



Miziwe Biik Aboriginal Employment & Training

**Grant Application Form
2021-2022 Fiscal Year**

Name of Applicant Group: _____

Address: _____

Phone: _____ **Fax:** _____

Name of Project: _____

Contact Person for This Project: _____

Email: _____

Position of Contact Person: _____

Project Start Date: _____ **Completion Date:** _____

Total Funding Requested: _____

Please indicate the program for which you are applying from the ALFDC program guide.

- Employment Assistance Support Measure**
- Targeted Wage Subsidy**
- Self-Employment Assistance Program**
- Job Creation Partnership**
- Local Labour Market Partnership**
- Other: (Please Specify)** _____

Date Submitted: _____

Signature: _____ **Position:** _____

Authorized Signing Officer

1) Please provide a brief summary of your project.

2) History of Your Organization (Include your mission statement, goals and programs, organizational chart and list of Board of Directors, outlining names, addresses and areas of expertise. These may be included as attachments.)

3) Project Goal (s), Objectives, Activities, Anticipated Results/Outcomes, and Time-Frames: Please provide details on the chart on the following page.

Project Goals:

#	Objective	Activities	Anticipated Results/Outcomes	Time-Frame

Note: Use additional pages if necessary.

Please submit original hard copy with mandatory attachments to Miziwe Biik front desk reception, ATTN: Projects Department- Grant Application

4) Where does program fit in the Native Community?

5) Training Plan: Please provide details of training, curriculum (if applicable), who will be providing training and qualifications of trainer. Trainer's resume may be included as an attachment.

6) Are there any partners involved in this project? If so, please list name, address, telephone number and contact person for each partner. List the role of each partner in the project.

7) Job Descriptions: Please attach all applicable job descriptions.

8) Recruitment Strategy: How will you recruit staff and/or participants for your project?

9) What is the Cultural Component?

10) Is your organization currently receiving funding? If so, from what sources?

11) Have you received funding from Miziwe Biik in the past? Please explain which programs, and fiscal years.

12) Which funding sources will your organization be pursuing to ensure that this project becomes permanent and core funded? Please include a detailed course of action.

13) Budget: Please attach a detailed budget breakdown for your project. Provide an explanation for each cost category. Quotes from three suppliers must be attached for equipment and outside training.

Item applied for under program guidelines:	Amount Applied For:
	Total:

14) Attachments: Please attach the following to your application (Mandatory):

- **Motion From Your Board of Directors (Mandatory)**
- **Letters Patent (Mandatory)**
- **Personnel Policy (Mandatory)**
- **Most Recent Audited Financial Statement (Mandatory)**
- **Annual Report (Mandatory)**
- **Letters From Partners (if applicable)**
- **Letters of Community Support (optional)**
- **Business Plan (for Self-Employment Assistance Program applicants only)**
- **Workplace Safety and Insurance Board (WSIB) (Mandatory)**
- **Company Liability Insurance (Mandatory)**

*****Please note any incomplete applications will not be reviewed**