

INDIGENOUS DIRECTIONS ACTION PLAN SUPPORT FUND APPLICATION FORM

Updated: October 2019

PURPOSE OF THE INDIGENOUS DIRECTIONS ACTION PLAN SUPPORT FUND

The purpose of this fund is to provide financial support to projects or events that advance the Indigenous Directions Action Plan developed by the Indigenous Directions Leadership Council (IDLC). The Action Plan is a set of Recommended Actions that university stakeholders are called upon to take up as a first step in our collective efforts of decolonizing and Indigenizing Concordia University. The Action Plan Support Fund is a means to help enable members of the Concordia community to engage meaningfully with this mandate. Funds distributed through this initiative are intended to support projects that seek to build capacity within Concordia, and build mutually beneficial relationships between Concordia and First Nations, Inuit, Métis, and other Indigenous communities.

ELIGIBILITY AND FUNDING CRITERIA

All Concordia students, faculty, staff and units (academic and administrative) are eligible to apply for this funding. Projects may be designed and/or implemented in partnership with alumni or external partners.

Projects must be aligned with one or more of the IDLC's commitments outlined in the Indigenous Directions Action Plan:

- Governance and community participation: Accelerate the Indigenization of governance and increase community engagement
- Curriculum and pedagogy: Advance the recognition and integration of Indigenous knowledges in curriculum
- Institutional environment: Enhance the cultural climate of the University for Indigenous peoples
- Indigenous students: Increase recruitment, admission, retention and graduation of Indigenous students
- Indigenous faculty and staff: Amplify the recruitment and retention of Indigenous faculty and staff

- Indigenous research: Enrich the University's capacity and support for Indigenous-led and community-based research

In addition to being aligned with the Action Plan mandate areas, applications to the Action Plan Support Fund will be evaluated along all of the following dimensions:

- A demonstrated commitment to sharing knowledge with Concordia stakeholders upon completion of the project;
- Support for community-driven projects/events;
- Opportunities for Indigenous students' and faculty members' participation, recruitment, and/or retention;
- Capacity to raise the visibility of Indigenous presence at the University; and
- Alignment with specific Recommended Actions laid out in the Action Plan.

Examples of projects that may be eligible include:

- Educational activities, including workshops, presentations and trainings;
- Cultural events, including meals, music, dance, film, and other art forms;
- Academic events, including special guest speakers and conference attendance fees;
- Gifts and honoraria for Indigenous Elders, knowledge keepers, cultural advisors, and other community representatives.

IMPORTANT NOTES

Applications are accepted on an ongoing basis throughout the Fall and Winter semesters. However, please note that due to processing times it will take at least four weeks for successful applicants to receive funds so be sure to apply in advance.

Information for faculty members:

There is a high demand for this funding from full-time and part-time faculty members. In order to ensure we are allowing as many faculty as possible to access this financial assistance, **we are piloting a new policy that allows faculty to apply for a maximum of \$500/semester from the Action Plan Support Fund**, unless otherwise determined by the evaluation committee.

We recognize that there are many faculty members who are working to ensure Indigenous knowledges and experiences are valued and engaged with critically in their courses, and, for this reason, we encourage departments to dedicate financial resources to help support this important work.

APPLICANT INFORMATION

1. Provide the name and contact information of the person who is primarily responsible for this application. This person will be asked to answer questions related to this application, and will sign the declaration on the last page.

Full Name:	
Student ID #:	Employee ID #:
Position/Title:	
Organization/Department:	
Telephone:	Cell/Other:
Email:	

2. Provide names and contact information for other people or partners involved in the project, if applicable:

Full Name:	
Position/Title:	
Organization/Department:	
Telephone:	Cell/Other:
Email:	

Full Name:	
Position/Title:	
Organization/Department:	
Telephone:	Cell/Other:
Email:	

Full Name:	
Position/Title:	
Organization/Department:	
Telephone:	Cell/Other:
Email:	

3. Obtaining funds if your application is approved:

If you are a student at Concordia, we will get in touch with you via the contact information provided by you above for further information and you will be issued a cheque for the approved amount. **If you are an employee of Concordia (faculty or staff)**, we will complete a journal voucher to transfer funds to your department/unit.

