



Aboriginal Financial Officers Association of Canada

Association des agents financiers autochtones du Canada

1066 Somerset St. West ❖ Suite 301 ❖ Ottawa, ON ❖ K1Y 4T3 ❖ www.foa.ca
Toll free: (866) 722-2362, tel: (613) 722-5543, fax (613) 722-3467 email: info@foa.ca

June 2010

Norman Taylor Memorial Aboriginal Financial Management Scholarship Program

Application Guidelines for Professional Development

DEADLINE: August 6, 2010

INSTRUCTIONS

Read the Application Guidelines carefully **before** you complete the Application Form. If you have any questions, please contact Leanne Hunter at AFOA Canada by telephone at 1-866-722-2362 or by email at lhunter@foa.ca. Application Forms for the scholarship program may be downloaded from our website at www.foa.ca

BACKGROUND

The Aboriginal Financial Officers Association of Canada (AFOA) was founded as a non-profit organization in 1999 to help Aboriginals better manage and govern their communities through a focus on enhancing finance and management practices and skills.

APPLICATION DEADLINE

The deadline for the submission of applications is August 6, 2010.

Fully completed application packages must contain all current information. Application packages can be emailed to lhunter@foa.ca or faxed to 613-722-3462, mailed, couriered or submitted in person. Late submissions will not be accepted.

NOTE: Applications that arrive after the deadline date will **NOT** be reviewed.

ELIGIBILITY CRITERIA

Eligibility Criteria for a Professional Development Scholarship are:

- Member of AFOA Canada
- Canadian resident of Aboriginal ancestry (First Nation, Inuit or Métis)
- Reside and work in Aboriginal community/organization
- Employed in a financial and/or management position
- In need of financial assistance

PROFESSIONAL DEVELOPMENT CATEGORY

Professional Development Scholarships are for candidates who wish to take AFOA's AFM courses or AFOA management certificate courses on a one-off basis for professional development reasons, or to attend AFOA's National Conference. The Professional Development Scholarship is intended to offset full registration costs for AFOA courses and/or registration and travel related costs to attend the National Conference.

The available twelve (12) on-line AFM Education Program Courses and AFOA Management courses offered on-line are as follows:

AFM Education Program Courses:

- AFM 3 – Business Law
- AFM 4 – Strategy & Decisions
- AFM 5 – Values & Ethics in the Aboriginal Workplace
- AFM 6 – Aboriginal History & Developments
- AFM 14 – Aboriginal Human & Fiscal Issues

AFOA Management Courses:

- AFOA 1 – Community Economic Development
- AFOA 2 – Aboriginal Management Practices I
- AFOA 3 – Aboriginal Management Program
- AFOA 4 – Aboriginal Management Practices II
- AFOA 6 – Performance Measurement and Reporting In First Nations
- AFOA 7 – An Introduction to Comprehensive Community Planning in First Nations
- AFOA 8 – Developing an Effective Remedial Management Plan in First Nations

NOTIFICATION

A list of successful candidates will be posted on the AFOA website within thirty (30) days of the application deadline.

All applicants – successful or otherwise – will receive written notification of the Selection Committee decision regarding their individual application within thirty (30) days of the Application deadline.

SCHOLARSHIPS

Two applicants who wish to enroll in one on-line AFOA course – scholarship value of up to \$800 each.
Two applicants who wish to attend the AFOA National Conference – each scholarship includes conference registration (value up to \$800) and travel related costs (up to \$2,000).

Scholarship Awards allocated must be used for the program of study and the academic year specified on the application form.

Scholarship Awards are deemed as income by Canada Revenue Agency (CRA) and must be reported as such. You will receive a T4-A form from AFOA Canada in the amount of your Scholarship Award.

SUBMITTING YOUR APPLICATION

- Keep a copy of your application package for your personal records.
- Applications **MUST** be received before the deadline date of August 6, 2010 to be eligible for Selection Committee consideration. Absolutely **NO** exceptions !!
- Application packages can be emailed to lhunter@foa.ca or faxed to 613-722-3462, mailed, couriered or submitted in person at the address below:
Aboriginal Financial Officers Association of Canada
301 – 1066 Somerset Street West
Ottawa, ON K1Y 4T3
Tel: (613) 722-5543 Toll Free: 1-866-722-2362



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Professional Development Application Form (For complete details, refer to the Application Guidelines)

ELIGIBILITY CRITERIA

Eligibility Criteria for a Professional Development Scholarship are:

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Section #1 - Personal and Contact Information

Name: Mr Ms Mrs Designation _____

Permanent Mailing Address:

Street Address: _____ City: _____ Prov: _____ PC: _____

Telephone: () _____ Fax: () _____ E-Mail Address: _____

Check box if currently Employed Please send correspondence to Address Email

Consent for Collection, Use and Disclosure of Information: By selecting 'yes', I consent to the collection, use and disclosure of my personal information for the purposes set out in the AFOA Canada Privacy Policy, a copy of which is available on the AFOA Canada website. By selecting 'no', I consent to the use of my personal information only for the purpose of permitting AFOA Canada and/or AFOA Chapters to communicate with me.

