



### **Guidelines for Completing Your Training Centre Infrastructure Fund (TCIF) Application (Step #2)**

If you have been notified by Human Resources and Skills Development Canada (HRSDC) that you meet the **basic** Training Centre Infrastructure Fund (TCIF) funding criteria, based on the information provided in your letter of intent (Step #1), you can proceed with Step #2. This document will guide you in completing the *Funding Application for Training Centre Infrastructure Fund (TCIF) 2005-06*.

**The deadline for submitting this application is June 17, 2005.**

You are now required to provide more details outlining why the purchase and use of these particular pieces of technical equipment are important in the industry, what specific skills people will develop by training on this equipment, how the training will take place and what trade occupations are targeted. It is important that you fully address the questions posed so that the merits of your proposal can be assessed against the established criteria. Please note that TCIF funding is limited and that applications that meet the criteria may not be recommended for funding because other applicants have made a stronger case.

#### SECTION 1: Applicant Information

**Complete the application form as outlined:** All questions must be answered and specimen signatures provided where indicated.

**Name of organization/consortium:** This can be a general name that describes your consortium.

**Legal name of organization:** If your application is approved for funding, a contribution agreement will be drawn up for you and HRSDC to sign. Since the agreement is a legal document, we need to know the legal name that would be used in the agreement, should the application be approved.

HRSDC can sign agreements with two types of organizations: incorporated and unincorporated ones. However, HRSDC can sign an agreement with only one organization at a time. If a consortium comprises multiple organizations (for example, more than one training trust fund), we can proceed in one of two ways:

- one incorporated organization can sign on behalf of all the others (this is called “sponsoring”); or
- various individuals can sign the agreement as an unincorporated organization.

However, keep in mind that in the case of overpayment, fraud, theft or mismanagement, HRSDC must be able to recover the funds, and the Government of Canada would recover the money from the individuals who signed the agreement.



***Is your organization incorporated?*** If your organization or consortium is incorporated, please provide a copy of the supporting legal documentation (such as the letter of patent, articles of incorporation, certificate of incorporation or memorandum of association) and a copy of the incorporated organization’s by-laws.

If the organization is not incorporated, please provide a copy of its rules, by-laws or constitution, if it has any. Please also provide the names and addresses of the members of your organization’s governing body (such as members of a committee or board of directors).

***Lobbyist Information:*** Applicants are responsible for ensuring that any person lobbying on their behalf is registered with Industry Canada pursuant to the Lobbyist Registration Act. In addition, applicants who seek the assistance of a lobbyist 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 application stage, applicants requesting funding of \$25,000 or more will be asked to declare that the requirements concerning lobbyist registration and contingency fees have been met. Lobbyists may register online with Industry Canada free of charge at <http://strategis.ic.gc.ca>, or they may register on paper for a fee. For further information, please call **1-800-328-6189**.

## SECTION 2: TCIF Project Description

This section is the heart of your proposal. The questions posed here will provide a framework for your responses and help you ensure that you meet the TCIF eligibility requirements.

### **Part 1: Description of Consortium**

#### ***Question #1 – Name of applicant organization/consortium***

State the name of the consortium as presented on page 1 of the application.

#### ***Question #2 – Describe the consortium and its structure***

To be eligible, applicants must be a union-industry “consortium.” A consortium is defined as a group of partners that includes at least one trade union, and its affiliated industry or employer stakeholders. A consortium could also include partners from other locals or other unions, with their industry partners who operate union training centres or mobile training units. This consortium could comprise labour-management partners who participate in a joint training trust fund as defined in their collective agreement.

Priority will be given to applicants who have formed broad-based partnerships to increase the number of trade workers who can benefit from the equipment to be purchased. These broad-based partnerships could represent more than one union and employer group coming together to share the equipment—for example, different locals within a specific geographic region, or different unions with similar training requirements. An advantage to this approach is that all consortium partners could pool their financial resources to contribute to the overall 50-percent cash requirement. Consortia **must have** a union training centre (UTC), which will house the equipment and where members and employees will receive skills training, or they must operate a mobile training centre. In Quebec, applicants must demonstrate that they comply with the

Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30. The Commission de la Construction du Québec (CCQ) oversees the application of construction trades training and manages skills upgrading in Quebec, so it is an eligible recipient, as are other organizations that meet the definition of a consortium.

### ***Question #3 - Structure and Composition of Consortium Partnership***

Please provide details on the following:

- the name of each consortium member, and the type of organization they represent (such as a union local, employer or other organization);
- the reason your consortium was created;
- the way the consortium collects funds for training (for example, contributions via joint training trust funds); and
- the links that have been established with others who may be interested in using the equipment (such as workers from different unions or locals).

## **Part 2 - Equipment Planning to Purchase**

### ***Question #4 – Describe the piece(s) of equipment to be purchased.***

To be eligible for funding, the equipment purchased must develop workers' technical skills, reflecting current or future technological changes required of a particular trade in the workplace. The equipment purchased can be new or used, as long as it meets current industry standards, reflects significant technological changes in a trade and is used at a union training centre. Standard tools and supplies required at training centre or work site, and equipment or tools for individual use (such as laptop computers and hand tools), are not eligible.

**TCIF will not cover the cost of equipment that has been purchased or ordered before an application is approved and a contribution agreement finalized.**

Priority will be given to established union training centres that have been operating for at least one year before the application is received. Applicants who are constructing or establishing a union training centre may want to consider applying in Years 2 or 3.

