



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

Youth Retention & Attraction Initiative (Internship) Application Guide

Thank you for applying to Community Futures Development **Youth Retention & Attraction Initiative**. Detailed below are the contents of the supporting documentation package which must be submitted with your request for funding. This should provide sufficient information to permit an assessment and decision on your application. Community Futures may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

The **Youth Intern (Youth Retention & Attraction) Initiative** program will provide local organizations and companies with the opportunity to hire qualified individuals to undertake special capacity building projects and will also provide recent college or university graduates with skills gained from full-time work experience in business and/or community development fields. The internships will demonstrate the advantage of living and working locally.

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

**Community Futures Development Corporation of North & Central Hastings and South Algonquin
P.O. Box 517
Bancroft, ON K0L 1C0**

Applications can be sent via fax to 613-332-5628.

Applications are assessed on the following criteria:

- a. Applicant is a; non-profit organization, including municipalities, municipal organizations, corporations, community development organizations and/or associations; or, a legal commercial entity, including individuals, corporations, partnerships, or, a group, alliance or association of those above where the lead applicant has been identified, an Aboriginal organization; and, is conducting activities in North or Central Hastings or South Algonquin.
- b. Proposed intern will normally be a recent graduate (3 yrs.) with a degree, diploma or Ontario Ministry Certificate from a post-secondary institution and be between 18-30 years of age and should not normally be related to members of the employing body or members of the funding organization (Community Futures).**
- c. Potential for long term job creation.
- d. Business and/or community development in North or Central Hastings or South Algonquin.
- e. Eligible costs for not-for-profit secondary recipients may be up 100% of total eligible project costs and will not normally exceed \$2,500 per month, towards wages, benefits and related incremental project costs.
- f. Eligible costs for private sector secondary recipients may be between 25% - 50% of total eligible costs and will not normally exceed a maximum monthly contribution of \$1,250 per month, towards wages, benefits and normally related incremental project cost. Percentage will be based on employment impact, relevance to course of study, opportunity for permanent position.
- g. Sound project budget and work plan.
- h. Eligible activities include; 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. Activities which are 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.
- i. Eligible costs are reasonable, incremental and required to carry out the eligible activities specified, including but not limited to; intern's wages and benefits; travel; and, related costs.
- j. Funds must normally be spent by March 31, 2011.

If the application is approved, Community Futures will prepare a letter of understanding with terms, conditions and a funding disbursement schedule. 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 Community Futures .

Any questions or concerns regarding the application process or the Youth Intern Initiative should be directed to:

Bob Cloes at 613-332-5564, fax 613-332-5628 or cloesb@community-futures.ca

The following checklist has been provided for your convenience. Please ensure that it is completed and also returned with your application:

Enclosed	Yes
1. Request for funding	
2. Statement of Work to be undertaken	
3. History of Association/Organization	
4. Persons Responsible for Supervising/Mentoring the intern	
5. Description of Hiring Process & Plans for Supervising/Mentoring the Intern	
6. Description of Exit Plan to assist intern in securing employment at end of internship	
7. Other Supporting Documentation	
8. Payment of CFDC Contributions	