



## **GUIDE FOR APPLICANTS**

## **CALL FOR PROPOSALS**

### **Toronto Employment Resource Centres**

Toronto Human Resource Centres of Canada

Human Resources and Skills Development Canada (HRSDC)

- CFP#:**
- CFP-ON-0405-Toronto-012.01 (Kennedy-Eglinton area)**
  - CFP-ON-0405-Toronto-012.02 (East York area)**
  - CFP-ON-0405-Toronto-012.03 (Danforth-Main area)**
  - CFP-ON-0405-Toronto-012.04 (Queen-Carlaw area)**
  - CFP-ON-0405-Toronto-012.05 (St. Clair-Dufferin area)**
  - CFP-ON-0405-Toronto-012.06 (Victoria Park-Sheppard area)**
  - CFP-ON-0405-Toronto-012.07 (Don Mills-Lawrence area)**
  - CFP-ON-0405-Toronto-012.08 (Parliament-Wellesley area)**
  - CFP-ON-0405-Toronto-012.09 (Queen-Jarvis area)**
  - CFP-ON-0405-Toronto-012.10 (Northeast Scarborough area)**
  - CFP-ON-0405-Toronto-012.11 (Northwest Scarborough area)**
  - CFP-ON-0405-Toronto-012.12 (Central Scarborough area)**
  - CFP-ON-0405-Toronto-012.13 (Southeast Scarborough area)**
  - CFP-ON-0405-Toronto-012.14 (Allen-Lawrence area)**
  - CFP-ON-0405-Toronto-012.15 (Keele-Finch area)**
  - CFP-ON-0405-Toronto-012.16 (Bloor-Roncesvalles area)**
  - CFP-ON-0405-Toronto-012.17 (Dufferin-College area)**
  - CFP-ON-0405-Toronto-012.18 (Jane-Finch area)**
  - CFP-ON-0405-Toronto-012.19 (Sheppard-Chesswood area)**
  - CFP-ON-0405-Toronto-012.20 (Yonge-St. Clair area)**
  - CFP-ON-0405-Toronto-012.21 (Rexdale area)**
  - CFP-ON-0405-Toronto-012.22 (Lake Shore-Islington area)**
  - CFP-ON-0405-Toronto-012.23 (Martin Grove-Dixon area)**

**Deadline for Submission of Proposals is October 5, 2004 at 5:00 p.m.**

# HUMAN RESOURCES AND SKILLS DEVELOPMENT CANADA<sup>1</sup> (HRSDC)

## GUIDE FOR APPLICANTS Toronto Human Resource Centres of Canada (HRCCs)

CFP#: CFP-ON- 0405 - Toronto – 012.xx

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### 1. INTRODUCTION

The purpose of this application guide is to assist applicants in the preparation of a project proposal and application for funding.

Human Resources and Skills Development Canada (HRSDC) is presently accepting funding applications and project proposals from organisations interested in receiving financial assistance for the delivery of various Employment Resource Centres.

Human Resources and Skills Development Canada (HRSDC) has identified a community need for this type of service to unemployed Canadians in Toronto, and may fund appropriate proposals through the Employment Assistance Services (EAS) Program.

Specifically, HRSDC is soliciting proposals for 23 Employment Resource Centres in Toronto for a 12-month period. The desired locations, approximate ranges of clients and contribution amounts, and client profiles are as follows:

| CFP #                      | Location              | Range of clients            | Funding range         | Client profile <sup>2</sup> |
|----------------------------|-----------------------|-----------------------------|-----------------------|-----------------------------|
| CFP-ON-0405-Toronto-012.01 | Kennedy-Eglinton area | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed          |
| CFP-ON-0405-Toronto-012.02 | East York area        | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed          |
| CFP-ON-0405-Toronto-012.03 | Danforth-Main area    | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed          |
| CFP-ON-0405-Toronto-012.04 | Queen-Carlway area    | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed          |

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<sup>1</sup> Canada Employment Insurance Commission (CEIC) is the legal name for Human Resources and Skills Development Canada (HRSDC) and the two names are interchangeable for the purposes of this document.

