



How to Prepare your Application Package: Point-by-Point

Please review the following before completing the funding application. Applicants must use the Pilot Project Funding Application form and complete all eight (8) sections. All fields are mandatory. Please note that incomplete applications and those missing any of the required attachments will not be considered.

Section 1. Applicant Information

Provide information about your organization and the community you serve. All questions must be answered, and specimen signatures provided where indicated.

Section 2. Executive Summary

The executive summary is used in the proposal selection process and must be complete in itself. Use the headings provided to profile your project. Be succinct, the executive summary must not exceed one (1) page.

Section 3. Project Description

Describe your project. The following will help explain the information required in this section. Numbers in parentheses refer to the corresponding questions in Section 3 of the application. **Keep your response to this section to fifteen (15) pages or less.**

Project title

Use a short, descriptive title (10 words or less).

Project goal (Question #1)

Outline the primary purpose of your project. For example, what problem is the project intended to solve? What gap will it fill in the target community?

Project objectives and outcomes (Question #2)

List all the objectives in specific, measurable terms. Explain how the objectives support the goal you outlined above. What outcomes do you hope to achieve? Describe outcomes in specific, measurable terms.

Project link to CLN objectives (Question #3)

Indicate how your project meets the CLN objectives.

Project methodology (Question #4)

A good research design employs a combination of research methods. You should consider what information will be needed, how you will collect it and how it will be used. For example, the research design for one project may include a literature review to determine the best learner supports for the target audience, administrative data analysis to compare completion rates for a group provided with a full array of learner supports compared to a control group, and in-depth, before and after interviews with participants and employers to determine whether participants had improved their workplace skills.

Project innovativeness (Question #5)

What other activities (for example, research, learning projects) are currently underway to address the issues outlined in your proposal? Summarize the results of a literature/Web search in your project's subject area. Explain how your project differs from, or adds to those activities.

Targeted learners (Questions #6 through #9)

In this section you are asked to provide information about the need for and interest in your project. Estimate the number of learners who will be involved in the project. What proportion of the target community do these numbers represent? What needs will be

addressed? Please describe any consideration you have given to how your project will facilitate access to learning for persons with disabilities. For further information on Internet accessibility for persons with disabilities, consult the Treasury Board of Canada Web site: http://www.cio-dpi.gc.ca/clf-nsi/inter/inter-01-tb_e.asp.

Use of technologies (Questions #10 through #12)

Describe the information and communication technologies (ICT) infrastructure of your project. Describe how you plan to use technology as a tool to support and enable learning. How will you support communications among stakeholders in your project? What technologies do you plan to use in your project?

Community learning asset mapping (Question #13)

Community learning asset mapping and gap identification is an important step. Creating an inventory of relevant resources that already exist will allow you to use and build on these resources, identify potential partners and promote your project. For information on how to carry out community learning asset mapping, consult our Web site: http://www.hrsdc.gc.ca/asp/gateway.asp?hr=/en/hip/lld/olt/Resources/toolkit/mapping/mapping_guidebook.shtml&hs=lxt.

Action plan (Question #14)

The action plan is a tool that lists the activities your organization will employ to reach your project goals. It should identify what is to be done, by whom, when and for how long, the resources that will be used and the expected deliverables. A well thought-out action plan should be complete and clear. Your action plan will help us to assess the quality of the planning you have put into your proposal and the capacity of your organization to manage the proposed project. **All project activities must be completed within three years or less after the start date.**

Expected results (Questions #15 & #16)

Think of concrete results you would like to achieve. For example, while your goal may be to provide workers in the tourism industry with cost-effective workplace training, a

concrete result would be 100 new employees completing on-line training and passing a food safety certification test. Describe the hoped-for results, if the project is successful, in measurable and concrete terms. Using similar terms, outline the minimum results at which the project objectives would still be met.

Evaluation framework (Question #17)

Evaluation is an important part of the project. Evaluation is the systematic collection and analysis of data on the performance of a project, in order to improve upon it. While the evaluation plan will be fully developed during the initial stage of the project, a well thought-out evaluation framework is required as part of this proposal.

The evaluation framework should be based on your project objectives. It must provide information on areas for assessing the success of the project. The framework must also include a timeline, specify the resources that will be needed and list expected deliverables and evaluation products (for example, interim reports, meetings to establish mechanisms to use the evaluation results).

Project staff and partners play an important role in ensuring that a proper evaluation is conducted. **However, in order to maintain objectivity, projects must be evaluated by an independent third party individual or organization that is not associated with the project, the project staff or project partners.**

Communication and dissemination plans (Questions #18 & #19)

Good communication and dissemination plans include promotional strategies that span the life of the project. Identify the widest target audience(s) and most relevant organizations that will receive information about the progress of your project and its outcomes. Explain how your expertise, lessons learned, materials and best practices will be shared (for example, workshops, seminars, conferences, journals, newsletters, Web site, brochures, CD-ROM) and provide a timeframe for each activity.