Yes No

Section #2 – Identify Scholarship Application by Category:

Professional Development Scholarship (please choose one only):

- On-line course enrollment (value up to \$800)
- National Conference (up to \$800 for conference registration & up to \$2,000 for travel costs)

Section #3 - Aboriginal Heritage

Aboriginal Ancestry:

- Status First Nation
- Non-Status First Nation
- Métis
- Inuit

Please provide proof of Aboriginal ancestry

(ie: photocopy of Band/Treaty card, Métis membership card, or Inuit Beneficiary card.) Students who are non-status First Nation must send a photocopy of the band card issued to parent(s) or grand-parents along with a long-form birth certificate or baptism certificate clearly showing the relationship to the person on the band card.

Name of Reserve, Métis Organization, Inuit Community or Land Claim Organization:

Province / Territory

Membership #

Section #4 – On-Line Education

The list of AFOA courses are subject to availability. Please check ONE box for on-line course you wish to enroll in:

AFM Courses

- AFM 3 – Business Law
- AFM 4 – Strategies & Decisions
- AFM 5 – Values & Ethics in the Aboriginal Workplace
- AFM 6 – Aboriginal History & Developments
- AFM 14 – Aboriginal Human and Fiscal Issues

AFOA Management Courses

- AFOA 1 – Community Economic Development
- AFOA 2 – Aboriginal Management Practices I
- AFOA 3 – Aboriginal Management Program
- AFOA 4 – Aboriginal Management Practices II
- AFOA 6 – Performance Measurement and Reporting In First Nations
- AFOA 7 – An Introduction to Comprehensive Community Planning in First Nations
- AFOA 8 – Developing an Effective Remedial Management Plan in First Nations

Check box for semester you wish to enroll in:

- Fall 2010 (September-December)
- Winter 2011 (February-May)

Section #5 - Employment

Organization Name:

Employer &/or Supervisor:
(Name & Title)

Street Address:

City:

Prov:

PC:

Work phone: ()

Work Fax: ()

Work E-Mail Address:

How long Employed:

Section #6 - Personal Letter of Application

This is a scholarship award for First Nations, Inuit and Métis peoples therefore your involvement, engagement, and/or participation in an Aboriginal community is of utmost importance. Your personal letter of application should include the following components:

- 1- Where were you born and tell us about your family and community.
- 2- How you are involved in the First Nation, Inuit and/or Métis communities.
- 3- In the future, explain how you hope to contribute to First Nation, Inuit and/or Métis communities.
- 4- How you feel effective financial management benefits Aboriginal communities and people.
- 5- Demonstrates how he/she is in need of financial assistance.

Section #7 – References, Recommendations and/or Support

Two (2) Letters or References, recommendations and/or letters of support are an integral part of the application process. At least one of the two (2) references must work in an Aboriginal organization or community. References should preferably hold the Certified Aboriginal Financial Manager (CAFM) designation and are AFOA members in good standing.

REFERENCE 1 (please attach letter)		
Last Name:	First Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Professional Designation _____
Title:		
Organization:		
AFOA Member: <input type="checkbox"/> Yes <input type="checkbox"/> No		Certified Member of AFOA: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Professional Qualifications		
Relationship to Applicant:		Length of Relationship:
HOME Phone Number: ()		WORK Phone Number: ()

REFERENCE 2 (please attach letter)		
Last Name:	First Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Professional Designation _____
Title:		
Organization:		
AFOA Member: <input type="checkbox"/> Yes <input type="checkbox"/> No		Certified Member of AFOA: <input type="checkbox"/> Yes <input type="checkbox"/> No:
Other Professional Qualifications		
Relationship to Applicant:		Length of Relationship:
HOME Phone Number: ()		WORK Phone Number: ()

CHECKLIST - Have you included the following in your Application Package?

- Proof of First Nation, Métis or Inuit ancestry
- Personal letter of application
- Two (2) Letters of Reference, Recommendation and/or Support

Section #8 - Declaration and Consent

- I have read and fully understand the guidelines that govern the application and selection process, and I have provided answers to **ALL** questions which apply to me.
- I certify that all information contained on this form is true and correct. I understand that any false statements intentionally given on this application, by email, or telephone will dis-qualify my application and will affect my ability to access future funding.

- I hereby give consent that AFOA is authorized to release my contact information to Scholarship donors (including name, telephone number, e-mail, and mailing address), so that they may contact me personally.
- I hereby give consent for AFOA to use/publish my name, photo, and relevant information on AFOA's website, in AFOA's brochure and other communicate's for promotion, marketing, advertising, or in AFOA donors communications.

Applicant Signature:

Date: