



## LABOUR-MANAGEMENT PARTNERSHIPS PROGRAM (LMPP) FUNDING PRIORITIES

The Labour-Management Partnerships Program is intended to promote effective labour-management relations at the workplace and industry level through:

- ▶ joint labour-management projects that address workplace practices or industrial relations issues,
- ▶ alternative approaches to dispute resolution,
- ▶ the development and delivery of joint labour-management training programs on labour relations and work-related issues,
- ▶ conferences and research concerning labour-management co-operation, industrial relations best practices, workplace change and related human resource issues.

All proposals must demonstrate:

- ▶ that the project would make a significant contribution to labour-management relations or workplace practices,
- ▶ that there is a commitment to practical results that will be widely disseminated,
- ▶ 50/50 cost-sharing in cash or in kind to an LMPP maximum contribution of \$100,000.

**Only pilot or demonstration projects are eligible. Funds are not available for activities which would primarily represent the ongoing operations or business plan of an organization. Workplace projects must be jointly developed and implemented by labour and management. Labour-only or employer-only applications are eligible only if the applicant is prepared, as an integral part of his/her project, to promote dialogue between business and labour.**

**LABOUR-MANAGEMENT PARTNERSHIPS PROGRAM (LMPP)  
APPLICANT GUIDELINES**

LMPP funds do not cover wage replacement for staff/workers to attend meetings or training sessions that are part of the project.

Only incurred expenses for travel, meals and accommodation that are admissible under Treasury Board Guidelines will be reimbursed, up to the applicable rate.

Treasury Board Guidelines can be consulted at the following web site address:

***[http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index\\_e.asp](http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp)***

Costs can include applicable federal and provincial taxes.

LMPP and applicant funding must be accounted for separately in the detailed statement of expenditures to be submitted with interim and final project reports.

Any deviation from an approved budget will require written justification from the Project Manager and concurrence from the Project Authority.

Records and documents that should be retained by the Applicants for audit purposes include:

- ▶ list of all cheques issued against the project budget;
- ▶ original invoices, vouchers and receipts;
- ▶ internal journal vouchers;
- ▶ bank statements;
- ▶ cancelled cheques;
- ▶ correspondence relating to project expenses;
- ▶ authorized payment vouchers (signed by authorized personnel);
- ▶ deposit slips re.: LMPP contribution.

**LMPP contributions are subject to the Terms and Conditions set out in the Contribution Agreement governing the project.**

<b>SECTION</b>	<b>SECTION TITLE</b>	<b>TO BE COMPLETED BY</b>
Section 1	Applicant information	Applicants
Section 2	Signing authorities	Project Manager
Section 3	Accounting practices	Project Manager
Section 4	Proposal description and budget	Project Manager
Section 5	Cost categories	Project Manager
Section 6a)	Estimated forecast of cash flow (Year 1)	Project Manager
Section 6b)	Estimated forecast of cash flow (Year 2)	Project Manager
Section 6c)	Estimated forecast of cash flow (Year 3)	Project Manager
Section 7	Declaration - Amounts owing in default to the Government of Canada	Applicants
Section 8	Declaration - Lobbyists	Applicants
Section 9	Signatures	Applicants



**LABOUR-MANAGEMENT PARTNERSHIPS PROGRAM (LMPP)  
APPLICATION FORM**

OFFICIAL USE ONLY	
Date received:	
File number:	

**ALL APPLICANTS MUST COMPLETE SECTIONS 1,7,8 AND 9 OF THIS FORM**

**SECTION 1: APPLICANT INFORMATION**

Legal Name of Organization (Applicant)		Web Site Address (if applicable)	
Mailing Address		City/Town	Province
Postal Code	(Area Code) Telephone No.	(Area Code) Fax No.	
Organization Type (Please select the organization type that best describes your organization from Appendix A of this form and enter it here)		Major product or service	
Business Number (Canada Revenue Agency) ex 123456789 RT0001			
Incorporation No.	GST, HST or Rebate No.	Rebate %	
Legal Signing Officers for Agreement Purposes (According to Letters Patent or Other Incorporating Documents)			
Title	Name	Sample Signature	
<p>▶ How many of the above signatures (according to your letters patent or other incorporating documents) are required to bind your organization into a legal agreement? _____</p> <p>▶ What combination of signatures (according to your letters patent or other incorporating documents) are required to bind your organization into a legal _____</p>			
Name and Title of Contact Person in your organization who is responsible for this project		E-Mail Address	
Language of Correspondence <input type="checkbox"/> English <input type="checkbox"/> French	(Area Code) Telephone No.	(Area Code) Fax No.	

