



RENFREW COUNTY
Community Futures Development Corporation
Société d'aide au développement des collectivités

2 International Drive, Pembroke, ON K8A 6W5 Phone: 613.735.3951 Fax: 613.735.7840
E-Mail: rccfdcinfo@bellnet.ca Web: www.rccfdc.org

Eastern Ontario Development Program

Skills Development Program Guidelines and Evaluation Criteria 2008





Eastern Ontario Development Program

Skills Development - Guidelines and Evaluation Criteria

Applications must be submitted to Renfrew County Community Futures Development Corporation by Thursday, March 27, 2008 at 4:00 p.m.

The Renfrew County Community Futures Development Corporation (RCCFDC) has been helping small business in the Renfrew County area since 1986. Our approach is simple. We look for local solutions that fit our local economy's challenges. Governed by a local volunteer Board of Directors and staffed by professionals, we take a grass roots approach to investing in local entrepreneurs and community initiatives.

The Purpose of the Skills Development Program

The goal of the Skills Development Program is to offset training costs in order to increase the skill level of Renfrew County's labour force. Enhanced skill development will lead to increased efficiency and competitiveness, a more stable and available workforce and increased exports and employment opportunities.

Eligible Recipients (must be located and conducting activities in Renfrew County)

- *Non-profit organizations;*
- *Municipalities;*
- *Municipal organizations;*
- *Community development organizations;*
- *Associations;*
- *Legal commercial entities including individuals, corporations, partnerships, cooperatives or trusts;*
- *Aboriginal organizations*

Eligible Activities

- *Outsourced training where an instructor visits on-site the place of employment*
- *Off-site where employees attended training elsewhere*
- *Online training*



Eligible Costs

- *Trainees may be new hires, existing employees, owners of sole proprietorships or volunteers. (*Note: Summer students, temporary and part-time jobs less than 20 hours per week are not eligible).*
- *RCCFDC may contribute 80% for non-profit organizations to a maximum of \$5,000 per employee to cover the training costs associated with the training.*
- *RCCFDC may contribute 50% for private sector businesses to a maximum of \$5,000 per employee to cover the training costs associated with the training.*
- *The maximum available to any association, organization, or any individual business is \$10,000.*
- *Costs may include training fees, training materials, accommodation, travel and meals. (*Note: Salary reimbursement for trainees are not covered). Our preference is that training will occur within Canada. If the training you are proposing occurs out of the country please include an explanation of how you determine that this is not available within the country.*
- *Eligible expenses are costs before PST and GST.*

Funding Criteria

- *All funds must be expended and training completed by March 1, 2009.*
- *Training projects demonstrating greater leverage in funds will be given preference.*



RENFREW COUNTY
Community Futures Development Corporation
Société d'aide au développement des collectivités
Guideline for Expenses

Reimbursement for wages

Owners of businesses and sole proprietors as well as employees are not eligible for reimbursement for time away from work – this includes owners or partial owners who are also employees of their company.

Travel

You can claim up to \$0.42/km. If an employee is using his/her car for travel the employer must show payment of the travel to the employee before claiming the cost.

Accommodation

You may claim up to \$120 per day per person for accommodation for overnight stays required for training. ***Receipts must be submitted.***

Food

You may claim a maximum of \$45/day for meals for trainees if they have to travel out of town. With a maximum of \$10.00 for breakfast, \$15.00 for lunch, \$20.00 for dinner. ***Receipts must be submitted. (*Note: We cannot reimburse costs for alcoholic beverages).***

Application Process

Applications must be submitted to Renfrew County Community Futures Development Corporation by Thursday, March 27, 2008 at 4:00 p.m. Applications must follow the format of the application form. Applications submitted after the deadline date are not eligible.

Applicants may discuss a potential project with Dana Jennings, Project Coordinator, Renfrew County Community Futures Development Corporation at 613.735.3951 ext. 226 prior to completing an application to ensure it fits the criteria and/or to examine opportunities to partner with other organizations/potential applicants.

Please note: The Application Review Committee will only consider complete applications.





Approval Process

Receipt of an application by RCCFDC does not indicate a commitment for funding. Projects will be reviewed by the Community and Strategic Planning Committee of the Renfrew County Community Futures Development Corporation. If the application is approved, RCCFDC will prepare a letter of agreement that will outline the terms and conditions of the funding. Disbursements may be tied to the achievement of specific goals.

Recognition

RCCFDC and FedNor require acknowledgement as project sponsors. The letter of agreement will describe the extent of that acknowledgement, both initially (i.e.: through press releases or other announcements) and ongoing (i.e.: by signage identifying RCCFDC and FedNor as project sponsors).

Reporting and Monitoring

Successful applicants will be required to report to RCCFDC on a monthly basis as to the progress of their initiative as well as submitted a final project report when the initiative is completed. RCCFDC reserves the right to perform site visits to monitor training progress.

Payment of RCCFDC Contributions

- Funds will be released to the company after successful completion of the training. When the training is complete, the organization/business is to submit a claim with proof of training completion.
- In order to receive payment, applicants must file a claim. The claim must include a listing of all the costs incurred for the project with copies of supporting invoices attached to an invoice to RCCFDC on your company letterhead requesting the dollar amount to be reimbursed.
- If an advance payment is required, please provide justification with your application.
- RCCFDC contributions may 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 agreement and/or until a final report is received by RCCFDC.



Evaluation Criteria

The Application Review Committee will use the following criteria to evaluate the applications for Skills Development.

Will the training:

- Enhance the skills set of employees/new hires/sole proprietors/owners/volunteers
- Provide transferable skills to the employees/sole proprietors/owners/volunteers
- Contribute to the overall strength of the work force capabilities in Renfrew County?
- Does this application support the development of new skills in the community?
- Are there appropriate resources to undertake this training?
- Does the consultant or training institution providing the training have the appropriate qualifications to do this training?
- Does the budget seem reasonable or feasible?
- Do the expenses meet the criteria for eligibility?