<sup>2</sup> For a description of eligible participants, see Section 2.4.

| CFP #                      | Location                    | Range of clients            | Funding range         | Client profile <sup>2</sup>                        |
|----------------------------|-----------------------------|-----------------------------|-----------------------|--|
| CFP-ON-0405-Toronto-012.05 | St. Clair-Dufferin area     | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.06 | Victoria Park-Sheppard area | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.07 | Don Mills-Lawrence area     | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed; services in English and French |
| CFP-ON-0405-Toronto-012.08 | Parliament-Wellesley area   | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed; services in English and French |
| CFP-ON-0405-Toronto-012.09 | Queen-Jarvis area           | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.10 | Northeast Scarborough area  | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.11 | Northwest Scarborough area  | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.12 | Central Scarborough area    | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.13 | Southeast Scarborough area  | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.14 | Allen-Lawrence area         | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.15 | Keele-Finch area            | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.16 | Bloor-Roncesvalles area     | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.17 | Dufferin-College area       | 25,000-35,000 client visits | \$450,000 - \$550,000 | General unemployed                                 |

| CFP #                      | Location                  | Range of clients            | Funding range         | Client profile <sup>2</sup>                        |
|----------------------------|---------------------------|-----------------------------|-----------------------|--|
| CFP-ON-0405-Toronto-012.18 | Jane-Finch area           | 37,000-50,000 client visits | \$600,000 - \$700,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.19 | Sheppard-Chesswood area   | 37,000-50,000 client visits | \$600,000 - \$700,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.20 | Yonge-St. Clair area      | 37,000-50,000 client visits | \$600,000 - \$700,000 | General unemployed; services in English and French |
| CFP-ON-0405-Toronto-012.21 | Rexdale area              | 37,000-50,000 client visits | \$600,000 - \$700,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.22 | Lake Shore-Islington area | 37,000-50,000 client visits | \$600,000 - \$700,000 | General unemployed                                 |
| CFP-ON-0405-Toronto-012.23 | Martin Grove-Dixon area   | 37,000-50,000 client visits | \$600,000 - \$700,000 | General unemployed                                 |

Please note that 20 of the 23 Employment Resource Centres serve the general unemployed population of Toronto in English. The other three offer services in English and French. For further information on the client profiles, see Section 2.4.

The closing date to submit an application for funding is October 5, 2004. All applications must be received at the Toronto Centre HRCC no later than 5:00 p.m. on the closing date. **Please note that funding applications submitted after this deadline will be disqualified.**

Financial assistance under the EAS Program is provided in the form of a contribution subject to the terms and conditions of a contribution agreement between HRSDC and the successful proponent. Contributions are Transfer Payments under Canada's Treasury Board's Policy on Transfer Payments.<sup>3</sup>

Treasury Board's Terms and Conditions for Employment Assistance Services may be found at:

[http://www.hrsdc.gc.ca/en/epb/sid/cia/grants/eas/desc\\_eas.shtml](http://www.hrsdc.gc.ca/en/epb/sid/cia/grants/eas/desc_eas.shtml)

HRSDC reserves the right to sign contribution agreements with more than one applicant to deliver these activities.

<sup>3</sup> See [http://www.tbs-sct.gc.ca/pubs\\_pol/dcgpubs/TBM\\_142/ptp1\\_e.asp#\\_Toc482671182](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/TBM_142/ptp1_e.asp#_Toc482671182).

At its sole discretion, HRSDC reserves the right to modify any of the CFP dates and the right to cancel this CFP at any time for any reason. HRSDC is not responsible for any costs incurred by organizations for the preparation of CFP proposals.

### **1.1 - Application Package**

Proposals **must** meet the content and format requirements set out in this application package. An application package must be completed, signed by the authorized representative of the organization, and submitted to HRSDC prior to the closing time and date of the Call for Proposals. Please note that no additional documents will be accepted after the deadline unless requested by HRSDC. In order to be included in the assessment and recommendation process, your application package **must** include the following completed documents:

1. Application for Funding form - EMP 5209 (02-03) E
2. Forecast of Cash Flow form - EMP 5216 (01-03) E
3. Budget Negotiation Notes
4. Copies of your proposals described in section 3 of this guide.

**Note: Failure to submit all of the above completed documents may result in disqualification.**

**Note: Only one (1) application per location will be accepted from a single organization.** Applicants may submit proposals for a maximum of **five (5)** locations under this Call for Proposals.

### **1.2 - Submitting an application package**

Applicants must submit four (4) individually bound paper copies of their completed application package (one copy must be the original signed document) and one electronic version of the proposal on a clearly labelled disk (diskette or CD-ROM, and preferably in MS Word, or Rich Text Format). Faxed or e-mailed proposals will not be accepted. Proposals must be received no later than 5:00 p.m. on the closing date at the address below:

Call for Proposals  
CFP-ON - 0405 - Toronto – 012.xx (insert the numeric extension[s]  
for the locations for which you are applying, as indicated above)  
Human Resources & Skills Development Canada  
Toronto Centre HRCC  
25 St. Clair Avenue East, 4<sup>th</sup> Floor Mailroom  
Toronto, Ontario M4T 3A4

No funding decisions are expected before November 2004.

**NOTE:** HRSDC staff will not assist organizations in the development of their proposals. Technical questions relating to the process may be directed via e-mail to [toronto\\_cfp-adp@hrsdcc.gc.ca](mailto:toronto_cfp-adp@hrsdcc.gc.ca). Responses will be provided at in-person information session scheduled for September 27, 2004 at 4900 Yonge Street, 3<sup>rd</sup> floor, from 10:00 p.m. to noon. Participants **must** register to attend this session by sending an e-mail with the pertinent details (organization, participant's name, title, telephone number) to [toronto\\_cfp-adp@hrsdcc.gc.ca](mailto:toronto_cfp-adp@hrsdcc.gc.ca). Registration will be limited to a maximum of two participants per organization.

HRSDC will also provide a summary of pertinent questions and answers to interested organizations via e-mail after the information session. To receive this summary, **please send an e-mail** to [toronto\\_cfp-adp@hrsdcc.gc.ca](mailto:toronto_cfp-adp@hrsdcc.gc.ca), requesting that your organization be included on the electronic distribution list.

The approval of successful proposals will be subject to the negotiation of a contribution agreement. HRSDC is under no obligation to approve any application through this process.

## **2. EMPLOYMENT ASSISTANCE SERVICES PROGRAM OVERVIEW**

### **2.1 – Program Description**

The Employment Assistance Services (EAS) program is a client-centered program targeted to unemployed individuals, and is designed to meet the needs of a knowledge-based economy. The program provides financial support to Canadian organizations to provide services such as labour market information, employment counselling, and information on job search techniques and job placement to unemployed persons to help them prepare for, obtain and maintain employment.

EAS services may be offered via both self-service and assisted services. All assisted EAS services must be tailored to address the employability needs of the individual receiving those services.

This Call for Proposals is for applications for funding to provide Employment Resource Centre services to unemployed Canadians. The activities may include, but are not limited to, the following:

- computer access to support job search
- resume writing assistance and interview techniques
- library of job search materials
- labour market and vocational information
- internet access
- community resources
- occupational directories
- photocopying, telephone and faxing services to assist clients in their efforts to find work.

Clients often have access to on-site workspace and staff support. Most ERC clients are self-sufficient, and are able to utilize these resources with no or minimal assistance.

Employment Resource Centres in Toronto may also provide Employment Group Sessions for some clients, i.e. employment-related information and/or specific interventions that fit with the client's return to work action plan and result in a measurable outcome. These activities address specific employment-related needs of clients, in the following areas:

#### Career Decision Making

A group session that provides information related to career decisions may include but is not limited to:

- how to complete a self- assessment
- how to complete an occupation assessment
- how to gather resource material
- how to make career decisions
- how to set career goals
- other employment programs, services & resources available in the community

#### Skill Enhancement

A group session that provides information related to skill enhancement may include but is not limited to:

- how to research educational/training options
- how to assess personal finances
- how to make decisions regarding education & training
- available financial assistance & support
- how to set goals and prepare necessary documents
- other employment programs, services & resources available in the community

#### Job Search

A group session that provides information related to job search may include but is not limited to:

- how to complete a self- assessment
- how to research the labour market
- current local labour market information
- how to prepare a cover letter, resumé and other self-marketing tools
- interview tips
- other employment programs, services & resources available in the community

### Job Maintenance

A group session that provides information related to keeping a job may include but is not limited to:

- how to identify personal barriers that influence work behaviour
- an examination of potential options to address related barriers
- other programs and services available in the community

Further information on the set-up and operation of an Employment Resource Centre is available at: [http://www.possibilitiesproject.com/pdf/erc\\_e.pdf](http://www.possibilitiesproject.com/pdf/erc_e.pdf).

Under the contribution agreement, eligible costs are reimbursed on actual expenditures and allowed costs which are required for the success of the specific project, not general operating costs of the organization. This can include some overheads such as wages, leasing of equipment, rent, special needs for persons with disabilities and small capital assets (e.g. computers for the staff of the project.). No personal income supports are provided to the unemployed clients attending EAS activities. Amounts required to accommodate clients with disabilities must be reviewed on a case-by-case basis.

Please refer to section 4 of this guide for more details on eligible costs.

## **2.2 – Employment Assistance Services Funding Priorities**

The focus of EAS is to help organizations that deliver employment services to unemployed persons. Proposals for funding will NOT be considered for persons who are employed, in school or other institutions, or who are not able to participate in the labour market, or for duplicate services already available within the community.

Toronto HRCCs encourage applicants to explore relationships with other service providers in the community to provide seamless services to clients and meet the needs of the community. In particular, organizations providing Employment Resource Centre services will need to work with other community service providers, to which the ERC would refer clients whose needs the ERC itself cannot fill. Each ERC will also have a close working relationship with one or more HRCCs and Assessment Centres.



## 2.3 - Eligible Organizations

Applicants eligible to receive funding from HRSDC for Employment Assistance Services (EAS) projects include:

- businesses<sup>4</sup>;
- organizations (including not-for-profit, professional, employer and labour associations);
- individuals;
- public health and educational institutions;
- band/tribal councils, Aboriginal organizations; and
- municipal governments.

Proposals will only be considered from qualified organizations that can demonstrate the following prerequisites. (Please ensure that you address these points in the relevant sections of your proposal, as noted.)

- The applicant has been registered as a legal entity in Ontario and providing service for two or more years in the City of Toronto or the Regional Municipalities of York or Peel. (Section 3.9)
- The applicant can demonstrate that it has a minimum of two years' experience providing employment information services to the unemployed. (Section 3.9)
- The applicant can demonstrate that it has access to funding sources other than HRSDC. (Section 3.9)
- The applicant has experience managing significant amounts of funding from other sources such as governments, charitable organizations/ foundations, or private sector partners. (Section 3.10)
- The applicant will provide service for a minimum of 35 hours/week. (Section 3.4)

## 2.4 - Eligible Participants

Projects funded under Employment Assistance Services (EAS) are targeted to clients who are:

- entitled to work in Canada according to the relevant provincial/territorial legislation and regulations;
- unemployed; and,
- out of school.

All of the Employment Resource Centre CFPs in Toronto are open to the general public, with a focus on the unemployed. CFPs 012.07, 012.08 and 012.20 will provide their services in both English and French.

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<sup>4</sup> Note to potential private sector applicants: As indicated in Section 4.2 below, profit is an ineligible expense and cannot be reimbursed under the Treasury Board of Canada's Transfer Payment Policy, which applies to all of the Government of Canada's contribution programs. (Ref. Appendix C, 1.vii of the policy, [http://www.tbs-sct.gc.ca/pubs\\_pol/dcgpubs/TBM\\_142/ptp1\\_e.asp#\\_Toc482671182](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/TBM_142/ptp1_e.asp#_Toc482671182).)

Most of the services offered by the Employment Resource Centres will be self-services that the ERC clients can access with no or minimal assistance. The ERC may also provide some assisted services in the form of short workshops.

## **2.5 - Duration of the Contribution Agreement**

Projects funded through this Call for Proposals process are expected to begin in January 2005. The duration of the contribution agreement cannot extend beyond March 31, 2005 due to present program authorities expiring on that date.

The Department anticipates being able to extend the duration of the agreements in accordance with renewed program authorities. In the event the program authorities are renewed, HRSDC may, at its discretion, grant an extension to the initial agreement to bring it up to one year, with the possibility of two further one-year extensions to the initial agreement.

Regardless of the possibility for subsequent extensions, the duration of the initial contribution agreement will be for a 12-month period, or until March 31, 2005, whichever comes first.

In anticipation of the authority to extend agreements beyond March 31, 2005, applicants are asked to describe in their project proposal the employment services they would offer over a 12-month period.

Extension of the duration of a contribution agreement would not be undertaken if any of the following is true:

- renewed terms and conditions set a different timeline;
- there have been significant changes to the program;
- there have been significant changes to the labour market.

