



Northern Strategy Intermediary Partnership Stage 2 Application

Instructions to complete the application form

This application form is structured to help you give reviewers easy access to your project information. This form is divided into the following sections:

- Part 1 - General information
- Part 2 - Project summary
- Part 3 - Project details
- Part 4 - Project work plan and budget
- Part 5 - Declaration

Complete Stage 2 applications are due on **June 13, 2022, by 11:59pm ET** and may be submitted to northern@fsc-ccf.ca.

Stage 2 applications will be considered complete when they include the following:

- **Full Project Application Form** – submitted as a PDF attachment using this template
- **Work plan** – submitted as a PDF attachment
- **Detailed budget form** – submitted as an excel attachment using the template provided

All documents should use the following filename format:

- Leadorganization Application.pdf
- Leadorganization Work Plan.pdf
- Leadorganization Budget.xlsx (only.xlsx files can be uploaded)
- Any supporting documents should use the same filename format

Please note that the individuals assessing the Stage 2 applications will be different from those who reviewed the Stage 1 Letter of Expression of Interest and therefore in some cases FSC-CCF is repeating requests for some information. Do not assume the assessor will have access to your Stage 1 Letter of Expression of Interest submission.

Feel free to cut and paste from your Stage 1 submission to your Stage 2 application as your organization determines is appropriate.

If you would like to request accommodations or other types of support, or if you have any questions while compiling your application, you may contact our team at northern@fsc-ccf.ca. We would be happy to answer any questions or discuss the details of your application.

PART 1 - GENERAL INFORMATION

1. Lead organization

Name of lead organization

Yukon University

Business # or charitable #

121937502

Name of organization president or equivalent

Dr. Lesley Brown

Name and title of project lead

Eric Hoogstraten, Dept. Head, Continuing Studies

Project lead's preferred method of contact (email address and phone number)

ehoogstraten@yukonu.ca

Mission statement and brief description of organization

Yukon University (Yukon University | Yukon University) is a flexible, post-secondary institution grounded in research and education relevant to the North. We prioritize the uniqueness of the North as a driving factor in all that we do to preserve, thrive, and grow the Yukon, together. Our thirteen campuses play a critical role in delivering education throughout the Yukon with tailored learning opportunities and programs.

Yukon University contributes significantly to developing a healthy and prosperous North through relevant, innovative, and inclusive education and research. We believe everyone living or working in the North should appreciate and understand the rich culture, deep history and modern-day treaties of Yukon and transboundary First Nations. Our 2022-2027 Strategic Plan reflects these values by identifying advancing Reconciliation and developing northern expertise as vital commitments.

(150 words maximum)

Organization's website

Yukon University | Yukon University

Organization's address

500 University Drive, PO Box 2799, Whitehorse, YT, Y1A 5K4

Organization's phone number

867-668-8800

What was your organization's total budget in the last fiscal year?

\$47,527,956

Please provide the total full time equivalent staff at your organization and break down by the number of full and part-time staff members, as well as temporary workers. What role do volunteers play in your organization, if any?

296 Perm /Term staff. 240 Casual for a current total of 536. Volunteers support the rural campuses via individual community campus committees (CCC). The CCCs are made up of 4 to 10 members that represent the First Nation, the school, and businesses. The CCCs meet with the YukonU Board of Governors annually. YukonU also meets with First Nation education staff quarterly to support and give recommendation to First Nation Initiatives (Dept) within the institution.

(100 words maximum)

2. Proposed project

Project title

Supporting Place Based SMEs in the Rural Yukon in Post Pandemic Environment

Project start and end dates

Project start date is September 1, 2022. Project end date is September 30, 2023

Projects must end no later than September 30, 2023, FSC will need to receive your final activity report and audited financial statement by the end of 2023.

Amount requested from FSC (total)

\$843,869.

Project partners and their province or territory of location (if applicable)

Please include any organizations that will be co-delivering elements of your project, and whose involvement is a vital component of the program design. If the lead applicant is applying on behalf of a consortium, other organizations participating in this consortium should be listed here.

