



GRANT APPLICATION FORM
INTERNATIONAL TRADE AND LABOUR PROGRAM (ITLP)

GRANT STREAM: TECHNICAL ASSISTANCE AND FOREIGN-BASED COOPERATIVE ACTIVITIES

PART A – APPLICANT INFORMATION

Name of Applicant:

Legal Name of Applicant/Organization, if different from above:

Full Mailing Address:

Area Code/Telephone (1): Area Code/Telephone (2): Area Code/Fax:

Name and Title of Contact Person:

Area Code/Telephone and Fax of Contact Person, if different from above:

E-mail Address of Contact Person:

Language of Correspondence: English [] French []

What are the key services or products provided by your organization?

Is your organization non-profit? Yes [] No []

Does your organization participate in the United Nations' Global Compact, or in other lateral social responsibility networks, projects or codes? No [] Yes [] Yes, Other:
If "other" is selected, please identify the network, project or code and attach appropriate documentation

Is your organization incorporated? Yes [] No [] If yes, incorporation number:

What year was your organization formed?

Canadian organizations must provide the following:

Federal business number: Provincial business number:

Please indicate below the name of Legal Signing Officers for Contract Purposes. The name(s) listed should reflect the relevant number and combination of signatures required to bind the applicant organization into a legal agreement (according to any Letters Patent or other incorporating documents).

Table with 3 columns: Title, Name, Specimen Signature. Multiple rows for signature entries.

Application Form – ITLP

PART B – PROPOSAL/PROJECT INFORMATION	
Proposed Project/Activity Name:	
Duration of Project/Activity:	Start date _____ End date _____
<i>Note: projects/activities cannot be more than two years in duration</i>	
Location(s) of Project/Activity (city/country):	
<p>Proposal Description. Please attach a proposal description in four sections, using the following format:</p> <p><u>Section I: Applicant</u></p> <ul style="list-style-type: none"> • A - Applicant's Background, Mandate, and Expertise (any partner organizations should also be identified here, along with their anticipated roles and responsibilities in the project/activity) • B - Past Projects with HRSD/Labour Branch and their Achievements (if none, list "n/a") <p><u>Section II: Proposal</u></p> <ul style="list-style-type: none"> • C - Proposed Project/Activity and its Objectives • D - Proposed Activities or Sub-Activities and Timelines • E - Expected Results <p style="padding-left: 40px;"><i>include any of the following that are relevant:</i></p> <ul style="list-style-type: none"> - how the project/activity would contribute to the recipient country's/countries' national programs for capacity-building, or otherwise support capacity-building - how the project/activity would help the recipient country/countries to meet obligations arising from a particular labour cooperation agreement with Canada - how the project/activity would help the recipient country/countries to meet obligations arising from some international instrument other than a labour cooperation agreement - how the project/activity would help support the recipient country's/countries' compliance with the fundamental labour standards and principles set by the International Labour Organization <p><u>Section III: Management</u></p> <ul style="list-style-type: none"> • F - Record Management Strategy * (see Appendix D, Note on Record Management Strategy) • G - Methods that will be Used to Measure the Project's/Activity's Success <p><u>Section IV: Appendices</u></p> <ul style="list-style-type: none"> • H - Copy of Appendix A - ITLP "Environmental Pre-Screening Form" (completed and signed) • I - Copy of Appendix B - ITLP "Anti-Corruption Declaration" (completed and signed) • J - Copy of Appendix C - ITLP "Labour Standards Declaration" (completed and signed) • K - Project/Activity Budget (itemized and in Canadian dollars—see Guidelines in Part C) • L - Any Supporting Documentation 	
Total Project/Activity Cost in Canadian Dollars	\$
Total Funds from Applicant for this Project/Activity (\$CDN)	\$
Total Funds from Other Sources for this Project/Activity (\$CDN)	\$
TOTAL ITLP GRANT REQUESTED IN CANADIAN DOLLARS	\$
<p>If the total ITLP Grant requested is <u>more than \$25,000 CDN</u>, you <u>must</u> complete the following section:</p> <p>Do you, the Applicant, owe any amounts that are in default to the Government of Canada under legislation or grant/contribution agreements? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please include the following in your Project/Activity Budget (Section IV, Item K of your proposal): The amounts in default owing; nature of the amount in default owed (taxes, penalties, overpayments); name of the government department or agency to which the amount in default is owed. See Appendix A.</i></p>	

