



# BRUCE

Community Futures Development Corporation

## COMMUNITY FUTURES RURAL DEVELOPMENT FUND Skills Development Program

The Bruce Community Futures Development Corporation offers a program that supports skills development for local labor force. The objective is to support the private and non-profit industry employee training initiatives, while providing enhanced skills in the local labor force.

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

- ✓ Non-profit organizations ( including societies, community development corporations and associations, **this program excludes municipalities and municipal organizations**);
- ✓ 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 may include, without limitation:

- ✓ Job training;
- ✓ Internal or external classroom training;
- ✓ Skills and business management;
- ✓ Workshops;
- ✓ Seminars.

### Eligible costs

Eligible costs may include, without limitations:

- ✓ Consultant and other professionals fees;
- ✓ Wages of trainees;
- ✓ Travel expenses;
- ✓ Software, manuals, guides, directly related to skills development;
- ✓ Training fees.

### Eligible expenses :

This program offers financial assistance for the private sector for training costs associated with training new or existing employees.

- Employers will be reimbursed 50 % of the actual training expenses, up to a maximum of \$5,000 per employee and \$25,000 per business (**excluding taxes**);
- Business must be located within Southwestern Ontario.

This program offers financial assistance for the non-profit organizations for training costs associated with training new or existing employees.

- Employers will be reimbursed 100 % of the actual training expenses, up to a maximum of \$5,000 per employee and \$25,000 per organization (**excluding taxes**);
- Business must be located within 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 31<sup>ST</sup> 2010.**

Any questions or concerns regarding the application process for the **Skills Development Program** may be directed to Amanda Farrell, 519-396-8141, toll free 888-832-2232, fax 519-3968346 or email [brucecfdc@bruce.on.ca](mailto:brucecfdc@bruce.on.ca).





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## COMMUNITY FUTURES RURAL DEVELOPMENT FUND Skills Development Program Application Form

**INSTRUCTIONS:** Point form responses are preferred.

|  |                               |
|--|-------------------------------|
| <b>LEGAL NAME OF APPLICANT</b>   |                               |
| <b>PROJECT NAME</b>  |                               |
| <b>ADDRESS</b>   |                               |
| <b>CONTACT PERSON</b>  |                               |
| <b>TELEPHONE NUMBER</b>  |                               |
| <b>FACSIMILE NUMBER</b>  |                               |
| <b>E-MAIL ADDRESS</b>  |                               |
| <b>NUMBER OF EMPLOYEES</b>   | Full Time_____ Part Time_____ |
| <b>TOTAL PROJECT COST (Excluding GST)</b>  |                               |
| <b>TOTAL CFRDF CONTRIBUTION REQUESTED (Excluding GST)</b>  |                               |
| <b>Business Description:</b> Provide a brief description of your business/organization. Identify and describe what type of training you wish to offer your employees. Provide separate attachment if required. |                               |
|  |                               |





**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<br>(i.e. applicant, CFRDF, partner). <b>Provide specific names.</b> | TYPE OF FUNDING<br>(CASH ONLY) | AMOUNT<br><b>Specify confirmed or requested.</b> (Please include letter of support). |
|-------------------------|--|--------------------------------|--|
|                         | <b>BCFDC</b>   | <b>CASH</b>                    | <b>\$</b>  |
|                         |  |                                |  |
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|                         |  |                                |  |
|                         |  |                                |  |
|                         |  | <b>TOTAL PROJECT COSTS:</b>    |  |

**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. Training Plan.  |   |
| 5. Consultant / Supplier Quotations (If approved, must be provided prior to disbursement of any funds).  |   |
| 6. Wages of trainees. Course and material cost (quotes)  |   |
| 7. Please join <b>6</b> hard copies of the application. Also send a copy via e-mail to our representative @ <a href="mailto:brucecfdc@bruce.on.ca">brucecfdc@bruce.on.ca</a> |   |
| 8. 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

