



PRINCE EDWARD/LENNOX & ADDINGTON COMMUNITY FUTURES DEVELOPMENT CORPORATION

Eastern Ontario Development Program

skills development

Thank you for applying to the PELA CFDC Skills Development Fund. The purpose of the Fund is to support initiatives that develop the labour force to meet the evolving needs of the business community, encourage new local entrepreneurs and attract external investment within Prince Edward/Lennox and Addington Counties. Eligible recipients include legal commercial entities, non-profit organizations, aboriginal organizations, and groups or alliances of the aforementioned where a lead organization has been identified. Complete information can be found at www.pelacfdc.ca.

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 reach a decision on your application. PELA CFDC may request additional information or clarification regarding this submission. All information provided will be kept strictly confidential. Please include any available supplementary information concerning overall training details and plans, and quotes for outsourced training. **Note that incomplete or late applications will not be accepted. Priority will be given to projects that result in job creation.**

Please complete the accompanying application and submit it via email to tl@pelacfdc.ca with "Skills Development Fund Submission" in the subject line or return it to one of the following:

Theresa Legate
c/o PELA CFDC
280 Main Street, Suite 103
Picton, ON K0K 2T0

Theresa Legate
c/o PELA CFDC
47 Dundas Street East
Napanea, ON K7R 1H7

Eligible Activities

- On-the-job training, in-house or outsourced classroom training, business management skills development, network management training, workshops, and seminars
- Note that eligible activities relate to incremental training for new hires, existing employees, entrepreneurs and SMEs. Training for summer students, temporary jobs, or part-time jobs less than 20 hours per week are not normally eligible

Eligible Costs

- Trainer and trainee wages and benefits, travel expenses, software, textbooks, manuals etc. directly related to the skills training, registration fees, course purchases, professional fees, certification fees, and other costs directly related to the approved eligible activities
- Not-for-profit organizations are required to make a 25% cash contribution
- For-profit organizations are required to make a 50% cash contribution
- The maximum contribution with respect to any one employee will not normally exceed \$5,000 with a maximum of \$25,000 available to any one recipient.
- All funds must be expended by March 15, 2013.

Payment of PELA CFDC Contributions

If the application is approved, PELA CFDC will prepare a Letter of Offer outlining the terms, conditions and a funding disbursement schedule. Funds will be released after successful completion of the training subject to a 10% hold back until the applicant has met all project requirements as laid out in the letter of understanding and a final report and budget is received by PELA CFDC.

In order to receive payment, applicants must file a claim. The claim must include a listing of all the costs incurred during the time frame. Copies of all invoices must accompany the claim on a monthly basis, and/or upon submission of the required status/final report and claim documentation. PELA CFDC will pay the approved eligible costs of the project up to a **maximum contribution of \$25,000** during the agreement period. Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques, and to provide PELA CFDC auditors with access to these records when requested. **Any questions or concerns regarding the application process or the Skills Development Fund should be directed to Theresa Legate, EODP Coordinator (T: 613.476.7901 ext. 205; F: 613.476.7235; E: tl@pelacfdc.ca).**



PRINCE EDWARD/LENNOX & ADDINGTON COMMUNITY FUTURES DEVELOPMENT CORPORATION

Skills Development Fund Application

1. Applicant Information

FULL Business Name :

Applicant Name: Telephone:

Address (for letters and cheques):

City: Province: Postal Code:

Email: Fax:

Legal Description of Applicant:

Business Number:

Private Sector Non-Profit Municipal

2. Partner Information

Partner #1

FULL Business Name:

Partner Name: Telephone:

Partner Address:

City: Province: Postal Code:

Email: Fax:

Partner #2 (if applicable)

FULL Business Name:

Partner Name: Telephone:

Partner Address:

City: Province: Postal Code:

Email: Fax:

3. Project Information

As it relates to this application, please quantify the following: People Trained Youth Trained

To which sector does this project apply?

- | | |
|---|--|
| <input type="checkbox"/> Accommodation & Food Services | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Administrative and Support, Waste Management and Remediation | <input type="checkbox"/> Mining and Oil and Gas Extraction |
| <input type="checkbox"/> Agriculture, Forestry, Fishing, Hunting | <input type="checkbox"/> Other Services (Except Public Administration) |
| <input type="checkbox"/> Arts, Entertainment and Recreation Construction | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Public Administration |
| <input type="checkbox"/> Finance and Insurance | <input type="checkbox"/> Real Estate and Rental and Leasing |
| <input type="checkbox"/> Finance and Social Assistance | <input type="checkbox"/> Retail Trade |
| <input type="checkbox"/> Information and Cultural Industries | <input type="checkbox"/> Transportation and Warehousing |
| <input type="checkbox"/> Management of Companies & Enterprises | <input type="checkbox"/> Utilities |
| | <input type="checkbox"/> Wholesale Trade |

Specify which, if any, of the following groups will be affected by this application. Include self and partner(s).

- | | | |
|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Women | <input type="checkbox"/> Youth | <input type="checkbox"/> Francophone |
| <input type="checkbox"/> Aboriginal | <input type="checkbox"/> Social Enterprise | |

4. Business Description

Provide a description of the business and principal trade activity. Detail markets served, number of staff and your human resources plan over the short and long term.

5. Project Benefits

Provide specific details of how the training plan will strengthen your organization and/or the local community.

6. Training Plan

Provide specific details of your training program. Include the number of employees involved, whether the training is in-house or outsourced, who will conduct the training and what training materials will be used.

7. Project Work Plan

PROJECT TASK	MEASUREABLE RESULTS	TIME FRAME

8. Project Costs and Financing

Identify project costs and financing. If completing this application electronically, enter project costs FIRST.

DESCRIPTION OF ELIGIBLE COST	COST	FUNDING SOURCE	CONTRIBUTED AMOUNT
		Anticipated PELA CFDC Contribution	
		Applicant Contribution	
		PARTNER CONTRIBUTION (if applicable)	CONTRIBUTED AMOUNT
		TOTAL Partner Funding	
TOTAL Costs		TOTAL Funding	

Note: If approved, PELA CFDC's contribution will be no more than 50% of eligible costs for legal commercial entities and 75% of eligible costs for non-profits up to a maximum of \$25,000. Project costs must equal project funding. Your costs should not exceed \$5,000 per employee.

9. Declaration

I confirm that the information contained herein is true, accurate, and complete. I acknowledge that if this application is approved, I will be required to enter into a formal, legally binding agreement with PELA CFDC that will outline the terms and conditions of the funding associated with the Eastern Ontario Development Program. I further understand that PELA CFDC reserves the right to request site visits to monitor training (with advanced notice) and confirm that any activities undertaken as a result of this funding are in compliance with all environmental laws and regulations. *If submitting this application electronically, click the box to the left of the signature space to accept the agreement.*

Signature: _____ Date (D/M/Y):

Are you a previous client of PELA CFDC?

Loan SEB EODP