



Skills Development Program Application Guide

Thank you for applying to the Stormont, Dundas and Glengarry Community Futures Development Corporation's (SD&G CFDC) **Skills Development Program**.

You will be required to submit:

1. **Request for Funding Cover Sheet with signatures (last page of this application guide)**
2. **A Request for Funding document—including all headings in sequence with content, and**
3. **Supporting documentation package.**
 - Listed below are details for the **application and supporting documentation package**. This should provide sufficient information to permit an assessment and decision on your application.
 - The SD&G CFDC may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

The objectives of the **Skills Development Program** are to support economic development projects throughout the United Counties of SD&G and the city of Cornwall. The SD&G CFDC proposes to support projects that will be creating new jobs, enhancing existing jobs, assisting these employers to redevelop employees for new occupations and new skills.

Please complete and sign the last sheet of this document to accompany your **request for funding** document and return it along with the **supporting documentation package** to:

SD&G Community Futures Development Corporation
Attention: Terry Besner
26 Pitt Street, Suite 207
Cornwall, ON
K6J 3P2

In addition please submit the application via electronic mail to: tbesner@sdgcfdc.on.ca
For an application to be processed, a signed original application is required to be on file.

Applications are assessed on the following criteria:

1. Estimated impact on the economic health of United Counties of SD&G and the City of Cornwall.
2. Eligible costs include any direct or non-capital costs of the project. Only costs that are reasonable, incremental and which relate directly to the project activities are allowed.
3. The SD&G CFDC may contribute (of Eligible expenses) :
 - **Private Sector** for training costs associated with training new or existing employees.
Employers will be reimbursed 50 % of the actual training expenses, up to a maximum of \$5,000 per employee and \$15,000 per business (excluding taxes);



- **Non-Profit Organizations** for training costs associated with training new or existing employees.
Employers will be reimbursed 100 % of the actual training expenses, up to a maximum of \$5,000 per employee and \$15,000 per organization (excluding taxes);
- 4. Individual projects contributions will not exceed \$15,000 without the written authorization of Industry Canada/FedNor.
- 5. Funds must be expended by the deadline outlined in the Letter of Offer.
- 6. All projects will be required to submit a final report that will include a summary of activities, accomplishments, copies of plans if appropriate, and a financial reconciliation of the project.
- 7. Projects that create a dependency are not eligible.
- 8. The inclusion of a plan outlining how the support provided by SD&G CFDC will be publicized.
- 9. Thorough, logical and legible application.

If the application is approved, the SD&G Community Futures Development Corporation will prepare a letter of offer with terms, conditions and a funding disbursement schedule. Funds will be released after successful completion of the project subject, and a copy of the plan or appropriate supporting material is submitted along with a final report and financial reconciliation of the project. Please note that advances or extensions will not be permitted and contributions may be forfeited if projects do not start or complete on time.

Any questions or concerns regarding the application process or the **Skills Development Program** should be directed to **Terry Besner at (613) 932-4333 x24, tbesner@sdgcfdc.on.ca or fax (613) 932-0596.**

Payment of SD&G CFDC Contributions

Detailed instructions and claim forms will be provided to applicants after the SD&G CFDC approves their projects. However, applicants may find the following general information useful in their financial planning.

- In order to receive payment, applicants must file a claim. The claim must include a listing of all the costs incurred for the project with supporting invoices and proof of payment i.e. copy of cancelled cheque.
- Applicants will be reimbursed in full upon the completion of their projects. In order to receive payment, a claim form must be submitted along with a final report, a financial reconciliation of the project and any supporting documentation regarding the project such as a copy of a plan that was funded, feasibility study, etc.



- Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques, and to provide SD&G CFDC auditors with access to these records when requested.
- Eligible expenses are costs before PST and GST.
- The SD&G CFDC may contribute (of Eligible expenses) :
 - **Private Sector** for training costs associated with training new or existing employees. Employers will be reimbursed 50 % of the actual training expenses, up to a maximum of \$5,000 per employee and \$15,000 per business (excluding taxes);
 - **Non-Profit Organizations** for training costs associated with training new or existing employees. *Employers will be reimbursed 100 % of the actual training expenses, up to a maximum of \$5,000 per employee and \$15,000 per organization (excluding taxes);*

If applicants arrange for bridge financing of their SD&G CFDC contribution with a bank or other financial institution, SD&G CFDC will accept a direction to pay the proceeds of a SD&G CFDC contribution jointly to an applicant and the financial institution providing the bridge financing.

Below is a Submission Checklist for your convenience:

SKILLS DEVELOPMENT REQUEST FOR FUNDING CHECKLIST:	✓
1. Request for Funding Cover Sheet with original signature (print next page, fill and submit)	
2. Request for Funding Document	
3. Supporting Documentation:	
a. Proof of legal name, business registration, or if incorporated a copy of the articles of incorporation.	
b. Financial Statements (for the most recent fiscal year-end).	
c. Procedure for recruiting and hiring consultants, RFP's if applicable	
d. Consultant / Supplier Quotations if applicable	
4. One original hard copy of the application. Email copy sent to tbesner@sdgcfdc.on.ca	
5. Other (Specify):	



Skills Development Program-Application Cover Sheet

LEGAL NAME OF APPLICANT (proof required)	
OPERATING NAME	
MAILING ADDRESS	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	
MUNICIPALITY OR NOT-FOR-PROFIT	
INCORPORATION NUMBER	
PROJECT TITLE	
TOTAL PROJECT COST (Excluding PST & GST)	
TOTAL EODP CONTRIBUTION REQUESTED (Excluding PST & GST)	
TOTAL EODP FUNDING RECEIVED BY ORGANIZATION IN THE PAST 5 YEARS	

Any application not signed by proper authority of the organization cannot be processed. The undersigned certifies that all information provided to SD&G CFDC in support of this request for funding is true and complete, and undertakes to provide any further information that may be required for SD&G CFDC to render a decision, in a timely manner. The undersigned also herewith provides consent for SD&G CFDC to make sufficient credit and other enquiries that may be necessary in the evaluation of this request for funding.

PUBLICITY

It is understood that the first opportunity for any announcement relative to this program and the activities involved remains with the Government of Canada and any announcements, releases, etc. must be approved by Industry Canada FedNor and/or SD&G CFDC. Industry Canada FedNor and/or SD&G CFDC reserve the right to approach any individual / organization regarding the potential use of relative materials, details, or other aspects of their involvement for promotional purposes.

DISCLOSURE AND RELEASE STATEMENT

I understand and consent to SD&G CFDC collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining my eligibility for funding as is required by law and by SD&G CFDC. I understand that SD&G CFDC will handle my personal information in strict confidence in accordance with Federal privacy law as set out in SD&G CFDC's *Privacy Policy*. If I have any questions or concerns about the management of my information, I may refer to SD&G CFDC's *Privacy Policy* available at SD&G CFDC office.

Authorized by	
Title	
Date	

