

Alberta Indigenous Green Employment Program Guidelines

The Alberta Indigenous Green Employment Program (AIGEP) provides grant money to the Alberta Aboriginal Skills and Employment Training Strategy (ASETS) agreement holders, whose members will train Indigenous people for employment in the green economy. Green employment is employment that focuses on building, maintaining or participating in innovative ways to lower carbon emissions or use alternative energy sources. As Alberta transitions to a lower carbon economy, this type of employment will be increasingly important.

The program supports employment and training projects that assist in:

- Increasing Indigenous participation in Climate Leadership initiatives that reduce community greenhouse gas (GHG) emissions;
- The transition of Indigenous communities to a lower carbon economy; and
- Promotes low carbon economy employment opportunities to Indigenous people.

Who is Eligible?

- ASETS agreement holders.
- Applicants must be in compliance with the terms and conditions of any previous Alberta Indigenous Relations funding.
- Applicants must be located in the province of Alberta.

What Activities are Eligible for Funding?

Projects will be assessed on how they contribute to one or more of the following AIGEP priorities:

- Offer training to Indigenous individuals in a green industry;
- Promote green employment opportunities to Indigenous peoples;
- Develop strategies to employ and retain Indigenous works in a green industry; and
- Labour market and workforce planning activities related to the green economy.

It is expected that at least 75 per cent of total funds requested from Indigenous Relations will be for direct training costs.

Projects utilizing external consultants will require the submission of two quotes for every application.

What are the Funding Levels?

This grant program will equally share \$1 million worth of funding between ASETS agreement holders.

Additional funding sources must be clearly identified in the project budget.

What Expenses are Eligible?

Applicants must outline all project expenses (both eligible and ineligible) in the AIGEP Application Form.

Eligible expenses include:

- Salary or contract costs associated with the operation of the project, including project coordinator, consultant fees and administrative support.
- Costs associated with administration of the project, including financial reporting, project reporting and printing.
- Costs associated with the client needs to participate in the program, which include program materials, transportation and registration fees.
- Costs associated with the programs, such as project supplies and training materials.
- Travel expenses for project personnel.
- Publications and report costs: report costs, which may include the reproduction of a reasonable number of copies of project technical and final reports.
- Communications: official postage, communications and incidental supplies.
- Costs to provide Elder supports to project participants.
- Justifiable administration costs, up to 15% of total requested amount of grant, which could include costs related to financial reporting, travel, elder fees/elder honorarium etc.

Ineligible expenses include:

- Capital purchases and equipment: Indigenous Relations does not cover cost of capital purchases or equipment. This should be used to indicate any contributions from other donors and/or the applying organization.
- Honorariums costs associated with providing honorariums and fees are not eligible for grant funding but could be covered by other partners as part of the project.
- Facilities or premises (construction, rent, utilities expenses). This item should only be used to indicate any contributions from other partners.

When to Apply?

Please refer to the AIGEP website (indigenous.alberta.ca/AIGEP) for more details on when to apply.

How do I Apply?

Please refer to the AIGEP website (indigenous.alberta.ca/AIGEP) for more details on how to apply.

Applications may be submitted online through the portal on the program webpage indigenous.alberta.ca/AIGEP or through <http://grants.indigenous.alberta.ca/AIGEP> or program staff can provide a fillable application form.

Applicants must be able to demonstrate:

- All applications must demonstrate support for the project to be considered for funding, which *at a minimum* will include a:
 - Band Council Resolution (BCR) for applications from a First Nation
 - Council Resolution for applications from a Metis Settlement
 - Board Resolution from a community-owned company, development corporation, etc.
 - Board Resolution from a not-for-profit Indigenous organizations
 - Equivalent demonstration of support for applications as discussed with the program manager
- Supporting technical details related to the project:
- A description of the training being offered.
- A full project budget, including all expenses and revenue for the project.
- A minimum of two different service providers quotes is required with any application for funding to this program, if consultants are being utilized.

How are Applications Assessed?

Once an application is received, the following process is implemented:

- A preliminary assessment of the application will be conducted by program staff to ensure that each submission contains the required information.
 - Additional information may be requested if an application is incomplete. Applicants will be informed of any deficiencies.
- Only correctly and fully completed applications, with all required documentation, that are submitted during the intake period will be reviewed for eligibility and considered for funding.
- Applications will be evaluated by staff against the program's priorities and scoring criteria, which include:
 - Socio-economic benefits and impacts;
 - Number of people anticipated to be impacted;
 - Description of need for the project;
 - Project planning, readiness and due diligence;
 - Described outcomes related to GHG reduction, energy efficiency, jobs and economic development;
 - Priority will be given to applicants who have not received funding from the program in previous years.

What are the Expected Reporting Requirements and Deliverables?

All projects need to be evaluated upon completion. Applicants should indicate who will be responsible for reporting project progress, final technical reports and for the accounting of expenditures, to be submitted to Indigenous Relations.

1. **Financial statement:** Description of expenditures of the project. The financial statement should be signed by an officer of the organization with signing authority and an original should be forwarded to Indigenous Relations.
2. **Participant report:** Compiled participant information forms submitted to Indigenous Relations.
3. **Narrative report** could include:
 - Description of actual results achieved ;
 - Employer and other stakeholder engagement;
 - Key findings or highlights from program evaluation or reviews;
 - Success stories;
 - Summaries of client or stakeholder satisfaction surveys; and
 - Summary of skills learned by the client or stakeholder.

Questions?

Have questions about the program, service or the grant application process?

- Please email IR.employment@gov.ab.ca

NOTE: Funding approvals may take up to twelve (12) weeks.

How will I know if my Application has been Accepted?

A grant manager will communicate the status of the application by email and a final decision will be sent by letter from the Minister of Indigenous Relations.