The Government of Carcross/Tagish First Nation, Carcross YT

PART 2 - PROJECT SUMMARY

1. Project “one-liner”

In 1–2 sentences, what critical insights and contributions into skills innovation in Northern Canada will your project aim to provide and how?

This project will build capacity in place based / From the Land skills for SMEs by providing training in land stewardship and management that acknowledges YFN ontologies and ancestral knowledge. Additionally, it builds a platform for culturally appropriate monetization of skills and traditional ecological knowledge by engaging with extant SMEs

(50 words maximum)

2. Project summary

How would you summarize your project in one paragraph? What is the value and impact your project hopes to achieve as it relates to small and medium-sized enterprises (SMEs) and entrepreneurship for the North and why does it matter to the future success of the region(s) served?

The project will support First Nation Small and Medium Enterprises / Entrepreneurship (SMEs) in rural Yukon. Specifically, it will highlight From the Land activities that will assist indigenous people in the preservation of culture, heritage, ancestral and traditional knowledge while earning a living in their home communities and regions.

The pandemic highlighted the extent of socio-economic insecurities that exist in the Yukon. Individuals who earn a living outside of government were impacted heavily by the shutdowns associated with Covid mitigation and control measures. These community members tend to engage in place based or lifestyle entrepreneurship but historically, have had limited support or external engagement to vision operational succession, sustainability, or viability planning for their SME.

The unique and innovative features of this project is that it intends to help diversify the skill sets of this group of SMEs through training and directed in-community engagement (place based) that will explore current economic activity streams and help chart future tendencies and options for a more diverse and robust financial foundation. In tandem to this goal, the project will be supporting operator led development of mechanisms by the SMEs that effectuate appropriate use of Traditional Ecological and Ancestral Knowledge, culture, and heritage.

(200 words maximum)

3. Other information

Please list the province(s) and/or territories served for this project.

Please note that applicants will not be looked upon more or less favourably based on the number of geographic areas selected.

Alberta
British Columbia
Manitoba
New Brunswick
Newfoundland and Labrador
Nova Scotia
Ontario
Prince Edward Island
Quebec
Saskatchewan
Northwest Territories

	Nunavut
YES	Yukon
YES	Other – Please explain: Some Yukon FNs have traditional territories that extend into northern BC or the NT. There may be engagement with YFN SMEs who operate in this location

Please list specific Northern Canada region(s) or community/ies for each of the provinces and territories you have selected above where activities will take place:

Carcross, Tagish, Atlin, Lower Post, Dene Kaska traditional lands that are transboundary, Old Crow, Haines Pass / Tatshenshini and Kluane co-management areas, White Pass / Chilkat co-management area

Please identify the target population(s) served through this project.

If you check more than one target population, please number starting with "1" for the primary target population on which your project will focus. Please note that applicants will not be looked upon more or less favourably based on the number of populations selected.

	Immigrants
1	Indigenous peoples
	LGBTQ2S+ peoples
	Newcomers (arrived in Canada in the last 5 years)
	Older adults (65 years and older)
2	People from rural, remote and Northern communities
	People living in official language minority communities
	People with essential skills gaps
	People without post-secondary education
	Persons with disabilities and Deaf persons
	Racialized persons
	Refugees
	Veterans
	Women
	Youth (age 15-29)

	Other – Please explain:
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Please identify whether your organization's leadership comprises the following target populations.

	Immigrants
Yes	Indigenous peoples
Yes	LGBTQ2S+ peoples
	Newcomers (arrived in Canada in the last 5 years)
	Older adults (65 years and older)
Yes	People from rural, remote and Northern communities
	People living in official language minority communities
	People with essential skills gaps
	People without post-secondary education
	Persons with disabilities and Deaf persons
	Racialized persons
	Refugees
	Veterans
Yes	Women
	Youth (age 15-29)
	Other – Please explain:

Please identify the industry sector(s) your project is designed to impact.

If you check more than one industry sector, please number starting with "1" being the primary focus. Please note that applicants will not be looked upon more or less favourably based on the number of populations selected.