In all cases there must be a thorough evaluation to validate project success prior to entering into a subsequent agreement to extend the duration of the initial agreement.

## **3. PROPOSAL DESCRIPTION**

The proposal must be printed on 8.5" x 11" paper, using a font no smaller than 12-point Arial. **The maximum length for a proposal is 40 pages (approximately 10,000 words), plus attachments as indicated (see below). Proposals that exceed this limit, or that fail to comply with the *Proposal Description* format outlined in this guide, may be disqualified. Please number the pages of your proposal.**

### 3.1 - Project Title

Provide a unique project title for your proposal.

### 3.2 - Project Summary

Provide a short summary (maximum 2 pages) of the project using the template provided (Appendix A). Be sure to highlight any unique or innovative features of your proposal.

### 3.3 - Project Objectives

This section should provide a clear and measurable description of what the project is expected to achieve.

### 3.4 - Proposed Activities and Timelines

The activities are a key component of a proposal and should be clearly defined. This section should include:

- specific activities and timelines, from project start date to project completion; ensure that you cover the **full range** of services outlined in Section 2.1.
- an outline of how these activities will support the achievement of the project's objectives, including a description of any required tools/models
- an outline of the organization's plan on how it will manage the proposed project (e.g. use existing management resources, hire a project manager, etc.)
- details on the number of staff, their job titles and roles, and the competencies and qualifications required, including any professional certifications; attach the job descriptions
- an outline of the human resource policies and procedures that will underpin the project (e.g. in relation to pay and benefits, leave, professional development, travel, employment equity, and accommodation for persons with disabilities)
- a statement regarding any intention to contract or subcontract a portion of the activities and services (specifying which ones and include rationale), and the process to be used (see section 6.5 below)
- proposed location of any facility, and plans to ensure that this location provides reasonable accessibility to the targeted clients (e.g. accessible by public transit where applicable, central location, wheelchair accessible, adequate hours of operation etc.)
- plans to collect participant data and provide reports to HRSDC
- monitoring and evaluation procedures, including process and timelines
- a description of appropriate service standards (e.g. speed of service, quality, resource maintenance, handling complaints, resolving IT problems etc.)

- a description of the organization's processes and controls to manage access to personal and confidential information (if appropriate)
- an outline of the organization's policy on or methods of dealing with conflicts of interest
- an outline of how the project will integrate service with existing resources and programs with the community
- an outline of how the organization plans to serve an ethnically, racially and economically diverse client base
- for CFPs 012.07, 012.08 and 12.20 only: an outline of how the organization plans to provide ERC services to clients in both official languages (English and French)

### **3.5 - Description of the Selected / Targeted Participants**

Describe in this section:

- the proposed number of total client visits (must be within the range specified in the Call for Proposals)
- how the project will reach out to clients across the geographic area to be served, including target group members

### **3.6 - List of all Partner Organizations, their Roles and Responsibilities, and Financial Contributions (monetary/in-kind)**

This section must be completed if HRSDC would not be the sole funder for this project. If there will be other contributions to the project, either monetary or in-kind, from either the applicant or other third parties (e.g. the private sector, not-for-profit organizations, other levels of government), please specify:

- the source(s) of the contribution(s)
- the amount from each source
- the relationship between the various funders and the applicant;
- if the other funders will have an active role to play in the project (i.e. not just financial), provide details concerning their specific roles and responsibilities, and their relevant experience (if any)

Note: Prior to agreement signing, HRSDC may request written confirmation of other funding commitments, including monetary and/or in-kind contributions.

### **3.7 - Expected Results**

This section should provide a clear statement of:

- expected outcomes, including how project activities will assist participants in acquiring self-sufficient employability skills, preparing for and obtaining employment, maintaining employment or returning to advanced studies;
- other positive outcomes related to proposed activities.

### **3.8 - Means by which Success will be Measured**

Applicants should provide a description of how the overall success of the project will be measured, monitored and reported. Applicants should also indicate how they would respond if the desired results were not being achieved part way through the project, or if they identified emerging needs and/or a changing local environment during the life of the project.

