
<i>Trapping excursion with Trapper and Elder. Students will learn how to set and bait traps and snares (one day event)</i>	<i>Students will get hands-on experience on how to set and bait traps. Students will use what they learned during trapping program on how to set traps and snares</i>	<i>February 2025</i>
<i>Trapping excursion with Trapper and Elder to check traps and snares (one week after trapping excursion to set traps and snares). This will take 2-3 hours</i>	<i>Students will get hands-on experience on how to check traps and snares. If animals are trapped and snared, students will learn how to harvest these animals. Students will use what they learned in trapping program</i>	<i>February 2025</i>



Activities	Outputs (products/services)	Timelines
<i>Students with trapper and Elder learn how to harvest what they trapped at Community Centre. If nothing was trapped or snared, trapper will have two animals to show students how to skin animal. This will take place at Community Centre directly after checking traps and snares</i>	<i>Students will get hands-on experience on how to skin what they trapped (or an animal the trapper has secured previously). Students will use what they learned in trapping program on how to skin animal and make use of furs</i>	<i>February 2025</i>
<i>Students will work in groups for two hours per week for 4 weeks reflecting on what they learned during program. Students will create presentations on what they learned.</i>	<i>Students will have documented what they learned through program and how it affects their education and well-being</i>	<i>March 2025</i>
<i>Community Feast – students will show community their presentations on what they learned throughout trapping program (along with furs). Students will be honoured by Community for their journey through the Trapping Program with</i>	<i>Students will have presentations and share these with community. Students will be honoured by Community (sense of belonging).</i>	<i>April 2025</i>



Activities	Outputs (products/services)	Timelines
<i>honour song by Community Drum.</i>		
<i>End of Program survey is distributed to students.</i>	<i>Survey is distributed to students for data collection</i>	<i>April 2025</i>
<i>End of Program survey is collected from students</i>	<i>Survey is collected</i>	<i>May 2025</i>
<i>Analysis of data from Initial Survey (beginning of program) and End of Program Survey</i>	<i>Analysis of data from surveys. Report on data begins</i>	<i>May 2025</i>
<i>Final report – compiling survey data, information from student presentations, pictures, financial information</i>	<i>Final Report Begin working on Final Report</i>	<i>July 2025</i>





## 7. PROPOSAL BUDGET

Applicants should refer to Sections 2.5-2.8 in the Fund Guidelines and are required to submit a project budget, which includes Total Project Costs, Applicant Contributions (in-kind, financial) to the project, and the amount of the Funding Request to the Niigaan Gdizhaami Fund. Use only sections that apply to your project.

Complete the budget lines below as relevant – for any items not applicable, please note “N/A”. The budget should include a detailed description of each budget item under the “Expense Details” column and the total applicable “Cost”.

Please note that per section 2.7 of the Fund Guidelines, the following costs are *not* eligible for this Fund:

- Core business or operations;
- Consulting services;
- Infrastructure, major renovations or construction;
- Software or licenses not directly associated with the funded project;
- Furniture or equipment not directly associated with the funded project;
- Grants or bursaries; and,
- International travel.

All funding provided to successful applicants must be expended between September 1, 2024 and August 31, 2025.

### **Individual Anishinabek First Nation Projects:**

The Fund will support up to 75% of the total costs of a project, to a maximum of \$25,000. The applicants are expected to provide a contribution equal to at least 25% of the total cost of the project. This contribution will be documented through an attestation form signed by the First Nation (see attestation form on final page of proposal template).

*Note: please do not include in-kind contribution in the budget below. Your budget should only reflect the amount you are requesting. In-kind contribution will be reflected in the attestation form.*

*For example, if you are requesting \$25,000, your budget should add up to \$25,000.*





**Individual Participating First Nation Projects – Production of Shareable Resource**

The Fund will support up to 75% of the total costs of a project, to a maximum of \$50,000. The applicants are expected to provide a contribution equal to at least 25% of the total cost of the project. This contribution will be documented through an attestation form signed by the First Nation. (see attestation form on final page of proposal template). Applicants may provide a larger contribution, but that will not increase the project funding beyond the maximum of \$50,000. To qualify for this stream of funding, the Participating First Nation must produce a resource that may be shared with other Participating First Nations in the Anishinabek Education System.

