



BRUCE

Community Futures Development Corporation

COMMUNITY FUTURES RURAL DEVELOPMENT FUND Internship Program

The Internship Fund provides recent secondary, post-secondary and retraining graduates with valuable skills from full-time work experience in business and economic development with the objective of leading to longer term employment in the area.

Youth Interns may be up to the age of 30 and must have graduated with a degree, diploma or Ontario Ministry Certificate from a secondary or post-secondary institution directly related to the approved project activity.

Non-Youth Interns must have recently graduated from a secondary or post-secondary institution or from a retraining program and looking to further develop their skills through a full-time work experience in a position directly related to their education.

The program will also provide local organizations and companies the opportunity to hire qualified individuals to undertake special capacity building assignments or incremental activities not currently within their budget.

Eligible beneficiary: (eligible only in the Southwestern Ontario region)

- ✓ Non-profit organizations (including municipalities, municipal organizations, societies, community development corporations and associations;
- ✓ Legal commercial entities including private sector, and SME;
- ✓ Aboriginal organizations ;
- ✓ Groups, alliances or organizations mentioned above in which a main beneficiary has been designated.

Eligible activities:

Eligible activities are those directly related to youth intern employment, and usually involve one or more of these community development activities:

- ✓ Economic, tourism or business development;
- ✓ Business and commerce expanding opportunities;
- ✓ Strategic planning;
- ✓ Marketing projects or feasibility studies ;
- ✓ Research and analysis;
- ✓ Business competitiveness improvement by training programs;
- ✓ Technological innovation, including commercialization of new technologies.

Non-eligible activities include:

- ✓ Regular administrative or operational activities;
- ✓ Activities requiring bumping of existing employees;
- ✓ Activities that are against human resources politics or collective agreements.

Eligible costs

- ✓ Wages and wages fees, social benefits;
- ✓ Travel expenses;
- ✓ Equipment;
- ✓ Training fees.

Eligible expenses:

This program offers financial assistance for the private sector. It subsidizes wage expenses for youth interns during a predetermined period.

- 50 % of wages and fees up to a maximum of \$35,000 per employee;
- Business must be located in Southwestern Ontario;
- Intern must reside in Southwestern Ontario.

This program offers non-profit organizations a financial support for wages on a predetermined period.

- 100 % wages fees up to 35 000 \$ per employee;
- Organizations must be located Southwestern Ontario;
- Intern must reside in Southwestern Ontario.

***** Projects that create a dependency are not eligible.**

Applications are currently being accepted and should be directed to:

**Bruce Community Futures Development Corporation
P.O. Box 208, 281 Durham Street
Kincardine, ON N2Z 2Y7**

PROJECTS MUST BE COMPLETED BEFORE MARCH 31ST 2010.

Any questions or concerns regarding the application process for the **Internship Program** may be directed to Amanda Farrell, 519-396-8141, toll free 888-832-2232, fax 519-396-8346 or email brucecfdc@bruce.on.ca.





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COMMUNITY FUTURES RURAL DEVELOPMENT FUND Internship Program Application Form

INSTRUCTIONS: Point form responses are preferred.

LEGAL NAME OF APPLICANT	
PROJECT NAME	
ADDRESS	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	
TOTAL PROJECT COST (Excluding GST)	
TOTAL CFRDF CONTRIBUTION REQUESTED (Excluding GST)	
Project Description: Provide a brief description of the project to be undertaken by the intern. Outline the objectives and tasks to be performed by the intern during the proposed work term. Include a description of the role the intern will have in your organization. Provide the expected employment period. Provide a job description if available.	



Work Plan: INTERNSHIP

PROJECT TASK/MILESTONES	TIME FRAME	MEASURABLE RESULTS (and how they will be measured)	TASK MANAGER

Position Requirements: Identify the education, experience, knowledge, skills and abilities required of the intern.

Economic Impact: Describe the impact the project activity will have on the economy of Southwestern Ontario. Outline your plans for sustaining the project activity following the completion of the internship. (Please join sheets for additional information.)