4	Agriculture, forestry, fishing and hunting
5	Mining, quarrying, oil and gas extraction
	Utilities
	Construction
	Manufacturing

	Wholesale trade
	Retail trade
	Transportation and warehousing
1	Information and cultural industries
	Finance and insurance
	Real estate and rental and leasing
	Professional, scientific, and technical services
	Management of companies and enterprises
	Administrative and support, waste management and remediation services
2	Educational services
	Healthcare and social assistance
3	Arts, entertainment and recreation
	Accommodation and food services
	Other services (except public administration)
	Public administration
	Other – Please explain:

PART 3 - PROJECT DETAILS

1. Challenges and Opportunities

Provide an overview of the context for the project, clearly identifying the needs/problems and opportunities/strengths that the project's activities will address as it relates to skills development for Northern community/ies and in the thematic area of SMEs and entrepreneurship. To drive new innovation and insights into skills development that can help us better prepare for and imagine the future, please clearly outline a) the need; b) the challenge; and c) the opportunity.

This project has two goals. The first goal is to support the monetization of land-based activities for SME's. The second goal is to build on or enhance relationships with existing SME's in rural Yukon.

This first goal of supporting the monetization of *From the Land* activities for SME's located in rural Yukon will occur through enhanced entrepreneurial training opportunities to be delivered in concert to learners engaged, or wanting to be engaged, in hard skills and technical training in the growing land-based sector in the Yukon, including employment in natural resources, heritage, tourism, and culture. Additionally, there are exponentially increasing opportunities for Indigenous northerners to be employed as land and water guardians, climate change researchers, environmental monitors and developing work in the natural resources field/contract services in land management and consultation. These opportunities will bolster individual abilities to diversify their economic platform and decrease employment vulnerabilities.

The second goal is to build on or enhance relationships with existing SME's in the rural Yukon by providing in-depth on-site or community-based support that will address knowledge gaps, operations efficiencies, capacity building, diversification, and future-oriented planning. This support will be via community-based travel and/or to SME field-based locations. It will include the full spectrum of SMEs, from sole proprietorships to First Nation development corporations, and collaboration with Yukon First Nation governments.

(300 words maximum)

2. Relevance

Describe the alignment of your proposed project with one or more of FSC's strategic priorities, referring to FSC's Strategic Plan.

If you check more than one strategic priority, number starting with "1" being the primary focus. Please note that applicants will not be looked upon more or less favourably based on the number of strategic priorities selected.

	<i>Easy to access, practical labour market and skills information:</i> FSC works with labour market information experts and partners to provide accurate, practical, and timely data, tools, and resources that can help the skills ecosystem understand changing skills needs and shape evidence-based responses.
Yes	<i>Person-centered responsive career pathways:</i> FSC enables the testing, prototyping and evaluation of new approaches that will provide forward-looking, customized, high-quality, accessible career and training advice, alongside education and skills training.
	<i>Employer- and industry-led solutions:</i> FSC collaborates with sectors and industries to test, prototype, and evaluate new approaches for proactively anticipating labour market change and equipping workers with necessary skills.
	<i>"What works" replication:</i> FSC builds networks that host ongoing learning, support service providers, and build their capacity to adopt "what works," and inform policies and funding that enable system-wide scaling of best practices in skills training.

Please describe how this project advances knowledge or brings new innovation in addressing the FSC strategic priority/ies selected above.

Both goals of the project depend on the co-creation of new knowledge from lived experience, heritage, and entrepreneurial experiences. The learning approach will be based on a Two Eyed Seeing model that acknowledges TEK and ancestral ways of knowing combined with Western paradigms to produce an innovative didactic tool that is customizable to community, region / ecosystem and SME. This blended strategy is a new way of considering the acquisition and sharing of knowledge that supports healthy and future thinking Northern economies. The training methodology targets technical skill development and resiliency which supports FN sovereignty and prosperity. Supporting emergent and extant SMEs in a place-based manner, is a respectful and a truly innovative approach to SME engagement in rural settings. Co-Learnings from this SME connection will support enhanced innovation and discovery which will support diversification and strengthening of regional economies that will be better prepared to weather fiscal challenges.

(150 words maximum)

3. Approach

What are the main project activities, partnerships, and processes that will enable you to meet the identified challenges and seize opportunity as an intermediary partner for the Future Skills Centre? How will your approach establish capacity and support systems change that can create success into the future for Northern entrepreneurs and SMEs?

