



**Norman Taylor Memorial**  
**Online Course Professional Development Scholarship Program**  
**Guidelines & Application Form**  
**DEADLINE: Friday, July 24, 2015**



## INSTRUCTIONS

Read the Application Guidelines carefully **before** you complete the attached Application Form. If you have any questions, please contact us by telephone at 1-866-722-2362 or by email at [pr@afoa.ca](mailto:pr@afoa.ca). (Application Forms for the ILC Online Course Professional Development Scholarship Program can also be downloaded from our website at [www.afoa.ca/ilc](http://www.afoa.ca/ilc))

## BACKGROUND

Established in 2013, AFOA Canada's charity, The *Indigenous Learning Centre (ILC)*, was created to promote education in the area of finance, management and leadership for Aboriginal people in Canada. Norman Taylor was a member of the Ucluelet First Nation on the West Coast of Vancouver Island. He was one of the founding members of AFOA Canada serving as the founding President and later the Chief Advocacy Officer.

## APPLICATION DEADLINE FRIDAY JULY 24, 2015

Fully completed application packages must contain all current information. Application packages can be emailed to [pr@afoa.ca](mailto:pr@afoa.ca) or faxed to 613-722-3467, 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

The Eligibility Criteria for an Online Course Professional Development Scholarship are:

- Member of AFOA Canada (membership categories also include a special rate for students)
- Employed in a financial and/or management position and/or attending school as a full-time student
- Canadian resident of Aboriginal ancestry (First Nation, Inuit or Métis)
- Reside and/or work in Aboriginal community/organization
- In need of financial assistance

## AVAILABLE SCHOLARSHIPS

Two applicants who wish to enroll in one AFOA Canada on-line course – scholarship value of up to \$800 each. Scholarship Awards allocated must be used for the program of study and the academic year specified on the application form.

## PROFESSIONAL DEVELOPMENT CATEGORY

Online Course Professional Development Scholarships are for candidates who wish to take an online course in the AFOA Canada CAFM or CAPA program or an AFOA Canada on-line professional development courses on a one-off basis for professional development reasons. The Online Course Professional Development Scholarship is intended to offset full registration costs for AFOA Canada's courses.

The available five (5) CAFM on-line courses, one online professional development course and sixteen (16) CAPA on-line courses are as follows;

### **Certified Aboriginal Financial Manager (CAFM)**

#### **On-line Courses:**

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

### **Online Professional Development Course**

FNFMA – First Nations Fiscal Management Act

### **Certified Aboriginal Professional Administrator (CAPA) On-line Courses:**

CAPA 1 – Human Resources Management  
CAPA 2 – Leadership  
CAPA 3 – Financial Oversight  
CAPA 4 – Communications  
CAPA 5 – Governance Structures and Processes  
CAPA 6 – Accountability & Performance Reporting  
CAPA 7 – Planning & Organization  
CAPA 8 – Values, Ethics & Professionalism

CAPA 9 - Negotiation & Conflict Resolution  
CAPA 10 - Knowledge & Community  
CAPA 11 – Critical Thinking & Analysis  
CAPA 12 – Knowledge of Culture & Language  
CAPA 13 – Emotional Intelligence & Professional Development  
CAPA 14 – Law & Legislative Awareness  
CAPA 15 – Aboriginal Community Economic Development  
CAPA 16 – Organizational Behaviour

## NOTIFICATION

A list of successful candidates will be posted on the ILC and AFOA Canada website within thirty (30) days of the application deadline. All applicants – successful or otherwise – will receive written notification of the Review Committee decision regarding their individual application within thirty (30) days of the application deadline.

## SUBMITTING YOUR APPLICATION

- ✓ *Keep a copy of your application package for your personal records.*
- ✓ *Applications MUST be received before the deadline date of **July 24, 2015** to be eligible for Review Committee consideration. Absolutely NO exceptions!*
- ✓ *Application packages can be emailed to [pr@afoa.ca](mailto:pr@afoa.ca) or faxed to **613-722-3467**, mailed, couriered or submitted in person at the address below:*

**Indigenous Learning Centre  
c/o AFOA Canada  
301-1066 Somerset Street West  
Ottawa, ON K1Y 4T3**



**Norman Taylor Memorial**  
**Online Course Professional Development Scholarship**  
**Program**  
**APPLICATION FORM**

**Section #1 - Personal and Contact Information**

Check box if you are currently residing in an Aboriginal community

**Name:**  Mr  Ms  Mrs  Designation \_\_\_\_\_

Permanent Mailing Address:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ PC: \_\_\_\_\_

Telephone: (     )     Fax: (     )     E-Mail Address: \_\_\_\_\_

Please send correspondence to  Address  Email

Provide AFOA Canada Membership #:

**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 as per the Privacy Policy available on the ILC and AFOA Canada website.