Project Costs: Identify and substantiate the sources and uses of funds required for the project. Clearly identify the dollar value of your investment (even if zero) in the project and indicate your investment. CASH ONLY. (Partnerships and projects with leveraged funds – CASH ONLY - will be given priority). Note: All approved CFRDF contributions exclude GST. Total project costs are to be reported excluding any GST.

DESCRIPTION OF ACTIVITY	FUNDING SOURCE (i.e. applicant, CFRDF, partner). Provide specific names.	TYPE OF FUNDING (CASH ONLY)	AMOUNT Specify confirmed or requested. (Please include letter of support).
	BCFDC	CASH	\$
		TOTAL PROJECT COSTS:	

Supporting Documentation: Applicants that are hiring a consultant must enclose Terms of Reference for the recruitment and hiring of the consultant with this application.

REQUIREMENTS	✓
1. Proof of legal name, business registration, or if incorporated a copy of the articles of incorporation.	
2. Financial Statements (for the most recent fiscal year-end).- Non for profit organizations only	
3. Interim Financial Statements (Required if the fiscal year-end statements are dated more than four months ago).- Non for profit organizations only	
4. Copy of Recruitment Advertisement and Job Description (if available). Can be provided at a later date.	
5. If Intern Pre-Selected: Copy of birth certificate and secondary or post secondary education certification. Proof of residence in Bruce CFDC service area.	
6. Please join 6 hard copies of the application. Also send a copy via e-mail to our representative @ brucecfdc@bruce.on.ca	
7. Other (Specify):	



PAYMENT OF BCFDC CONTRIBUTIONS

Detailed instructions and claim forms will be provided to applicants if their projects are approved by BCFDC. However, applicants may find the following general information useful in their financial planning.

All approved contributions exclude GST.

In order to receive payment, applicants will be required to file claims upon completion of each milestone (no more than monthly). Each claim must include a listing of all costs incurred for the project, copies of all paid invoices and proof of payment. BCFDC may request further information as required.

Applicants may claim up to 90% of the approved BCFDC contribution during the funding period. The final 10% of the approved BCFDC contribution will be released following completion of the project, submission of the final claim and submission of the required final reports.

If applicants arrange for bridge financing of their BCFDC contribution with a bank or other financial institution, BCFDC will accept a direction to pay the proceeds of a BCFDC contribution jointly to an applicant and the financial institution providing the bridge financing.

COMMERCIAL CONFIDENTIALITY

No commercially confidential information which you submit to BCFDC will be disclosed unless otherwise specified by you; required to be released by law; or required by the Minister of Industry to be released to an international or internal trade panel for the purposes of the conduct of a dispute in which Canada is a party or a third party intervener. Any information that you wish to be considered as confidential should be annotated accordingly.

PUBLICITY

It is understood that the first opportunity for any announcement relative to this program and the activities involved remains with the Government of Canada and any announcements, releases, etc. must be approved by Industry Canada FedDev and/or BCFDC. Industry Canada FedDev and/or BCFDC reserve the right to approach any individual / organization regarding the potential use of relative materials, details, or other aspects of their involvement for promotional purposes.

DISCLOSURE AND RELEASE STATEMENT

I understand and consent to BCFDC collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining my eligibility for funding as is required by law and by BCFDC. I understand that BCFDC will handle my personal information in strict confidence in accordance with Federal privacy law as set out in BCFDC's *Privacy Policy*. If I have any questions or concerns about the management of my information, I may refer to BCFDC's *Privacy Policy* available at BCFDC office.

This application form must be signed by the proper authority of the organization to be eligible for processing. The undersigned certifies that all information provided to BCFDC in support of this application is true and complete and undertakes to provide any further information that may be required for BCFDC to render a decision. The undersigned also herewith provides consent for BCFDC to make sufficient credit and other enquiries that may be necessary in the evaluation of this application.

Application submitted by:

Name of Authorized Official of Applicant

Title

Signature

Date

Name of Authorized Official of Applicant

Title

Signature

Date

