

# Indigenous Learning Centre

## Professional Development Scholarship Program

### Guidelines & Application Form

**DEADLINE: Friday, July 7, 2017**



#### 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@afao.ca](mailto:pr@afao.ca). (Application Forms for the ILC Professional Development Scholarship Program can also be downloaded from our website at [www.afao.ca/ilc](http://www.afao.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 JULY 7, 2017

Fully completed application packages must contain all current information. Application packages can be emailed to [pr@afao.ca](mailto:pr@afao.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 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 or work in Aboriginal community/organization
- Financial need will be a consideration

#### AVAILABLE PROFESSIONAL DEVELOPMENT SCHOLARSHIP

The Professional Development Scholarship will be awarded in two categories:

**#1 - CAPA In-Person Session** is awarded to one (1) applicant who wishes to enroll in one of six CAPA In-Person Sessions valued at \$1,500.

**#2 - Online Course Scholarship** will be awarded to two (2) applicants who wish to enroll in one AFOA Canada on-line courses – scholarship value at \$535 each.

Scholarship awards allocated must be used for the program of study and the academic year specified on the application form.

## PROFESSIONAL DEVELOPMENT SCHOLARSHIP CAPA IN-PERSON SESSION

The CAPA In-Person Session Scholarship is for candidates who wish to take the CAPA In-Person Program and is intended to offset full registration costs for the CAPA In-Person Program. The available sessions are as follows (Please note that applicants must already be enrolled in a CAPA COHORT):

|  |   |
|--|---|
| <b>Session 1 – Emotional &amp; Relationship Competencies</b> <ul style="list-style-type: none"> <li>Human Resources Management</li> <li>Emotional Intelligence and Professional Development</li> <li>Communications</li> </ul> | <b>Session 4 – Intellectual &amp; Leadership Competencies</b> <ul style="list-style-type: none"> <li>Critical Thinking and Analysis</li> <li>Organizational Behaviour Capacity Development</li> <li>Negotiations and Conflict Resolution</li> </ul> |
| <b>Session 2 – Ethical &amp; Personal Competencies</b> <ul style="list-style-type: none"> <li>Values, Ethics and Professionalism</li> <li>Knowledge of Culture and Language</li> <li>Knowledge of Community</li> </ul>         | <b>Session 5 – Fiscal &amp; Management Competencies</b> <ul style="list-style-type: none"> <li>Planning and Organization</li> <li>Financial Oversight</li> <li>Accountability and Performance Reporting</li> </ul>                                  |
| <b>Session 3 – Intellectual &amp; Leadership Competencies</b> <ul style="list-style-type: none"> <li>Leadership</li> <li>Governance Structures and Processes</li> <li>Mid-Term Exam</li> </ul>                                 | <b>Session 6 - Fiscal &amp; Management Competencies</b> <ul style="list-style-type: none"> <li>Law &amp; Legislative Awareness</li> <li>Community Economic Development</li> <li>Final Exam &amp; Diploma Ceremony</li> </ul>                        |

## PROFESSIONAL DEVELOPMENT SCHOLARSHIP AFOA ONLINE COURSE

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. Online Course Scholarships are 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;

|   |   |
|---|---|
| <b>Certified Aboriginal Financial Manager (CAFM) On-line Courses:</b>   | <b>Online Professional Development Course</b> |
| CAFM 3 – Aboriginal Business Law<br>CAFM 4 – Strategy & Decisions<br>CAFM 5 – Values & Ethics in the Aboriginal Workplace<br>CAFM 6 – Aboriginal History & Developments<br>CAFM 14 – Aboriginal Human and Fiscal Issues | FNFMA – First Nations Fiscal Management Act   |

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

## NOTIFICATION

A list of successful candidates will be posted on the ILC 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 **July 7, 2017** to be eligible for Selection Review Committee consideration. Absolutely **NO** exceptions!*
- ✓ *Application packages can be emailed to [pr@afoa.ca](mailto:pr@afoa.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 Professional Development Scholarship APPLICATION FORM

## Section #1 - Personal and Contact Information

|  |              |  |   |
|--|--------------|--|---|
| <input type="checkbox"/> Check box if you currently reside in an Aboriginal Community. |              |  |   |
| <b>Name:</b>   |              | <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Designation _____ |   |
| <b>Mailing Address:</b>  |              |  |   |
| Street Address:  |              | City:  | Prov:                      Postal Code: |
| Telephone: (    )  | Cell: (    ) | Please send correspondence to <input type="checkbox"/> Address <input type="checkbox"/> Email                                      |   |
| E-Mail Address:  |              |  |   |