Yes      No

**Section #2 - 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 #
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**Section #3 – On-Line Education**

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

**Certified Aboriginal Financial Manager (CAFM)****On-line Courses:**

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

**Online Professional Development Course**

- FNFMA – First Nations Fiscal Management Act

**Certified Aboriginal Professional Administrator (CAPA) On-line Courses:**

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> CAPA 1 – Human Resources Management</li> <li><input type="checkbox"/> CAPA 2 – Leadership</li> <li><input type="checkbox"/> CAPA 3 – Financial Oversight</li> <li><input type="checkbox"/> CAPA 4 – Communications</li> <li><input type="checkbox"/> CAPA 5 – Governance Structures and Processes</li> <li><input type="checkbox"/> CAPA 6 – Accountability &amp; Performance Reporting</li> <li><input type="checkbox"/> CAPA 7 – Planning &amp; Organization</li> <li><input type="checkbox"/> CAPA 8 – Values, Ethics &amp; Professionalism</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> CAPA 9 - Negotiation &amp; Conflict Resolution</li> <li><input type="checkbox"/> CAPA 10 - Knowledge &amp; Community</li> <li><input type="checkbox"/> CAPA 11 – Critical Thinking &amp; Analysis</li> <li><input type="checkbox"/> CAPA 12 – Knowledge of Culture &amp; Language</li> <li><input type="checkbox"/> CAPA 13 – Emotional Intelligence &amp; Professional Development</li> <li><input type="checkbox"/> CAPA 14 – Law &amp; Legislative Awareness</li> <li><input type="checkbox"/> CAPA 15 – Aboriginal Community Economic Development</li> <li><input type="checkbox"/> CAPA 16 – Organizational Behaviour</li> </ul> |
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Check box for semester you wish to enroll in:

- Fall 2015 (September-December)  Winter 2016 (February 2016-May 2016)

**Section #4 - Employment**

- Check box if employer is an Aboriginal community/organization

**Organization Name:**

Employer &amp;/or Supervisor (Name &amp; Title):

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ PC: \_\_\_\_\_

Work phone: (     )     Work Fax: (     )     Work E-Mail Address: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

**Section #5 - 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. Please include a brief (one page max) personal letter which explains why you should be considered for this Online Course scholarship and what this would mean to you if you were the recipient of this award.

**Section #6 – 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 or the Certified Aboriginal Professional Administrator (CAPA) designation and are AFOA Canada 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 Canada 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 Canada 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: (     )	

**Section #7 - 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 disqualify my application and will affect my ability to assess future funding.
- I hereby give consent that ILC and AFOA Canada 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 understand that past scholarship winners are not eligible to apply for the same scholarship.
- I hereby give consent for ILC and AFOA Canada to use/publish my name, photo, and relevant information on AFOA Canada and ILC's website, and other communicate's for promotion, marketing, advertising for ILC and AFOA Canada donor's communications.
- By selecting this box you agree to receive e-mails and e-newsletters containing news, updates and promotions of AFOA Canada and ILC products, services, events, and affiliates. You may unsubscribe at any time.

Applicant Signature:	Date:
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## CHECKLIST - Have you included the following in your Application Package?

- Proof of First Nation, Métis or Inuit ancestry
- Personal letter of application (*please see requested components on Section #5*)
- Two (2) Letters of Reference, Recommendation and/or Support

## SUBMITTING YOUR APPLICATION

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**Indigenous Learning Centre (ILC)**  
c/o AFOA Canada  
301-1066 Somerset Street West  
Ottawa, ON K1Y 4T3

The Norman Taylor Memorial Scholarship and Bursary Programs are administered through the Indigenous Learning Centre which is a registered charity # 842869-7