

# Indigenous Apprenticeship Initiative

## Request for Proposals Template 2024/2025 Fiscal Year

Closing Date: May 24, 2024, 5 p.m.

### Land Acknowledgement

We acknowledge that the land on which we reside include Treaty 2, 4, 5, 6, 8 and 10 territories, the traditional and ancestral lands of the Plains Cree, Saulteaux, Dene, Dakota, Lakota, Nakota and the homeland of the Metis. We respect and honour the Treaties that were made on all territories in Saskatchewan and are committed to moving forward in partnership with First Nations and Metis people in the spirit of reconciliation and collaboration.

### Cover Page

Please include the following information on a cover page:

Project Title: \_\_\_\_\_

Name of trade: \_\_\_\_\_

Proposed initiative dates (from – to): \_\_\_\_\_

Total training days; hours per day: \_\_\_\_\_

Total budget and budget amount requested from the SATCC: \_\_\_\_\_

**Project Title and brief description of the initiative:**

Project Title: \_\_\_\_\_

Proposed initiative dates (from-to): \_\_\_\_\_

Description of project (initiative): \_\_\_\_\_

**Specify trade(s) and type of training being delivered:**

Name of Trade(s): \_\_\_\_\_

Training type offered (upskilling, pre-employment, apprenticeship, other): \_\_\_\_\_

**Indigenous Community; organization; learning institution/Partners:**

Indigenous Community; organization; learning institution: \_\_\_\_\_

Partner Organizations: \_\_\_\_\_

**Contact Person(s) (responsible for the contract):**

Name (include title/salutation): \_\_\_\_\_

Work email: \_\_\_\_\_

Work phone: \_\_\_\_\_

Name (include title/salutation): \_\_\_\_\_

Work email: \_\_\_\_\_

Work phone: \_\_\_\_\_

**Names of those designated to sign on behalf of the project:**

Name (include title/salutation): \_\_\_\_\_

Work email: \_\_\_\_\_

Work phone: \_\_\_\_\_

Name (include title/salutation): \_\_\_\_\_

Work email: \_\_\_\_\_

Work phone: \_\_\_\_\_

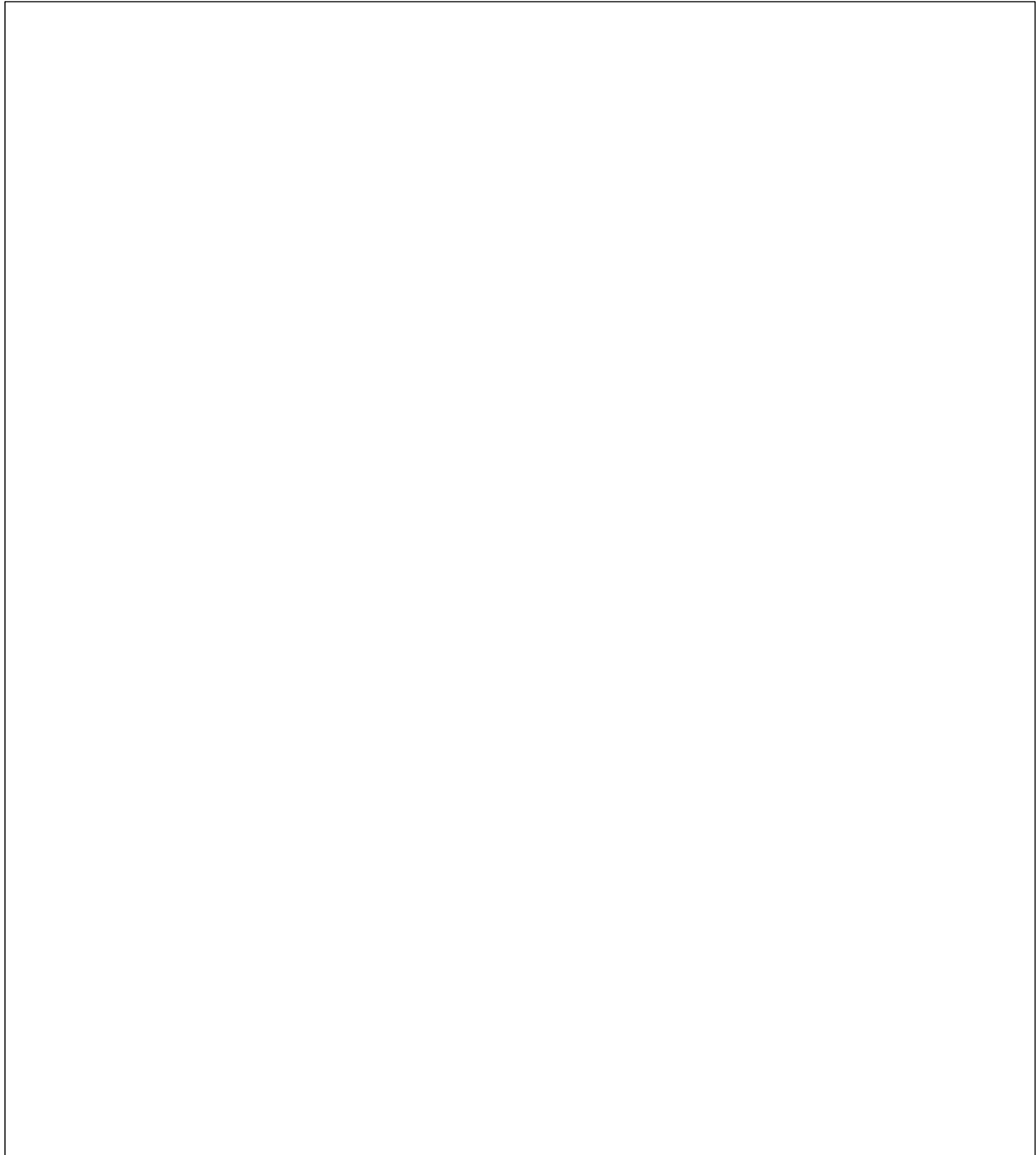
**Training:**

Training agent: \_\_\_\_\_

Training location: \_\_\_\_\_

**Project Overview** - provide a clear statement of the purpose for developing the proposal; identify how your community/band/organization came to realize the need to deliver training; how many people will benefit from this project, etc. Include a description of the project and how many candidates will be impacted. This portion of the RFP should speak to the **impact, deliverables and outcomes** of the project.

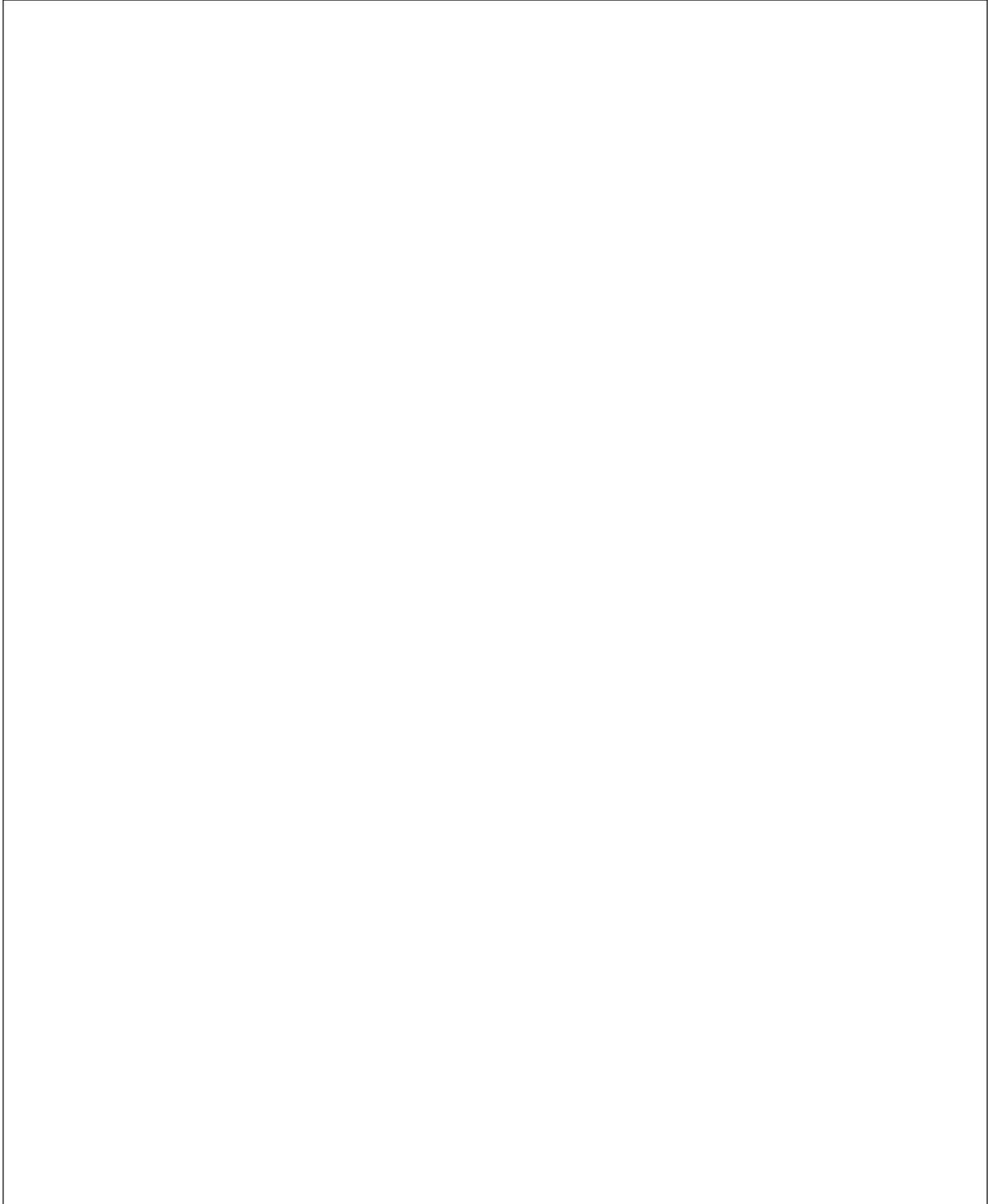
- Impact: The overall effect or influence that the project has on the community (short- to medium-term).
- Deliverables: The tangible or measurable results of the project.
- Outcomes: This refers to the changes, benefits and/or results that the project is intended to achieve or contribute to (This has a broader, long-term context).



