



Human Resources and
Skills Development Canada

Ressources humaines et
Développement des compétences Canada

INTERNATIONAL TRADE AND LABOUR PROGRAM (ITLP)

**GRANTS STREAM: TECHNICAL ASISTANCE AND
FOREIGN-BASED COOPERATIVE ACTIVITIES**

-- A GUIDE FOR APPLICANTS --

Table of Contents

I. WHO AND WHAT IS ELIGIBLE?.....	3
II. WHEN CAN YOU SUBMIT YOUR APPLICATION?.....	4
III. WHAT ARE THE ESSENTIAL ELEMENTS OF A PROPOSAL?.....	5
IV. IMPORTANT APPLICATION REQUIREMENTS.....	6
V. HOW AND WHERE TO SUBMIT APPLICATIONS.....	7

Please ensure that you review and fully understand the [Terms and Conditions](#) for this grants stream. Please review this guide carefully prior to submitting your application form and proposal.

I. WHO AND WHAT IS ELIGIBLE?

Before submitting your application, please make sure that your organization meets the following basic eligibility requirements, as outlined in the [Terms and Conditions](#):

1. Eligible applicants include (list is indicative only):
 - Canadian organizations providing technical assistance on labour issues
 - International organizations providing technical assistance on labour issues
 - Private, not-for-profit organizations
2. Applicants must be able to demonstrate their credibility and ability to provide international technical assistance on labour issues through suitable previous experience.
3. Applications must show that the proposal supports one or more of the following ITLP objectives:
 - Support the capacity of Canada's partner governments to meet obligations under labour cooperation agreements (LCAs); OR
 - Support foreign-based cooperative activities aimed at promoting awareness of and respect for workers' rights and increasing workers' quality of life at work, particularly in the context of international or hemispheric integration. ("Foreign-based cooperative activities" may refer to activities hosted in a country other than Canada and/or activities involving the participation of a representative from a partner country in a cooperative activity hosted by Canada); OR
 - Support Canada's international commitments to address the social dimension of globalization.
4. Eligible activities include:
 - Capacity-building regarding the modernization and professionalization of labour ministries, administrative systems and structures;
 - Training for inspectors, judges, mediators and other front-line organizations responsible for the application of labour legislation, in order to increase the institutional capacity of labour and labour law administrations;
 - The promotion of fundamental principles and rights at work as agreed by global consensus through the International Labour Organization, and/or programs that advance these principles and rights, such as the ILO's International Programme for the Elimination of Child Labour (IPEC);

- Publication and dissemination of information on labour legislation, occupational health and safety, labour relations, and labour markets in LCA partner countries;
- Capacity-building with respect to the physical infrastructure of labour administrations, including information technology systems;
- Workshops, meetings, conferences, consultations to facilitate dialogue on LCA and labour issues, encourage networking among stakeholders, increase public understanding of trade and labour issues;
- Polls and other sociological surveys, conducted by ITLP or its recipients on LCA or other international (trade-related) labour issues in the LCA partner country or countries.

II. WHEN CAN YOU SUBMIT YOUR APPLICATION?

5. **Applications will be accepted from September through November 15 for projects to begin in April of the following year. Within twenty (20) calendar days, applicants will be sent written confirmation that their application was received.**
6. Additional applications may be accepted on an ad-hoc basis in December and January of each year, depending on the number and acceptability of the applications received during the September-November period. A notice will be posted on this website every November on this matter.
7. **All applicants will receive notice of the results of their application between January and February of the next year.** Please note that all applications will be assessed using the criteria outlined in the document called [“Applicant Assessment Criteria and Funding Priorities for Grants.”](#) Also, please note that all decisions regarding the selection of proposals are final.
8. The following summarizes the above-mentioned deadlines:

September	Funding priorities for the next fiscal year are posted on ITLP’s website
September to mid November	Application period
December to mid-January	Ad-hoc period, if necessary, to receive new applications (to be announced at the end of November)
January and February	Notices are sent to all applicants as to whether their proposal was accepted or rejected
April	Accepted projects begin

III. WHAT ARE THE ESSENTIAL ELEMENTS OF A PROPOSAL?

9. The following section elaborates on the proposal description outlined in the "[Grant Application Form](#)" and is intended as a guideline to assist you in preparing your proposal.