All projects will be required to develop and maintain a Web page to facilitate the sharing of information about their project. In addition, those projects that propose to develop Internet-based deliverables must produce a Web-based demonstration version to be posted on their Web site.

Revenues (Question #20)

If the project is expected to generate revenues, estimate how much, and explain how they will be generated and distributed. Revenues are normally applied to reduce the federal contribution.

Sustainability (Question #21)

Describe your plans to sustain the project once OLT funding is over. Sustainability ensures that the needs of learners continue to be met after the pilot period. Sponsors and partners should give the issue early consideration, since achieving sustainability is an ongoing, co-operative process.

Section 4. Budget

Use the budget templates to provide detailed information on the proposed project budget. The budget must clearly identify which expenses OLT funding will cover and which expenses each other contributor will cover in whole or in part. **Remember to identify the GST when recording your cost items.** OLT will reimburse the portion of the GST not covered by your normal rebate for eligible project costs. The maximum amount of funding assistance over a period no longer than three years is \$600,000, excluding evaluation and audit costs. OLT funding cannot exceed \$250,000 in any given year.

Detailed budget for the project

Provide an explanation of expenditures under each category in the Detailed Budget for the Project. It is important that you present your budget in sufficient detail that it will be immediately clear to any reviewer how you arrived at each budget item. For example, rather than grouping a number of salaries together as one budget item, provide a

breakdown of salary costs by each job title. Information about individual budget items is provided later in this section.

Evaluation and audit budget

OLT will provide additional funding for costs related to an annual external project evaluation and an annual external financial audit. The maximum amount of funding that may be requested for each equals 10% of total project costs, depending on the size and complexity of your project. For example, if the total amount requested from OLT in the Detailed Budget is \$475,000 over three years, OLT will provide additional funding of up to \$47,500 over three years for combined expenses associated with each of project evaluation and financial auditing. In the Evaluation and Audit Budget, present sufficient detail that it will be immediately clear to any reviewer how you arrived at each budget item.

Summary budget for the project

Use the information from your Detailed Budget to complete the Summary Budget for the Project. If you have calculated correctly, the final totals on both tables should be identical.

The global project budget, including contributions (cash and/or in-kind) to the project from all sources, will be monitored by OLT.

Budget Items

Project staff wages and benefits

Identify wage and benefits costs for each person who will be employed on the project, and indicate what their duties will entail (for example, Project Co-ordinator, cost = number of days x per diem or per cent of annual salary).

“Benefits” refers to the mandatory employment related costs (MERC) that the employer is required by law to make in relation to employees. These costs include employment insurance premiums, Canada or Quebec Pension Plan contributions, vacation pay,

workers' compensation premiums, health insurance premiums in Quebec and Ontario (if applicable), the Health and Post-Secondary Education Tax in Newfoundland and Labrador and the Health and Education Levy in Manitoba.

If an employee of the sponsoring organization works full-time on a CLN project, and is replaced in his/her regular duties by someone at a lower rate of pay, the lower rate will be considered the eligible wage and benefit costs for the project.

Capital costs

Capital asset purchases are not eligible for OLT funding. However, required capital assets may be obtained through partner or sponsor contributions or from other funding sources. These assets should be itemized with values in cash or in-kind, and source of funding identified.

A capital asset is defined as any single item with a purchase value of more than \$250 that remains functional at the end of the project. For example, off-the-shelf software, purchased for \$300, which could be used at a different location or by a different user at the end of the project, is considered to be a capital asset.

Professional fees

This category includes fees paid to an individual/firm for expert services. In general, consultants will provide expertise that is not available within the applicant's organization, for example, specialists in project evaluation. Please note that the project coordinator cannot be a consultant.

If consultants are to be used, identify the services they will provide and the costs associated with those services (including per diem rates). Individuals receiving a salary from your organization are not eligible to be paid as consultants. The cost of their services must be included under salaries and benefits.

Consulting contracts for any one contractor in excess of \$25,000 must be awarded through a competitive process involving at least three bids. Copies of these bids and contracts awarded will be required by OLT.

In addition, all goods or services contracts, regardless of their value, entered into between the applicant and any of the following require the prior written approval of the Government of Canada:

- An officer, director or employee of the applicant; or
- A member of the immediate family of an officer, director or employee of the applicant; or
- A business in which an officer, director or employee of the applicant or a member of their immediate family has a financial interest; or
- A business which, in the opinion of the Government of Canada, is related to, or associated or affiliated with the applicant.