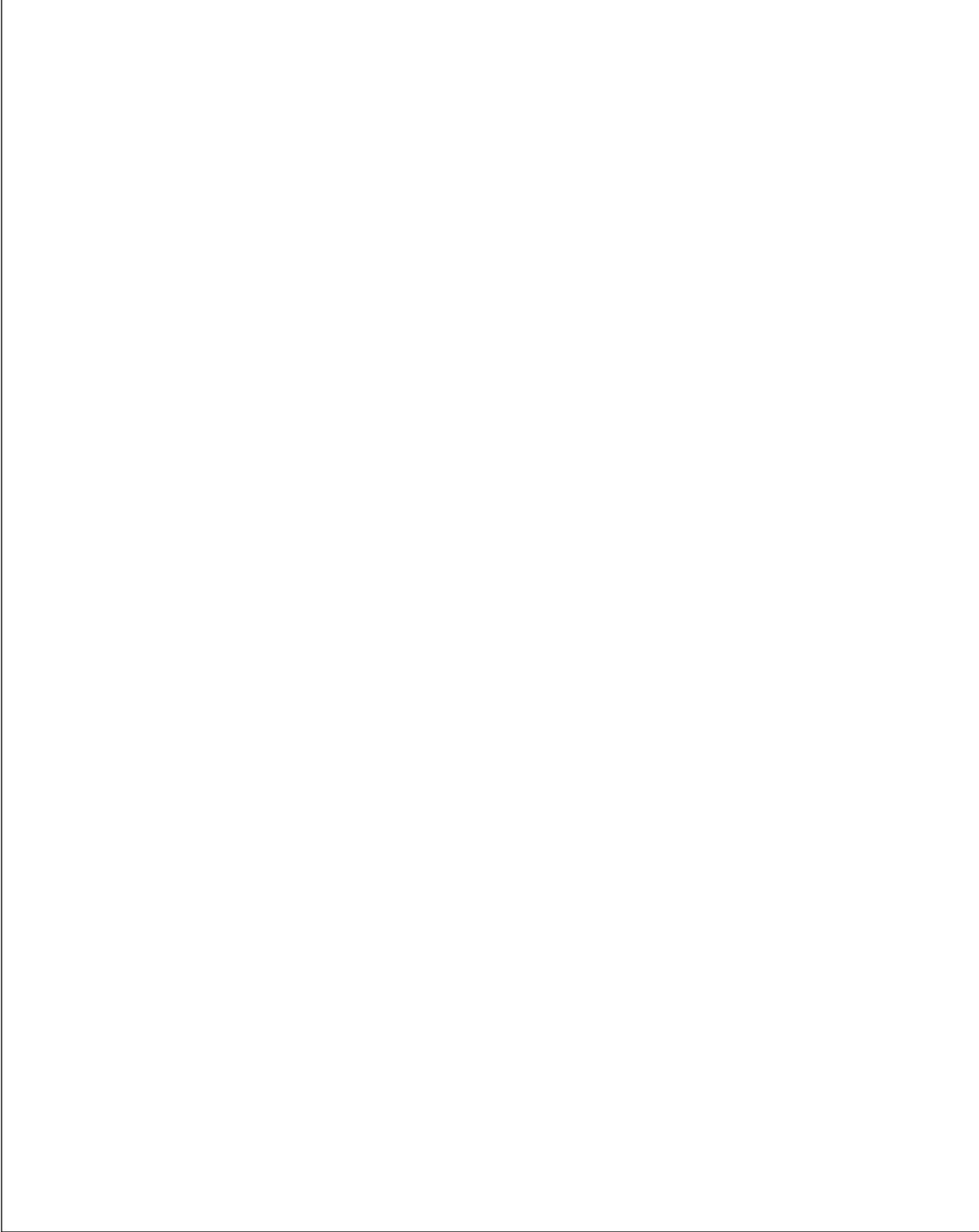
**Direct link to employment and apprenticeship** - indicate the extent of industry’s support and involvement including a list of employers **willing to indenture** apprentices. All training should lead to employment with an apprenticeship to increase the participants’ probability of reaching journeyperson status.

