**[*INSERT FIRST NATION LOGO*]**

**POST MAJORITY SUPPORT SERVICES CLAIM TO INDIGENOUS SERVICES CANADA**

**SUBMITTED BY:**

[***NAME, POSITION, ADDRESS AND CONTACT INFORMATION***]

[*\*\*\*KEY NOTES FOR THIS TEMPLATE - YOU MAY WISH TO USE THIS TEMPLATE PROPOSAL FOR A POST MAJORITY SUPPORT SERVICES (PMSS) CLAIM TO ILLUSTRATE TO ISC YOUR FIRST NATION’S FUNDING NEEDS TO IMPLEMENT THE SERVICES AND PROGRAMMING THAT IT WISHES TO PROVIDE FOR ITS PMSS ELIGIBLE YOUTH WHO ARE IN THE PROCESS OF TRANSITIONING OUT OF CARE (CARE STATUS, FOR EXAMPLE, INCLUDES EXTENDED SOCIETY CARE, GUARDIANSHIP, CUSTODY, ALTERNATE CARE, AND KINSHIP CARE). THIS CAN ALSO COVER EXPENSES FOR WORKING WITH YOUTH APPROACHING THIS TRANSITION, AS WELL AS YOUTH UP TO AGE 26YRS WHO HAVE ALREADY LEFT CARE FOR VARIOUS REASONS; USE THIS AS A GUIDE AND ADD/REMOVE ANY INFORMATION THAT DOES NOT FIT FOR YOUR FIRST NATION. DO NOT FORGET TO ATTACH THIS DOCUMENT WITH THE SIGNED ISC PMSS CLAIM FORM.*

*YOU MAY SUBMIT MULTIPLE PMSS CLAIMS AT ANY TIME. IF YOU HAVE NEEDS THAT ARISE BEYOND WHAT YOU HAVE INCLUDED WITHIN THIS CLAIM, YOU CAN SUBMIT TO ISC FOR THOSE IN ANOTHER CLAIM.*

*IF YOU HAVE A HIGH RISK YOUTH WHO NEEDS URGENT ACCOMMODATIONS, GROCERIES, AND OTHER IMMEDIATE SERVICES AND SUPPORTS, YOU CAN SUBMIT A SMALLER PMSS CLAIM FOR EXPENSES NEEDED TO SUPPORT INDIVIDIAL YOUTH & MARK THAT CLAIM AS URGENT.*

*IF YOU REQUIRE CAPITAL INFRASTRUCTURE FOR YOUR PMSS SERVICES, YOU CAN SUBMIT CLAIMS FOR THOSE EXPENSES VIA FNCFS CAPITAL CLAIMS FORMS.*]

**Purpose of the Claim**

[XXXX INSERT NAME OF FIRST NATION]**First Nation is submitting this actuals claim to secure funding for its Youth in Transition Services (Post Majority Support Services/PMSS) for 2023/2024.**

The funding for the services and expenses outlined within this claim are critically important to our First Nation in supporting our youth and young adults transitioning from care. The expenses and funding needs identified within this claim will be utilized to support [XXXX INSERT NAME OF FIRST NATION] First Nation’s expenses for the development and delivery of culturally-appropriate post-majority services to the First Nation’s youth in care approaching the age of majority, and young adults formerly in care.

Current evidence and research suggests that to equitably support youth who will be leaving care, or young adults who have already left care, services need to be extended to at least 25 years of age and beyond, many recommend a readiness approach to services. As well, youth in care and young adults formerly in care are a marginalized group with unique needs that require specific supports. First Nations youth aging out of care and young adults formerly in care may have higher needs due to the multigenerational trauma of residential schools and hardships arising from Canada’s discrimination found by the Canada Human Rights Tribunal (CHRT).

The expenses and funding needs identified within this claim will aim to support the safety and well-being of [XXXX INSERT NAME OF FIRST NATION] First Nation’s youth and young adults via post-majority support services that are culturally appropriate, in the youth’s best interests and provided on the basis of substantive equality.

The expenses and funding needs identified within this claim will help our First Nation to better meet our goal of providing voluntary wrap-around services that meet the distinct needs of our post-majority youth and promotes holistic positive outcomes for [XXXX INSERT NAME OF FIRST NATION] First Nations youth to thrive. Our post-majority youth and young adults require coordination, guidance and assistance with accessing culturally-appropriate multi-sector supports and services to assist with housing, daily living necessities, education, employment & training, financial security, mental and physical health and wellness, addiction supports, justice supports, healthy relationships supports, and supports to assist with repatriation and maintenance of ongoing connections with family, kin and our First Nation’s community and culture.

