



## WORKPLACE SKILLS INITIATIVE APPLICATION FORM AND INSTRUCTIONS

This Application Form consists of two sections, with related templates and annexes that must all be completed:

- Section 1: Applicant Information;
- Section 2: WSI Project Description ;

Templates:

- Template 1: Executive Summary Template;
- Template 2: Proposal Template for WSI Applicants;

Annexes:

- Annex 1: Declaration-Amounts Owing in Default to the Government of Canada
- Annex 2: **An Act respecting the Ministère du Conseil exécutif**, R.S.Q., c. M-30
- Annex 3: Initial questionnaire for determination of whether an environmental assessment is required;

You will also need to provide two excel documents:

- budget; and
- a sample cash flow,

templates for which are available on the website at: [www.HRSDC.gc.ca](http://www.HRSDC.gc.ca).

**Note:** the budget and sample cash flow templates provided are standard templates and should be altered to reflect the specifics of the project.

Instructions, where appropriate, are included with each document.

**Please note:** instruction pages should not be included when submitting these documents.

Three (3) original signed copies of the application for funding package along with an electronic copy must be submitted to the appropriate HRSDC official at:

### Workplace Skills Initiative (WSI)

#### Call For Proposals 2005

Human Resources and Skills Development Canada  
112 Kent Street  
Place de Ville, Tower B, 21<sup>st</sup> floor  
Ottawa, Ontario  
K1A 0J9

**Please note that HRSDC cannot reimburse any costs incurred before an agreement is approved and signed by the Government of Canada.**

# WORKPLACE SKILLS INITIATIVE (WSI) 2005-2006

## SECTION 1: APPLICANT INFORMATION

### Official Use Only

Date Received:

File Number:

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Name of Applicant

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Legal Name of Applicant (if different)

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Mailing Address

City/Town

Province

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Postal Code

Area Code/Telephone Number

Area Code/Fax Number

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E-mail Address

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URL Address (if applicable)

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Location of Activity

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Name and Title of Contact Person

Telephone Number (if different)

Language of Correspondence:

English  French

GST/HST Rebate (%): \_\_\_\_\_

**Please attach a copy of form GST523, Non-Profit Organizations – Government Funding from CCRA regarding rebate entitlement**

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Business Registration Number (15 digit CCRA number)

Incorporation Number

Nature of organization:  Private  Public  Not-for-profit

Incorporated organization:  Yes  No

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Number of Employees: full and part-time

Date organization established

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Main service or product of organization

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Duration of Proposed Activity: (y/m/d)

From

To

And from

To

# WORKPLACE SKILLS INITIATIVE (WSI) 2005-2006

## SECTION 2: WSI PROJECT DESCRIPTION

Please complete the project description information which follows. As well, please attach and complete:

- Executive Summary Template (Template 1 - attached)
- Proposal Template for WSI Applicants (Template 2 - attached)
- Declaration-Amounts Owing in Default to the Government of Canada (Annex 1 - attached)
- **An Act respecting the Ministère du Conseil exécutif**, R.S.Q., c. M-30 (Annex 2 - attached)
- Initial questionnaire for determination of whether an environmental assessment is required (Annex 3 - attached)

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**Total Project Eligible Costs** \$

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**Total HRSDC Contribution Requested** \$

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**Total Contribution from Applicant** \$

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**Total Contribution from Other Sources** \$  
**(Partners, Other Levels of Government, Other Government Departments)**

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Source

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Requested: \$ Obtained: \$

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Source

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Requested: \$ Obtained: \$

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Source

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Requested: \$ Obtained: \$

### Lobbyists (please see attached instructions):

Does an individual within your organization or a third party \_\_\_\_\_ (name of third party) lobbying HRSDC on your behalf with respect to the funding requested in this application meet the definition of lobbyist as defined by the *Lobbyist Registration Act*?  Yes  No

If yes:

Is your organization or the third party acting on your behalf registered as a lobbyist with the Lobbyist Registration Branch?  Yes  No

If no: please refer to attached instructions for guidance in taking the steps necessary to register.

**Please note, that HRSDC funds are not to be used to pay for third parties assisting the applicant in obtaining HRSDC funding. This includes the payment of contingency fees.**

**Legal Signing Officers for Contract Purposes (According to Letters Patent or Other Incorporating Documents)**

Title	Name	Specimen Signature

**Legal Signing Officers for Claims/Financial documents/Cheque Purposes, if different from above (According to Letters Patent or Other Incorporating Documents)**

Title	Name	Specimen Signature

**NOTE TO APPLICANTS:** This information is collected under the auspices of Human Resources and Skills Development Canada for the purpose of administering programming. The information collected will be subject to the Access to Information Act. The information will be placed under Program Record Number HRSDC-HRI 293.

