

# **BC First Nations Post-Secondary Partnerships Program (PSPP) 2023-2024 Guidelines and Call for Proposals**

## **1. Introduction**

The PSPP is a First Nations directed, regionally delivered program that supports delivery of community-based post-secondary programs by First Nations and First Nations-mandated post-secondary institutes.

## **2. Objective**

The PSPP provides funding to support First Nations to define their own partnerships with post-secondary institutions to increase the availability of post-secondary education programs tailored to First Nations' cultural and educational needs. The overall aim of the PSPP is to increase the number of First Nation students pursuing post-secondary education.

## **3. BC PSPP Priorities**

The First Nations Education Steering Committee (FNESC) and the Indigenous Adult and Higher Learning (IAHLA) Executives determine priorities for PSPP. The FNESC and IAHLA Executives have determined that the post-secondary education priorities identified by First Nations will prevail.

## **4. Partnerships with Public Post-Secondary Institutions**

First Nations can partner with any BC public post-secondary institution, and are not obligated to partner with the public post-secondary institution that serves the region in which they are located. The Post-Secondary Partnership Agreement Toolkit developed by IAHLA, the University of Victoria and the Nicola Valley Institute of Technology outlines good practices in negotiating partnerships and suggested content for agreements with public post-secondary institutions. It is available on the IAHLA website at <http://iahla.ca/wp-content/uploads/2019/06/PUBLICATION-IAHLA-Toolkit-Dec-2011.pdf>.

## **5. Eligible Activities**

Funding under PSPP is annual funding. Proposals that are funded are not guaranteed funding in subsequent years as funding is based on an annual proposal and adjudication process. Under the PSPP, there are two categories of eligible activities:

1. **Program/Course Development or Adaptation:** PSPP funding is available for researching, developing and accrediting new post-secondary courses and programs, or for adapting and converting existing post-secondary courses and programs to online delivery and distance education.

PSPP funding for program/course development or adaptation must include the development or adaptation of curriculum.

2. **Program/Course Delivery:** PSPP funding is available for delivery of post-secondary programs and courses that lead to the attainment of a post-secondary education credential.

PSPP-funded programs and courses must provide students with transferable credits that lead to a certificate, diploma, or degree that is granted or recognized by a public post-secondary institution.

PSPP funded programs and courses can include Adult Basic Education (ABE) and University and College Entrance Preparation (UCEPP) programs and courses that provide students with the academic level required for entrance into post-secondary programs. Generally, this will include grade 11/12 level courses. **Students accessing an ABE or UCEPP program funded under PSPP must not be counted under Nominal Roll funding.** The curriculum must consist of courses offered through public post-secondary institutions' Adult Basic Education (ABE) curriculum and not Ministry of Education and Child Care grade K-12 courses.

PSPP funded programs and courses can also include trades foundation programs and courses that lead to a credential granted by a public post-secondary institution.

Evidence of the commitment of a public post-secondary institution to partner in the delivery of the specific program/course must be attached to the proposal. Evidence could include a copy of a signed partnership agreement with the public post-secondary institution or a letter of intent signed by a Dean, Associate Dean, Director, Vice-President Academic or President of the public post-secondary institution that commits to partner in the delivery of the specific program/course.

## 6. Eligible Recipients

All First Nations in BC are eligible to apply for funding through this Call for Proposals. If a proposal is submitted by a First Nations-mandated post-secondary institute or Tribal Council on behalf of a First Nation or First Nations, the First Nations-mandated post-secondary institute or Tribal Council must provide documentation that it has been designated to submit proposals on behalf of the First Nation(s) served, unless such documentation has already been provided to FNEESC. Evidence could include a letter from the Chief of the First Nation Band Council(s) or a Band Council Resolution(s) that designates the First Nations-mandated post-secondary institute or Tribal Council to submit proposals on behalf of the First Nation(s) either on an ongoing basis or in the specific instance of the proposal being

submitted for PSPP. If the proposal is being submitted on behalf of multiple First Nation Bands, documentation from each First Nation Band Council must be provided.

Due to limited funding, if a First Nation has designated a First Nations-mandated post-secondary institute or Tribal Council to submit proposals on its behalf, the First Nation cannot submit an additional proposal.

Agents and service delivery organizations of federal departments and agencies are not eligible to submit a proposal for funding through this Call for Proposals.

Applicants must be up to date on their reporting for previously funded PSPP projects to be eligible to submit a proposal for funding through this Call for Proposals.

## **7. Expenditures**

### **7.1 Eligible Expenditures**

Eligible expenditures for the PSPP include the direct costs for First Nations and First Nations-mandated post-secondary education institutes to develop and deliver post-secondary education programs and courses for First Nation students that lead to the attainment of a post-secondary education credential.