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for providing details on the direct link to employment and apprenticeship.

**Implementation Strategy** - describe the steps to implement the project, including strategies to ensure learners/apprentices succeed. Indicate how you plan to communicate the program to others and how it will be monitored. All candidates are required to have the minimum entrance requirements for the selected trade. (i.e. a process may include an activity, target date, resources, a lead person and an outcome).



**Project Partners/Stakeholders** - identify all partners/stakeholders, Indigenous and non-Indigenous, and the role each will play (including instructors and/or Journeypersons). Provide letters of support from individuals, groups, and organizations/associations that have a direct interest in your application and are willing to support your project , including in-kind contributions.



**Budget - Attach** a straightforward and comprehensive budget of costs. Indicate direct costs, shared costs, in-kind contributions, and the total project costs. Amounts indicated should be rounded off to the nearest dollar. A **final budget** will also be requested from delivery agents upon completion of the project. All expenditures must be backed up with satisfactory documentation of costs (i.e., invoices, bills, etc.). Your attached budget may be a Word, Excel or PDF document.

### **Sample Budget Topics**

Budget contributors include: direct costs, in-kind contributions, SATCC contributions, other

#### **Header Topics:**

Location

Number of learners/apprentices

Length of program

Financial *Topics*

#### **Personnel**

Salaries (Instructors)

Benefits (Instructors)

Travel, Meals, Accommodations (project staff)

Other

#### **Operations**

Rent (shop space)

Rent (Equipment)

Printing/Photocopying

Shipping, moving and courier

Other

#### **Supplies and Resources**

Curriculum

Student supplies (work tools and safety equipment, consumables-lumber etc.)

Office supplies (project)

Textbooks

Learning Guides

Videos

Tools and equipment

Transportation (i.e. bus, van)

Other

#### **Contractual items**

e.g. safety training

#### **Management Costs**

Coordination

Pre-Coordination

Post-Coordination

Monitoring

Registration (Transcripts)

Administration (5% of total final budget)

Email: [atcindigenousinitiatives@gov.sk.ca](mailto:atcindigenousinitiatives@gov.sk.ca)

**Applications must be received by May 24, 2024 (5 p.m.)**

**For further information contact:**

SATCC

Director Innovation and Inclusion

Toll Free 1-877-363-0536

Direct email: [atcIndigenousinitiatives@gov.sk.ca](mailto:atcIndigenousinitiatives@gov.sk.ca)

**All questions should be provided in writing to the Director, Innovation and Inclusion:**  
[atcindigenousinitiatives@gov.sk.ca](mailto:atcindigenousinitiatives@gov.sk.ca).

Reminder checklist:

**Evaluation Criteria**

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Proposals will be evaluated by the following criteria:

- The RFP is submitted by the deadline.
- A complete RFP package.
- Impact, Deliverables and Outcomes (see definitions above).
- Evident community involvement and corresponding approvals.
  - Demonstrate a clear link to apprenticeship opportunities.
- Relevant industry/educational experience (and/or track record).
- Journeyperson as required for the project.
- Implementation/Communication plan.
- Problem solving strategies.
- A balanced approach to cost-sharing (applicant (in-kind), stakeholders, SATCC).
- A completed budget (indicating in-kind, stakeholder and SATCC contributions)