**I/We certify that the above is an accurate description of our organization and our plans for the specified activity.**

Applicant Name (please print)	Position	Signature	Date
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Applicant Name (please print)	Position	Signature	Date
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# WORKPLACE SKILLS INITIATIVE (WSI) 2005-2006

## TEMPLATE 1: EXECUTIVE SUMMARY TEMPLATE

### WSI EXECUTIVE SUMMARY TEMPLATE

**This section should not exceed two (2) pages.**

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Name of Applicant Organization

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Project title

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Goal of the project

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Objectives of the project

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How do the objectives support the goal of the project?

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Briefly describe the methodology for the project.

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What are the target employment sectors in this project?

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What are the key activities of the project?

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What are the key expected outcomes of the project?

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What deliverables will result from the project?

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Briefly describe the evaluation framework for the project

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Briefly describe the communication and dissemination activities for the project

# WORKPLACE SKILLS INITIATIVE (WSI) 2005-2006

## TEMPLATE 2: PROPOSAL TEMPLATE FOR WSI APPLICANTS

Proposals should NOT EXCEED 25 PAGES, excluding annexes, and should address the following:

### 1. Name of Project

### 2. Executive Summary

- Provide the essence of the proposal and how it fulfills WSI objectives (1 to 2 pages)

### 3. Details of Project including:

- **Project background (what have you done leading up to this project)**
- **Goal and objectives of the project**
- **A clear rationale outlining the importance, originality and significance of the proposed pilot project outcomes for the applicant organization and, more broadly, the Canadian workplace in general**
- **How the project addresses one or more of the four WSI objectives**
- **Project Methodology**

### Project activities

- Proposed start and finish dates (from design to completion)
- Key activities and expected outcomes of the project
- Timelines/milestones/benchmarks for key activities
- Expected deliverables and outcomes
- Communication Plan and Dissemination Plan
- Plans for project sustainability/sunseting after funding expires

### Budget

- Budget and narrative justification (in-kind, cash, as well as expected sources of contributions, identifying organizations by name where possible and stating book-keeping records to be used)
- Cash Flow (for each year of an agreement/project, to be attached to the completed Proposal - you may use template available on HRSDC website [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca))

### Monitoring and Evaluation

- Description of how and at what stages the project's progress and the success of its outcomes will be measured
- Audit, Monitoring and Evaluation procedures

### Project personnel information

- Job descriptions of salaried positions and remuneration
- Resumes for salaried personnel

**Note:** The wages for project staff should reflect the local prevailing rate for the occupation.

The following site: [www.LabourMarketInformation.ca](http://www.LabourMarketInformation.ca) may be of use in determining prevailing rates.

### 4. Information about applicant and key partners involved including:

- Background and mandate
- List of all partners and employers to be involved
- Major stakeholders/sector/partner support for the project
- A description of relationship between applicant and key partners
- Financial and management capacity of the partnership to carry out the project

### 5. List any other current/active grant and/or contribution agreements with the Federal government.

**Note:** Additional information can be found in the Guidelines for Proposal Development and related documents.

# WORKPLACE SKILLS INITIATIVE (WSI) 2005-2006

## ANNEX 1: DECLARATION – AMOUNTS OWING IN DEFAULT TO THE GOVERNMENT OF CANADA

**Note: Completion of this form is required only if the amount of funding requested from HRDC is \$25,000 or more.**

Name of applicant

Name(s) and title(s) of contact person(s)

Area code/Telephone number

Name(s) and title(s) of contact person(s)

Area code/Telephone number

- The information you provide below is collected in accordance with the Treasury Board Policy on Transfer Payments (pursuant to section 7 of the *Financial Administration Act*).
- While the completion of this form is optional, failure to do so may result in denial of funding.
- The information provided will be administered in accordance with the *Privacy Act* and/or the *Access to Information Act*. The information will be stored in the Personal Information Bank HRDC PPU 293 and/or the Program Record HRDC HRI 293. Instructions for making requests pursuant to the *Privacy Act* and the *Access to Information Act* are given in *Info Source*, publications which are found in federal government offices, including all Human Resources Centres of Canada and on the Internet, at:  
[http://www.tbs-sct.gc.ca/gos-sog/infosource/info1/Info\\_7/info2000.pdf](http://www.tbs-sct.gc.ca/gos-sog/infosource/info1/Info_7/info2000.pdf)

**Do you, the applicant, owe any amounts that are in default to the Government of Canada under legislation or contribution agreements?**  Yes  No

**If no, please sign this declaration and submit it with your application.**

**If yes, please complete the following chart:**

Amounts owing in default	Nature of the amount owing in default (taxes, penalties, overpayments)	Name of government department or agency to which the amount in default is owed

**I/we certify that I/we have read and understood the information provided above. I/we declare that I/we have provided the Government of Canada with a true and accurate list of all amounts owing to the federal government which are past due and in arrears as of the time of this application to Canada for funding. I/we recognize that amounts payable to me/us under this agreement may be deducted from, or set-off against, any such amounts owing in default to the Government of Canada.**

**I/we authorize:**

- the Minister to disclose to the institution concerned all information contained in this declaration concerning an amount owing in default to a government institution listed above for the purpose of verifying the amount and status of the debt; and**
- the government institution concerned to disclose to the Minister all particulars and information relevant to the debt solely for the purpose of the administration of my/our application for funding in connection with my/our declaration.**

