

## **Eastern Ontario Development Fund Application Eligibility**

### **Skills Development**

#### ***Project Objective:***

Community Futures will invest funding in skills development through North & Central Hastings and South Algonquin employers. The funding is intended to assist and encourage training of employees of for-profit businesses and not for profit agencies enhancing the skills set of those employees, providing transferable skills and contributing to the overall strength of the work force capabilities of the area.

#### ***Project Activities:***

Community Futures will undertake, through applications received, to approve assistance of up to 50% of the training costs for local employers to a maximum of \$5,000 per employee. The maximum available to any individual business or qualifying organization is \$25,000.

- Training can be on-the-job or in classroom; in-house or outsourced
- Training can be in any sector
- New hires or existing employees

Summer students, temporary jobs, or part time jobs less than 20 hrs per week, are not eligible

Wage reimbursements are limited to the time the trainer is taking out of his/her work day to train an employee or the time the employee is taking (other than their regular workday) to take or attend a course / training session. This can include but is not limited to hours worked towards certification.

Applications that meet the qualifying criteria outlined in our application (See attached) are eligible for funding and will require board approval upon CFDC recommendation. Once approved by CFDC Board approved participants will receive a letter of offer outlining the project objective, budget, timeline and measurable achievements. As well, participants will be required to abide by the program reporting policy. Signature of the letter of offer will precede any payments to the participant.

#### ***Description of Skills Criteria***

##### **Eligible Recipients**

Eligible Secondary Recipients are:

- Legal commercial entities including individual, corporations, partnerships, cooperatives or trusts
- Non-profit organizations (including municipalities, municipal organizations, corporations, community development organizations and associations
- 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**
- **Workshops and seminars**

##### **Eligible Costs**

Eligible costs are reasonable, incremental and required to carry out the Eligible activities specified, including but not limited to :

- Trainer wages and benefits
- Travel expenses
- Software, textbooks, manual, directly related to the skill training
- Registration fees
- Course purchases
- Professional fees
- Certification fees