

Indigenous Learning Centre **Online Course**
Professional Development Scholarship Program
Guidelines & Application Form
DEADLINE: Friday, August 5, 2016



INSTRUCTIONS

Read the Application Guidelines carefully **before** you complete the attached Application Form. If you have any questions, please contact us by telephone at 1-866-722-2362 or by email at pr@afoa.ca. (Application Forms for the ILC Online Course Professional Development Scholarship Program can also be downloaded from our website at www.afoa.ca/ilc)

BACKGROUND

Established in 2013, AFOA Canada's charity, The *Indigenous Learning Centre (ILC)*, was created to promote education in the area of finance, management and leadership for Aboriginal people in Canada. The ILC is pleased to offer assistance for Aboriginal students wishing to pursue a career in Finance and Management disciplines.

APPLICATION DEADLINE FRIDAY AUGUST 5, 2016

Fully completed application packages must contain all current information. Application packages can be emailed to pr@afoa.ca or faxed to 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 an Online Course 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 Aboriginal ancestry.
- Reside and/or work in Aboriginal community/organization
- Financial need will be a consideration

AVAILABLE SCHOLARSHIPS

Two applicants who wish to enroll in one AFOA Canada on-line courses – scholarship value of up to \$800 each. Scholarship Awards allocated must be used for the program of study and the academic year specified on the application form.

PROFESSIONAL DEVELOPMENT CATEGORY

Online Course Scholarships are for candidates who wish to take an online course in the AFOA Canada CAFM or CAPA program or an AFOA Canada on-line professional development course. The Online Course Scholarship is intended to offset full registration costs for AFOA Canada's courses. The available five (5) CAFM on-line courses, one online professional development course and sixteen (16) CAPA on-line courses are as follows;

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) 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

NOTIFICATION

A list of successful candidates will be posted on the ILC and AFOA Canada website within thirty (30) days of the application deadline. All applicants – successful or otherwise – will receive written notification of the ILC Board's decision regarding their individual application within 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 **August 5, 2016** to be eligible for Selection Review Committee 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
c/o AFOA Canada
301-1066 Somerset Street West
Ottawa, ON K1Y 4T3



Indigenous Learning Centre Online Course Professional Development Scholarship Program APPLICATION FORM

Section #1 - Personal and Contact Information

Check box if you are currently residing in an Aboriginal community

Name: Mr. Ms. Mrs. Designation _____

Permanent Mailing Address:

Street Address: City: Prov: Postal Code:

Telephone: () Fax: () E-Mail Address:

Please send correspondence to Address Email

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.

Yes No

Section #2 - Aboriginal Heritage

Aboriginal Ancestry:

- Status First Nation
- Non-Status First Nation
- Métis
- Inuit

Please self-identify Aboriginal ancestry

All Applicants will be considered however preference will be given to those with Aboriginal ancestry via self-identification.

Section #3 – On-Line Education

The list of AFOA Canada on-line courses are subject to availability. Please check ONE box for the on-line course you wish to enroll in:

Check box for semester you wish to enroll in:

- Fall 2016 (September-December)
- Winter 2017 (February 2017-May 2017)

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:

- | | |
|--|--|
| <input type="checkbox"/> CAPA 1 – Human Resources Management | <input type="checkbox"/> CAPA 9 - Negotiation & Conflict Resolution |
| <input type="checkbox"/> CAPA 2 – Leadership | <input type="checkbox"/> CAPA 10 - Knowledge & Community |
| <input type="checkbox"/> CAPA 3 – Financial Oversight | <input type="checkbox"/> CAPA 11 – Critical Thinking & Analysis |
| <input type="checkbox"/> CAPA 4 – Communications | <input type="checkbox"/> CAPA 12 – Knowledge of Culture & Language |
| <input type="checkbox"/> CAPA 5 – Governance Structures and Processes | <input type="checkbox"/> CAPA 13 – Emotional Intelligence & Professional Development |
| <input type="checkbox"/> CAPA 6 – Accountability & Performance Reporting | <input type="checkbox"/> CAPA 14 – Law & Legislative Awareness |
| <input type="checkbox"/> CAPA 7 – Planning & Organization | <input type="checkbox"/> CAPA 15 – Aboriginal Community Economic Development |
| <input type="checkbox"/> CAPA 8 – Values, Ethics & Professionalism | <input type="checkbox"/> CAPA 16 – Organizational Behaviour |

Section #4 - Employment

Check box if employer is an Aboriginal community/organization

Organization Name:

Employer &/or Supervisor (Name & Title):

Street Address: City: Prov: Postal Code:

Work phone: () Work Fax: () Work E-Mail Address:

Length of Employment:

Section #5 - Personal Letter of Application

This scholarship award is aimed at building capacity for Aboriginal People. Please include a brief (two page double spaced max) personal letter which addresses the following points below. **The selection review committee will be assessing your application based on the information provided in your letter.**

- Why you should be considered for this Online Course scholarship and what this would mean to you if you were the recipient of this award
- Demonstrates involvement, engagement, and/or participation in an Aboriginal community (i.e. Volunteer work)
- Your view on the importance of effective finance and/or management
- Clearly demonstrate your need for Financial Assistance

Section #6 – References, Recommendations and/or Support

Two (2) Letters or References/recommendations/support are an integral part of the application process. At least one of the two (2) references must work in an Aboriginal organization or community. References should preferably hold the *Certified Aboriginal Financial Manager (CAFM)* designation or the *Certified Aboriginal Professional Administrator (CAPA)* designation and are AFOA Canada members in good standing.

REFERENCE #1 (please attach letter)

Last Name: First Name: Mr. Ms. Mrs.
 Professional Designation _____

Title: Organization:

City, Province, Postal Code

AFOA Canada Member: Yes No Certified Member of AFOA: Yes No

Other Professional Qualifications

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 Member of AFOA: <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Other Professional Qualifications			
Relationship to Applicant:		Length of Relationship:	
HOME Phone Number: ()		WORK Phone Number: ()	
Section #7 - Declaration and Consent			
<input type="checkbox"/> 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. <input type="checkbox"/> 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 funding. <input type="checkbox"/> 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. <input type="checkbox"/> I understand that past scholarship winners are not eligible to apply for the same scholarship. <input type="checkbox"/> 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 communique's for promotion, marketing, advertising for ILC and AFOA Canada donor's communications. <input type="checkbox"/> 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?			
<input type="checkbox"/> Completed all sections of the application form <input type="checkbox"/> Personal letter of application (<i>please see requested components on Section #5</i>) <input type="checkbox"/> Two (2) Letters of Reference, Recommendation and/or Support			
SUBMITTING YOUR APPLICATION			
<input checked="" type="checkbox"/> Keep a copy of your application package for your personal records. <input checked="" type="checkbox"/> Applications MUST be received before the deadline date of August 5, 2016 to be eligible for the Selection Review Committee's consideration. Absolutely NO exceptions! <input checked="" type="checkbox"/> Application packages can be emailed to pr@afao.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			