



SKILLS DEVELOPMENT PROJECT GUIDELINES 2009 - 2011

Purpose:

The SD&G CFDC will support community-based initiatives that stimulate business and community development opportunities through investment in skills development and training. 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.

Eligible Applicants:

- Community Futures Development Corporations
- Non-profit organizations (including corporations, community development organizations, and associations);
- Legal commercial entities including individuals, corporations, partnerships, cooperatives or trusts;
- Aboriginal organizations; and,
- Groups or alliances of those described above where a lead recipient has been identified.

Eligible Activities:

- on-the-job training;
- in-house or outsourced classroom training;
- business management skills development;
- network management training;
- workshops; and,
- seminars.

Eligible Activities relate to training for new hires or existing employees. Projects that increase the levels of transferable skills will be given preference.

Training for summer students, temporary jobs, or part time jobs less than 20 hrs per week, are normally not eligible.

Eligible Costs:

Eligible costs are expenses that will be incurred, which are **reasonable, incremental and required** to carry out the Eligible Activities specified in this Schedule, including but not limited to:

- trainer and trainee wages and benefits;
- travel expenses;
- software, textbooks, manuals etc. directly related to the skill training;
- registration fees;
- course purchases;
- professional fees;
- certification fees; and,
- other costs directly related to the approved Eligible Activities.



Eligible Costs for Not-for-Profit Recipients may be up to 100% of total Eligible Costs.

Eligible Costs for Private Sector Recipients may be up to 50% of total Eligible Costs.

The maximum contribution with respect to any one employee will *normally* not exceed \$5,000 with a maximum of **\$15,000** available to any one Recipient. Any exception requires the Minister's prior written approval.

Applicant Requirements

- All recipients of contributions will be required to submit a final report that will include a summary of activities, accomplishments and financial reconciliation of the project.
- This information will be due on the deadline agreed to in the recipients signed letter of offer. Please note that no advances or extensions will be allowed and contributions could be forfeited to assist other recipients if submissions are late.
- All applications to the program and any subsequent claims for reimbursement, should the application be approved, **must be completed in full** and be legible or they will be returned to the applicant for resubmission.
- All necessary receipts and proof of payment must accompany claims.
- A copy of the completed plan or proof that the funded activity was undertaken must be included.
- There is an expectation that recipients of contributions will publicize SD&G CFDC's support of their project, therefore, all applicants must include a plan with their application outlining how they will publicize their partnership with SD&G CFDC, including a timeline. This could include but is not limited to news releases, cheque presentations, announcements, a feature story in your company's newsletter, website, etc.
- Projects must be completed in full and all funding expended on or before a **Completion Date prior to February 26, 2010 or February 25, 2011**, as specified in the Letter of Offer, should the project be approved for funding.

SD&G CFDC Administration:

The Community Futures Development Corporation will administer Skills Development projects in accordance with the application, administration and approval policies and procedures outlined in their application for funding, and agreed to by the Minister. Where a further distribution of funding occurs, applications from Eligible Recipients will be assessed based on local and regional needs, priorities and opportunities. The SD&G CFDC is responsible for due-diligence assessments of all such applications including:

- a detailed review of project budgets and Eligible Costs;
- a review to ensure all applicable legislative requirements have been met;
- a review of expected long-term sustainable economic benefits resulting from the project;
- an assessment of risks associated with the project; and,
- an assessment of the expected project results and outcomes and the proponent's strategy for measuring and reporting project results and outcomes.

The Applicant acknowledges that, as the operation of the Corporation is financially supported by the Government of Canada, representatives of Canada are permitted access to the files of the Corporation for monitoring, audit and evaluation purposes, and that the Applicant may be contacted from time to time by representatives of Canada as part of the evaluation of the performance of the Corporation. The Government of Canada will treat all such information in a confidential manner and will not remove such information from the Corporation's premises without prior written authorization by both the Corporation and the clients.