



Guidelines on How to Complete your Letter of Intent for Training Centre Infrastructure Fund (TCIF) funding (Step #1)

Before submitting a full application, applicants must submit a brief “Letter of Intent” (**no more than two pages**) to inform HRSD of their interest in applying for TCIF funding. The purpose of this letter is to ensure that applicants meet the basic eligibility before completing the full application.

Please note that you must demonstrate clearly that you meet the criteria related to the composition of the consortium and that your equipment is eligible under the definition provided. Meeting the basic criteria does not constitute approval of your application.

WHAT SHOULD YOUR LETTER OF INTENT INCLUDE?

This letter must include the following information.

- Describe the composition of the union–employer consortium planning to apply. (See General Guidelines “Who is Eligible to Apply”).
- Briefly describe and estimate the cost of the equipment the applicants are proposing to purchase. (See General Guidelines - “Eligible Costs”).
- Indicate that the consortium members are aware of the requirement to fund 50% of the purchase cost of the equipment and 100% of the other associated costs (such as training, and installation and maintenance of equipment), and has funds available to meet these costs.
- Briefly describe the skills that will be developed as a result of the new equipment.
- List the name, address, phone and e-mail address of a contact person.

WHERE TO SEND THE LETTER OF INTENT AND BY WHEN?

Your letter should be addressed and sent to:

Training Centre Infrastructure Fund

c/o Trades and Apprenticeship Division, Human Resource Partnerships
Human Resources and Skills Development Canada (HRSDC)
5th Floor, Phase 4, Place du Portage
140 Promenade du Portage
Gatineau, Quebec K1A 0J9

Fax: (819) 997-0227

For more information please contact us at: e-mail: nc-tcif-ficf-gd@hrsdc-rhdcc.gc.ca

All Letters of Intent must be received by HRSDC by **April 30, 2005**. Please do not submit your full application (i.e., Step #2) until you have been contacted by HRSDC that you have met the basic eligibility requirements.

