

Indigenous Learning Centre (ILC)

Professional Development Scholarship Program

Guidelines & Application Form



DEADLINE: Friday, NOVEMBER 17, 2017

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.

(Application forms for the Scholarship Program is also downloadable from our website 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.

APPLICATION DEADLINE: FRIDAY November 17, 2017

Please note: only fully completed application packages containing current information will be considered. Application packages can be scanned and emailed to 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:

- Employed in a financial and/or management position and/or attending school as a full-time student.
- All Canadian applicants will be considered however preference will be given to those with First Nation, Inuit and Métis ancestry.
- 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 three (3) categories:

- #1 - CAPA In-Person Session** is awarded to one (1) applicant who is currently enrolled or will enroll in a CAPA In-Person Session – scholarship value of \$1,500.
- #2 - Online Course Scholarship** will be awarded to two (2) applicants who wish to enroll in one AFOA Canada on-line courses – scholarship value of \$535 each.
- #3 – NEW! Certified Indigenous Leaders Program** will be awarded to two (2) applicants who wish to enroll in AFOA Canada's Indigenous Leaders Program – scholarship value of \$2,500 each.

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

#1 - CAPA IN-PERSON SESSION

The **CAPA In-Person** Session Scholarship is for candidates who wish to take or will enroll in the CAPA In-Person Program. This scholarship will offset one (1) session from the full program. The available sessions are as follows:

Session 1 – Emotional & Relationship Competencies <ul style="list-style-type: none"> • Human Resources Management • Emotional Intelligence and Professional Development • Communications 	Session 4 – Intellectual & Leadership Competencies <ul style="list-style-type: none"> • Critical Thinking and Analysis • Organizational Behaviour Capacity Development • Negotiations and Conflict Resolution
Session 2 – Ethical & Personal Competencies <ul style="list-style-type: none"> • Values, Ethics and Professionalism • Knowledge of Culture and Language • Knowledge of Community 	Session 5 – Fiscal & Management Competencies <ul style="list-style-type: none"> • Planning and Organization • Financial Oversight • Accountability and Performance Reporting
Session 3 – Intellectual & Leadership Competencies <ul style="list-style-type: none"> • Leadership • Governance Structures and Processes • Mid-Term Exam 	Session 6 - Fiscal & Management Competencies <ul style="list-style-type: none"> • Law & Legislative Awareness • Community Economic Development • Final Exam & Diploma Ceremony

#2 - ONLINE COURSE SCHOLARSHIPS

Online Course Scholarships are for candidates who wish to take an online course in the CAFM or CAPA programs. These two (2) 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:	Online Professional Development Course
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	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

#3 – *NEW!* CERTIFIED INDIGENOUS LEADERS (CIL) PROGRAM SCHOLARSHIP

New! Online Course Scholarships are for candidates who wish to take or will enroll in the Certified Indigenous Leaders Program. These two (2) scholarships will offset one course from the full program or introduce the applicant to the program. Courses available in the new calendar year 2018. Details will be announced in December 2017.

- An Indigenous Community Governance I
- Indigenous Governance II
- Indigenous Governance III: Nation Building
- Demystifying Finance for Indigenous Leaders I
- Demystifying Finance for Indigenous Leaders II
- Effective Leadership
- The Politics of Ethical Decision Making for Indigenous Leaders
- Indigenous Governance IV: Strategy

NOTIFICATION

All applicants – successful or otherwise – will receive written notification of the ILC **Review Selection Committee** decision regarding their individual application within thirty (30) days of the application deadline. A list of successful candidates will be posted on the ILC website 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 **NOVEMBER 17, 2017** to be eligible for consideration. There will be **NO** exceptions.*
- ✓ *Application packages can be emailed to 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!