Please check the appropriate box below:

I am a Concordia student

I am a Concordia employee

For Employees only: Please indicate an individual in your department/unit who has signing authority and who will be responsible for the transfer of funds. Provide the contact information for the individual or signing officer below:

Full Name:	
Employee ID #:	
Position/Title:	
Department/Unit:	
Telephone:	Cell / Other:
Email:	
FUND / ORG CODE (6 letters & numbers): ACCOUNT CODE (5 numbers):	

PROJECT INFORMATION

1. Name of project: _____

2. Provide a concise overview of the project and explain how it will benefit Concordia students, staff, and/or faculty (100 – 500 words). You may include web links to existing information, or prepare a separate document, if necessary.

4. If you are hosting an event or series of events, what is your total expected number of participants? _____

3. What is the start date of your project? ____/____/____ (YYYY / MM / DD)

What is the end date of your project? ____/____/____ (YYYY / MM / DD)

FINANCIALS

1. What is the total estimated cost of the project? \$ _____

2. Have you applied for and received other sources of funding? _____

If so, please provide a breakdown of the amount of funding, source(s) of that funding, and whether you have applied or received that funding in the table below:

Amount (CAD \$)	Source of Funding	Status of Funding (applied, pending, received)?

3. What is the total amount you are requesting from the Action Plan Support Fund?

\$ _____

4. For the total amount you are requesting from the Action Plan Support Fund, please provide a breakdown of your estimated budget in the table below:

Amount (\$)	Brief description of expense

IMPACT ASSESSMENT*

*Applicable only if application is approved

Upon completion of the project, we ask that you provide a short (max. 1 page) report regarding the impact of the funding received from the Indigenous Directions Action Plan Support Fund, how it contributed to the overall project, and how it helped advance one or more mandates of the Action Plan. We also ask that you provide some supporting documentation, such as consent-given photos or videos, including image descriptions and credit info.

Please send your testimonial and supporting documentation to:
indigenous.directions@concordia.ca.

In addition, we would like to be able to share these impact reports on the Concordia-based [Indigenous Directions Web Hub](#) and [Action Plan Support Fund webpage](#). Please check the box below if we have your consent to do so:

I consent to the publicization of my project impact report and associated documentation on the Indigenous Directions Web Hub and Action Plan Support Fund webpage. I understand that Indigenous Directions does not own this information and I may request removal of my testimonial and associated documentation at any time.

Terms and Conditions

- Funds may be used only for the purposes specified in this application.
- Any funding not used for these purposes must be returned to the IDLC.
- No substantial change in these activities shall be made without the consent of the IDLC, and it shall be at the discretion of the IDLC to determine what constitutes a substantial change in each case.
- Where appropriate, public acknowledgement of funding provided by the Indigenous Directions Action Plan Support Fund and the Indigenous Directions Leadership Council at Concordia University is expected. Publications/event materials should clearly acknowledge the financial assistance provided by the Fund.
 - A standard statement of acknowledgement is available upon request.

Privacy and Confidentiality Notice

We will only use the personal information collected or provided as part of this application process for purposes directly related to the operation of the relevant programs and for statistical reports. Information you provide us in confidence, both personal and business-related, will be kept confidential.

Declaration and Disclosure

I declare that:

- The information in this application is accurate and complete
- The application is made on behalf of the people named within this application, with their full knowledge and consent
- If financial assistance is provided, the recipients will submit financial and activity reports and submit to an evaluation of the activity and expenses
- If funding is received, I understand and agree that:
 - I must comply with those terms and conditions set out above;
 - This agreement is not binding until signed by an authorized official of the Indigenous Directions Action Plan Support Fund;

- At the discretion of the Indigenous Directions Leadership Council, a more detailed agreement may be required before funding is released.

Applicant's name (please print clearly)

Applicant's signature

Date of signature: _____

Contact information

Office of Indigenous Directions, Concordia University

Phone: (514) 848-2424 ext 5680 | Email: indigenous.directions@concordia.ca

For the IDLC Funding Committee only

Date Received:

Approved/Denied:

Date of Decision:

Amount Funded:

To be approved by authorized official only

Authorized signature:

Name (please print clearly):

Department:

Date of signature: