



**Community Adjustment Fund
Skills Development and Internships
Guidelines
2009-2010**

The Community Adjustment Fund is being administered in South Niagara by the South Niagara Community Futures Development Corporation. (SNCFDC)

The South Niagara Community Futures Development Corporation is a not-for-profit corporation managed by a professional staff and a volunteer Board of Directors with a mandate to provide loan capital to new and existing enterprise, offer small and medium sized business advice and mentoring, and initiate economic development projects that assist in the creation of new jobs, entrepreneurial opportunity and greater economic capacity in the Port Colborne, Wainfleet, Fort Erie and Niagara Falls areas.

Applications will be accepted until the last Friday in October-Friday, October 30 , 2009

Subsequent application deadlines will be the last Friday of every month until fund depletion or the end of December 2009, whichever comes first.

Purpose:

To support community-based initiatives which support the development of the labour force that will meet the needs of the business community, encourage new local entrepreneurs and attract external investment within South Niagara.

Who Can Apply?

- Private Enterprise such as sole proprietors and partnerships
- Corporations
- Municipal Organizations
- Community Development Organizations and Non-Profits
- Groups or alliances of those described above where a lead recipient has been identified

What Activities are Eligible?

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- Internships
- On-the-job training
- In-house or outsourced classroom training
- Business management skills development
- Network management training and workshops

Eligible Activities relate to incremental training for interns, new hires, existing employees and entrepreneurs. Training for summer students, temporary jobs, or part time jobs less than 20 hrs per week are normally not eligible.

Training that is mandated by a profession to be undertaken annually is not eligible.

Eligible Costs:

Eligible costs include and are not limited to:

- Internship wages
- Trainer and trainee wages and benefits, travel expenses, software, textbooks, manuals
- Registration fees, course purchases, professional fees and certification fees
- Other costs that relate directly to the eligible activities will be considered

Funding Levels

- Eligible Costs for Not-for-Profit Recipients may be up to 100% of total Eligible Costs
- Eligible Costs for Private Sector Recipients may be up to 50% of total Eligible Costs
- The maximum funding for any employee for training will normally not exceed \$5,000
- The maximum funding for any organization is \$25,000 for training.
- Interns may receive funding up to \$2,500 per month for up to 12 months.

Application Process

Applications must follow the format of the SNCFDC application form found on the SNCFDC website.

Applicants must speak with the program coordinator to receive direction and walk through the application process. This is required and will save the applicant valuable time.

Once the form has been completed it may be e-mailed, faxed, mailed or dropped-off in person.

Applications will be accepted up until the last Friday of every month until fund depletion or the end of December, 2009 whichever comes first. The applications will be reviewed on a monthly basis and applicants will be notified if their application has been approved.

The review committee will only consider complete applications.

Approval Process

Applications will be reviewed by a funding review committee comprised of members of the SNCFDC Board of Directors. If the application is approved, the SNCFDC will prepare a letter of agreement with terms, conditions and a funding disbursement schedule.

Evaluation Criteria

Applications will be assessed on the following criteria:

- Eligibility of applicant

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- Eligibility of trainee or intern
- Eligibility of project activity: applicant must demonstrate that the skills development or internship project will enhance the skill sets of employees, provide transferable skills to employees and contribute to the overall strength of the workforce
- Eligibility of project costs
- Jobs created and/or maintained
- Number of Interns hired following Internship
- Level of applicant's investment in the project
- Impact of the project activity on the competitiveness of the applicant and on the creation of business opportunities in the local or regional economy
- Soundness of the training plan and budget
- Ability of applicant to execute the project by 31 March 2010
- Availability of program funds

Reporting and Monitoring

Successful applicants will be required to report to the SNCFDC on the progress of their business development initiative and submit a final report. This will be outlined in a letter of agreement for approved projects. The SNCFDC reserves the right to request site visits to monitor projects.

Payments of SNCFDC Contributions

Detailed instructions and claim forms will be provided to applicants after their projects are approved by the SNCFDC. Contributions will be subject to a 10% hold back until the applicant has completed the project, met all project requirements as laid out in the letter of understanding and/or until a final report is received.

Application Instructions

The following are instructions to be used when filling out the application. Please refer to these instructions when completing each corresponding section.

1. Business/Organization Requesting Assistance: Fill in the name and contact information for your business or organization. You must speak with the program coordinator prior to submitting your application. Make up a project name that is short and describes the project.

2. Legal Form of business: Check the appropriate box to identify the type of business you operate. You must provide supporting documentation along with your application. For example if you are a corporation you must provide articles of incorporation, if you are a registered business you must provide your business registration documentation.

3. Description of organization: Provide a brief description of your organization so that the review committee has an understanding of the size of your organization, the services that you provide, whom your customers are and the impact your organization is having in South Niagara. Enter items such as: number of employees, annual sales, number of years in business, how the business is changing, what new markets your organization is pursuing etc.

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4. Overview of the Request: Describe the plans you have for the intern or the training activities you wish to complete. Be sure to include the details of the training such as the reason for the training or the reason(s) for hiring the intern. Describe the changes your organization is going through and how this training or internship will assist with the change.

5. Needs Analysis: Here is your chance to describe why your organization needs this grant to proceed with this initiative. The reasons could include items such as: the impact the slower economy is having on your sales, the costs training or payroll and the impact on payroll this project will have.

6. Economic Impact and Outcomes: The review committee will want to see the impact this project will have. List as many “tangible” impacts as you can think of. Examples include:

- We are going to hire 1 new salesperson with an annual salary of \$40,000
- Our annual sales should increase by \$35,000 per year and profits should increase by \$10,000
- We will be spending approximately \$80,000 in South Niagara over the next year in construction and renovation costs along with the training and internship
- We will be adding a service in South Niagara that does not currently exist
- We anticipate to have 5,000 tourists per year visit our site

Skills Development and Internship projects will be assessed on their economic impacts. You must list any of the following:

- Total Investment in the project
- Number of jobs created
- If the intern will be hired at the end of the internship
- Jobs created or maintained
- If your businesses is being created, maintained or expanded

7. Partnerships and Contributions: List any other groups or people that are going to be involved with the project. Describe their contribution to the project such as financial or other ways they have indicated they will help. Describe the nature of the partnership such as legally binding agreement, or letter of support. Include any documentation of the partnership with the application

8. Outsourced Training: This section only refers to organizations requesting Skills Development. If you are hiring an intern, go straight to section 12.

Be sure to list the trainer and their company. Include information on the process you went through to select the trainer including the company(s) that you investigated and didn't use. You must have at least 2 quotes for outside trainers and they must accompany your application.

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9. Internal source for training: You must list the qualifications of the internal trainer and why this person is suitable to deliver this training. Be sure to list any formal qualifications as well as years of experience and any unique skills they possess.

10. Schedule for Training: Complete the training schedule for each individual that will be completing the training.

11. Training Budget: Complete the training budget. The program will allow up to \$5,000 per individual for training and up to a maximum of \$25,000 per company.

12. Internship Schedule and Budget: This section only refers to organizations that are requesting internships. If you are requesting skills development do not complete sections 12 and 13.

Eligible Costs for Not-for-Profit Recipients may be up to 100% of total Eligible Costs and will not normally exceed a maximum monthly contribution of \$2,500, for up to 12 months, towards wages, benefits and related incremental project costs.

Eligible Costs for Private Sector Recipients may be up to 50% of total Eligible Costs and will not normally exceed a maximum monthly contribution of \$2,500, for up to 12 months, towards wages, benefits and related incremental project costs.

13. Internship Work Plan: Describe the activities that the intern will be involved with. Be sure to list the various duties that will be assigned. A job description must accompany the application. Describe how your organization will provide support for the intern as they pursue full-time permanent employment in the community. Describe any skills that you will be teaching them that will be transferable.

You must include (where applicable) the following with your application:

- 1 Articles of incorporation, partnership agreement, farm business registration number or any other documentation that supports the legal entity of your organization or business.
- 2 You must include a copy of the terms of reference or contract if using an outside consultant as well as a resume, C.V. or professional bio for the consultant. Where applicable, the qualifications must include proof of licensing to determine if the company is licensed to perform that kind of work in Ontario.
- 3 Any documentation that supports a partnership that was formed or describes others involvement with your project.