

# Indigenous Learning Centre (ILC)

## Professional Development Scholarship Program

### Guidelines



**DEADLINE: Friday, November 30, 2018 at 3:00 pm EDT**

#### INSTRUCTIONS

We recommend reviewing the Application Guidelines **before** you complete the attached form.  
If you have any questions, please feel free to contact us at 1-866-722-2362 or [pr@afoa.ca](mailto:pr@afoa.ca).  
(Application forms for the Scholarship Program is also downloadable from our website [www.afoa.ca/ilc](http://www.afoa.ca/ilc)).

#### BACKGROUND

Established in 2013, the *Indigenous Learning Centre (ILC)* was created as a charity by AFOA Canada, to promote education in finance, management and leadership for Indigenous People's living within Canada. The ILC is pleased to offer assistance to First Nation, Inuit & Métis persons & others wishing to further their career.

The 2018 Professional Development Scholarship Program has received funding support from the NIB Trust Fund to address the impacts of the Indian Residential School System and is consistent with the NIB Trust Funds charitable objects.

#### APPLICATION DEADLINE: FRIDAY, November 30, 2018 at 3:00 pm (EDT)

Please note: only fully completed application packages containing current information will be considered. Application packages can be scanned and emailed to [pr@afoa.ca](mailto:pr@afoa.ca), faxed 613-722-3467, mailed, couriered or submitted in person.  
**NOTE:** Applications that arrive after the deadline date will **NOT** be reviewed.

#### ELIGIBILITY CRITERIA

The Eligibility Criteria for a Professional Development Scholarship are:

- Applicant **MUST** be a former residential school attendee or a descendant of a residential school attendee
- Employed in a financial and/or management position and/or attending school as a full-time student.
- Reside or work in an Indigenous community/organization.
- Preference will be given to applicants to demonstrate financial need.

## AVAILABLE PROFESSIONAL DEVELOPMENT SCHOLARSHIP

The Professional Development Scholarship will be awarded in the following category:

**#1 – ONLINE COURSES Scholarship** – Twenty-six (26) Scholarships are being awarded and available to recipients who wish to take one Winter online course for the Certified Aboriginal Financial Management (CAFM) Program, or the Certified Aboriginal Professional Administrator (CAPA) Program– scholarship value at \$575 each.

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

## ONLINE COURSE SCHOLARSHIPS

**Online Course Scholarships** are for candidates who wish to take an online course in the CAFM or CAPA programs. These scholarships will offset one course from the full program or introduce the applicant to the program of their choice. Courses available are as follows:

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

CAFM 3 – Indigenous Business Law	CAFM 13 – Indigenous Ethics Case Study
CAFM 4 – Strategy & Decisions	CAFM 14 – Indigenous Human and Fiscal Issues
CAFM 6 – Indigenous History & Developments	

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

CAPA 1 – Human Resources Management	CAPA 9 - Negotiation & Conflict Resolution
CAPA 2 – Leadership	CAPA 10 - Knowledge & Community
CAPA 3 – Financial Oversight	CAPA 11 – Critical Thinking & Analysis
CAPA 4 – Communications	CAPA 12 – Knowledge of Culture & Language
CAPA 5 – Governance Structures and Processes	CAPA 13 – Emotional Intelligence & Professional Development
CAPA 6 – Accountability & Performance Reporting	CAPA 14 – Law & Legislative Awareness
CAPA 7 – Planning & Organization	CAPA 15 – Indigenous Community Economic Development
CAPA 8 – Values, Ethics & Professionalism	CAPA 16 – Organizational Behaviour

## NOTIFICATION

All applicants – successful or otherwise – will receive written notification of the ILC **Review Selection Committee** decision regarding their individual application by **January 8, 2016**. A list of successful candidates will be posted on the ILC website.

## SUBMITTING YOUR APPLICATION

- ✓ *Keep a copy of your application package for your personal records.*
- ✓ *Applications MUST be received before the deadline date of **November 30, 2018 at 3:00 pm (EDT)** to be eligible for consideration. There will be **NO** exceptions.*
- ✓ *Application packages can be emailed to [pr@afoa.ca](mailto:pr@afoa.ca), 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

**We look forward to receiving your application!**