



Human Resources and
Skills Development Canada

Ressources humaines et
Développement des compétences Canada

INTERNATIONAL TRADE AND LABOUR PROGRAM (ITLP)

**CONTRIBUTIONS STREAM: CONSULTATION AND PARTNERSHIP-BUILDING,
AND CANADIAN-BASED COOPERATIVE ACTIVITIES**

-- A GUIDE FOR APPLICANTS --

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INTERNATIONAL TRADE AND LABOUR PROGRAM (ITLP) APPLICANT(S) GUIDELINES--CONTRIBUTIONS

Please ensure that you review and fully understand the [Terms and Conditions](#) for this contributions 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](#):
- All proposals submitted under *Contributions for Consultation and Partnership-Building and Canadian-Based Cooperative Activities* must demonstrate that:
 - The funding will help the recipients to participate in social dialogue on international labour and trade-related issues.
 - It will help the recipients to improve their understanding of trade and labour issues.
 - It will help the recipient to participate in Canadian-based cooperative activities.
- Eligible Applicants include:
 - Canadian-based academics (researchers, subject specialists);
 - Canadian employer and labour representatives, organizations, or caucuses;
 - Representatives of Canadian non-governmental organizations, including organizations devoted to worker or employer advocacy, development, poverty reduction, (trade-related) social policy, and others;
 - Canadian sociological survey researchers, including public opinion pollsters, program evaluations consultants, and others.
- Eligible Activities include:

Social Dialogue

Eligible activities that may be included in proposals include those that:

- Enable the social partners to conduct research and analysis into, and to develop policy on, international labour affairs on trade-related labour issues.
- Enable the social partners to exchange information to develop greater consensus on issues.
- Attend conferences and seminars or like events, particularly those designed to help social partners reach consensus on international trade and labour issues.

- Secretariat support for the caucuses of the Advisory Committee on International Labour Affairs (ACILA), and/or for social partners participating in similar consultative bodies.
- Polls and other sociological surveys, conducted by or through social partners with respect to international or trade-related labour issues.

Canadian-Based Cooperative Activities

- Conferences and seminars or like events, site visits, and exchanges of information or best practices on labour topics identified under Canada's labour cooperation agreements or its membership in the International Labour Organization or other international labour institutions.
- Exchanges of officials between Canada and partner countries for purposes identified under Canada's labour cooperation agreements or its membership institutions
- Participation by Canadian social partners, particularly worker and employer representatives, in the above cooperative activities hosted by Canada in Canada or those hosted abroad at which a particular social partner will be part of the Canadian delegation

II. WHEN TO SUBMIT YOUR APPLICATION

- **Applications will be accepted from September through November 15 for projects to begin in April of the following year. Written acknowledgement of receipt will be sent to applicants within twenty (20) calendar days.**
- 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 August-October period. A notice will be posted on this website every November on this matter. **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 Contributions](#)." **All decisions regarding the selection of proposals are final.**
- The following summarizes the above-mentioned deadlines:

September	Funding priorities for the following 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)
February and March	<ul style="list-style-type: none"> • Notices are sent to all applicants as to whether their proposal was accepted rejected. • Accepted proposals are announced
April	Accepted projects begin

III. WHAT ARE THE ESSENTIAL ELEMENTS OF A PROPOSAL

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

The following identifies the different sections of the [“Contribution Application Form”](#):

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

SECTION	SECTION TITLE	TO BE COMPLETED BY
Section 1	Applicant information	All 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 (2005-2006)	Project Manager
Section 6b)	Estimated forecast of cash flow (2006-2007)	Project Manager
Section 7	Declaration of amounts owing in default	All applicants
Section 8	Lobbyists	All applicants
Section 9	Signatures	All applicants

IV. IMPORTANT APPLICATION REQUIREMENTS

Budgets should be developed with the following in mind:

Eligible Expenditures:

- Contributions are normally paid on the basis of the achievement of performance objectives as set out in a contribution agreement or as a reimbursement of eligible costs incurred or expenditures made by a recipient.
- In order to be eligible, expenditures must be project-related and be incurred during the agreement period.
- No financial support shall be directed towards costs that would have been incurred if the proposed activity had not been undertaken.
- **Eligible costs include:**

Wage Costs

- Project Staff
- Project Participants (if applicable)

Project Overhead (Activity) Costs

- Professional Fees (Consultant, translation, website design, etc.)

Travel Costs/Transportation

- Participants/student Costs
- Contractors (if separate from Professional Fees)
- By Project Staff/Project Management
- Meals, accommodation and incidentals

General Project Costs

- Materials and Supplies (office supplies, telephone, postage and courier – Canada)
- Printing and Communications (printing, audio-visual materials, video, brochures)
- Utilities
- Rent
- Other general project costs may include, under certain conditions:
(passport fees, trip insurance, ATM charges –outside Canada, telephone cards)

➤ **Capital Costs include:**

- Furniture and Fixtures
- Computer Hardware/Software
- Capital Expenditures
- Capital Assets
- Other Capital Costs related to project

- Capital costs are subject to the following:
 - Assistance may be provided for capital costs; however, exceptionally and on a cost-shared basis to a maximum of \$5,000.00 net of the budget of a project where, and to the extent that, such costs are essential to the achievement of its objectives.
 - A clause in the contribution agreement will be included to ensure that the government does not become liable for a loan, lease or other contractual obligation entered into by a recipient of a contribution to acquire an asset.
- ITLP 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 .
- Costs can include applicable federal and provincial taxes.
- ITLP and Applicant(s) 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 Applicant(s) 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: ITLP contribution

V. HOW AND WHERE TO SUBMIT APPLICATIONS

- All applicants must complete a "[Contribution Application Form](#)" including a project proposal and budget.
- For inquiries about the application process you may [contact Canada's Labour Program](#).
- Complete applications must be submitted in hard copy along with one (1) electronic copy. 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*