### **3.9 - Applicant's Background, Mandate and Expertise**

This section should include:

- a brief description of the organization's history, legal status, and number of years in business (attach the organizational chart, including the names and titles of the corporate officers and senior managers; also attach incorporation documents and the names of the Board of Directors, as appropriate)
- the organization's mandate and traditional ongoing activities
- a description of the organization's experience in dealing with the participants targeted for the service to be funded (i.e. the unemployed in general)
- a list of current funding sources; attach the most recent audited financial statement, if available

Note: If the organization's workplace is unionized, indicate whether or not union concurrence has been obtained (with supporting evidence or explanation), and enter the name(s) and local(s) of the union(s) involved in the space at the bottom of page 2 of the *Application for Funding* (EMP 5209).

### **3.10 – Past Projects with HRSDC and Other Departments and Related Achievements**

This section (if applicable) should include a description of:

- any employment-related projects funded by HRSDC or by other federal departments or provincial/territorial or municipal governments in the past five years; and,
- any other projects that your organization has participated in with the voluntary or private sector that have produced successful results.

Note: If you have received HRSDC funding for more than three projects in the past five years, include only the most recent three. For each project cited, specify the name of the project, purpose, government funding received (or for projects with the voluntary or private sector, the total value of the project), operating dates, results achieved, and the name and telephone of a contact person who could provide a reference. Note: The name and telephone number of a contact is not required for previous HRSDC-funded projects.

If you are applying for similar funding from other government departments this year, please indicate: name of government department, funding requested,

number of participants and how activities differ from the ones requested in this proposal to HRSDC.

Please note that HRSDC may consult the references provided, including other federal government departments, to confirm past achievements and to ensure that the proposed activities are not a duplication of similar projects.

### **3.11 – Evidence of Community Labour Market Needs**

This section should provide a description of the local community to be served by the Employment Resource Centre, including information concerning:

- geographic, socio-economic, and labour market factors
- any relevant community planning/consultation process carried out
- how the project will meet labour market needs

### **3.12 – Employment Assistance Services (EAS) Priorities**

This section should include a brief description of how the proposal meets the Employment Assistance Services (EAS) eligibility criteria and funding priorities. (See section 2.2 above.) For example, clarify here how you would ensure that the clients accessing the services of the Employment Resource Centre meet the prescribed client profile, and how you would handle those clients who do not.

### **3.13 – Environmental Impact of Proposed Activities (if any)**

Applicants must provide a description of any environmental impact of the project and the results of any environmental assessment that has been undertaken, where required under the *Canadian Environmental Assessment Act*<sup>5</sup>.

## **4. BUDGET**

In this section of the proposal, please describe the processes and financial controls implemented in your organization to ensure that finances are protected and used appropriately.

Provide your itemized budget on the *Application for Funding (EMP 5209 [02-03] E)* form. Include details on how the cost for each budget item was determined in the *Budget Negotiation Notes*. Please identify which costs would be associated with start-up of the project (i.e. one-time-only costs).

As these are generic forms used for various HRSDC programs, it is important to note that not all cost categories on the forms apply to Employment Assistance Services. Further details on eligible expenses under EAS related to wages,

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<sup>5</sup> For further information about the requirements under the *Canadian Environmental Assessment Act*, visit the Department of Justice Canada Web site at [http://www.ceaa.gc.ca/index\\_e.htm](http://www.ceaa.gc.ca/index_e.htm).

mandatory employment-related costs, capital costs, overhead costs, sub-contracting, and travel are provided in the *Budget Negotiation Notes*.

If your budget includes any ineligible expenses, please ensure that they appear in the “Applicant/Other Contribution” columns of the budget on the *Application for Funding*, and in the “Total Contributions from Other Sources” line on the *Cash Flow* form. Provide the relevant details on the funding from other sources in Section 3.6 of your proposal.

Applicants who intend to use a contractor or sub-contractors to perform specified duties or project activities (as identified in Section 3.4 above) must break out the related costs in the budget, under Professional Fees (for “expert” services such as audit, accounting, legal, or consulting) or under Other General Project Costs (for other services such as janitorial or security) on the *Application for Funding*.

