

MIZIWE BIIK ABORIGINAL EMPLOYMENT AND TRAINING



Request For Proposal(s) 2012-2013 Information Package

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Service
Canada

CALL FOR PROPOSALS PACKAGE
2012-2013 Fiscal Year

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Mission Statement

Miziwe Biik is committed to assisting all persons of Aboriginal ancestry in the Greater Toronto area to attain a better quality of life.

Miziwe Biik strives to provide employment and training opportunities in a supportive environment in which people can affirm their Native identities and develop to their full potential.

Miziwe Biik believes that community needs and aspirations are paramount. We are committed to strengthening the community through partnerships that promote equality and self-reliance.

Miziwe Biik is committed to the belief that it is through traditional cultural values, practices and resources that we will reclaim our destiny.

Vision Statement

At Miziwe Biik Aboriginal Employment and Training, we believe that securing a job is crucial to becoming a full participating member of the community. A job is a passport to self-sufficiency. It brings pride, dignity, a better quality of life and hope for the future.

We know that Aboriginal people in Toronto face many barriers when attempting to join the work force. We are committed to breaking down those barriers by providing Native people with access to training programs and employment services, and by entering into partnerships within the Aboriginal community and non-Aboriginal community.

Priorities

- 1. Demand Driven Skilled Trades and Construction**
- 2. Community Service and Private Sector Organizations**
- 3. Youth Employment and Leadership**
- 4. Community Capacity Building – Management Training**
- 5. Economic Development – Self-Employment Assistance**
- 6. Literacy, Numeracy, Basic Skills**

Considerations for Funding

- Programs that provide life-skills, upgrading, literacy, and culture-based training;
- Programs that include some form of accredited training to increase the ability of our clients to compete in the workforce;
- Programs that enhance economic development. These economic based projects should contain components of an entrepreneurial nature that will provide the knowledge to help establish and run a small business;
- Programs that provide an Aboriginal managerial base with the necessary skills required remaining effective and accountable. The training should include, but not limited to: board training, financial monitoring, and fundraising/marketing;
- Programs based on co-op, pre-apprenticeship and apprenticeship training. These programs should provide real work experience and first hand knowledge of the skills required to succeed;
- Computer training is included in the training programs at all levels;
- Programs that provide intermediate to advanced skills in emerging markets such as communications and technology;
- Programs that include mentorship and job shadowing that introduces participants to actual hands-on training.
- Programs which have completed long term planning for self sufficiency
- Programs that include literacy and basic skills.

Additionally, organizations and individuals submitting proposals will be given consideration based on their previous achievements, and by meeting Miziwe Biik's project requirements (if applicable). These requirements include:

- The timely submission of monthly claim forms, participant information forms, participant changes, and other relevant project information;
- Proven responsible financial procedures and accounting practices;
- Program participants' registration with Miziwe Biik **prior** to starting the training;
- Follow-up of participants after the completion of training.

Criteria

Approval for grant applications is based on the following criteria: client needs, priorities and past successes.

Miziwe Biik / Aboriginal Labour Force Development Circle (ALFDC) terms and conditions apply to all programs.

- The training must lead to employment. The training sponsor will advise Miziwe Biik on the employment status of training participants once the training is completed or the participant has exited the training program.
- The administrative costs should be kept within 10% of the total budget, and administrative costs above this amount will be the responsibility of the sponsor.
- Applicants under the Targeted Wage Subsidy program are expected to contribute a minimum of 25% of the wages paid to the participants. This amount must come from sources other than the funding being requested from Miziwe Biik.
- Other considerations for approval include the sponsor's previous ability to provide quality training, demonstrated successes, and the ability to meet Miziwe Biik contractual terms and conditions (if applicable).
- The Board of Directors of Miziwe Biik reserves the right to limit the number of funded, training opportunities for an individual, based on their education, experience, skills and also recognizes that some individuals can benefit from additional funded training and/or employment opportunities
- The training opportunity must not exceed time allowed in program descriptions

Eligibility for Programs and Services

The programs are intended to serve unemployed Aboriginal people.

Aboriginal participants eligible for funding include:

- Participants must be registered with Miziwe Biik and must have prior approval before commencing training with sponsors.
- Aboriginal community based organizations or individuals.
- Aboriginals with Status.
- Aboriginals who are non-Status and do not consider themselves Métis or Inuit.
- Aboriginals from out of province within the country of Canada.
- Aboriginal Ancestry who self identify as Métis or Inuit.

Appeal Process

Individuals or Organization who wish to appeal a decision based on the outcome of their application must submit a written letter to The Board of Directors. The Appeal will be read on the Board's next scheduled meeting date. A written response from the Board Chair will be sent out with a final decision.

Guidelines

The Miziwe Biik Board of Directors utilizes the following guidelines in the general assessment of proposals:

- Is the application complete with an (i) OBJECTIVE, (ii) TRAINING PLAN, (iii) BUDGET, (iv) IDENTIFIED TRAINER(S) and QUALIFICATIONS, (v) JOB DESCRIPTIONS, (vi) ORGANIZATIONAL HISTORY and an (vii) IDENTIFIED EVALUATION PROCESS?
- Is a new trainee being considered for the position?
- Does the application meet the employment and training needs of both the community and the participants?
- Does the application duplicate services already available in the Aboriginal community?
- Is the organization owned and operated by Aboriginal people, and incorporated for at least one year?
- The training must lead to future employment opportunities or enhanced training for participants on completion of projects/programs.
- Is the application supported through a Board motion form the submitting Board of Directors and accompanied support letters from the Greater Toronto area community?
- Are the proposed training activities and the organization within the Greater Toronto area?
- Does the proposed training activities meet the Terms and conditions of ALFDC's [program guidelines](#)?
- Does the organization have the capacity to provide adequate financial and managerial accountability?

Our grant application form is available in **Word** format. If you have questions, please contact Eileen Meawasige at 416-591-2471, or Vickie Labranche at 416-591-8916.