



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

YOUTH INTERN INITIATIVE APPLICATION FORM

REQUEST FOR FUNDING

LEGAL NAME OF APPLICANT	
OPERATING NAME	
ADDRESS	
CONTACT PERSON	___ Mr. ___ Mrs. ___ Ms. ___ Blank
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	
TYPE OF BUSINESS	

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

Authorized by	
Title	
Date	

1. PROJECT DESCRIPTION: Please provide a short description of the Project which the Intern would undertake.

PROJECT COSTS		Amount	SOURCES OF FUNDS		Amount
Salary	\$				\$
Benefits	\$				\$
Other Costs	\$				\$
	\$				\$
	\$				\$
	\$				\$
TOTAL COSTS	\$		TOTAL FINANCING		\$

2. STATEMENT OF WORK TO BE UNDERTAKEN (in point form)

The "Statement of Work" for the Youth Internship Program should clearly set out the following:

- i. The objectives and tasks to be performed by the intern (the job description), and
- ii. what the specific task(s) will be; how the student will perform these tasks; the timing; and the expected outcomes and measurements (the work plan).

The following is intended as suggestions for preparing these documents:

A. The Job Description

Provide a statement of purpose or objectives for the proposed work term, detailing what the intern's role in the corporation will be.

B. The Work Plan: (in point form)

Please provide:

- i. Outline of specific tasks
- ii. Anticipated results/deliverables/outcome
- iii. Method of measuring results
- iv. Time frames to accomplish tasks within employment period

Project Task	Time Frame	Anticipated Results	Mentor

3. HISTORY OF CORPORATION

- i. Please identify the key contact person(s) of the business / organization

Full Name	Position	Telephone

NOTE: *Please respond in point form to all items*

- ii. History of Business / Organization:

--

iii. What are the general day to day operations of the business/ organization?

--

iv. Business Profile: Brief description of the business/ organization (number of employees, volunteers, office locations(s)), community activities and other characteristics.

--

v. Please highlight what areas you have achieved the most success.

--

4. PERSONS RESPONSIBLE FOR SUPERVISING/MENTORING THE INTERN

i. Submit a separate resumé for each person, **if it will** complement the information below.

Name	
Position w/ Corporation	
Address	

ii. Responsibilities, experience, education and background of mentor:

--

5. DESCRIPTION OF THE HIRING PROCESS AND PLANS FOR SUPERVISING/MENTORING THE INTERN

- i. Hiring process: Outline your hiring process for the internship (eg. Ads, interview etc)

- ii. Plans for Supervision: Identify proposed mentors. Identify the form and frequency of supervision by each mentor.

- iii. Anticipated impact and benefits for the Intern; particularly, long-term employment potential, either with your business or otherwise.

6. DESCRIPTION OF EXIT PLAN TO ASSIST THE INTERN IN SECURING EMPLOYMENT AT THE END OF THE INTERNSHIP

(e.g., Intern will be hired by applicant or will be provided time to work on resumé, set up interviews, etc.)

7. YOUTH INTERN CRITERIA

Youth Interns are normally under the age of 30 and has normally graduated with a degree, diploma or Ontario Ministry Certificate from a secondary / post-secondary institution. Youth Intern positions are understood to be full-time positions. The intern should not be related to members or directors of the recipient or members or directors of the funding body (CFDC).

8. PAYMENT OF COMMUNITY FUTURES CONTRIBUTIONS

Detailed instructions and claim forms will be provided to applicants after their projects are approved by Community Futures. 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. Copies of all invoices must accompany the claim.

Applicants may claim 90% of the approved Community Futures contribution during the implementation phase of the project. The final 10% of the approved Community Futures contribution will be released following completion of the project, upon submission of the required final report. Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques, and to provide Community Futures auditors with access to these records when requested.

INTERN FUNDING: Community Futures will normally pay between 25%- 90% of the approved costs of the project up to a maximum of \$2,500 per month per organization and up to a maximum of \$1,250 per small business during the agreement period and normally prior to March 31, 2011.

If advance payments are required, please provide justification through your financial statements and any interim statements.