The project has two types of SMEs that it will reach out to.

Category 1. Monetization of From the Land activities for SMEs in remote locations
For this category of client, our project has three components, all in collaboration with Yukon First Nation governments. The components include:

- 1) Continuing to develop land-based workforce training programs for Indigenous land, fish and wildlife guardians, land monitors, and those involved in land stewardship and consultation.
- 2) Co-creating and establishing a one-year certificate program in Northern Outdoor Leadership Training.
- 3) Providing ongoing apprenticeship support for long-term professional skill development for emerging Indigenous land-based leaders who will have a strong and enduring understanding of SMEs' community and regionally based economic opportunities.

This project is to support Indigenous self-governance goals in the Yukon. Yukon First Nations have been working under or towards self-government since 1992, and most Yukon First Nation governments established Guardians (or Land/Fish and Wildlife Stewards) within their natural resource departments. All Indigenous citizens are guardians in their territory, and Yukon First Nations have been partnering with

YukonU to develop and run skill-building certificate programs to build the skills of both guardians (all First Nation citizens) and Guardians (those employed in that role by the First Nation). Indigenous guardians are the eyes and ears of the land, both learning and sharing traditional knowledge, skills and attitudes of one's First Nation and engaging in Indigenous governance, environmental monitoring, and climate change research. Citizens operating SMEs on Category A Settlement Land or Traditional Territory / Crown Land are guardians who support FN self-determination, diversification of wealth, and preserving culture and knowledge.

Due to these dual categories of guardians, Yukon First Nations continually call for land-based, certificate-level programming. Building on five-month Indigenous Guiding programs delivered in the past, and in conjunction with our Yukon First Nation partners, we will be writing and running a one-year, land-based Northern Outdoor Leadership Training program. This program will allow greater time for students to work on developing their land-based skills using the Two-Eyed Seeing approach.

The training development will address the current enduring capacity challenge for First Nations to have guardians and SMEs working on Settlement or Public lands in a safe and constructive manner.

Category 2, Connecting with Extant and emergent SMEs

For this client, the project will include supporting SMEs involved in:

- small and medium scale resource extraction operations, including mining and forestry.
- carbon capture as a primary or tertiary business operation;
- sustainable energy initiatives.
- land-based tourism and or culture-based ventures;
- other existing operations serving niche markets in the rural Yukon.

working on Settlement, Traditional or Public lands. Many of these operators are seasonal in nature or only have operational capacity for portions of the year. The approach here will address the challenge of the seasonality of work opportunity that place based, or lifestyle entrepreneurship often exhibits. Forward looking planning and operational analysis that is grounded in TEK values will help to address this sort of SME challenge and provide knowledge sharing and potential co-partnering SME opportunities.

(500 words maximum)

Provide context on similar or comparable projects already being undertaken regionally or in Canada and describe how your project is different or complements the efforts of other players in the ecosystem.

Goal one of the project build upon work already done to increase skills and safe operations in land stewardship staff working either in the employ or as a contractor for Yukon First Nations. This effort was well supported by the governments and well appreciated by participants. Hard skills culture and tourism based training has also

had an initial build in concert with Several Yukon First Nations who identify an enduring need for this training.

Goal two SME engagement model has been designed to reflect on the current challenges that I&E has experienced in trying to reach out to rural existing and potential SMEs. Using a respectful and logical process to place based engagement the project aims to meet operators literally where they are. Additionally this allows the field workers to first hand understand operational and logistical challenges

(200 words maximum)

4. Capacity & Partners

Please describe the capacity and track record of the lead organization to undertake this program. Please describe the networks and reach of your organization and partners. What are the skills, experiences, and resources available within the lead organization as they relate to the scope of this project? What is your track record in delivering similar programs, and what was learned from previous experiences that positions the organization to be successful? How will all these elements support the successful execution of the project?