To describe each piece of equipment you are planning to purchase, please answer the following questions. As TCIF funding is limited, you should list the requested equipment in order of priority and indicate whether any of the pieces should be considered together.

- Why is the equipment considered technologically advanced? (It may be helpful to provide a copy of the manufacturer's specifications, if available.)
- Is the equipment replacing an existing, older or obsolete piece of UTC equipment?
- Is the equipment currently being used at work sites? If not, why is it important that workers receive training on this equipment?
- What is the estimated list price?

- Is similar equipment being used at other nearby union training centres?

***Question #5 - Where will the equipment be located***

The equipment purchased must be owned by, and operated or located at, a union training centre (or in the case of equipment bought in Quebec by a consortium such as the CCQ, in a Centre de Formation Professionnel). Equipment used to train consortium members at community colleges is not eligible. Equipment purchased for use in a mobile training unit or trailer can be eligible, as long as it meets the description above.

- State the location(s) where the equipment will be used.

***Question #6 – How will the consortium fund its contribution and ongoing maintenance of the equipment?***

Given that TCIF funding is limited to 50 percent of the purchase cost (to a maximum of \$500,000 per consortium) and does not cover other aspects related to the use of the equipment, such as ongoing maintenance and operation costs, the consortium must demonstrate that it can pay these costs.

- Does the consortium currently have funds to finance the 50-percent cash contribution towards the purchase of the equipment?
- What is the source of the consortium's cash contribution (for instance, will it come from contributions via a joint training trust fund)?
- What are the consortium's plans for funding additional project costs that are not cost-shared, such as costs for installation, equipment maintenance and training?

**Part 3 Skill Acquisition**

***Question #7 – Outline the training plan.***

By answering the questions below, please briefly describe who would receive the training and how the training would be implemented in the year after you purchase or install the equipment.

*Who will receive training?*

- What are the occupations or trades of the people who will have access to the equipment? Are these Red Seal trades?
- What are the technological changes impacting the skills required for this occupation?
- What technical skills or competencies will trainees develop by training on this equipment?
- How many people do you expect to train on the new equipment within a year of equipment purchase? Approximately how many of these individuals are tradespersons, and how many are apprentices?
- Are these people currently employed? If so, within what industries do they work?
- What efforts have been made to maximize the number of potential trainees?

*How will they receive training*

- How will training on the new equipment be incorporated into your union training centre curriculum? For example, will you offer a new course or incorporate the training into existing courses?
- How will you cover other training costs, such as instructor wages and costs for materials?

#### **Part 4 Anticipated Benefits of New Skill Development**

##### ***Question #8 – What are the anticipated benefits of these skills for industry***

Is there evidence that industry could be more productive or competitive if their workers have new or upgraded skills? Please provide concrete examples where possible.

##### ***Question #9 – What are the anticipated benefits of these skills for individuals?***

Describe the potential impact of the proposed training on trainees. For example, will people be more likely to find or keep new jobs as a result of training, or will they have better access to higher salaries or greater job opportunities? Please provide concrete examples where possible.

### **SECTION 3 – Detailed Budget**

***Cash Contribution Shared by TCIF and Consortium*** - Based on the information outlined in Question #4, complete the table, listing separately the name or model and estimated cost of each piece of equipment. HRSDC will reimburse 50 percent of the eligible expenditures listed below to a maximum of \$500,000. The eligible expenditures are as follows:

- the cost of technological equipment to be used in trades training as described in the application, including provincial sales tax;
- the shipping and delivery costs associated with the equipment being purchased; and
- the GST payable on the costs of the equipment, shipping and delivery.

Please note that although these are estimated costs, TCIF will only reimburse 50 percent of the **actual** costs, following the submission of a claim with the receipt of a copy of the invoice and proof of the consortium's payment towards the equipment purchased. Applicants whose applications have been approved will be required to sign a contribution agreement with HRSDC, which will detail the administrative requirements. When using federal funds to purchase goods and services worth \$25,000 or more, such as equipment, you will be required to ensure a fair and accountable process (such as obtaining a minimum of three bids in order to select the bid offering the lowest cost or best value).

***Summarize the consortium members' contributions.*** In the table provided, outline all cash contributions from all sources that are specifically related to purchasing the equipment. For example, when more than one organization is contributing to the consortium's 50-percent cash contribution, please list the contribution amount each member will make.

***Your Declaration*** – Please read and sign.

## SECTION 4 – Declaration of the Amount Owning in Default to the Government of Canada

As part of the application process for all programs, HRSDC requires that potential recipients complete this form and declare whether they owe any amounts to the federal government under legislation and contribution agreements. Further information is provided on the form. Please read and sign this declaration.

## SECTION 5 – 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 the prior authorization of the provincial government. The person representing the organization must complete this form if the organization applying for funding is located in Quebec.

### **Submitting Your Application**

Please send a hard copy of your application with proper signatures and supporting documentation by June 17, 2005, to the following address:

#### **Training Centre Infrastructure Fund**

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

If possible, please send a second copy electronically to the following e-mail address:

**[nc-tcif-ficf-gd@hrsdc-rhdcc.gc.ca](mailto:nc-tcif-ficf-gd@hrsdc-rhdcc.gc.ca)**

For more information, please contact us at the above e-mail address.