



Eastern Ontario Development Program

YOUTH ATTRACTION AND RETENTION PROJECT GUIDELINES 2009 - 2011

Purpose:

To provide valuable work experience and support the employment of Youth Interns* within the SD&G CFDC's service area.

Eligible Applicants:

- Community Futures Development Corporations
- Non-profit organizations (including municipalities, municipal organizations, 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:

Eligible Activities are those directly related to the employment of Youth Interns*, normally in one or more of the following business and/or community development activities:

- economic, tourism and/or business development;
- business and trade opportunity development;
- strategic planning, feasibility and marketing studies;
- marketing projects;
- research and analysis;
- training programs; and,
- technological innovation including commercialization of new technologies.

***Interns employed through agreements with other Eligible Recipients will normally be graduates with a degree, diploma or Ontario Ministry Certificate from a secondary/post secondary institution and be under 30 years of age. Each Intern and Intern project/position will not normally exceed 12 months in duration. All exceptions require prior written approval by Industry Canada / FedNor.**

Activities not supported include:

- administrative and/or operational activities considered part of regular operations;
- those that displace existing employees; and,
- those that do not comply with labour union agreements.

Eligible Costs:

Eligible Costs are expenses that will be incurred by the Recipient, which in the opinion of Industry Canada / FedNor are reasonable, incremental and required to carry out the Eligible Activities specified in this Schedule, including but not limited to:

- intern's wages and benefits;
- travel;
- equipment; and,
- training.



Where costs to be incurred do not clearly fall within the above-stated Eligible Costs, the Recipient must receive prior written approval from Industry Canada / FedNor before incurring any costs.

Eligible Costs for **Not-for-Profit** Recipients may *normally* be up to **100% of total Eligible Costs** and will not normally exceed a maximum monthly contribution of \$2,500, for up to 12 months, towards wages, benefits and related incremental project costs.

Eligible Costs for **Private Sector** Recipients may *normally* be up to **50% of total Eligible Costs** and will not normally exceed a maximum monthly contribution of \$2,500, for up to 12 months, towards wages, benefits and related incremental project costs. Any exception will require Industry Canada / FedNor'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 Youth Attraction and Retention projects in accordance with the application, administration and approval policies and procedures outlined in their application for funding, and agreed to by Industry Canada / FedNor. 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.