The expenses and funding needs identified within this claim may include costs of both direct and indirect services expenses.

**About X First Nation**

[*YOU CAN USE THIS AREA TO DESCRIBE YOUR FIRST NATION, ITS LOCATION, AND ANY INFORMATION ABOUT YOUR FIRST NATION THAT YOU FEEL IMPORTANT EX. REMOTE, URBAN, ETC.].*

# **Management and Administration**

Our First Nation administration will support the work of the Youth in Transition Services.

# **Priorities, Key Activities, Resources & Planned Results**

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority** | **Key Activities** | **Resources** | **Planned Results** |
| ***\*\*\*\*THIS IS WHERE YOU CAN EXPLAIN THE PRIORITY OF PMSS YOUTH SERVICES AND PROGRAMS FOR YOUR FIRST NATION – SEE SOME TEMPLATE WORDING BELOW BUT ADJUST TO MEET YOUR NEEDS*** | ***\*\*\*\*THIS IS WHERE YOU CAN EXPLAIN HIGH LEVEL OVERVIEW OF WHAT SORTS OF ACTIVITITES YOUR FIRST NATION WILL PROVIDE TO THE YOUTH TO MEET THE PRIORITIES LISTED – SEE TEMPLATE WORDING BELOW*** | ***\*\*\*\*THIS IS WHERE YOU CAN EXPLAIN A HIGH LEVEL OVERVIEW OF THE COSTS FOR VARIOUS ASPECTS OF YOUR PMSS SERVICE – SEE TEMPLATE WORDING BELOW*** |  |
| Promote housing, food & general basic living and financial security of youth and young adults within the community.  Many youth within XXXX First Nation who have aged out of care are facing a variety of challenges to their well being including lack of housing, access to food & basic necessities, access to multi-sectoral services and supports to help them with their mental & physical health, lack of resources to (re)connect with community, family and culture and financial securities in all of the above areas  XXXX First Nation has the following statistics (add in numbers of youth in each category):  Ages 14-16 yrs  Ages 16 – 17 yrs  Ages 18+ (who have aged out of care) | Development and implementation of life skills programming with concrete examples which apply to every day situations faced by youth in XXXX First Nation.  Develop & implement financial literacy program, which includes mentorship and supports.  Development & implementation of larger life skills mentorship support program.  Direct supports to youth as needed in various areas of education, justice, physical and mental health and well-being, employment and skills training, etc.. | Consultation for development & implementation of the service (program readiness): $XXX,XXX   * Youth * Community * Financial planners * Includes cost of facilities, food, etc.   Staffing needs: $XXX,XXX  Includes 5 full-time staff, salary & benefits for each.  Program costs: $XXX,XXX  Direct supports to PMSS youth: $XXX,XXX  Which includes cultural expenses such as regalia, expenses related to housing/accommodations, travel costs for returning home to our First Nation, visits with family and attendance at ceremony and services; food and basic necessities expenses; expenses related to education, employment and skills needs. | 80% of eligible youth within XXXX First Nation will have addressed housing and lack of basic necessities needs.  80% of eligible youth within XXXX First Nation will have increased financial knowledge and literacy including budgeting knowledge to help reduce their risks of homelessness, increasing food security, etc.  %80 of eligible youth within XXXX First Nation will have knowledge and access to services they need to reduce homelessness and risk to their security and well-being. |

# **Proposed Budget**

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| --- | --- | --- |
| **XXXX FIRST NATION – POST MAJORITY SUPPORT SERVICES CLAIM BUDGET OVERVIEW** | | |
| **Item** | **Description** | **Cost** |
| **DIRECT SERVICES (those provided directly to youth & young adults)** | | |
| **Learning & Educational & Professional Development Opportunities** | Activities, services and costs that ensure young people have opportunities to learn and grow in ways that are meaningful to them, their goals and life plan. Examples: (not limited to) Education/Mentorship/Support; Education-related costs; specialized supports; tutoring; career counseling; cultural learning (ex. Regalia, resources, opportunities); financial support for training/certifications |  |
|  |  |  |
|  | Regalia for youth; Other gift and care packages from the First Nation to the youth to (re)connect youth with the First Nation and culture. | $XXX,XXX |
|  | Education/Skills & Communication supports ex. Tuition, tutors, cell phones, laptops, software and course fees, | $XXX,XXX |
| **Financial Support & Safe, Stable, Comfortable Housing** | Activities, services and costs that ensure that young people have the financial resources to meet their needs. To have their basic needs met in a secure and consistent way and without barriers. Examples: Housing assistance (hotel accommodations or other temporary emergency housing expenses for urgent need where housing or long term accommodations are not yet available); Rent and rent subsidies; Needs-based financial support; Livable basic income; Financial planning, counselling and literacy supports; Housing stability; Basic household necessities; Life/home skills and supports; Clothing/personal care/hygiene |  |
|  | Housing & Accommodations Ex. Temporary emergency accommodations for high risk youth in urgent need while awaiting long term accommodations; First and last months rent and ongoing rent; Expenses related to furnishings, bedding, cleaning and other housing expenses | $XXX,XXX |
|  | Furniture, bedding, cleaning supplies, and other housing related costs for apartment rentals that are not furnished | $XXX,XXX |
|  | Expenses for groceries, general necessities and personal hygiene items | $XXX,XXX |
|  | Transportation ex. Bus passes, taxis, etc. | $XXX,XXX |
| **Physical, Mental & Social Well-Being** | Activities, services and costs that ensure young people have timely ongoing services that support their health and wellbeing. Examples: Non-insured medical, dental and health services prescribed by a relevant professional; Sexual and gender identity health supports; Recreation and sport supports; Counseling; Trauma informed mental health and addictions support options; Intensive treatment; Early intervention and parenting supports; Nutrition training and mentorship; Access to physical activity supports; Rehabilitative supports; Self-care and wellbeing supports |  |
|  | Recreation and sports expenses (ex. Membership fees, equipment costs, etc.) | $XXX,XXX |
|  | Expenses and fees to attend physical and mental health services and counselling sessions. | $XXX,XXX |
| **(Re)connection with Land, Culture, Language & Community** | Activities, services and costs that ensure our young people are connected (or re-connected) to their culture and community in ways that are safe, meaningful to them and at their own pace. This includes costs for travel for Devon’s Principle – The Right to Return Home expenses to provide youth to (re)connect with our community, as well as expenses related to support our youth to travel to re(connect) with family and kin. Also, expenses for family mediation and counseling; Safe integration into the community and visits; Cultural programs, ceremony, and land-based wellness; Language, identity courses, workshops , resources; Support and guidance from Indigenous Elders and knowledge keepers; Cultural youth groups and peer supports. |  |
|  | Travel to ceremony, meetings with Elders or other knowledge keepers, and/or to attend other cultural and land-based programming that the youth may be interested in within our First Nation community or provided in other locations. | $XXX,XXX |
|  | Travel to return home to the First Nation community (Devon’s Principle) | $XXX,XXX |
|  | Travel for youth to visit and (re)connect with their family (parents, grandparents, siblings, aunties, uncles, cousins) | $XXX,XXX |
|  | *\*\*\*\*NOTE – THIS IS A TEMPLATE SAMPLE LIST ONLY – BE SURE TO ADD ANY OTHER EXPENSES FOR PMSS ELIGIBLE YOUTH THAT YOUR YOUTH AND YOUR FIRST NATION SEE AS IMPORTANT TO SUPPORT THEM.* |  |
| **SUBTOTAL:** |  | **$XXX,XXX** |
| **INDIRECT SERVICES (expenses for services staffing, etc.)** | | |
| Operations: Activities or costs referred to operational activities | Costs that are not readily identified for the project or activity but are necessary for the general operation of the conduct of post majority support services activities. Costs that go toward the operations or overhead expenses of supporting post majority support services such as salaries, utilities, program expenditures. Related costs that do not directly go to supporting the young person, but are needed to run the services. Examples: employee salaries; office rentals; office utilities; office furniture, equipment and supplies; programming space rentals, utilities, furniture, etc.; travel for meetings and services; recruitment expenses; transportation for staff; administration fees; etc. |  |
|  |  |  |
|  | Consultation expenses – Consultations with youth, Chief and Council, | $XXX,XXX |
| **Staffing – Youth in Transition Manager** | **Youth in Transition Manager** who will oversee the Youth in Transition (PMSS) services and programming. Will work as outreach staff and link for our First Nation to our youth who are aging out of care into adulthood. The YIT Manager will manage the services overall and work with the youth directly to assist by helping them to access various culturally-appropriate and needs-based supports these youth need to be safe and thrive. The YIT Manager will also assist the youth to develop their plans and transition from youth to adulthood through a culturally-appropriate and youth-centered approach. ***[ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. MAY INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE. IF THIS POSITION REPORTS TO A SOCIAL SERVICES MANAGER OR DIRECTOR YOU CAN ALSO INCLUDE A LINE ITEM FOR A PORTION OF THAT DIRECTORS SALARY AND MERCS TO BE PAID THROUGH THIS PROGRAM.]*** | $XXX,XXX |
| **Staffing – Repatriation Coordinator** | **Repatriation Coordinator** who will assist the First Nation in connecting, re-connecting and maintaining connections and communications between youth in transition and our community and culture. An important aspect of our Youth in Transition Services is the repatriation of our youth to their/our First Nation culture and community (their home) – Devon’s Principle and the right to return home. This aspect of the service works to identify, reach out to, and reconnect our youth in transition back to our First Nation community and culture. We will require financial support to connect with these youth and to work with them to help them (re)connect in ways that are safe and meaningful to them. Connection to our specific First Nation culture, kin, land, and identity for children/youth-in-care is essential to their well-being and resilience later in life. Help develop protocol relationships with CAS’ to ensure our First Nation is fully knowledgeable about youth in care and those who have or may be transitioning. ***[ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. MAY INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE. IF THIS POSITION REPORTS TO A SOCIAL SERVICES MANAGER OR DIRECTOR YOU CAN ALSO INCLUDE A LINE ITEM FOR A PORTION OF THAT DIRECTORS SALARY AND MERCS TO BE PAID THROUGH THIS PROGRAM.]*** | $XXX,XXX |
| **Staffing – Administrative Assistant** | **Administrative Assistant** who will provide administration assistance to the Youth in Transition Services (ex. Filing, calls and intake, arrange travel, appointments, etc. as needed, assist with correspondence, etc. ***[ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. MAY INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE. IF THIS POSITION REPORTS TO A SOCIAL SERVICES MANAGER OR DIRECTOR YOU CAN ALSO INCLUDE A LINE ITEM FOR A PORTION OF THAT DIRECTORS SALARY AND MERCS TO BE PAID THROUGH THIS PROGRAM.]*** | $XXX,XXX |
| **Elder/Cultural Coordinator Honoraria** | Our First Nation wants to ensure that all services provided to our children, youth and families are culturally appropriate and nurture their cultural identity and belonging. The Elder/Cultural Coordinator will provide assistance to youth in transition services and program staff and to the youth and their families who are involved with the service.  The Elder/Cultural Coordinator will:   * Work with Program staff to increase culturally-appropriate service delivery in the areas of family transition and youth-in-care supports and transition supports; * Connect youth in transition with their traditions, ceremonies, kin networks, and the land through land-based and cultural teachings that are inter-generational; * Instill a sense of belonging in our youth in transition to strengthen their resiliency for the future; * Help to bring our First Nation’s traditions to life in the everyday work of the youth in transition service; and * Coordinate related cultural and ceremonial activities for the youth, their families, community members and staff.   ***[FEEL FREE TO AMEND TO ADD YOUR OWN DETAILS AND GENERAL DESCRIPTION HERE. CAN INCLUDE SALARY AND MANDATORY EMPLOYMENT RELATED COSTS (MERC) HERE.]*** | $XXX,XXX |
| **Staff Benefits** | Pension and health benefits in addition to MERCs. | $XXX,XXX |
| **Rent** | Our First Nation requires on and off reserve office and programming space in which to operate our Youth in Transition Services: Each staff require a private, secure office space in which to work. As well, as private, safe and comforting spaces to provide our youth with meetings, work shops, cultural programming and other youth in transition support services and programming needs. Confidentiality, safety and comfort are a top priority for this service.  ***[Your First Nation may rent these spaces.***  ***If there is a requirement for a new building or purchase for PMSS Youth in Transition Capital needs, see more information for ISC funding guide and forms for capital infrastructure projects at*** [***https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364#ch4***](https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364#ch4)***]*** | $XXX,XXX |
