Norton Sound Economic Development Corporation

Education, Employment and Training Department
2701 Gambell Street, Suite 400 Anchorage, AK 99503
Tel. (800) 650-2248 • (907) 274-2248
Fax. (907) 274-2249 • www.nsedc.com

Brevig Mission, Diomede, Elim, Gambell, Golovin, Koyuk, Nome, Savoonga, Shaktoolik, Stebbins, St. Michael, Teller, Unalakleet, Wales, White Mountain

Community Based Training Guidelines & Application

Program Overview:

To help ensure the availability of training in those disciplines outside the typical range of academic or vocational focus, the NSEDC Board of Directors has long supported Community Based Training. Sponsored trainings have ranged from tradition oriented (i.e. Inupiaq language class, sewing), safety oriented (i.e. GPS, marine crew safety), to work skills oriented (i.e. drivers education, QuickBooks) classes and programs.

To provide the best training possible, NSEDC's EET Program recommends that entities work in conjunction with the UAF Northwest Campus (NWC), Kawerak, Inc., Bering Strait School District, Nome Public Schools, and local entities such as tribal governments, municipal governments, or ANSCA corporations to provide structure and possible matching funds for proposed training programs.

Training Program Requirements:

The following lists the specific requirements that each application must meet:

- Each class or training must have a minimum of ten (10) participants.
- Basic essentials of the training course, such as class location, are to be arranged by the class sponsor and must be outlined in the proposal.
- Each training proposal must be submitted with a syllabus outlining the course periods and the duration of the training program.
- Each proposal must include a detailed budget.
- Instructor's fees will be limited to $2,000.00 per training session or pay scale set by NWC.
- The total amount spent on supplies and/or tuition will be limited to $5,000.00.
- The total amount spent on transportation, room and board, and fees for the instructor and the participants will be limited to $5,000.00

For training classes that produce an object of significant value, the class will build one example to completion, unless funding for additional materials is contributed from another source. For example, a boat building class should focus on its efforts of teaching individuals to build a vessel rather than provide a means for each participant to be granted a vessel at the end of the training.

Each NSEDC member community will be limited to total program expenses of $14,000.00 per calendar year. Exceptions may be granted by the NSEDC Chief Operating Officer, after consultation with the NSEDC EET Director, and will be based on funding availability and the proposed training being considered for the year.

Project Administration:
Proposals for funding and any resulting grants are subject, in all respects, to applicable sections of the NSEDC Board of Directors Policies for Oversight of Funding for Outside Entities, as updated in August 2017, and as amended hereafter. Applicants should carefully review the funding policies to ensure the proposed project and any resulting operations conducted with NSEDC funds are consistent with current policies throughout the term of the program and/or training. NSEDC staff shall have full discretion when interpreting board policies in the administration of funds. NSEDC will attempt to provide applicants with any future amendments to the NSEDC Community Based Training Guidelines; however, it is the applicants' responsibility to ensure they are abiding by the NSEDC Board's current funding policies.

Preparation Costs:
All costs incurred by applicants over the course of the application preparation process shall be the sole responsibility of the applicant.

Payment & Reimbursements:
Upon funding approval, recipients must report expenditures to NSEDC on a quarterly basis using NSEDC's Financial Statement Report (FSR). Quarterly reports should include requests for payment or reimbursements for approved costs incurred by the funding recipient during the respective quarter. Reimbursable expenditures must be pre-approved by NSEDC. Requests for payments or reimbursements must be accompanied by a purpose and explanation of the expenditures, including invoices, receipts, and/or corresponding check stubs establishing the recipients' prior payment for items for which reimbursement is requested. Back-up documentation for payment requests must be in a form satisfactory to NSEDC, which reserves the right to require additional information.

Completed proposals and/or questions regarding the Community Based Training program can be directed to:

Niaomi Brunette
NSEDC EET Director
2701 Gambell Street, Suite 400
Anchorage, AK 99503

Email: niaomi@nsedc.com
Phone: 1-800-650-2248 or 907-274-2248
Fax: 907-274-2249

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Community Based Training Application

Community Information

Community Organization_____

Contact Person_____

Phone_____ **Fax**_____ **Email**_____

Training Information

Title of Training_____

Instructor_____

Date(s) of Training_____

Class Time(s)_____

List of Participants (minimum of 10)

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

Training Budget

- Instructor's fees will be limited to $2,000.00 per training session or pay scale set by NWC.
- The total amount spent on supplies and/or tuition will be limited to $5,000.00.
- The total amount spent on transportation, room and board, and fees for the instructor and the participants will be limited to $5,000.00.

PAYEE	EXPLANATION OF COSTS	AMOUNT REQUESTED
	TOTAL BUDGET:	

Additional Information