



Feast Centre for Indigenous STBBI Research

Feast Centre Community Fellowship Program – APPLICATION Form (For Feast team members)

Section 1

Welcome to the Community Fellowship Program APPLICATION

The Community Fellow Sponsorship program is open to Feast team members who wish to nurture, support, and sponsor upcoming Indigenous and allied community-based researchers who may already be connected to an existing STBBI research project that is responding to Indigenous STBBI at your institute OR who are committed to collaboratively developing innovative Indigenous methods in STBBI research at the community level within your community-based organization (CBO).

The Community Fellow Sponsorship Program is meant to support new and emerging Indigenous (First Nations, Métis, Inuit) and allied researchers who are interested in building on Indigenous community knowledges and using Indigenous methods to conduct research that responds to Indigenous sexually transmitted and blood-borne illness (STBBI). The Community Fellowship program is intended as a reciprocal learning opportunity where the broader Feast team will learn with the Community Fellow.

Thank you for choosing to submit your application to the Feast Centre. Please refer to the Community Fellowship Program Application Guideline document that outlines in more detail what is needed to complete this application. We also are providing a **CHECKLIST** of what information will be required in Section 2 of this application.

Section 2

About the Award & CHECKLIST

Funding Amount for each award: \$25,000

Number of Awards: Up to 2

Important dates:

- **Call for applications: Feb 3rd, 2025**
- **Deadline to submit Letter of Intent (LOI): Feb 17th, 2025 @ 5 pm EST**
- **Deadline to submit full application: March 10, 2025 @ 5 pm EST**

- **Feedback from iterative review: March 31, 2025**
- **Deadline to resubmit (final submission) with feedback from iterative review: April 14, 2025 @ 5 pm EST**
- **Reviews and scoring from reviewers: April 14, 2025 – May 5, 2025**
- **Notice of decision: May 5, 2025**
- **Signing of transfer agreements: May 5 - June 2, 2025**
- **Project start / end: June 2, 2025 – June 1, 2026**

CHECKLIST/

Before submitting your application, please ensure that you include:

- **SECTION 3** - Information about you as the sponsoring Feast Team member
- **SECTION 4** - Information about the Community Fellow candidate you would like to sponsor
- **SECTION 5** - How this project advances Indigenous knowledge and methods in STBBI research
- **SECTION 6** - Project Details
- **SECTION 7** - Budget Information (**Upload as Attachment A**)
- **SECTION 8** – Letter(s) of Support (**Upload as Attachment B**)
- **SECTION 9** - Current CV of Feast team member & Community Fellow (**Upload as Attachment C**)
- **SECTION 10** - Statement of Interest from Community Fellow Applicant (minimum 1 pg., maximum 2 pg.)

Section 3

APPLICATION FORM: Applicant Information

This section requests standard information from you as the **sponsoring Feast Centre team member**. Please ensure all required fields are completed. Incomplete applications will not be accepted.

Applicant First Name Click or tap here to enter text.
Applicant Last Name Click or tap here to enter text.
Name of Academic Institute OR Community-based Organization Click or tap here to enter text.
Phone number Click or tap here to enter text.
Email Click or tap here to enter text.
Mailing address

(Building, street, province/territory, postal code)

Click or tap here to enter text.

Section 4

Information about the Community Fellow applicant you would like to support/sponsor

In this section, please tell us about the Community Fellow applicant, including past and current working relationship information about them.

Community Fellow First Name

Click or tap here to enter text.

Community Fellow Last Name

Click or tap here to enter text.

Name of Academic Inst. OR Community-base Org.

Click or tap here to enter text.

Phone number

Click or tap here to enter text.

Email

Click or tap here to enter text.

Mailing address

(Building, street, province/territory, postal code)

Click or tap here to enter text.

Please share why you think this Community Fellow applicant is a good choice for the Community Fellowship program; include level of their interest; level of STBBI knowledge they will bring into the Community Fellowship Program, and finally, tell us about your working relationship with this applicant.

Click or tap here to enter text.

Section 5

How this project advances Indigenous knowledges and methods in STBBI research

This section asks questions about the use of Indigenous knowledges and the development of new Indigenous methods in your engagement with the Community Fellow; this is premised on the understanding that this opportunity is about harnessing community knowledges to respond to STBBI in Indigenous communities. Please answer the questions to the best of your ability; working with your Community Fellow to respond to these questions is recommended.

Please describe how this project will advance Indigenous methods and approaches, and relevant explorations in STBBI knowledge(s):

Click or tap here to enter text.

Please tell us how this project will include Indigenous Knowledge Keepers; provide as much detail as you can. Working with the Community Fellow to respond is recommended.

Click or tap here to enter text.

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Section 6

PROJECT DETAILS

Please tell us about the program of work that you and the Community Fellow will undertake to do together, include as much detail as possible, include a combination of the following:

1. Brief description of your area(s) of research interest
2. Description of how your research interests might benefit Indigenous communities
3. Describe Knowledge Keeper(s) engagement
4. Purpose, goals and objectives of your program of work, and/or research development
5. Description of the methodology
6. Dissemination and/or KTE plan
7. Outline of community support and involvement
8. Describe how the program of work will contribute to Indigenous research impact/capacity
9. Timeline anticipated
10. Statement on how you will use the award

Project Title Click or tap here to enter text.
Community where proposed project will be undertaken: Click or tap here to enter text.
Amount of in-kind support (if any): Click or tap here to enter text.
Total Cost of Project: Click or tap here to enter text.
Anticipated Project Start Date:

Click or tap here to enter text.

Anticipated Project Completion Date:

Click or tap here to enter text.

Section 7

ATTACHMENT A – BUDGET INFORMATION

Please send as **ATTACHMENT A** when you submit your application. This document should include:

1. **Budget Summary** indicating the breakdown of all requested funds (rounded to the nearest dollar) and,
2. **Budget Justification** detailing the budget, with a description of all items requested as supplies, expenses and stipend/salaries (See budget summary & justification example pg. 8). Please disclose if funds have also been requested through other sources and how those funds would be allocated if attained.
3. **Fellowship funds can be used to provide stipend/salary to the fellow**, pay for the fellow's learning, (including the costs of participating in ceremonies), or for research expenses.
4. **Admin Costs:** It is suggested that a maximum of 15% may be used for administration (i.e., wages for admin/RA staff). Please note: Expenses for participating in Feast Centre Writing Retreats will be covered by the Feast Centre.

Allowable expenses under this funding opportunity:

1. **Supplies and Expenses:** Include expenses for materials (for example: cultural resources, photocopying and printing, teleconference costs, or catering) and research and/or meeting travel expenses.

Please note: Expenses will not be paid for rent, telephone, Internet, the purchase of computers or laptops, computer software (other than for data analysis), etc.

2. **Salaries and Wages:** List all positions that will be supported by this fund. Give details regarding the duties and proposed salaries or stipends. If an individual is to be supported on a part-time basis, indicate the amount of time to be spent on this work.
 - a. Anyone is eligible to receive salary/wage support as long as they are not listed as team members (if you are listed as a team member, you cannot receive wage support from the grant).
 - b. Additionally, the following are not eligible to receive salary/ wage support:

- i. Principal Applicants (academic or community)
- ii. Any person holding an academic rank equivalent to Lecturer (who is drawing a salary from the Institution), Assistant Professor, or higher who is already drawing a salary, but who is considered to be a professional assistant, advisor or research associate,
- iii. Employees of the federal or provincial governments and investigators based outside of Canada

3. **Total Amount Requested:** Please indicate the total dollar (\$) amount requested.
4. **Name of Financial Officer:** Provide the name and address of the financial officer who will be responsible for the administration of this research grant and to whom all correspondence about the accounting should be sent.

Sample Budget Summary:

Expenses	Total Costs
Supplies	\$XX.XX
Salaries & Wages	\$XX.XX
Total Amount Requested	\$XX.XX

Sample Budget Justification:

Supplies

Item Required	Total Costs
Item #1	\$XX.XX
Brief Description of Item #1	
Item #2	\$XX.XX
Brief Description of Item #2	
Item #3	\$XX.XX
Brief Description of Item #3	

Extend list if necessary.

Salaries and Wages

Salaries	Total Costs
Position #1 (Feast Centre Community Fellow)	\$XX.XX
Please include the following: <ul style="list-style-type: none"> • Position title • Major responsibilities • Rate of pay and number of hours worked per week • Degrees or experiences required for the position 	
Position #2 (Knowledge Keeper)	\$XX.XX

Brief Description of item #2	
Position #3	\$XX.XX
Brief Description of item #3	

Extend list if necessary.

Section 8

ATTACHMENT B – Letter of Support from Academic Institution or Community-Based Organization

Please send as **ATTACHMENT B** when you submit your application.

As a Feast team member, if you are already connected to an existing research institute, please provide a Letter of Support from your institute that outlines institutional support of your sponsorship of a Feast Community Fellow; it may include any in-kind support by your institution, I.E. office space at your institute; access to printing; etc.

As a Feast team member, if you are already connected to a Community Based Organization (CBO), please provide a Letter of Support that indicates CBO support of the Community Fellow. Please include any in-kind support that can be provided by the CBO to the Community Fellow, I.E. office space/desk at the organization, access to phone and printing, etc.

Section 9

Curriculum Vitae(s)

For both the Feast team-member and the Community Fellow applicant, please provide us with your most recent CVs. Please send as **ATTACHMENT C** when you submit your application.

Section 10

Statement of Interest from Community Fellow Applicant

Please input a **Statement of Interest** by your Community Fellow Applicant below. This should include (in their own words) why they are interested in becoming a Feast Centre Community Fellow; their statement should include information about any STBBI or Indigenous health research they have been involved with; what strengths and community knowledges they will bring to the Feast Centre that will impact STBBI research.

Please insert the Statement of Interest by your Community Fellow Applicant here.

Click or tap here to enter text.

Thank you for submitting your application. We look forward to receiving your application.



Feast Centre for Indigenous STBBI Research