**I/We declare that the information in this form is accurate.**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

# WORKPLACE SKILLS INITIATIVE (WSI) 2005-2006

## ANNEX 2: AN ACT RESPECTING THE MINISTÈRE DU CONSEIL EXÉCUTIF, R.S.Q., C. M-30.

Any agency in Quebec funded with public money cannot receive federal grant or contribution funding without prior authorization of the provincial government. This form must be completed by the person representing the organization, **if the organization is located in Quebec**. It must be used for all funding applications pertaining to Human Resources and Skills Development Canada (HRSDC) programs and initiatives, except those exempted by an order under *An Act respecting the Ministère du Conseil exécutif*, namely *Summer Career Placements and Partners in Promoting Summer Employment*.

Under sections 3.11 and 3.12 of *An Act respecting the Ministère du Conseil exécutif* (hereinafter referred to as Act) certain Quebec entities, as defined in the meaning of the Act, such **municipal body, school body or public agency**, must obtain an authorization, as prescribed by the Act, before signing any agreement with the Government of Canada, its departments or agencies, or a federal public agency.

Consequently, any **entity that is subject to the Act is responsible for obtaining such authorization** before signing any agreement with HRSDC. This requirement does not apply to programs and initiatives exempt by order of the Quebec government, namely Summer Career Placements (SCP) and Partners in Promoting Summer Employment (PPSE). The Supporting Communities Partnership Initiative (SCPI) is also exempt by such an order, but only with respect to entities covered by section 3.12 of the Act.

Please review the relevant provisions of the Act, complete and sign this form, and return it to us along with all the required supporting documents.

*Please complete:*

- 1) Under section 3.11, is the applicant (proposed payee) a *municipal body or school body* within the meaning of 3.6.2 of the Act?  Yes  No
- 2) Under section 3.12, is the applicant (proposed payee) a *public agency* within the meaning of section 3.6.2 of the Act?  Yes  No
- 3) If an agreement is signed between applicant and HRSDC, will the agreement affect a *government agency, municipal body, school body or public agency* within the meaning of the Act?  Yes  No

**If you answered “No” to all three questions**, please sign below.

**If you answered “Yes” to any question**, you must do the following:

- Contact HRSDC's WSI office at: *Melanie.poisson@hrsdc-rhdcc.gc.ca* for advice on how to proceed.
- Obtain the authorization from the Quebec government or the Minister of Canadian Intergovernmental Affairs (as the case may be) before signing the contribution agreement.
- Provide a copy of this authorization.

**I certify that I have read and understood all the information above, and that the information I have supplied is accurate.**

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Name and title of representative

Signature

Date



# WORKPLACE SKILLS INITIATIVE (WSI) 2005-2006

## ANNEX 3: INITIAL QUESTIONNAIRE FOR DETERMINATION OF WHETHER AN ENVIRONMENTAL ASSESSMENT IS REQUIRED

### INITIAL ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE

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Name of Applicant

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Name of Project

The responses to this questionnaire, along with your completed application form, will help to determine if an environmental assessment of your proposal is required in accordance with the Canadian Environmental Assessment Act. If an environmental assessment is required, you will be notified.

1. Will you be applying, or have you applied, *to any other federal department or agency* for funding, permits or authorizations, or for the use, lease, or sale of land related to this project?

Department	Nature of Department's Involvement in Project	Phone Number	Contact Name

2. Has an environmental assessment of this project been done or is one in the process of being undertaken? (Please provide a copy of any environmental assessment report already completed for this project. If a copy of the report is not available, or is in the process of being produced, indicate the name, address, and telephone number of an individual who should be contacted for a copy.)

No  Yes

3. Will the project activities involve construction, operation, modification, decommissioning, or abandonment of a structure?

No  Yes (If yes, explain)

4. Will the project occur in, on, or within 30 metres of a water body?

No  Yes (If yes: give details)

5. Is the project likely to release any polluting substance into a water body during or after the project? (Ex: silting, chemicals, waste, etc.)

No  Yes (If yes: give details)

6. Does the project involve the handling, use, or disposal of hazardous materials? (Ex: chemically-treated wood, lead-based paints, PCBs, asbestos, oil or gas tanks, resins, toxins, pesticides, fertilizers, caustic substances, etc.)

No  Yes (If yes: give details)

7. Will heavy equipment be used during the project, or once the project is operational?

No  Yes (If yes: give details)

8. Does your project occur in an undeveloped area? (If yes, advise if there will be cutting or removal of trees or shrubs from an area greater than 1,000 square meters, or clearing or removal of all vegetation from an area greater than 500 square meters.)

No  Yes (If yes: give details)

9. Is there likely to be any public sensitivity to the project either during construction/start-up or operation? (If yes, describe the nature of the sensitivity and any action taken so far to assess/address the concerns.)

No  Yes (If yes: give details)

10. Are there other pertinent details concerning the project that could impact on the environment?

No  Yes (If yes: give details)  No  Yes (If yes: give details)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_