

February 15, 2015

Good afternoon;

The Canadian Centre for Aboriginal Entrepreneurship (CCAIE) is submitting proposals to continue to deliver and enhance regional deliveries of our Aboriginal BEST (Business and Entrepreneurship Skills Training) program for the next three years in communities across BC. Since 2003, the CCAIE has helped over 2000 participants in 95 communities to research, launch, buy, and grow their own social enterprises and businesses. Our CCAIE facilitators share their own real-world business experiences to create a culturally safe, responsive and interactive learning environment for Aboriginal learners.

We would like the opportunity to bring the Aboriginal BEST program of facilitators/mentors, business training materials, coaching support team to your community.

In order to do so, we require a formal **Letter of Support** from you to include in our proposal for your region. According to our funders, a Letter of Support from your organizations must include the following:

1. Be on **your organization’s letterhead**, with the **name, position, title and signature of the letter writer**.
2. **Include a description of your organization** (mission/values) and some reasons why our small business/entrepreneurship program supports your organization’s goals or your community plans.
3. Demonstrate support **for the CCAIE management, trainers and coaches that shows we can help an organization successfully host, market, deliver, and report about Aboriginal BEST**.
4. **Describe any past experience you have with the *Aboriginal BEST* program**.
5. **Demonstrate the need for small business training programs in your region**
6. **Explain likely benefits for your community if you can host a BEST program?** Note that for the descriptive sections of your letter, we’ve included an attachment with a few probing questions and some comments gathered from host organizations’ Letters of Support that we have already received:
7. **Please describe any in-kind contributions that your organization could provide** as a community host for Aboriginal BEST to ensure that we deliver a successful program for you, your participants and our partners. Typically, host organizations cover full or partial costs for:
 - a. A suitable training room (estimate the cost if you were renting the space).
 - b. Coffee, tea and snacks for participants (estimate the costs if you were to buy them).
 - c. Internet and Wi-Fi access for us and students, some extra photocopying (in response to specific needs of participants, etc. (estimate the cost if you were charging for those services).
 - d. Costs of additional student supports/services/donations you could arrange from other partners or departments to reduce barriers to participation (or enhance the grad/celebration)
 - e. Marketing support through their organization’s marketing channels or advertisements.

We know that your time is valuable, especially at this time of year. In response to requests from potential host organizations, we have created a template letter that you can edit and use to support your Letter of Support. The template letter includes some ‘probing questions’ from our CCAE Team to guide you; we compiled some detailed sample responses (with permission) to share from letters that we have already received. We’ve also gathered some inspiring testimonials from a few BEST grads to really inspire you to help us continue developing and delivering Aboriginal BESTs around BC. Please email me at spiritlinking@gmail.com and I’ll send you the template letter and testimonials right away.

We appreciate receiving your organization or community’s e-mail commitment supporting our CCAE team and possibly hosting a BEST by Monday, February 23rd, 2015.

We hope to receive your Letter of Support you by e-mail by **Wednesday, February 25rd, 2015** so that we can complete then submit our proposal by **February 28th, 2015**.

Please contact me if you have any questions about BEST, the CCAE team, or your letter of support. We look forward to continue enhancing programs like Aboriginal BEST that **“nurture the spirit of entrepreneurship in individuals, organizations and communities.”**

In honour and respect,



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On behalf of Bruce Lacroix, CEO, CCAE and Provincial Coordinator, Aboriginal BEST ceo@CCAIE.ca
