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**✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

## 1. Lead Applicant Profile

First Nation:	Is this a joint application with another First Nation?
	Yes ✦ If Yes, please complete section 2. <span style="float: right;">No</span>
Telephone:	Website:

## 2. Partner Applicant Profile (if applicable)

✦ Note: The lead applicant is responsible for project and financial reporting. Upon submission of complete reporting, the cheque(s) will be made payable to the lead applicant.

Partner applicant (if applicable):	
Telephone:	Website:
If this is a joint application, please indicate how you plan to work together to provide opportunities for the intern.	

### 3. Supervision and Mentoring

Mentor/supervisor name:	Title:
Telephone:	Email:
What qualifies the mentor to provide training and supervision for the proposed intern? ✦ <i>For example, supervisory experience, previous Northern Development interns, knowledge/experience in government administration)?</i>	
If the mentor is absent for a prolonged period, please identify an alternate mentor/supervisor:	
Alternate mentor/supervisor name:	Title:
How will you measure the intern's progress and outcomes throughout the course of the placement? ✦ <i>For example, regular meetings, progress reports, performance development plans?</i>	

### 4. Position Details

What is the purpose/objective of the proposed internship?

What are the specific key duties and responsibilities that the intern will undertake during the course of the placement?
What educational backgrounds or fields of study are best suited for the internship position?
What approach would you use to provide interns with exposure to key aspects of First Nations government structure, management and operations and develop competencies in First Nations government administration?

## 5. Budget and Funding

*How will you allocate the program grant and what will your First Nation be contributing towards salaries and expenses?*

Expense item:	Program grant:	Community contribution:	Total:
<b>Salary*</b>	\$	\$	\$
<b>CPP, EI, and other benefits</b>	\$	\$	\$
<b>Training and Travel</b> (Professional Development)	\$	\$	\$
<b>Housing Allowance</b>	To be determined**		
<b>TOTAL PROJECT BUDGET:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

★ *Host First Nations are eligible to receive up to \$55,000 under the internship program to assist with the cost of hosting an intern for a 12-month period.*

*\* Up to \$45,000 must be used towards the salary (a base salary of \$45,000 is required). The First Nations government must pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary and may choose to offer additional benefits (medical, dental, etc.) to the intern.*

*\*\* A housing allowance of \$5,000 - \$10,000 may be provided to interns relocating to a new community. The housing allowance amount will be dependent on local vacancy rates and rental costs.*

★ *The First Nations government will contribute up to \$5,000 toward intern training, professional development and any associated travel expenses.*

## 6. Authorization

I have read and understand the [Host First Nations Government Application Guide](#).

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, and Northern Development staff.

If approved, I agree to enter into a grant contract with the Northern Development Initiative Trust governing the use of the grant and the terms and conditions as well as provide a copy of the employment agreement between the First Nations government and the intern.

If approved, I agree to submit reporting using [Northern Development's Reporting Form](#).

### Lead Applicant:

Name (Band Manager or equivalent): ✦ <i>Please type name.</i>	Position/title:	Date:

### Partner Applicant (if applicable):

Name (Band Manager or equivalent): ✦ <i>Please type name.</i>	Position/title:	Date:

## 7. Application Checklist

### ✦ Please ensure each of the following are included in your host First Nation application package:

Completed First Nations Government Internship grant application form.

Copy of work plan.

✦ *Under the terms of the Department of Indigenous Services Canada support for the project, approximately 50% of the activities should be related to governance and administration, financial services, or HR management.*

Copy of First Nation workplace standards or completed Appendix 1: Host First Nation code of conduct policy statement.

Band Council Resolution supporting the application for an intern.

*Sample Resolution: THAT, the (insert First Nations government name) supports the application to Northern Development Initiative Trust for a grant of up to \$55,000 to host an intern under the First Nations Government Internship Program. The (insert local government name) is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.*

## 8. Submitting Your Application

Completed host First Nations government application forms (with all required attachments) should be provided to Northern Development by email or mail by January 15<sup>th</sup>. ✦ *Please do not scan this form.*

Email: [info@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)

## Appendix 1: Host First Nation Code of Conduct Policy Statement

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A safe and healthy work environment for all employees is vitally important to the successful operation of the First Nation. The employer supports a policy of providing a safe work environment that is designed, constructed, operated, and maintained in accordance with established occupational health and safety standards. The employer is committed to the principle that no job or task is so important that it cannot be performed without taking full account of the health and safety risks involved, and protecting against these risks by taking every precaution reasonable in the circumstances.

The employer will comply with all applicable legal requirements relating to occupational health and safety. The employer and all employees must jointly make all reasonable efforts to provide a safe and healthy work environment.

The employer promotes a work environment that is free from discrimination and sexual harassment where all employees are treated with respect and dignity. Employees have the right to employment without discrimination.

Discrimination includes incidences of harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or conviction of a criminal or summary conviction offence unrelated to an individual's employment.

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.

Discrimination and sexual harassment violate the fundamental rights, dignity and integrity of the individual. Where discrimination or sexual harassment is found to have occurred, the employer may implement remedial action.

I hereby certify that I have read and will comply by this code of conduct:

Name (Band Manager or equivalent): ✦ <i>Please type name.</i>	Position/title:	Date: