



INDIGENOUS APPRENTICESHIP INITIATIVE

Request for Proposals Template 2025/2026 Fiscal Year

Closing Date: May 23, 2025, 5:00pm

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.

Project Title and initiative dates

Project Title:

Proposed initiative dates (from-to):

Specify trade(s) and type of training being delivered

Name of Trade(s):

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

Total training days; hours per day:

Indigenous Community/Partners

Indigenous Community/Group:

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 description of the project:

Identify how your community/band/organization came to realize the need for this project:

Describe the impact, deliverables and outcomes of your project:

Impact: The overall effect or influence that the project will have on the community. Please include short, medium and long-term impacts. This may include any changes, benefits and/or results that the project is intended to achieve or contribute toward.

Deliverables: The tangible or measurable results of the project.

IMPLEMENTATION STRATEGY

Describe the steps to implement the project, including strategies to ensure learners/apprentices succeed. List project leads, designated support people, and all additional assistance to be provided such as transportation, childcare, etc.

If unforeseen circumstances arise during implementation, how do you plan to mitigate them?

How many participants do you plan to recruit? Preference will be given to applications with higher participant numbers.

Indicate how you plan to recruit participants for the project. **PLEASE NOTE:** All candidates are required to have the minimum entrance requirements for the selected trade.

DIRECT LINK TO EMPLOYMENT AND APPRENTICESHIP

Indicate the extent of industry’s support and involvement including a list of employers or joint training committees willing to register apprentices. All training should lead to employment with an apprenticeship to increase the participants’ probability of reaching journeyperson status.

Name of Employer or Joint Training Committee	Did the employer / joint training committee express willingness to register participants as apprentices?	
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No

If you did not speak to some of the employer or joint training committee directly, please explain why:

JOURNEYPERSON SUPERVISION

Is there a journeyperson to supervise participants in this project? Yes No

Name of Journeyperson:

PROJECT PARTNERS/STAKEHOLDERS

What efforts have you made to pursue additional sources of funding for your project? Preference will be given to applications that demonstrate a cost-sharing approach to the project.

Identify all Indigenous and non-Indigenous partners/stakeholders, and how they will support your project (cash or in-kind contributions). If possible, please provide letters of support from the partners.

Name of Partner/Stakeholder	Type of Support	Letter of Support Included

Total budget and budget amount requested from the SATCC: \$
REMINDER – Please attach a detailed budget.

Have you previously been awarded IAI Funding for a project? Yes No

If yes, what was the project and when did the project take place?

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.

Reimbursable Expenses:

- Student expenses
 - Basic PPE and Tools - reimbursable with a cap of \$500 per person/participant
- Personnel
 - Instructor Salaries and Benefits
 - Program Monitoring, Administration and Clerical Support
- Meals/Travel/Lodging
 - Only in special circumstances if pre-approved by the SATCC and not to exceed provincial government rates
- Facilities other than facilities normally occupied by the Contractor
 - Maximum of \$550 per each week of training which will include:
 - Power, energy, telephone, internet, water, maintenance and custodial services
 - Equipment located on campus
- Equipment Rental
 - Only for required equipment if pre-approved by the SATCC and rented from a third party, supported by receipts
- Consumable Shop Supplies
 - Amount shall not exceed the amount charged by the home training provider if there is one, or reasonable expenses pre-approved by the SATCC and charged by the Contractor if there is no home training provider
- Textbooks
 - Textbooks will be provided and retained by the Contractor and are not to exceed that charged by the home training provider if there is one, or pre-approved by the SATCC and charged by the Contractor if there is no home training provider,
 - The cost of a textbook is to be pro-rated over a three-year period
 - Apprentices are required to purchase code books for the trade as required
- Administration Charge – Maximum of 5% of total above expenditures and includes:
 - Instructor Supplies and Photocopying
 - Phone/Fax, Courier

Non-reimbursable Expenses:

The following expenses do not qualify for reimbursement and will not be reimbursed by the SATCC.

- Advertising
- Coordination, monitoring and liaison unless pre-approved by the SATCC.
- Counseling, assessment, reception/clerical
- Student expenses and personal items, including
 - Pens, paper, binders etc.
 - Student campus fees
 - Student travel, unless pre-approved by the SATCC

COMPLETED PROPOSALS

Please send completed submissions to: atcindigenousinitiatives@gov.sk.ca

Applications must be received by May 23, 2025 (5:00pm)

All questions should be provided in writing to the Director, Innovation and Inclusion:
atcindigenousinitiatives@gov.sk.ca

REMINDER CHECKLIST

Proposals will be evaluated by the following criteria:

- The RFP is submitted by the deadline
- A complete RFP package
 - Clear description of the project
 - Impact, Deliverables and Outcomes (see definitions above)
 - Implementation Strategy
 - Recruitment strategy for participants
 - Clear link to employment and apprenticeship
 - Journey person as required for the project
 - A balanced approach to cost-sharing (Partners/Stakeholders willing to support the project)
- A completed budget (indicating in-kind, stakeholder and SATCC contributions)