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Language of Correspondence <input type="checkbox"/> English <input type="checkbox"/> French	(Area Code) Telephone No.	(Area Code) Fax No.	

Please note: The Applicants must designate an “Administrator” for the project, i.e. the organization appointed by the Applicants to receive and administer the funds.

\_\_\_\_\_  
**Name of Administrator (Organization)**

Please note: The Applicants must designate a “Project Manager”, i.e. the individual appointed by the Applicants to represent them on the project.

Name of Project Manager	Organization
Address	E-Mail Address
(Area Code) Telephone No.	

**Sections 2, 3, 4, 5 and 6 are to be filled out by the Project Manager**

**SECTION 2: SIGNING AUTHORITIES**

Legal Signing Officer for Cheque Purposes		
Title	Name	Sample Signature

▶ How many signatures are required to sign a cheque on behalf of your organization? \_\_\_\_\_

▶ What combination of signatures is required to sign a cheque on behalf of your organization?  
 \_\_\_\_\_

Signing Officer for Payment Claims or other Reports submitted to Human Resources and Skills Development Canada (HRSDC)		
Title	Name	Sample Signature

▶ How many signatures are required to sign a payment claim form or other report submitted to HRSDC? \_\_\_\_\_

▶ What combination of signatures is required to sign a payment claim form or other report submitted to HRSDC?  
 \_\_\_\_\_

**SECTION 3: ACCOUNTING PRACTICES OF ORGANIZATION RECEIVING CHEQUES FOR THIS PROJECT**

Do you have an internal accounting department?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have an external accounting firm?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Name of accounting firm		Name of contact person	
(Area Code) Telephone No.			
Is your accounting done manually?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is your accounting computerized?		<input type="checkbox"/> No	<input type="checkbox"/> Yes (please indicate the name of the software package)
Name of Bookkeeper _____			
(Area Code) Telephone No. _____			
Will there be a separate bank account for this Agreement?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
What is your organization's fiscal year end?		_____	
		YYYY/MM/DD	

**SECTION 4: PROPOSAL DESCRIPTION AND BUDGET [EACH OF THESE ISSUES MUST BE ADDRESSED IN ORDER FOR YOUR PROJECT TO BE ASSESSED]**

<b>Project title</b>
<p><b>Duration of activity</b></p> <p>Proposed Start Date*: _____ YYYY/MM/DD</p> <p>Proposed End Date: _____ YYYY/MM/DD</p> <p>* Please allow twelve (12) weeks after submitting your application, in order for program staff to assess, approve/reject your project, and if applicable, negotiate and sign a Contribution Agreement.</p>
<p><b>Proposal Description (if possible, submit an electronic version):</b></p> <p>Project objectives</p> <p>Project activities and timelines</p> <p>Description of the targeted participants or beneficiaries</p> <p>List all partner organizations, identify their roles and responsibilities, and financial contributions (monetary or in-kind). [Please specify whether the contributions have been confirmed at the time of submission of this application]</p> <p>Expected results</p> <p>Means by which success will be measured both in the short term and long term</p> <p>Applicant's mandate</p> <p>Past projects with HRSDC and or its predecessor departments (Labour Canada and/or Human Resources Development Canada)</p> <p>Plans for communication and dissemination of project results</p>

**SECTION 5: COST CATEGORIES**

<b>EXPENSES</b>	<b>Contribution requested from the Minister</b>	<b>Costs to be defrayed by Applicants (including other sources)</b>
<b>FEES and WAGES</b>		
<b>FEES (external)</b>		
Consultant <sup>1</sup>		
Other professional services (translation, website design, etc.)		
<b>WAGES (internal)</b>		
Replacement salary for employee(s) for time spent on project, i.e. attend meetings or training sessions)	n/a <sup>2</sup>	
Project Coordinator/Manager		
Total <b>FEES/WAGES</b> requested from the Minister		
Total <b>FEES/WAGES</b> to be defrayed by the Applicants		
<b>PROJECT OVERHEAD/EXPENSES</b>		
Communications/publicity (printing, audio-visual materials, video, brochures)		
Travel, meals and accommodation <sup>3</sup> (Canada)		
Room and equipment rental		
Other expenses (office supplies, telephone, postage and courier)		
Total <b>OVERHEAD/EXPENSES</b> requested from the Minister		
Total <b>OVERHEAD/EXPENSES</b> to be defrayed by the Applicants		
<b>TOTAL CONTRIBUTION REQUESTED FROM THE MINISTER</b>		
<b>APPLICANT'S TOTAL CONTRIBUTION</b>		
<b>TOTAL BUDGET OF PROJECT</b>		

1) Total contribution requested from the Minister	\$ _____
2) Applicants total contribution	\$ _____
3) Funding from other sources (specify)	\$ _____
<b>TOTAL PROJECT BUDGET (1+2+3)</b>	<b>\$ _____</b>

## 1 Consultant:

- Maximum of \$800 per day defrayed by the Minister.
- All contracts of \$25,000 and over must involve a competitive process including at least three (3) bids, otherwise a justification for sole-sourcing must be provided in writing to HRSDC and approved.

## 2 Funds defrayed by the LMPP do not cover wage replacement for staff/workers to attend meetings or training sessions that are part of the project (LMPP Terms and Conditions). The Applicants may include these expenses with their in-kind expenses.

3 Expenses for travel, meals and accommodation are reimbursable up to the amounts described in the Treasury Board Guidelines. [http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index\\_e.asp](http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp)









**SECTION 7: DECLARATION - AMOUNTS OWING IN DEFAULT TO THE GOVERNMENT OF CANADA**

NOTE: Completion of this declaration is required only if the amount of funding requested from HRSDC is \$25,000.00 or more.

- ▶ The information you provide below is collected in accordance with the Treasury Board Policy on Transfer Payments (pursuant to section 7 of the Financial Administrative Act).
- ▶ While the completion of this section is optional, failure to do so may result in denial of funding.

Do you, the Applicants, owe any amounts in default to the Government of Canada under legislation or contribution agreements?

Yes                       No

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

**SECTION 8: NOTE TO APPLICANTS REGARDING LOBBYISTS**

- ▶ Applicants are responsible for ensuring that any person lobbying on their behalf is registered with Industry Canada pursuant to the Lobbyists Registration Act. In addition, Applicants who seek outside assistance to solicit, negotiate, or obtain a contribution from the department may not use HRSDC contribution funds to pay a contingency fee for such assistance.
- ▶ At the agreement stage, Applicants requesting funding of \$25,000.00 or more will be asked to declare that the above requirements concerning lobbyist registration and contingency fees have been met.
- ▶ Lobbyists may register online with Industry Canada at <http://strategis.ic.gc.ca> free of charge. For further information, please call 1-800-328-6189.

NOTE: The information provided in this application will be administered in accordance with the Privacy Act and/or the Access to Information Act. The information will be stored in Personal Information Bank No.: **HRDC PPU 293** and/or Program Record No.: **HRDC HRI 293**. Instruction for making requests pursuant to the Privacy Act and the Access to Information Act are given in Info Source, a publication which may be found in federal government offices, including all Canada Human Resource Centres or on the Internet at: [http://www.tbs-sct.gc.ca/gos-sog/atip-aiprp/index\\_e.asp](http://www.tbs-sct.gc.ca/gos-sog/atip-aiprp/index_e.asp) .

**SECTION 9: SIGNATURES REQUIRED**

I/We certify that I/we have read and understood the information provided above.

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

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:

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

Applicant Name (please print)	Position/Organization
Signature :	Date (YYYY/MM/DD)
Applicant Name (please print)	Position/Organization
Signature :	Date (YYYY/MM/DD)
Applicant Name (please print)	Position/Organization
Signature :	Date (YYYY/MM/DD)
Applicant Name (please print)	Position/Organization
Signature :	Date (YYYY/MM/DD)

## Organization Types

### **Private sector**

Businesses, bodies incorporated or unincorporated, private universities and colleges, banks, Indian Band corporations (profit basis)

### **Not-for-Profit sector**

Community, charitable, voluntary organizations, provincial non-governmental organizations, national non-governmental organizations, international non-governmental organizations, associations of workers and/or employers, sector councils, Indian Band corporations (not-for-profit basis)

### **Public Health and Educational Institutions**

Public community colleges and vocational schools, public degree-granting universities, public degree-granting colleges

### **Other levels of government**

International governmental organizations, municipal governments and agencies

### **Provincial/Territorial Government**

Provincial governments and agencies, territorial governments

### **Band councils**