



## Skills Development Program Application Guide

Thank you for applying to the Kawartha Lakes Community Futures Development Corporation's (KLCFDC) ***Skills Development Program***. 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. **KLCFDC may request additional information or clarification of the data provided.** All information provided will be kept strictly confidential.

In acknowledgement of the significant financial investment required to train employees, applications will support further training of new and existing employees resulting in improved transferable skill sets for employers and in an enhanced local labour force. Funds will support legal commercial entities, or their representative associations, or Aboriginal organizations, by contributing to and encouraging further training of existing full-time employees (excl. seasonal employees), resulting in improved transferable skill sets for employers and in an enhanced local labour force.

Please note that other refinements/additions to this initiative may be forthcoming at a later date.

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

Eastern Ontario Development Program Committee  
Kawartha Lakes Community Futures Development Corporation  
189 Kent St. W., Suite 211,  
Lindsay, Ontario K9V 5G6

### **Deadline for applications: Friday February 12, 2010 at 12:00 pm.**

Applications must be delivered in person or by mail Monday to Friday (9am to 5pm) at the above address. Submissions will not be accepted by e-mail, fax or any other electronic means.

As this is a continuous intake no deadline date has been set at this time, but this is subject to change.

Applications are assessed on the following criteria:

- a. Applicant is; a legal commercial entity, including individuals, corporations, partnerships, cooperatives or trusts; or a group, alliance or association where the lead applicant represents business enterprises or the business community; or, an Aboriginal organization; and, is conducting activities in the City of Kawartha Lakes.
- b. Investment in transferable skills.
- c. Eligible costs may include but are not limited to; on-the-job training; or in-house or outsourced classroom training; workshops; and, seminars. Trainees must be existing employees.
- d. Eligible costs are reasonable, incremental and required to carry out the Eligible activities specified in the application, and include but are not limited to; trainer's wages and benefits; software, textbooks manuals, etc., directly related to the skill training; registration fees; course purchases; professional fees; and, certification fees.
- e. Training for summer students, temporary jobs and part time jobs less than 20 hours per week are not eligible.
- f. Eligible costs for private sector secondary recipients may be up to **50%** of total eligible costs.
- g. The maximum contribution with respect to any one employee will normally not exceed \$5,000 with a maximum contribution of \$25,000 available to any one secondary recipient.
- h. All funds must be committed by March 31, 2010.
- i. Sound project budget and work plan.
- j. Priority will be given to qualified submissions provided by first time applicants.

**Skills Development Program applications are due by 12:00 p. m. on Friday February 12, 2010.**

**All EODP projects are contingent upon receipt of funding from Government of Canada/FedDev Ontario.**

Please include any supplementary information available concerning overall training details and plans, quotes for outsourced training, and any other relevant information.

If the application is approved, KLCFDC will prepare a letter of understanding with terms, conditions and a funding disbursement schedule. Funds will be released to the company only after successful completion of the training. When training is complete, the company is to submit a claim consistent with the letter of understanding with proof of training completion. KLCFDC will issue a cheque to the company. KLCFDC reserves the right to request site visits to monitor training progress (with advance notice). KLCFDC 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 KLCFDC.

Any questions or concerns regarding the application process or the **Skills Development Program** should be directed to Marie Flear at 705-328-0565, ext 27 or at [mflear@kawarthasmallbusiness.com](mailto:mflear@kawarthasmallbusiness.com)