



Community Futures Development Corporation
of North & Central Hastings and South Algonquin

Skills Development Program Assessment / Application Form

Thank you for applying to the Community Futures Development Corporation of North & Central Hastings and South Algonquin's **Skills Development Program**. Detailed below are the contents of the supporting documentation package that must be submitted with your request for funding. This should provide sufficient information to permit an assessment and decision on your application. The CFDC may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

Please complete and sign the accompanying CFDC request for funding form and return it with the supporting documentation package to:

Community Futures Development Corporation
Attention: Bob Cloes
P.O. Box 517
Bancroft, ON
K0L 1C0

Applications can be sent via fax at: (613) 332-5628
Attention: Bob Cloes

Applications are assessed on the following criteria:

- a. A for-profit organization or non-profit agency located and conducting activities in North or Central Hastings or South Algonquin.
- b. Investment in transferable skills.
- c. Eligible costs include on-the-job or classroom training and may be in-house or outsourced. Trainees may be new hires or existing employees.
- d. Summer students, temporary jobs and part time jobs less than 20 hours per week are not eligible.
- e. CFDC may contribute 50% of the training costs to a maximum of \$5,000 per employee and a maximum of \$25,000 per business.
- f. Ability to successfully spend funds preferably by February 28, 2010.
- g. Sound project budget and work plan.

Please include any supplementary information available concerning overall training details and plans, quotes for outsourced training, and any other relevant information.

If the application is approved, Community Futures Development Corporation will prepare a letter of understanding with terms, conditions and a funding disbursement schedule. Funds will be released to the company only after successful completion of the training. When training is complete, company is to submit a claim consistent with the letter of understanding with proof of training completion. Community Futures will issue a cheque to the company. The Community Futures reserves the right to request site visits to monitor training progress (with advance notice). Community Futures contributions will be subject to a 10% hold back until applicant has completed the project, met all project requirements as laid out in the letter of understanding and/or until a final report and budget is received by the Community Futures.

Any questions or concerns regarding the application process or the **Skills Development Program** should be directed to BOB CLOES at tel: 332-5564, fax 332-5628 or email @ cfdc@community-futures.ca



Community Futures Development Corporation
of North & Central Hastings and South Algonquin

Skills Development Program Application

Organization: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

Purpose: _____

Amount Requested: _____

Authorizing Signature

Date

Name



Community Futures Development Corporation
of North & Central Hastings and South Algonquin

1. Business Profile

Company Name: _____

Telephone Number: _____

Address: _____

Type of Business: _____

Length of time in business: _____

Classification of Business:

- Retail
- Food
- Tourism
- Service
- Construction
- Wholesales
- Manufacturing
- Other – (specify) _____

Current Number of Employees: _____ Full-time _____ Part-time

Number of employees requiring training in this application # _____

Please provide a brief background on the nature of your business, core product or service, and strategic plan for the short to medium term:

2. Project Description

Describe in detail the nature of the skills investment required. Please use a separate form if the application covers multiple positions or types of training

What is the objective to be achieved by the organization through this training?

Will the training be: (yes or no)

- _____ On the job
- _____ Classroom
- _____ Combination of both
- _____ In-house
- _____ Out-sourced
- _____ Combination of both

Have you selected a trainer? _____

Contact Information: _____

If the training is in-house, provide qualifications of trainers

3. Project Costs

Major expenditures related to your application
Items

Costs

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total Cost

What is the source of your 50% contribution?

\$ _____

Skills Development Funding (50%) contribution

\$ _____

Total Funds

\$ _____

Provide the following measurements for the training:

- Start Date _____ Completion Date: _____
- Major training milestones (if any) to be measured in between:

- Measurement of completion (certification, testing, etc.)

Attachments:

- List of employees to be trained
- Copy of quotes on training
- Trainers CV or qualifications
- Business registration, Letters of Incorporation or Not for Profit Status

Please return completed Application Form to:



Community Futures Development Corporation
of North & Central Hastings and South Algonquin

P.O. Box 517 26 Chemaushgon Road Bancroft, ON K0L 1C0
Fax Number 1-613-332-5628