Yukon University has a proven track record of working with Canada on projects of magnitude and import to provide training and support to people residing in the North. We have successfully managed several initiatives, such as the multi-year NABE, the multi-year YESS and FESS, the Yukon Mine Training Association administered under the institution's Centre for Northern Innovation in Mining. For SME support, YukonU has the School of Business and Leadership (Business & Leadership | Yukon University) and Innovation and Entrepreneurship (Innovation & Entrepreneurship | Yukon University), a service that provides direct support to SMEs with funding, resources, expertise and incubation. Innovation and Entrepreneurship was created in response to market and government demand for a centre to help steer business and entrepreneurship opportunities in the territory.

(500 words maximum)

Who are your partners and what roles will they play in the project? Please briefly provide evidence of each partner's capacity to support this project.

The government of C/T FN is our primary partner. They will provide direct connection with SMEs associated with C/T FN and will facilitate relations with other FNs / SMEs. This partnership will also support direct citizen engagement and cultural accountability for the program through Traditional Ecological and Ancestral knowledge holders. The project depends upon co-creation and co-development with Yukon First Nations, citizens, and enterprise operators as facilitated by our partnership with C/TFN. With this direction and of particular interest to C/TFN is:

- ensuring the project is designed to support an open sharing of project information, results, analytics and deliverables not only with Yukon First

Nations but also with any organization that has interest.

- For Category 1 SMEs: to organize and run land-based workforce training programs for Indigenous Land, Fish, and Wildlife guardians or others involved with resource management or industry. This information will be used and distributed to learners during programming, and will be used as a foundation for continued, annual training for cohorts in the future, 2024 onwards
- The guardian training is intended to be an enduring tool to support indigenous autonomy via SME development, First Nation (FN) sovereignty and governance over Settlement lands, and enhances the knowledge base for FN consultation on economic or enterprise matters that effect traditional and or colonially defined near boundary lands
- As a living document the project outcomes will evolve through lasting engagement with Yukon First Nations (YFNs) who through a co-discovery process will lead the evolution of best practices in this skill development and will be used well beyond the sunsetting of the project through annual cohort offerings
- While adhering to the First Nation principles of Ownership, Control, Access, and Possession (OCAP), YukonU will support that while the co-created information is for the North by the North, it is meant for wide access. We will spread awareness of through advertisement of the programming, the registration of learners and direct engagement with FN governments and organizations.
- For Category 2 SMEs: The distribution strategy for this engagement and training which is also based on a co-creation and co-development model. It will naturally involve relationship with YFNs though an OCAP based approach to ownership and access. The development tools will be available to operators through the course of their programming, and upon request by interested parties. Awareness of the program will be through advertisement and direct engagement with FNs.
- Continued support for engaged and new SMEs will continue, 2024 onwards with lessons learned / best practices being shared with interested parties post project.

Our partnership with C /TFN will also ensure the outcomes of the engagement protocol are planned to be an enduring entity and grown post project. It will progress into a valuable tool for FN governments, citizens, and enterprise for many years to come.

Once the project has completed and the bulk of the consultation and co-development has been completed, for both categories of SMEs, other funding and tuition opportunities will sustain future offerings

(500 words maximum)

Provide a list of key delivery and other partners in the chart below. A letter of support is required for each partner and can be appended as a supporting documentation to your application.

<i>Organization</i>	<i>Name of key contact person</i>	<i>Contact information for key contact</i>
Government of C/T FN	Robin Lord	robin.lord@ctfn.ca

We prioritize applications that value and embody the concept “nothing about us without us” within their organizational structure and programming. How are individuals representative of the population(s) you’re seeking to serve involved in the project leadership, decision-making, and delivery of your project? How will you ensure that these principles are integrated into your work?