PART C – PROJECT/ACTIVITY BUDGET GUIDELINES
Your Project/Activity Budget should be itemized as follows (include all that apply): <i>Please ensure that you have read the Application Guidelines carefully prior to completing your Project/Activity Budget</i>
WAGES
Project staff
Project participants
CAPITAL COSTS* (generally, up to a maximum of 3% of total grant)
Capital expenditures Computer hardware/software
Capital assets
<i>* Assessed on a case-by-case basis</i>
PROJECT DELIVERY COSTS
Activity Planning/Management Production of materials
TRAVEL COSTS
By project staff/management By project participants By contractors (if separate from professional fees)
PROJECT OVERHEAD ACTIVITY COSTS (generally, not to exceed 15% of total grant)
Professional fees General administrative costs General overhead costs Leasing or purchasing of office furnishings (equipment, materials & supplies) Printing and communications Equipment maintenance Bank charges Insurance Utilities Rent Other expenses
TOTAL
NOTE Please attach to your budget the following documents as applicable:
<ul style="list-style-type: none"> Letter or other documentation from every other source of funding for this project/activity <i>(letter should state the amount of revenue being provided, whether it is cash or in-kind and whether it is confirmed or tentative)</i> For applicants requesting an ITLP grant of \$25,000 CDN or more, a statement of any amounts owed in default to the Government of Canada under legislation or grant/contribution agreements <i>(statement must include the amounts in default owing; the nature of the amount in default owed [taxes, penalties, overpayment]; and the name of the government department or agency to which the amount in default is owed)</i> Other items as appropriate or necessary

**APPENDIX A - ENVIRONMENTAL ASSESSMENT PRE-SCREENING
FOR PROJECTS OUTSIDE CANADA**

INTERNATIONAL TRADE AND LABOUR PROGRAM

Please answer the following question:

Does your project proposal include activities that are physical in nature?

For example, do the activities involve the construction, modification, or abandonment of a building, structure, trail, park, or facility? Do the activities involve the use or development of park or public lands or the release of any polluting substance into a body of water or a wetland?

Yes _____ No _____ Not sure _____

If you answered “no” to this question, no further action is necessary.

If you answered “yes” to this question, an ITLP Administrator will contact you for more details.

If you answered “not sure”, an ITLP Administrator will provide you with additional information to help you determine whether your project includes any physical activities.

APPENDIX B - ANTI-CORRUPTION DECLARATION FOR GRANT APPLICANTS AND RECIPIENTS

INTERNATIONAL TRADE AND LABOUR PROGRAM

To be completed upon application for any ITLP grant, and again upon any application for an extension of that grant.

Please select by initialing the applicable statement:

The applicant warrants and represents to Canada that neither the applicant nor any of the applicant's officers, employers and sub-contractors involved in this project or proposal have been convicted, in the last two years, by a court of law in Canada or abroad, for an offence involving bribery or corruption. The applicant also warrants and represents to Canada that neither the applicant nor any of the applicant's officers, employers and sub-contractors involved in this project or proposal are currently under sanction for an offence involving bribery or corruption imposed by a government, a governmental organization or a development organization providing development assistance.

OR

The applicant, or one or more of the applicant's officers, employers and sub-contractors involved in this project or proposal, was/were convicted or sanctioned for an offence involving bribery or corruption and the details of such convictions or sanctions are attached to this declaration form. When the applicant discloses details of such sanctions or convictions, Canada will permit the applicant to make representations prior to any final decision by Canada regarding the grant award or grant extension.

Attachments (check those relevant): *Details of Convictions or Sanctions*

Explanations or Circumstances to be considered by Canada

Name of the Applicant: _____

Authorized Signatory

Name (please print): _____

Title (please print): _____

Signature: _____

Date (yyyy-mm-dd): _____

APPENDIX C- INTERNATIONAL CORE LABOUR STANDARDS DECLARATION FOR GRANT APPLICANTS AND RECIPIENTS

INTERNATIONAL TRADE AND LABOUR PROGRAM

To be completed upon application for any ITLP grant, and again upon any application for an extension of that grant.

Please select by initialing the applicable statement:

For Grant Applicants upon application for a grant:

- The applicant warrants and represents to Canada that upon receipt of any ITLP grant, the applicant organization and all of its sub-contractors involved in the funded project will comply with and promote core labour standards, as defined by the International Labour Organization, in their respective workplaces, and will do so throughout the period that the project is funded in whole or in part by an ITLP grant.

OR

For Grant Recipients upon application for a grant extension:

- The recipient warrants and represents to Canada that the recipient organization and all of its sub-contractors involved in the funded project have complied with and promoted core labour standards, as defined by the International Labour Organization, in their respective workplaces throughout the period to date that this project has been funded in whole or in part by an ITLP grant, and will continue to do so throughout any grant extension period.

The four principles addressed by the ILO Declaration on Fundamental Principles and Rights at Work are:

- (a) freedom of association and the effective recognition of the right to collective bargaining;
- (b) the elimination of all forms of forced or compulsory labour;
- (c) the effective abolition of child labour; and
- (d) the elimination of discrimination in respect of employment and occupation.

Source: ILO (http://www.ilo.org/dyn/declaris/DECLARATIONWEB.ABOUTDECLARATIONHOME?var_language=EN)

Name of the Applicant/Recipient: _____

Authorized Signatory

Name (please print): _____

Title (please print): _____

Signature: _____

Date (yyyy-mm-dd): _____

APPENDIX D - NOTES

NOTE REGARDING RECORD MANAGEMENT STRATEGY

Successful applicants must maintain a project/activity database to include, at a minimum, contacts (participants and others), activities, activity outputs, and activity outcomes or anticipated outcomes.

NOTE REGARDING LOBBYISTS

Applicants are responsible for ensuring that any person lobbying on their behalf is registered with Industry Canada pursuant to Canada's *Lobbyist Registration Act*. In addition, applicants who seek outside assistance to solicit, negotiate or obtain a contribution from the department may not use HRSD grant funds to pay a contingency fee for such assistance.

At the agreement stage, applicants requesting funding of \$25,000 CDN or more will be asked to declare that the above requirements concerning lobbyist registration and contingency fees have been met.

Lobbyists may register on-line with Industry Canada (<http://strategis.ic.gc.ca>) free of charge. For more information, call 1-800-328-6189 (within Canada). Note that there is a fee for registering by paper.

NOTE REGARDING PRIVACY AND ACCESS TO INFORMATION

The information provided in this application will be administered in accordance with Canada's *Privacy Act* and/or *Access to Information Act*. In addition, information provided in this application is subject to disclosure in accordance with the *Access to Information Act*. Instructions for making formal requests pursuant to the *Privacy Act* and the *Access to Information Act* are outlined in the government publication entitled Info Source, copies of which are located at all Human Resources Centres of Canada or at the following internet address, <http://infosource.gc.ca>.

**PLEASE PROCEED TO SIGNATURE PAGE
APPLICATION MUST BE SIGNED TO BE VALID**

APPENDIX E- DECLARATIONS AND SIGNATURES (REQUIRED)

I/We

- declare that the information provided in this application and supporting documentation is true, accurate and complete in every respect;
- understand that if any information provided in this application is false or misleading, I/we may be denied an ITLP grant or may be required to re-pay all or some of any ITLP grant received;
- understand that if I/we receive a grant, payment of the grant is subject to ITLP's *Terms and Conditions for Grants for Technical Assistance and Foreign-Based Cooperative Activities*;
- declare that I/we have read, understood and agree to ITLP's *Terms and Conditions for Grants for Technical Assistance and Foreign-Based Cooperative Activities*; and
- declare that I am/we are duly authorized to agree to said *Terms and Conditions* and to make this application on behalf of the organization named in this application.

Applicant Name (please print) _____

Position/Title: _____

Signature: _____ Date: _____

Applicant Name (please print) _____

Position/Title: _____

Signature: _____ Date: _____