#### **4.1 - Eligible Expenses**

Generally, reimbursement of eligible costs can cover some overhead and small capital assets. Financial assistance may be provided to cover all or a portion of the costs associated with operating and delivering approved activities. Eligible costs may include but are not limited to:

- wages and the mandatory and other employment-related costs;
- licences, permits, fees for professional services
- rental of premises, leasing or purchase of furniture and equipment, utilities, janitorial services, some minor renovations
- materials and supplies, travel, bank charges, insurance, audits, assessment and evaluations
- expenses relating to specialized arrangements or equipment for persons with disabilities
- costs associated with workers’ compensation
- costs associated with some limited central administrative functions that are required to support agreement activities
- costs related to contracted and subcontracted aspects of the project; subject to HRSDC approval

The specific costs to be reimbursed by HRSDC will be clarified during the negotiation of a contribution agreement with the successful Call for Proposals applicant(s). Project costs are reimbursed based on actual allowable expenses, not contracted amounts.

#### **4.2 - Ineligible Expenses**

Ineligible expenses include items such as the following:

- any project costs incurred before an agreement is approved and signed by HRSDC

- costs incurred in the preparation of the proposal (including lobbyist fees)
- tuition costs - public/private
- contingency fees
- entertainment costs
- fines or penalties
- profit
- land, buildings and other capital costs for the construction of buildings (other than small repairs or renovations to support the participation of persons with disabilities)
- vehicles

## **5. FORECAST OF CASHFLOW**

Applicants must also complete the *Forecast of Cash Flow* form (EMP 5216 (01-03) E and submit it with the application package. It is important that the monthly breakdown of the budget reflect as closely as possible the sponsor's projected financial requirements and any explanations as needed (without use of abbreviations).

## **6. FURTHER CONSIDERATIONS**

The following information is provided for applicants' reference only. If you are successful in the CFP process, HRSDC will address these points during negotiation of your contribution agreement.

### **6.1 - General Liability Insurance**

Applicants must provide general liability insurance coverage that covers all participants, project coordinators, and staff for damages they might cause to third parties in carrying out project activities. HRSDC however, makes no warranty or representation as to the adequacy of the policy coverage. The applicant is solely responsible for determining the policy's adequacy and for obtaining any additional insurance required.

HRSDC may cover participants for physical damages and/or personal injury. The comprehensive general liability insurance provided by the department, however, is subject to certain exclusions, in particular the use of a vehicle. In such cases, recipients should ensure that they have adequate automobile insurance coverage, whether public or private.

If applicants already have comprehensive general liability insurance, they must ensure their insurance is valid for the duration of the contribution agreement.



## **6.2 - Workers' Compensation**

The applicant must arrange for workers' compensation coverage, or similar coverage, to cover participants and staff where required by law in each province or territory.

## **6.3 - Health and Safety**

Applicants must ensure that participants are in a safe environment throughout the project. Where applicable, it is the applicant's responsibility to supervise the participants' work, provide health and safety information, and provide information sessions and safety equipment (if required) for all participants employed.

For further information about health and safety, please refer to the brochure "*Are You in Danger? It Only Happens to Others...*", available at the nearest Human Resources Development Canada office or on the Internet at: <http://www.youth.gc.ca/security>.

## **6.4 - Official Languages**

It is the applicant's responsibility to provide any services and activities, and offer any notices, advertisements or other materials relating to the project in both official languages according to instructions issued by HRSDC officials.

## **6.5 - Sub-Contracting and Contracting procedures**

Project sponsors may choose to seek the assistance of another organization in achieving the objectives or delivering the activities necessary to support the proposed employment intervention. The costs associated with this assistance then become project costs and could be charged to the project paid by HRSDC. Any intention to enter into such an agreement with another organization must:

- be disclosed to HRSDC,
- may require prior written approval of HRSDC, and
- represent fair market value. Depending on the value of the contract a fair and competitive process with at least three bids may be necessary.

Applicants must declare any conflict of interest related to the use of possible contractors or sub-contractors. Examples of conflict of interest may include, but would not be limited to organizational affiliations, forms of ownership arrangements, shared board members etc. HRSDC must be informed of these types of scenarios, and sponsors must receive formal written approval from HRSDC prior to entering into such contracting or sub-contracting arrangements.

## **6.6 - Fee for Participation in a Project**

Applicants must not request the payment of any charge or fee from the participants for their participation in the project.

## **6.7 - Nepotism**

No wages paid to any administrative staff who is a member of the applicant's immediate family, or a member of the family of a director or senior officer of the applicant, is eligible for reimbursement under the contribution agreement unless there is prior approval by HRSD.

To further clarify, immediate family means:

- father, mother, stepfather or stepmother;
- foster parent;
- brother or sister;
- spouse or common-law partner;
- child, including child of common-law partner, stepchild, ward;
- father-in-law, mother-in-law; or
- any relative permanently residing with the coordinator or a director or senior officer of the applicant.

