



# PRINCE EDWARD/LENNOX & ADDINGTON COMMUNITY FUTURES DEVELOPMENT CORPORATION

## Eastern Ontario Development Program

### youth internship

Thank you for applying to the PELA CFDC Youth Internship Fund. The purpose of the Fund is to provide valuable work experience and support the employment of Youth Interns within Prince Edward/Lennox and Addington Counties. Eligible recipients include non-profit organizations, legal commercial entities, 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](http://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. **In fairness to all Youth Internship Fund Applicants, any information submitted outside of this form will not be considered (aside from the interns resume and a resolution from council in the case of municipal projects). Note that incomplete or late applications will not be accepted. Priority will be given to private sector positions that will lead to full-time positions.** Please complete the accompanying application and submit it via email to [tl@pelacfdc.ca](mailto:tl@pelacfdc.ca) with "Youth Internship 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

- Eligible activities are those related to the employment of Youth Interns, normally in one of the following business, 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
- Interns will normally be graduates with a degree, diploma or Ontario Ministry Certificate from a secondary/post secondary institution and be under 30 years of age. Each intern and project/position will not normally exceed 12 months
- **Activities 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

### Eligible Costs

- Intern's wages and benefits, travel, equipment, and training
- Minimum 25% applicant cash contribution for Not-for-Profit recipients, 50% for Private Sector recipients
- PELA CFDC's contribution will not exceed \$2,500 per month up to a maximum of \$15,000
- 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 project subject to a 10% hold back until the applicant, after completing the project, has met all project requirements as laid out in the letter of understanding and/or until 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 of \$15,000** 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 Youth Intern Fund should be directed to Theresa Legate, EODP Coordinator (T: 613.476.7901 ext. 205; F: 613.476.7235; E: [tl@pelacfdc.ca](mailto:tl@pelacfdc.ca)).**



## Youth Internship 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 (if applicable)

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

Will this internship enhance technology infrastructure and innovation?

Yes  No

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

Women  Youth  Francophone

Aboriginal  Social Enterprise

### 4. Project Description

Briefly describe the project that the intern will complete.

## 5. Project Objectives

Briefly describe the objectives of the project.

## 6. Hiring Process

Describe the process for selecting and hiring the intern.

## 6. Job Description

Describe the role that the intern will fill within the organization and the qualifications you will be seeking.

## 7. Economic Benefits

Describe the economic benefits of the project to your organization and/or the local community.

### 8. Benefits to Intern

Describe how the intern will benefit from the project with attention to skills development and work experience.

### 9. Exit Plan

Provide details of how you plan to assist the intern in securing full-time employment at the end of the internship. If you plan to retain the intern within your organization, provide a retention strategy and the permanent position that the intern will perform.

### 10. Supervisory Plan

Describe the type and frequency of supervision.

### 11. Supervisor(s)/Mentor(s)

List each person involved in the supervision/mentoring of the intern.

Name:  Telephone:

Address:

City:  Province:  Postal Code:

Email:  Fax:

Name:  Telephone:

Address:

City:  Province:  Postal Code:

Email:  Fax:

## 12. Project Work Plan

PROJECT TASK	MEASUREABLE RESULTS	TIME FRAME

## 13. 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	
		<b>PARTNER CONTRIBUTION (if applicable)</b>	<b>CONTRIBUTED AMOUNT</b>
		TOTAL Partner Funding	
<b>TOTAL Costs</b>		<b>TOTAL Funding</b>	

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 \$15,000. Project costs must equal project funding.

## 14. 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 confirm that any activities undertaken as a result of this funding will be 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