*Note: please do not include in-kind contribution in the budget below. Your budget should only reflect the amount you are requesting. In-kind contribution will be reflected in the attestation form.*

*For example, if you are requesting \$50,000, your budget should add up to \$50,000.*

**Group Projects:**

The Fund will support up to 75% of the total costs of a project, to a maximum of \$50,000. The applicants are expected to provide a contribution equal to at least 25% of the total cost of the project. This contribution will be documented through an attestation form signed by the First Nation (see attestation form on final page of proposal template).

*Note: please do not include in-kind contribution in the budget below. Your budget should only reflect the amount you are requesting. In-kind contribution will be reflected in the attestation form.*

*For example, if you are requesting \$50,000, your budget should add up to \$50,000.*



Eligible Expenses	Expense Details	Cost (\$)
<b>Wages and benefits for staff, including contract staff</b>  Include: <ul style="list-style-type: none"> <li>• Position title</li> <li>• Salary/wage and benefits</li> <li>• Duration of employment (start and end date of employee's term of employment).</li> </ul>	<b>Trapping Instructor</b>  <i>\$xx.00 per hour at 100 hours (includes workshops, trapping excursions and prep work) (November 2024 to March 202)</i>	<b>\$xxx</b>
<b>Training, including professional and leadership development</b> e.g., participation in training workshops, conferences, seminars, and materials directly related to the project.	<b>Historian Workshop x 1 day @ \$xxday</b>	<b>\$xx</b>
<b>Cultural workshops and activities</b>		
<b>Translation and interpretation</b>		
<b>Honoraria for Elders, knowledge keepers, and other cultural resource people</b>	<b>Elder Honorarium for 6 events x \$xx per day</b>	<b>\$xx</b>
<b>Rental costs for facilities and equipment as directly related to proposed project</b>		



Eligible Expenses	Expense Details	Cost (\$)
Supplies and resource materials	<i>Traps, snares, fur stretching boards and snare wire</i>	<i>\$xx</i>
Travel expenses Include a breakdown of all expenses (e.g., mileage, accommodation, meals).		
Minor capital or renovations A maximum 30% of the budget may be allocated to minor capital and renovations. Please provide a detailed explanation.	<i>Shed built dedicated to housing trapping equipment, including furs that will be used in future educational endeavours</i>	<i>\$xx</i>

\* Note: please do not include in-kind contribution in your budget. Your budget should only reflect the amount you are requesting. In-kind contribution will be reflected in the attestation form.

For example, if you are requesting \$50,000, your budget should add up to \$50,000.



8. Reporting on In-Kind and Financial Contribution

2024 – 2025 Niigaan Gdizhaami Fund Attestation Form

Participating First Nation:	<i>NAME OF FIRST NATION</i>
Region:	<i>REGION #</i>
Project Name:	<i>Trapping Program for Elementary School Students</i>

By signing this form, I verify that the Participating First Nation and its partners, if any, has met or will meet the 25% in-kind contribution requirements of the Niigaan Gdizhaami Fund. I confirm that the Participating First Nation will provide the details on the contributions if requested by the Kinooaadziwin Education Body. I have the authority to sign this form on behalf of the First Nation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title



**ANISHINABEK  
EDUCATION SYSTEM**

# Questions?

**Please contact the Niigaan Gdizhaami Fund Coordinator at [ngfund@a-e-s.ca](mailto:ngfund@a-e-s.ca) or by phone at 705-303-7845**

**Deadline to apply to the Niigaan Gdizhaami Fund:  
Friday, May 10, 2024**