| **Building Repairs** | These expenses are for a building (s) in which the Youth in Transition Services will be housed is an already existing building, but is in need of additions, repairs or renovations to make it adequate for the needs of the service for office and programming spaces. For example, repairs may be needed as essential for the building to meet health, fire, safety, and building codes, to ensure there is room for office space for staff and programming space and to be comfortable and appropriate for children and families.  *[****PLEASE ENSURE TO CONSULT WITH ISC BEFORE CONDUCTING ANY LARGE COST BUILDING REPAIRS OR PROJECTS AS THESE MAY BE CONSIDERED CAPITAL INFRASTRUCTURE PROJECTS. CAPITAL INFRASTRUCTURE FUNDING IS AVAILABLE FOR PMSS YOUTH IN TRANSITION SERVICES. FUNDING IS AVAILABLE FOR A FIRST NATION TO ASSESS ITS NEEDS FOR CAPITAL PROJECTS FOR THESE SERVICES AND TO HELP WITH THE PLANNING, DESIGN AND CONSTRUCTION. WE ENCOURAGE YOUR FIRST NATION TO ASSESS ITS CAPITAL NEEDS AND APPLY FOR CAPITAL FUNDING THAT IT NEEDS FOR INFRASTRUCTURE FOR THESE SERVICES. CAPITAL CLAIMS PROCEED THROUGH A SEPARATE PROCESS AND FORMS. SEE ISC’S WEBSITE AND INFO AT*** [***https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364#ch4***](https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364#ch4)***]*** | $XXX,XXX |
| **Office Supplies** | These are mainly consumable costs such as ink, printer/printer repair, equipment, pens, paper, etc. | $XXX,XXX |
| **Telecommunications** | Landline (with long distance capacity), fax, internet, cell phones, etc.  ***[It is very important that our Youth in Transition Service have its own landline and fax line to meet the needs of confidentiality.]*** | $XXX,XXX |
| **Operations & Maintenance** | Ongoing O & M expenses such as heating, cleaning, office security, etc. for Youth in Transition Services buildings, other spaces, items | $XXX,XXX |
| **Travel** | Youth in Transition Services staff will be required to meet with youth, transport youth to appointments and services at times, etc. | $XXX,XXX |
| **Insurance** | General liability insurance. | $XXX,XXX |
| **Advertising & Promotion of Services** | We will be required to prepare pamphlets, posters, and radio ads on the youth in transition service as this is new for our youth and our community. | $XXX,XXX |
| **Staff Recruitment Costs** | Ex. Ads in local newspapers or online. | $XXX,XXX |
| **Training and Professional Development** | It is imperative that we try our very best to employ our Youth in Transition staff from within our community. In order to build up our community member’s capacity we will require professional development and training and cover the expenses related to staff training within our service ongoing. | $XXX,XXX |
| **Community Consultations – Program Updates, Awareness and Feedback** | We want our community citizens to be aware and updated about our Youth in Transition Service. We want to have frequent and regular gatherings with our youth and community provide our citizens about this service and to obtain feedback. These gatherings may require catering and door prizes.  We anticipate to hold [***X***] amount of these consultations per year. | $XXX,XXX |
| **Leadership Consultations Re Youth in Transitions Services** | It is very important that our First Nation’s leadership is updated and informed about our Youth in Transition Services and its success.  It is anticipated that our Youth in Transition Services Manager anticipates will meet with Chief and Council [***X***] times per year to ensure that Chief and Council are updated on the general information and statistics for the services. Meeting expenses and honoraria for Chief and Council to attend these meetings is included here. | $XXX,XXX |
| **Computers; Laptops; Printers; Photocopiers; Cell Phones; Software (i.e. Microsoft Word; Adobe Acrobat; Practice Panther case management software, etc.); Desks and other furniture; Secure data management system creation and maintenance, etc.** | ***[IN ADDITION TO THE NECESSARY OFFICE EQUIPMENT YOUR PROGRAM MAY NEED, IT IS ALSO VERY IMPORTANT FOR YOUR PROGRAM TO ENSURE THAT IT HAS HIGHLY SECURE AND CONFIDENTIAL DATA MANAGEMENT SYSTEMS IN PLACE WITHIN WHICH TO STORE ITS PROGRAM DATA. IF YOU REQUIRE AN IT CONSULTANT TO ASSIST WITH CREATING AND MAINTAINING SUCH A SYSTEM, INCLUDE THAT EXPENSE HERE.]*** | $XXX,XXX |
| **Programming Spaces Furniture and Equipment (Indoor and outdoor)** | Youth in Transition Services will need comforting and safe spaces to offer programming (skills work shops, cultural ceremony and meetings, group counselling or meetings, cooking classes, etc.) with our youth in transition. We will need furniture and equipment for these spaces. | $XXX,XXX |
| **Youth in Transition Services Vehicles** | In order to meet the travel and transportation needs of our Youth in Transition Services, costs for purchase of [***X***] vehicle(s) is included here.  ***\*\*\*\*NOTE THAT VEHICLE PURCHASES EX. CARS/VANS, BOATS, ATVS, SNOWMOBILES, ETC. CAN BE EXPENSES APPLIED FOR VIA SEPARATE CAPITAL CLAIMS; HOWEVER, THEY CAN ALSO BE APPLIED FOR DIRECTLY HERE.*** | $XXX,XXX |
| **Administration Fee** | This cost is related to the overall operation of the Youth in Transition Services and the services budgeting. The First Nation Administration Office will be responsible for these tasks and requires support in order to meet these essential administrative demands. | $XXX,XXX |
| **TOTAL** |  | $XXX,XXX |