Travel costs

For each trip, provide reasons for the travel, the destination, the number of people travelling and estimated costs. Indicate if travel will be done by project staff or by contractors. Travel allowances must comply with Treasury Board Guidelines. Refer to: http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp. All travel must be done at economy rates. International travel is not eligible for OLT funding.

General project costs

Materials and supplies

Itemize the costs of materials and supplies directly related to the project. Examples of these cost items are: telephone service or equipment rental.

Other general project costs

Itemize other costs, such as printing, translation (for example, cost of translation of your final report's executive summary), marketing, dissemination (for example, costs of sharing of findings with the most relevant audiences), rent and utilities. Each category

and the amount per category should be clearly identified. Note that costs such as rent and utilities must be for only those portions that relate directly to increased requirements due to the operation of the project.

In-kind and cash contributions from applicant and partners

The OLT contribution cannot exceed 60% of total project costs. Funding from all government sources, including OLT, must not exceed 75% of eligible expenditures (i.e. those expenditures that directly apply to the operation of the project).

We refer to the cash or in-kind contributions from applicants and partners as matching contributions. Full matching of OLT funds need not occur within a given year as long as the OLT contribution does not exceed 60% of the total project costs. However, within any given year, the OLT contribution cannot exceed \$250,000. It is not a requirement that each individual cost item be matched or shared. For example, while a partner may provide needed capital equipment that is not eligible for OLT funding, OLT may contribute 100% for an eligible category, such as project staff wages and benefits.

Cash contributions may include such items as direct grants, fundraising revenues or fees paid for services provided. Examples of in-kind contributions include: carrying out promotional activities, loaning computers or providing office space. Estimates of in-kind consulting contributions must not exceed current billing rates for similar goods or services. In-kind salary contribution calculations must be based on the actual salaries of the individual(s) whose time is being contributed to the project. Estimates of in-kind volunteer contributions must be based on fair market rates for similar services.

Evaluation

Project evaluation must be carried out by independent consultants. The external evaluator must be a third party individual or organization that is not associated with the project, the project staff or project partners. The costs associated with the project's annual external evaluation (for example, professional fees, travel costs, supplies) will be

considered as a separate item over and above the \$600,000 maximum contribution by OLT.

Consulting contracts for any one contractor in excess of \$25,000 must be awarded through a competitive process involving at least three bids. Copies of these bids and contracts awarded will be required by OLT.

Financial auditing

Financial auditing must be carried out by independent consultants. The financial auditor must be a third party individual or organization that is not associated with the project, the project staff or project partners. The costs associated with the project's annual external financial audit (for example, professional fees, travel costs, supplies) will be considered as a separate item over and above the \$600,000 maximum contribution by OLT.

Consulting contracts for any one contractor in excess of \$25,000 must be awarded through a competitive process involving at least three bids. Copies of these bids and contracts awarded will be required by OLT.

Section 5. Partnership Form

Partners permit a more efficient use of financial resources and bring skills and expertise to a project which helps to ensure its success. An important step in the partnership process is developing a letter of understanding or some other explicit means of outlining the respective roles and responsibilities of partners, including financial or in-kind commitments, and establishing procedures for making decisions and resolving conflicts. It is strongly recommended that project sponsors refer to HRSDC's "Partnership Handbook" for guidance on developing effective partnerships, at:

<http://www.hrsdc.gc.ca/asp/gateway.asp?hr=en/epb/sid/cia/partnership/handbook.shtml&hs=cyd>

Each partner must complete Section 5 of the application form and it must be signed by an authorized representative of the partner organization. For your convenience, a file

containing only the Partnership Form is available on our Web site. We suggest that you provide each partner with a copy of the application package. These materials will assist your partners in quantifying their respective contributions and in completing the partnership form.

Partners are required to indicate what they will contribute to the project (for example, cash, equipment, software, expertise, facilities), detailing how in-kind contributions are calculated (for example, per diem rates, salary rates, value of volunteer time). Both a signed hard copy of the form and an electronic version should be returned to you. **A completed form for each partner must accompany your application. Letters of support will not be accepted as proof of partnership in a project.**

Section 6. Key Project Personnel

Provide the requested information for each key position involved with the project (for example, Project Coordinator, Financial Auditor). This section should not exceed one (1) page. **Separate résumés of individuals will not be accepted.**

Section 7. Declaration – Amounts Owning in Default to the Government of Canada

As part of the application process for all programs, HRSDC policy requires that potential recipients complete this form and declare if they have any amounts owing to the federal government under legislation and contribution agreements.

Section 8. Checklist

Use the checklist to confirm that your application package is complete. The application must be signed by a person who is authorized to sign on behalf of your organization.

Attachments

Provide **three (3) copies each** of your most recent financial statement and most recent annual report.