Indigenous Learning Centre Professional Development Scholarship APPLICATION FORM

Section 1 - Personal & Contact Information

<input type="checkbox"/> Check box if you currently reside in an Indigenous Community.			
Name:		<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Designation _____	
Mailing Address:			
Street Address:		City:	Prov: Postal Code:
Telephone: ()	Cell: ()	Please send correspondence to: <input type="checkbox"/> Address <input type="checkbox"/> Email	
E-Mail Address:			

Section 2 – Heritage

Ancestry: <input type="checkbox"/> Status First Nation <input type="checkbox"/> Non-Status First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/> Non-Aboriginal	Please self-identify Indigenous ancestry All Applicants will be considered however preference will be given to those with Indigenous ancestry via self-identification.
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AFOA Canada Membership (if applicable) #:

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. www.afoa.ca
 Yes No

Section 3 – AVAILABLE PROFESSIONAL DEVELOPMENT SCHOLARSHIP

1 - CAPA IN-PERSON SESSION
 Please check ONE box for In-Person Session you wish to allocate the scholarship toward:

CAPA In-Person COHORT 6 <input type="checkbox"/> Session 4 – January 19 to 21, 2018 <input type="checkbox"/> Session 5 – April 13 to 15, 2018 <input type="checkbox"/> Session 6 – June 15 to 17, 2018	CAPA In-Person COHORT 7 (Session 1 or 2) <input type="checkbox"/> Session 1 – April 27 to April 29, 2018 <input type="checkbox"/> Session 2 – July 6 to 8, 2018	CAPA In-Person COHORT 8 (Session 1 or 2) <input type="checkbox"/> Session 1 – May 25 to 27, 2018
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2 - AFOA CANADA ON-LINE COURSES (Subject to availability.)Please check box for semester **AND** check box for online course you wish to enroll in:

- Winter 2018 (February to May)
 Fall 2018 (September to December)

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) Online 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

#3 - NEW! CERTIFIED INDIGENOUS LEADERS (CIL) PROGRAM SCHOLARSHIP

Please check box for online course you wish to enroll in:

- An Indigenous Community Governance I
 Indigenous Governance II
 Indigenous Governance III: Nation Building
 Demystifying Finance for Indigenous Leaders I
 Demystifying Finance for Indigenous Leaders II
 Effective Leadership
 The Politics of Ethical Decision Making for Elected Indigenous Leaders
 Indigenous Governance IV: Strategy

Section 4 - Employment

- Check box if employer is an Indigenous community/organization

Organization Name:

Employer &/or Supervisor (Name & Title):

Mailing Address:

City:

Prov:

Postal Code:

Work phone: ()

Work E-Mail Address:

Length of current position:

Section 5 - Personal Letter of Application

This scholarship award is aimed at building capacity for Indigenous Peoples. To help the Selection Review Committee understand you better, please include a brief (two-page double spaced max) personal letter which addresses the following points below.

- Why you should be considered for the Professional Development Scholarship and what this would mean to you if you were the recipient of an award
- Demonstrates involvement, engagement, and/or participation in an Indigenous community (i.e. Volunteer work)
- Your view on the importance of effective finance and/or management
- Demonstrate need of Financial Assistance

Section 6 – References, Recommendations and/or Support

Two (2) Letters or References/recommendations/support is an integral part of the application process.

At least one of the two (2) references must work in an Indigenous organization or community. A references would preferably hold the *Certified Aboriginal Financial Manager (CAFM)* designation or the *Certified Aboriginal Professional Administrator (CAPA)* designation and/or 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:			
City, Province, Postal Code						
AFOA Canada Member: <input type="checkbox"/> Yes <input type="checkbox"/> No			Certified Designated Member of AFOA: <input type="checkbox"/> Yes <input type="checkbox"/> No			
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:			
City, Province, Postal Code						
AFOA Canada Member: <input type="checkbox"/> Yes <input type="checkbox"/> No			Certified Designated Member of AFOA: <input type="checkbox"/> Yes <input type="checkbox"/> No:			
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 financial support.
- 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 communiques 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:

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

- Completed all sections of the application form
- Personal letter (*please see requested components on Section #5*)
- Two (2) Letters of Reference, Recommendation and/or Support

SUBMITTING YOUR APPLICATION

- ✓ Keep a copy of your application package for your personal records.
- ✓ Applications **MUST** be received before the deadline date of **November 17, 2017** to be eligible for the Selection Review Committee's consideration. Absolutely **NO** exceptions!
- ✓ Application packages can be emailed to pr@foa.ca or faxed to **613-722-3467**, mailed, couriered or submitted in person at the address below:

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

Scholarship Programs are administered through the Indigenous Learning Centre
which is a registered charity # 842869-7