The project demographic is rural Indigenous people in the Yukon. Yukon University has a stated overarching strategy that supports Inclusion, Diversity, and Equity and autochthonous understanding in all aspects of the institution's operations and program deliveries. This includes the President's Advisory Committee on First Nations Initiatives, the Office of First Nations Initiatives, and a directed IDE initiative from HR. Yukon University also has a stated commitment to Reconciliation and is a signatory on the College and Institutes Canada Indigenous Education Protocol. A consequence of this commitment to reconciliation and based on the foundations Two Eyed Seeing and Strong Like Two People both goals are firmly rooted in co-creation and co-development. For the program design and training segment the coordinator will have a mandate to build the curriculum in concert with FN Land managers, field workers, and resource officers. This fully embedded level of engagement has become a standard practice for YukonU in designing learning tools that are relevant and meaningful to Yukon First Nation governments and citizens. Coursework will be co-taught and led by individuals for the aforementioned groups. For the second goal, connecting with extant and emergent SMEs, the field technicians will work with community to engage FN government structures, Dev Corps, Businesses, and knowledge experts to identify challenge, opportunity and the project implementation plan that will support SME growth, ownership, and visioning. The SMEs will lead the direction of inquiry and guide the project direction. We also anticipate the project framework to provide provision SME peer to peer mentorship opportunities. Additionally, both this goal and the above will adhere to the principles of OCAP.

YukonU will support preferential hire for positions associated with this project that will skew to Yukon First Nations and other Canada First Nations as priority.

(300 words maximum)

5. Risk Management

What challenges or risks do you anticipate in implementing the proposed activities and achieving planned impacts? How does your team plan to address these challenges or risks?

Risk management: Place based connection with SMEs requires standard university protocol for field activities work. This will include approved field safety plan, travel with a satellite connection tool(s), Iridium phone and or Inreach device, first aid and equipment safety training as well as partnered travel; both field workers will work as a team when travelling to remote location SMEs.

The university follows the CMOH, Yukon, advice and recommendations on Covid and also defers to any additional safety considerations that Yukon First Nation governments may also have in place. All Yukonu employees are covered under Yukon WCB and institutional health and safety guidelines.

A challenge that has been identified is finding pathways for initial engagement with SMEs. The proposal addresses this by budgeting for the engagement of knowledge experts and citizens who will act in an advisory and liaison capacity. Additionally, SME seasonal access to work means that times spent away from business is a cost to that SME, which can influence a desire to participate with the project. The proposal acknowledges this with the budgeting of a standard participant wage which will cover off some revenue loss by the SME

If place-based engagement with SMEs becomes indicative of ethical review then an application will be forwarded to YukonU REB.

(250 words maximum)

6. Learning & Evaluation

What are you aiming to learn from this project that could benefit the broader skills development ecosystem's practices, programs, and policies? How do you intend to learn from and track progress towards the intended impact of your initiative, and evaluate its success?

As a co-created entity this project reflects a co-learning model. Under the guidelines of the defined goals the project direction will be informed by the input of the rural ecosystem of which community and SMEs are integral to.

Phase 1: Yukon University will develop a comprehensive training program that draws from past training collaborations with Yukon First Nations to address needs identified by the partnered First Nation communities. This phase will include community outreach and connecting with existing First Nation SMEs on their successes and challenges. Input will be gathered through consultation with knowledge experts and the community on the needs of partnering organizations. Some training components of this program will start to be implemented in 2023 final documentation will be

available by September 29, 2023

Phase 2: Through connection with rural citizens, FN governments, existing and potential SMEs, an initial group of clients will be identified. Innovative co-creation tools used will be documented and shared.

Phase 3: The program will move into an implementation stage with direct interaction with identified SMEs or those individuals on the cusp of developing an SME. The program will work to identify and operationalize local and broader scope market opportunities and builds operator capacity.

Phase 4: The program staff will work with SMEs to build sustainable and robust operations. Market viability, lifestyle and succession planning will also be explored.

Phase 5: We will evaluate the program. Best practices in engagement and acknowledgement with YFNs, citizens and SMEs will be part of the final reporting

(250 words maximum)

Given that learning and evaluation are central to FSC's work, are there ways that FSC can help and support you in this area?

As an educational institution built on 60 years of northern experience YukonU is confident in its ability to course and program design materials that support workplace / entrepreneurship skills development in the creation of From the Land based employment / SME opportunities. Having a clear process in what FSC considers the most advantageous methodology for project evaluation and final reporting would be very beneficial to YukonU. Support from FSC in this regard will ensure the most value for the funder, and most importantly the citizenship and communities of the rural Yukon and quite possibly well beyond the constitutionally defined Territorial border; we hope what we learn, discover, and produce can benefit indigenous SMEs across the North

(200 words maximum)

PART 4 - PROJECT WORK PLAN AND BUDGET

1. Please submit a **work plan** with key milestones and their timeline.
2. Please complete the project budget template provided to you as part of the application material.
 - a. If applicable, identify funding pending or confirmed for this project from other sources. **This funding should be included as in-kind contributions.** (Please note that funding from other federal sources cannot be counted towards in-kind contributions)
3. Please submit your work plan and budget by sending these files, along with this completed form, to northern@fsc-ccf.ca.