- **Proposed project name:** Preferably, it should be short and easy to refer to in correspondence, agreements etc.
- **Duration of project:** The start date will usually be April. The end date cannot be more than two years later.
- **Location of project:** Please list all countries where activities will take place.
- **Proposal description:** As indicated in the "*Grant Application Form*", proposals must be divided into four sections using the following format:

Section I: Applicant

- A. Applicant's background, mandate, and expertise (any partner organizations should also be identified here, along with their anticipated roles and responsibilities in the project/activity)
- B. Past projects with HRSD/Labour Branch and their achievements (if none, list "n/a")

Section II: Proposal

- C. Proposed project and its objectives
- D. Proposed activities and sub-activities and timelines
- E. Expected Results.
Include any of the following that are relevant:
 - how the project would contribute to the recipient country's/countries' national programs for capacity-building, or otherwise support capacity-building
 - how the project would help the recipient country/countries to meet obligations arising from a particular labour cooperation agreement with Canada
 - how the project would help the recipient country/countries to meet obligations arising from some international labour instrument other than a labour cooperation agreement
 - how the project would help support the recipient country's/countries' compliance with the fundamental labour standards and principles set by the International Labour Organization

Section III: Management

- F. Record Management Strategy (see Appendix D, Note on Record Management Strategy)
- G. Methods that will be Used to Measure the Project's/Activity's Success

Section IV: Appendices (please complete and sign each)

- H. Completed and signed copy of the ITLP “Environmental Pre-Screening Form”
- I. Completed and signed copy of the ITLP “Anti-Corruption Declaration”
- J. Completed and signed copy of the ITLP “Labour Standards Declaration”
- K. Project budget (itemized and in Canadian dollars)
- L. Any supporting documentation

IV. IMPORTANT APPLICATION REQUIREMENTS

Note: Payments to Grant recipients will be made in instalments, as appropriate, in accordance with the Treasury Board’s Policy on Transfer Payments, subject to verification of continued eligibility of the organization. Also, although your budget outline will be provided in Canadian funds, payments may be issued in US funds, where applicable. The exchange rate to be used will be that of the [Bank of Canada](#).

10. Applications must include a detailed budget, in Canadian funds, itemized in the following categories:

- **Wages (generally to be paid at local market rates)**
 - Project staff
 - Project participants
- **Travel**
 - By project staff/management
 - By project participants
 - By contractors (if separate from professional fees)
- **Project Delivery Costs**
 - Activity Planning/Management (including necessary hospitality expenses)
 - Production of materials
- **Capital Costs**
 - Capital expenditures (such as computer hardware/software)
 - Capital assets

Important Note: Capital assets, with respect to grant agreements, are any single item or composite assets with a purchase value of more than CAD\$1000.00 not physically incorporated into another product or not fully consumed by the end of the project. For this grant stream, assistance may be provided for capital costs, generally, up to a maximum of 3% of the budget of a project where, and to the extent that, such costs are essential to the achievement of objectives. Please note that real property and vehicles are not eligible capital expenditures under this grant stream.

- **Project Overhead/Activity Costs (generally, not to exceed 15% of the total budget)***
 - Professional fees

- General administration costs
- General overhead costs (including but not limited to the following):

- Leasing or purchasing of office furnishings (equipment, materials & supplies)
- Printing and communications
- Equipment maintenance
- Bank charges
- Insurance
- Utilities
- Rent
- Other expenses

** Note: Overhead costs, also referred to as “indirect costs”, cannot be costs that the applicant would incur whether the agreement was entered into or not. That is, the applicant should not include items that are not required to undertake the proposed activities as overhead costs.*

V. HOW AND WHERE TO SUBMIT APPLICATIONS?

11. All applicants must complete a [“Grant Application Form”](#) including a project proposal and budget. All documents must be submitted either in English or in French. No other language will be accepted.
12. For inquiries about the application process you may [contact Canada’s Labour Program](#).
13. Complete applications must be submitted in hard copy along with one electronic. Applications may be sent by fax, but the originals must follow shortly thereafter by mail or courier. When sending an application by mail or courier, the electronic version must be on a disk or CD, enclosed with the paper copy. It is preferable that the electronic version of the proposal be submitted in Microsoft Word format, as it will facilitate preparation of internal documentation. E-mailed copies will not be accepted. Applications should be sent to:

*International Trade and Labour Program (ITLP)
c/o International and Inter-Governmental Labour Affairs Directorate
Labour Program, Human Resources and Skills Development Canada
165 rue Hotel-de-Ville
Place du Portage, Phase II, 8th Floor
Gatineau, Quebec, Canada K1A 0J2
Fax: 819-953-8494*