## Section #2 - Aboriginal Heritage

|  |  |
|--|--|
| <b>Aboriginal Ancestry:</b><br><input type="checkbox"/> Status First Nation<br><input type="checkbox"/> Non-Status First Nation<br><input type="checkbox"/> Métis<br><input type="checkbox"/> Inuit<br><input type="checkbox"/> Non-Aboriginal | <b>Please self-identify Aboriginal ancestry</b><br>All Applicants will be considered however preference will be given to those with Aboriginal ancestry via self-identification. |
|--|--|

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 #3 – AVAILABLE PROFESSIONAL DEVELOPMENT SCHOLARSHIP

|  |   |
|--|---|
| <b>CAPA IN-PERSON SESSION</b>  |   |
| Please check ONE box for In-Person Session you wish to allocate the scholarship toward:  |   |
| <b>CAPA In-Person COHORT 6</b><br><input type="checkbox"/> Session 3 – November 3 to 5, 2017<br><input type="checkbox"/> Session 4 – January 19 to 21, 2018<br><input type="checkbox"/> Session 5 – April 13 to 15, 2018<br><input type="checkbox"/> Session 6 – June 15 to 17, 2018 | <b>CAPA In-Person COHORT 7 (Session 1 or 2)</b><br><input type="checkbox"/> Session 1 – April 27 to April 29, 2018<br><input type="checkbox"/> Session 2 – August 4 to August 6, 2018 |

## Section #3 (con't) – AVAILABLE PROFESSIONAL DEVELOPMENT SCHOLARSHIP

### AFOA CANADA ON-LINE COURSES (Subject to availability.)

Please check box for semester **AND** check box for online course you wish to enroll in:

- Fall 2017 (September-December)
- Winter 2018 (February 2018-May 2018)

#### 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:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> CAPA 1 – Human Resources Management</li> <li><input type="checkbox"/> CAPA 2 – Leadership</li> <li><input type="checkbox"/> CAPA 3 – Financial Oversight</li> <li><input type="checkbox"/> CAPA 4 – Communications</li> <li><input type="checkbox"/> CAPA 5 – Governance Structures and Processes</li> <li><input type="checkbox"/> CAPA 6 – Accountability &amp; Performance Reporting</li> <li><input type="checkbox"/> CAPA 7 – Planning &amp; Organization</li> <li><input type="checkbox"/> CAPA 8 – Values, Ethics &amp; Professionalism</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> CAPA 9 - Negotiation &amp; Conflict Resolution</li> <li><input type="checkbox"/> CAPA 10 - Knowledge &amp; Community</li> <li><input type="checkbox"/> CAPA 11 – Critical Thinking &amp; Analysis</li> <li><input type="checkbox"/> CAPA 12 – Knowledge of Culture &amp; Language</li> <li><input type="checkbox"/> CAPA 13 – Emotional Intelligence &amp; Professional Development</li> <li><input type="checkbox"/> CAPA 14 – Law &amp; Legislative Awareness</li> <li><input type="checkbox"/> CAPA 15 – Aboriginal Community Economic Development</li> <li><input type="checkbox"/> CAPA 16 – Organizational Behaviour</li> </ul> |
|---|---|

## Section #4 - Employment

- Check box if employer is an Aboriginal community/organization

Organization Name:

Employer &/or Supervisor (Name & Title):

Mailing Address:

City:

Prov:

Postal Code:

Work phone: (     )

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 the Professional Development 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: | <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.<br><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   |
| 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.<br><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:  |
| Relationship to Applicant:   |             | Length of Relationship:  |
| HOME Phone Number: (   )   |             | WORK Phone Number: (   )   |

## Section #7 - Declaration and Consent

- 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.
- 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.
- 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.
- I understand that past scholarship winners are not eligible to apply for the same scholarship.
- 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 communicate's for promotion, marketing, advertising for ILC and AFOA Canada donor's communications.
- 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?

- Completed all sections of the application form
- Personal letters of application (*please see requested components on Section #5*)
- Two (2) Letters of Reference, Recommendation and/or Support

## SUBMITTING YOUR APPLICATION

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- ✓ Applications MUST be received before the deadline date of **July 7, 2017** to be eligible for the Selection Review Committee's consideration. Absolutely NO exceptions!
- ✓ Application packages can be emailed to [pr@afoa.ca](mailto:pr@afoa.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