This may include, but is not limited to:

- Salaries and benefits for instructors and employees
- Instructor/employee travel and accommodation (within the guidelines set out in Treasury Board of Canada Secretariat's Travel Directive: <https://www.njc-cnm.gc.ca/directive/d10/en>);
- Instructor materials;
- Costs for cultural activities (e.g., drum-making materials, traditional foods);
- Costs for Elders, Knowledge Keepers and guest speakers;
- Purchase of training services;
- Student support costs (e.g., counselling, tutoring, transportation, food, emergency child care), not to exceed 20% of the subtotal of costs;
- Costs associated with the development and publication of learning and/or instructional materials;
- Equipment rental or lease (operating leases only; capital leases are not eligible);
- Laptops and computers;
- Rental of facilities to host post-secondary activities; and,
- Administration costs (program management and reporting, office/general expenses, insurance, materials and supplies, advertising, communication and printing costs), not to exceed 15% of the subtotal of costs.

## **7.2 Ineligible Expenditures**

Expenditures associated with the development and delivery of programs or courses that are not for First Nation students are ineligible for PSPP funding. Other ineligible expenditures for PSPP funding include:

- Capital and maintenance costs;
- Permanent staff salaries (PSPP is not intended to provide core funding);
- Student tuition (if tuition is charged);
- Student books and supplies;
- Activities and costs that are already paid for through partnerships and by other funders, including government funders;
- Daily and ongoing activities of the applicant that are not related to the proposed project; and
- Basic income support (e.g., student living costs).

Other programs that could be leveraged to fund student tuition, books and supplies and living costs include the Post-Secondary Student Support Program (PSSSP), the University and College Entrance Preparation Program (UCEPP) and the Indigenous Skills and Employment Training (ISET) Program.

## **8. Maximum Amount of Funding**

Due to limited funds, the overall maximum amount that can be applied for is up to \$300,000. Of this maximum, up to \$100,000 can be used for Program/Course Development or Adaptation. Applicants can submit proposals for delivery of more than one program provided that the overall maximum of \$300,000 is not exceeded.

## **9. Proposal Process**

Eligible proposals must:

- Be in accordance with these Guidelines, using the applicable electronic proposal template;
- Be from a First Nation, or from a First Nations-mandated post-secondary institute or Tribal Council on behalf of a First Nation (including documentation from the First Nation Band Council designating the First Nations-mandated post-secondary institute or Tribal Council to submit proposals on its behalf, unless such documentation has already been provided to FNEESC);
- Provide an estimate of eligible costs to be incurred and request no more than the maximum amounts set out in section 8 of these guidelines; and
- Be signed and submitted by the deadline.

### **9.1 Submission of Proposal**

- Only proposals submitted using the applicable electronic proposal template will be considered.
- If the proposal is for program/course delivery, please use the Program/Course Delivery proposal template. Program/Course development or adaptation costs can be included in a

proposal for program/course delivery if they are related to delivery of the same program, and if both can be accomplished within the time period for which funding is approved.

- If the proposal is only for program/course development or adaptation, please use the Program/Course Development or Adaptation proposal template.
- Please refer to the proposal templates and instructions for details.
- Incomplete proposals will be ineligible.
- 2023-24 PSPP proposals are due by **4:30 pm, March 31, 2023**. Please submit proposals by email to [pse@fnesc.ca](mailto:pse@fnesc.ca) or fax to 604-925-6097.

## **9.2 Adjudication of Proposals**

Proposals will be reviewed by the PSPP Review Committee, which consists of five members selected by the FNEC and IAHLA Executives.

Proposals will be reviewed and awarded points as per the electronic proposal template and established criteria. The PSPP Review Committee will review all proposals, and will:

- Assess proposals against the criteria;
- Suggest budget revisions in order to fund more proposals; and
- Finalize selection of proposals.

Every effort will be made to ensure a regional distribution of funds.

Approval of a proposal for Program/Course Development or Adaptation does not guarantee that funding will be provided for delivery of the program or course through subsequent calls for proposals.

Funding under PSPP is annual funding and is based on an annual proposal and adjudication process. PSPP projects that have previously received funding are not guaranteed continued funding.

A written response will be sent to all applicants to confirm whether or not their proposal will be funded. If a proposal is found to be ineligible, the applicant will be informed of the reason for its ineligibility. A list of successful applicants will be posted on the FNEC and IAHLA websites.

## **10. Timeframe**

The timeframe for delivery for projects funded through this Call for Proposals will be from May 1, 2023 to May 31, 2024.

## **11. Accountability and Reporting**

Funding recipients must deliver the program in accordance with the provisions of their Contribution Agreement and these Guidelines.

Reporting requirements will be listed in each recipient's Contribution Agreement. All funds must be expended and all activities completed by **May 31, 2024**.

## 12. Contact Information

Should you have any questions, please do not hesitate to contact FNEESC at [pse@fnesc.ca](mailto:pse@fnesc.ca) or (604) 925-6087.

**Proposal Deadline:**

**4:30 pm on, March 31, 2023**

Please submit complete proposals to:  
Fax: 604-925-6097 Email: [pse@fnesc.ca](mailto:pse@fnesc.ca)