4. You may use the space below to provide any comments to accompany your work plan and/or budget.

(100 words maximum)

PART 5 - DECLARATION

By submitting an application, the lead organization and its partners affirm that they comply with and/or commit to the following:

- Organizational eligibility¹
- Active support for co-creating and carrying out an evaluation with an FSC-approved evaluator, if FSC decides an evaluation is appropriate for the project
- Active engagement in knowledge mobilization activities related to the project
- Compliance with the Tri-Council Policy Statement on the Ethical Conduct of Research Involving Humans²
- Abide by confidentiality standards³ and due diligence inquiries from Future Skills Centre into the applicant⁴

Signature

Name of signing authority

Eric Hoogstraten

Date

JUNE 10/22

¹ **Organization eligibility:** Applications may be submitted by a sole organization, or a partnership/consortium of organizations, including: 1. Legally incorporated not-for-profit organizations, including not-for-profit social enterprises and registered charities; 2. Publicly funded post-secondary institutions; 3. Industry associations; 4. Professional associations; 5. Indigenous organizations that are a legal entity 6. Municipalities or district social services administration boards 7. For-profit organizations (provided the project is undertaken at cost, with no mark-ups or profit incorporated); 8. Individual persons. The following types of organizations are not eligible to apply: 1. Provinces or territories; and Federal government bodies. For applications with multiple partners, one organization must be identified as the lead applicant for the purpose of signing the funding agreement, receiving and managing the funds, ensuring coordination of project parties and activities, and communicating with the Centre regarding the status of the project on behalf of all partners. The lead organization must be a Canadian entity.

² **Tri-Council Policy Statement:** The Tri-Council Policy Statement (TCPS 2) is a Canadian Government policy statement that sets ethics standards for conducting research on human

subjects. All funded projects must comply with the guidelines set out in TCPS 2 and must be approved by a qualified research ethics board if required by those guidelines. Organizations that do not otherwise have an internal research ethics board may utilize the services of the Toronto Metropolitan University Research Ethics Board to obtain approval. All such approvals must be obtained prior to the commencement of the project.

³ **Confidentiality:** Hosted by Toronto Metropolitan University, the Future Skills Centre is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). The act provides every person with a right of access to information in the custody or under the control of the Toronto Metropolitan University, subject to a limited set of exemptions. Section 17 of the act provides a limited exemption for third-party information that reveals a trade secret or scientific, commercial, technical, financial, or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any trade secret or any scientific, technical, commercial, financial, or labour relations information submitted to the Future Skills Centre in confidence should be clearly marked as such. The Centre will provide notice before allowing access to a record that might contain information referred to in s. 17 so that the affected party may make representations to the Centre concerning disclosure in accordance with FIPPA.

⁴ **Due diligence:** Future Skills Centre reserves the right to conduct thorough due diligence on shortlisted projects invited to submit a full application. Due diligence will include a review of the lead organization's financial health and funding sources, the project's management team, operational plans, and existing resources. FSC will also conduct reference checks and will reach out to provincial/territorial governments in those jurisdictions where activities would be undertaken to provide them with advance notice of the shortlisted projects to ensure they address local needs and complement existing initiatives. It is the responsibility of any potential recipient of FSC funds in Quebec to determine if the Ministère du Conseil Exécutif (M-30) applies to them. Any entity that is subject to the act is responsible for obtaining the necessary authorization prior to the conclusion of the agreement. The Centre will abide by the determination of the recipient whether they require an M-30 and will allow a reasonable amount of time for the Quebec proponent to obtain the authorization from the Government of Québec, should it be required. FSC will work with successful proponents to establish project agreements. As the host organization for the Centre, all project agreements will be made with Toronto Metropolitan University.