## **6.8 - Audit and Holdback**

All contribution agreements valued at \$350,000 or more are required to undergo at least one audit by an external auditor. HRSDC may also require an audit for selected agreements valued at less than \$350,000 (e.g. if the activity is high-risk, or if HRSDC does not have a previous funding history with that organization). This expense would be included in the eligible project costs. HRSDC will withhold a specified percentage of its contribution payable under the agreement until the final claim has been received and verified and the final auditor's report has been received.

## **6.9 - Conflict of Interest**

All apparent or actual conflicts of interest, existing or potential, must be disclosed in the proposal. During the operation of the project, any conflict of interest that may arise must be disclosed to HRSDC and resolved to the satisfaction of HRSDC.

## **7. ASSESSMENT OF SUBMISSIONS/ PROPOSALS**

The criteria-based assessment process for evaluating submissions/proposals ensures that all submissions/proposals are evaluated objectively against the parameters and criteria contained in this application package.

Each submission/proposal will be assessed against the following 6 general criteria:

1. Integrity and Probity (e.g. positive feedback from other funders or community partners)
2. Background, Mandate and Expertise of Applicant (e.g. experience dealing with the client group)
3. Human resources Plan (e.g. appropriate number of staff with appropriate qualifications for scope of work described)
4. Service Delivery Approach and Activities in Proposal (e.g. appropriate milestones, outcomes and service standards)
5. Community/Labour Market Knowledge (e.g. demonstrated knowledge of community needs), and
6. Budget (e.g. costs are itemized and reasonable)

In assessing the proposed budget, HRSDC will distinguish between start-up and ongoing operating costs, so as not to unfairly disadvantage new applicants.

Following the assessment and approval of the submission/proposal, you will be notified in writing of HRSDC's decision. **Please note that the lowest proposal will not necessarily be accepted. HRSDC reserves the right to reject some or all proposals.**

### **7.1 - The Contribution Agreement**

Once appropriate proposals are identified, they become subject to the negotiation of a formal contribution agreement between HRSDC and the applicant. Project activities must not commence until the applicant and HRSDC sign an agreement. Costs incurred prior to both parties signing the contribution agreement will not be reimbursed.

### **7.2 - Ongoing Monitoring and Follow-up**

Contribution recipients will be instructed to submit both financial and progress reports, including a final report, to assess the project's effectiveness.

Call for Proposals – Project Summary

|                           |                |
|---------------------------|----------------|
| <b>Official Use Only:</b> |                |
| <b>RC:</b>                | <b>File #:</b> |

|   |   |                                 |
|---|---|---------------------------------|
| <b>CFP #</b>  | CFP-ON-0405-Toronto-012.____ ( <i>enter numeric extension</i> ) |                                 |
| <b>Name of applicant:</b>   |   |                                 |
| <b>Address of applicant:</b>  |   |                                 |
| <b>Applicant's experience in serving the unemployed:</b>              |   |                                 |
| <b>Applicant's experience in managing funding from other sources:</b> |   |                                 |
| <b>Type of activity for which funding is requested:</b>               | Employment Resource Centre                                      |                                 |
| <b>Location of proposed activity:</b>                                 |   |                                 |
| <b>Duration:</b>  | _____ -- _____<br>(yyyy/mm/dd) (yyyy/mm/dd)                     |                                 |
| <b>Number of participants:</b>  | _____ total client visits (total traffic)                       |                                 |
| <b>Funding requested:</b>   | \$ _____  | <b>Cost per visit:</b> \$ _____ |
| <b>Project Objectives:</b>  |   |                                 |
| <b>Project Activities:</b>  |   |                                 |

|   |  |
|---|--|
| <b>Project Milestones:</b>                                    |  |
| <b>Expected Results:</b>                                      |  |
| <b>Service Standards:</b>                                     |  |
| <b>Human Resources Plan (# of staff, qualifications):</b>     |  |
| <b>Monitoring and Evaluation Plan:</b>                        |  |
| <b>Sub-contracting (if any):</b>                              |  |
| <b>Integration with Other Community Services:</b>             |  |
| <b>Unique Features of this Proposal:</b>                      |  |
| <b>Previous HRSDC Funding, if any (provide file numbers):</b> |  |